

Draft until signed
Minutes of Dry Drayton Annual Parish Council (DDPC) Meeting
Tuesday 6th May 2025 at 7.00pm, at Dry Drayton Village Hall, High Street, Dry Drayton
CB23 8BS

Present: Cllr S Aldersley (Chair), Cllr E Baqir (Councillor), Cllr J Granger (Councillor), Cllr T Houlihane (Vice-Chair)

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

Attending: Cllr R Stobart (District Councillor), 3 members of the public

1. Election of Chair and signing the Declaration of Acceptance of Office

RESOLVED (Prop Cllr Houlihane, 2nd Cllr Baqir, unanimous) to re-elect Cllr Aldersley as Chair.

The Chairman signed the Acceptance of Office form.

2. Election of Vice-Chair

RESOLVED (Prop Cllr Granger, 2nd Cllr Baqir, unanimous) to re-elect Cllr Houlihane as Vice-Chair.

3. To Accept Apologies for Absence

Apology was accepted from Cllr E Pyle who was absent due to work commitments. Cllr Garvie (District Councillor) and Cllr Murphy (County Councillor) sent their apologies.

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

Cllr Aldersley declared a non-pecuniary interest in Item 9 a) iii) Planning application 25/0236/TTPO due to the it being his land that the trees are overhanging.

5. To Agree to hold a Public Forum

The public had no matters to raise in the Public Forum.

6. To Approve the Minutes of Meeting held on Tuesday 1st April 2025

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

7. Matters Arising from the Minutes, Report of any actions, Resolutions from last meeting & ongoing matters

7.1 Update on outstanding Highways issues (EM)

There were no updates as Cllr Murphy was not in attendance at the meeting. Cllr Granger did raise the urgency of the ongoing safety issue of the rotten handrail on a path from Butchers Lane. Cllr Aldersley highlighted that there are a number of outstanding items on the Highways Report IT tool.

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

No update.

7.3 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 had some email exchanges with Kerry Allen. Cllr Stobart requested a list of concerns that councillors have following the meeting with Kerry Allen previously where proposed options for the NMU link were discussed.

7.4 Update from Highways for the 2024/25 LHI application for works outside Dry Drayton Primary School (SCA)

Cllr Aldersley advised that he has asked the Headteacher at Dry Drayton Primary School to contact residents who will be affected by the parking restrictions to gain their feedback on the works.

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

Cllr Granger confirmed that she has been liaising with SCDC, and applications are now open for the Zero Carbon Communities Grant and she will be attending a help session in relation to this on 21st May 2025. **Action** – To discuss the potential of a joint application with Bar Hill Parish Council for 'The Drift'.

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

No update.

- 7.7 **To request costings from Brookfield Groundcare to include the entrance of the allotments in the grass cutting rota (SEM)**
No update at present.
- 7.8 **To investigate with GCP and Kerry Allen how the large volumes of rainwater from the large surface of the car park at Scotland Road Travel Hub would be discharged (RS)**
Cllr Granger confirmed that she has reviewed a document that says tests have been done and there are no concerns with flooding. Cllr Stobart has also received condition 14 which addresses surface water/drainage from Jo Baker at GCP, he will review the document and forward to DDPC for comments also.
- 7.9 **To obtain streetlighting energy quotations (SEM)**
No update at present.
8. **To Accept a Report from County and District Councillors**
For County and District Councillor reports see www.drydraytonpc.org.uk.
9. **To Discuss Planning Matters**
- a. **Applications received for consideration**
- i. **25/01516/HFUL - Orchard Barn House Park Lane Dry Drayton - The erection of a carport to the front and lean-to weather cover to the front and side, with the installation of an entrance gate to the front – comments by 20th May 2025**
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihane, unanimous) for no comment to be made for this application.
- ii. **25/01495/S73 - Springhill Stables Oakington Road Dry Drayton - S73 to remove condition 1 (Use of land) of planning permission 22/00972/FUL (Retention of mobile home) – comments by 13th May 2025**
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Baqir, unanimous) for no comment to be made for this application.
- iii. **25/0236/TTPO - Land Northwest of New Farm Cottages Madingley Road Dry Drayton -Cut back the branches of those trees which are overhanging the boundary and damaging the boundary fence. Some of the branches are at least 5m in length – comments by 13th May 2025**
RESOLVED (Prop Cllr Baqir, 2nd Cllr Granger, 3rd Cllr Houlihane, Cllr Aldersley abstained from voting due to his non-pecuniary interest in the item) for no comment to be made for this application.
- b. **Decisions received from South Cambs District Council – no decisions received**
10. **Matters for discussion/correspondence received**
- 10.1 **For information – Allocation of addressing to new agricultural worker’s dwelling at Scotland Farm – To be known as Orchard House, Scotland Road, Dry Drayton CB23 8AX**
- 10.2 **For information – Cambourne to Cambridge (C2C) – Release of statement of case**
- 10.3 **For information – Luton airport expansion approved by government**
- 10.4 **For information - Greater Cambridge Supplementary Planning Documents – Public Notice & Notification of Adoption and Revocation**
- 10.5 **To discuss management of the parish council allotments and any queries raised by plot holders**
Concerns have been raised by plot holders in relation to the allotment not currently being tended. **Action – Clerk to send another letter in relation to the unkempt plot.**
- 10.6 **To discuss an application for the free tree packs from the Woodland Trust for schools and communities (end date for applications August 2025)**
There are no viable areas such as parish land or communal spaces for an application to be made.
11. **Consultations**
- 11.1 **Anglian Water - Scoping opinion request for proposed Grafham to Cambridge Water scheme**
Cllr Stobart advised that SCDC is an advocate for the parishes in this matter. **Action – Cllr Stobart to provide a contact at SCDC to facilitate plain English summaries of such matters.**

12. Finance and Policy

a. To accept account review to date and bank reconciliation

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Baqir, unanimous) to accept the Year-End accounts and bank reconciliation (See Appendix 1) and accounts.

b. To advise of payments received between 28th March 2025 and 30th April 2025

- i. South Cambs District Council – Precept for 2025/26 - £24,500.00
- ii. Unity Trust Bank – Savings Account Interest - £238.71

c. Payments made between 28th March 2025 and 30th April 2025

- i. Unity Trust Bank – Monthly bank service charge - £6.00
- ii. SSE Energy – Streetlighting Energy - £5.68
- iii. CAPALC – Affiliation Fee for 2025/26 - £397.22
- iv. Parish Online (Geosphere Ltd) – Annual Mapping Subscription – £45.00
- v. S Etherington-Meech – Clerks Salary/Overtime/Expenses/Pension (Period 12 & 1) - £1,812.54
- vi. HMRC – Clerks Tax and National Insurance for Period 12 & Period 1 - £90.67
- vii. Cllr Pyle – Reimbursement for Perspex for the noticeboard - £26.08
- viii. Pristine Windows – Bus Shelter Cleaning - £135.00

d. Payments to hand and scheduled payments

RESOLVED (Prop Cllr Granger, 2nd Cllr Aldersley, unanimous) that all payments to hand are paid. Councillors to authorise online payments.

- i. Brookfield Groundcare – Grass Cut 1 & 2 of 10 - £720.00
- ii. Dry Drayton Village Hall – Hall Hire for 6th & 16th May 2025 - £45.00
- iii. Vision ICT Ltd – Website Hosting & Support June 25 to May 26 - £225.76

An invoice has also been received from VisionICT for hosting of 9 email addresses. It was agreed to remove two of the email addresses as the councillors have now left DDPC. **Action** – Amended invoice to be requested from VisionICT.

e. To review the Year-end accounts

The Year-end accounts were circulated to the councillors and will be signed off once the AGAR is received from the Internal Auditor together with his report.

f. To review standing orders and variable direct debits from bank account

The current standing orders and variable direct debits were considered by members and RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) to keep them in place.

g. To review bank signatories and agree removal and adding

RESOLVED (Prop Cllr Granger, 2nd Cllr Aldersley, unanimous) to add Cllr Baqir to the Unity Trust bank account as a signatory.

h. Authorise due payments that arise on a regular basis

RESOLVED (Prop Cllr Aldersley, Cllr Baqir, unanimous) to authorise due payments that arise on a regular basis including Brookfield Groundcare, Dry Drayton Village Hall, Pennon Water (direct debit now activated), VisionICT, LGS Services & Pristine Windows.

i. To review Standing Orders & Financial Regulations (both with recent amendments), and other policies & procedures

Following review it was RESOLVED (Prop Cllr Granger, 2nd Cllr Aldersley, unanimous) that the Standing Orders & Financial Regulations be amended accordingly with recent amendments and all other policies be approved with no amendments.

j. To review the Asset Register for 31st March 2025

The Asset Register was reviewed and approved (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous)

k. To confirm insurance cover

Insurance cover was noted by the council.

l. To review DDPC and/or staff subscriptions to other bodies

The current subscriptions for the council and staff were reviewed by the councillors. These consist of: CAPALC (Cambridgeshire & Peterborough Association of Local Councils) for the Council, SLCC (Society of Local Council Clerks) for the Clerk,

GeoXphere (Online Mapping), Cambs ACRE, National Allotment Society and ICO (Information Commissioners Office) for the Council.

m. To review employment policies and procedures

The employment policies and procedures were reviewed by members.

n. To review expenditure incurred under S.137 of the Local Government Act 1972

No expenditure was incurred under S.137 of the Local Government Act 1972 during the period from 1st April 2024 to 31st March 2025.

o. To discuss earmarked reserves and resolve amounts and purposes of earmarked reserves at year end

The reserves tab on the cashbook spreadsheet details all reserves through the year and will be amended accordingly.

13. To accept notices and matter for the next agenda

- Zero Carbon Communities Grant – deadline 1st July 2025
- Streetlighting Energy

14. Date and time of next meeting – Friday 16th May 2025 at 6.30pm at Dry Drayton Village Hall for the Annual Parish Meeting and then Tuesday 3rd June at 7pm for the next 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.

No item to exclude the public and press

Meeting closed at 20.29pm

Signed.....Chair

Date.....