

Draft until signed  
**Minutes of Dry Drayton Parish Council (DDPC) Meeting**  
**Tuesday 1<sup>st</sup> April 2025 at 7.00pm, at Dry Drayton Village Hall, High Street, Dry Drayton**  
**CB23 8BS**

**Present:** Cllr S Aldersley (Chairman), Cllr E Baqir (Councillor), Cllr J Granger (Councillor), Cllr T Houlihan (Vice-Chair), Cllr E Pyle (Councillor)

**Clerk:** S Etherington-Meech CiLCA (Parish Clerk/RFO)

**Attending:** Cllr C Garvie (District Councillor), Cllr E Murphy (County Councillor), Cllr R Stobart (District Councillor) no members of the public

**1. To Accept Apologies for Absence**

No apologies as all councillors were present.

**2. To Accept Parish Councillors Declarations of Interest for Matters on the Agenda**

Cllr Aldersley declared that he had an interest in Item 7. a) i) Planning application for consideration for Land at Duck End Farm. However, item was for information only.

**3. To Agree to hold a Public Forum**

There was no public forum as no members of the public were in attendance.

**4. To Approve the Minutes of the Parish Council Meeting held on Tuesday 4<sup>th</sup> March 2025**

RESOLVED (Prop Cllr Granger, 2nd Cllr Baqir, unanimous) that the minutes of the meeting be approved and signed by the chairman as a true and accurate record of the meeting.

**5. Matters Arising from the Minutes, report of any actions, resolutions from last meeting & ongoing matters**

**5.1 Update on outstanding Highways issues (EM)**

Cllr Murphy produced an update report at the March meeting. Nothing further to report.

**5.2 Seek advice on best approach for Highways Social Value & Community Fund bid (EM)**

This matter is still outstanding, to be kept on the agenda.

**5.3 Request update from Kerry Allen of plans for Park & Ride/ Travel Hub at Scotland Rd and proposed link for an NMU (RS)**

Cllr Stobart confirmed that he has exchanged emails with Kerry Allen and that she did mention that she was expecting communication from the parish council in relation to proposed options for an NMU link. It was explained that the parish council were waiting for an impact analysis from Kerry Allen. **Action** – Cllr Stobart to continue discussion with Kerry Allen and investigate her actions to move forward.

**5.4 Update on proceeding with proposal from Highways for 2024/25 LHI application (SCA)**

Cllr Aldersley advised that he has received a reply from Ross Lewis at Highways and while he did not notice anything contentious, he will ask the headteacher at Dry Drayton Primary School as to her thoughts before giving Ross the go ahead. Cllr Granger said that she believes the residents of the cul de sac should be informed also, and it was agreed that Cllr. Aldersley would request that the headteacher do this as she had carried out the initial survey of the area.

**5.5 Update on Luton Airport Stacking Consultation – extended to mid-April 2025 (RELAS) (RS/CG/)**

Cllr Stobart advised that the most recent announcement is that the government has decided to delay its decision on the Luton Airport Development Consent Order until 3<sup>rd</sup> April 2025.

**5.6 To liaise with Orla Gibbons at SCDC in relation funding, efficacy and operating experience of solar powered streetlights (JG)**

Cllr Granger has emailed Orla Gibbons; however, she is on annual leave at present, therefore she will await a response on her return.

**5.7 Review of Training Statement of Intent and Dignity at Work Policies (SCA)**

Cllr Aldersley advised that there is no update on this matter.

**5.8 To investigate why the wig wags are not working (TSH)**

Cllr Houlihane has reprogrammed the wig wags, so they are now all working.

**5.9 To arrange invoice for reimbursement for repair of Perspex in High Street noticeboard (EP)**

This has now been provided and is included in Item 10 (Finance and Policy)

**5.10 To resend grass cutting plan to Brookfield Groundcare in relation to untended grass opposite Oak Crescent and to request costings to include the entrance of the allotments in the grass cutting rota (SEM)**

Brookfield Groundcare carried out a cut on 24<sup>th</sup> March 2025 where they ignored areas with bulbs and daffodils. However, they did cut the grass at Oak Crescent even though it is not an area in their cutting rota. We are still awaiting costs for including the allotment entrance in the rota.

**5.11 Update on submission of the 2025/26 20mph speed limit application (SCA)**

Cllr Aldersley explained that he did not submit the application following his attendance at a coffee morning with the Speedwatch team and police that resulted in the following outcomes:

- 20 mph zones are not attended by police with speed guns, if vehicles are recorded with speeds in excess of 30mph by the Speedwatch team then letters will be sent out.
- Very few 20 mph zones work with just signage, additional traffic calming measures are needed for it to be successful.
- Cllr Aldersley believes that making an application will be an impasse without some other traffic calming measure being applied for e.g. a crossing or restricted zone for 20mph.
- Looking forward, works for the Scotland Farm hub may rip up or replace the 20-mph zone or there may be an opportunity to get funds towards traffic calming off the back of the works at Scotland Farm.

**5.12 To investigate how the large volumes of rainwater from the large surface of the car park at Scotland Road Travel Hub would be discharged (DDPC)**

Cllr Aldersley believes that this matter was recently raised by the Townsland Trust and Cllr Houlihane believes there should be some information in relation to this within the consultation. **Action** – Cllr Stobart to put this item to the GCP and Kerry Allen to see if they can advise on this matter.

**6. To Accept a Report from County and District Councillors**

For report see [www.drydraytonpc.org.uk](http://www.drydraytonpc.org.uk).

Further to the report Cllr Murphy advised that she is trying to reinvestigate the closure of Cambridge Road in Madingley.

**7. To Discuss Planning Matters**

**a. Applications received for consideration**

- 21/02913/CONDB - Land at Duck End Farm Park Lane Dry Drayton Cambridgeshire CB23 8DB - Submission of details required by condition 7 (lighting design strategy for biodiversity) of planning permission 21/02913/FUL – For information only**
- 25/0317/TTPO – 4 Old Rectory Drive, Dry Drayton CB23 8BU – Tree works – comments by 17<sup>th</sup> April 2025**

RESOLVED <sup>(Prop Cllr Aldersley, 2nd Cllr Granger, unanimous)</sup> that no comments are to be made for this application.

**b. Decisions received from South Cambs District Council**

- 25/00551/PRIOR - Rectory Farm New Road Dry Drayton CB23 8AS - Erection of an agricultural general purpose storage building – Prior approval given**
- 25/0106/TTPO - 4 Old Rectory Drive Dry Drayton Cambridgeshire CB23 8BU – Tree works permitted**
- 25/00037/REM - Land Adj 3 Old Rectory Drive Dry Drayton Cambridge Cambridgeshire CB23 8BU - Reserved matters application for the approval of appearance, landscaping, layout and scale following outline planning**

permission 22/03352/OUT (Outline planning application with all matters reserved other than access for the erection of a single dwelling). –

Application permitted

**8. Matters for discussion/correspondence received**

- 8.1 For information – Email in relation to the projects for the Capital Highway Maintenance Programme**
- 8.2 For information – Publication of the South Cambridgeshire Community Facilities Study 2025 – Final Report**
- 8.3 To discuss management of the parish council allotments, any queries raised and to arrange an extraordinary meeting for discussion of matters with plot holders.**  
The councillors confirmed that the rental agreement used was a model document provided by the National Allotment Society and that a review of the agreement and rentals will occur over the next 9 months. The council advised that they would welcome the opportunity to meet with a representative for the allotment holders to discuss what changes may be implemented. **Action – Clerk is to respond to the allotment holder to reiterate that they are always welcome to parish council meetings, and they hope that they come forward and contact the parish council so next year's rental agreement can be reviewed together. Also to ask for someone to take responsibility to take on tasks such as turning the water on.**
- 8.4 For information – Village Litter Pick on Saturday 5<sup>th</sup> April 10am**
- 8.5 To discuss approval of the updated proposals received from Highways in relation to the 2024/25 LHI application**

This item was covered in the public forum.

**9. Consultations – no consultations received**

**10. Finance and Policy**

- a. To accept account review to date and bank reconciliation**  
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) to accept the bank reconciliation (See Appendix 1) and accounts.
- b. To advise of payments received between 28<sup>th</sup> February 2025 – 27<sup>th</sup> March 2025**  
i. HMRC – VAT Reclaim for 2023/24 - £1,572.01  
ii. 1 x allotment rental for a new half plot tenancy - £12.00
- c. Payments made between 28<sup>th</sup> February 2025 and 27<sup>th</sup> March 2025**  
i. Dry Drayton Village Hall – Hall Hire for 4<sup>th</sup> March 2025 & 1<sup>st</sup> April 2025 - £51.00  
ii. S Etherington-Meech – Clerks Salary/Overtime/Expenses/Pension (Period 11) - £894.55  
iii. HMRC – Clerks Tax and National Insurance for Period 11 - £22.93  
iv. To ratify payment - HCE – Purchase of defib battery and pads - £324.00  
v. Unity Trust Bank – Monthly Service Charge Fee - £6.00  
vi. SSE – Streetlighting Energy - £24.98
- d. Scheduled payments and payments to hand**  
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that payments to hand should be made with £397.22 to be paid to CAPALC which includes the DPO membership scheme.  
i. CAPALC – Affiliation Fee for 2025/26 - £347.22 or £397.22 with the DPO membership scheme  
ii. Parish Online (Geosphere Ltd) – Annual Mapping Subscription – £45.00  
iii. S Etherington-Meech – Clerks Salary/Overtime/Expenses/Pension (Period 12) - £894.55  
iv. HMRC – Clerks Tax and National Insurance for Period 12 - £22.93  
v. Received after agenda – Reimbursement to Cllr Pyle for noticeboard Perspex - £26.08
- e. Clerk to provide information for moving website and email to .gov.uk**  
The councillors agreed that this is not a matter to be discussed as there is currently no budget in the current year for this item.

**f. To note Section 137 figure for 2025/26 - £11.10 per elector**

This item was noted by the councillors.

**g. To discuss amendment to Model Financial Regulations**

This item will be included in the Annual Parish Council Meeting.

**h. For info - Email from PKF Littlejohn with dates for audit – AGAR and audit documentation to be completed by 1st July 2025**

**i. To confirm renewing of streetlighting energy contract with SSE and obtaining further quotations from other suppliers**

The clerk confirmed that the streetlighting energy contract has been renewed until July 2025, further quotations are to be obtained before this time.

**11. To accept notices and matter for the next agenda**

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

**12. Date and time of next meeting – Tuesday 6<sup>th</sup> May 2025 at 7pm at Dry Drayton Village Hall – this will be the Annual Parish Council Meeting**

**EXCLUSION OF THE PUBLIC AND PRESS**

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

**13. To discuss clerk's appraisal and any actions or changes to be agreed**

In confidential minutes.

Meeting closed at 8.40pm

Signed.....Chair

Date.....

## Appendix 1

### DRY DRAYTON PARISH COUNCIL March 2025 Year End Bank Reconciliation

	£
Unity Trust Current Account on 28 <sup>th</sup> February 2025 Unity Trust Instant Access account 28 <sup>th</sup> February 2025 <b>Total:</b>	£2,416.48 £36,858.58 <b>£39,275.06</b>
<u>Less</u> payments presented from 1 <sup>st</sup> March 2025 to 31 <sup>st</sup> March 2025 <i>3 online payments, 2 direct debits, 1 standing order, 1 bank fee</i>	£975.46
<u>Plus</u> , receipts presented from 1 <sup>st</sup> March 2025 to 31 <sup>st</sup> March 2025 <i>2 receipts and 1 interest payment received</i>	£1,822.72
Closing Unity Trust Current account on 31 <sup>st</sup> March 2025 Closing Unity Trust Savings account on 31 <sup>st</sup> March 2025 <b>Total:</b>	£5,025.03 £35,097.29 <b>£40,122.32</b>
<u>Less outstanding payments not yet subtracted</u>	
<b>Balance carried forward on 31<sup>st</sup> March 2025</b>	<b>£ 40,122.32</b>
<u>Notes:</u> As of March 2025, outstanding Section 106 monies to be spent:	
<ul style="list-style-type: none"> <li>Traffic Calming - £45,125.00 (held by Highways)</li> </ul>	

*Sarah Etherington-Meech*

RFO

1<sup>st</sup> April 2025