

**Draft until signed**  
**Minutes of Dry Drayton Parish Council (DDPC) Meeting**  
**Tuesday 3<sup>rd</sup> June 2025 at 7.00pm, at Dry Drayton Village Hall, High Street, Dry Drayton**  
**CB23 8BS**

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

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

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

**1. To Accept Apologies for Absence**

Apology was accepted from Cllr E Baqir, absent due to illness. Cllr C Garvie (District Councillor) sent an apology.

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

No Declarations of Interest were declared.

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

No members of the public attended the meeting.

**4. To Approve the Minutes of Meeting held on Tuesday 6<sup>th</sup> May 2025**

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that the minutes of the meeting be approved and signed by the chair 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 confirmed that any Highways updates would be in her monthly report and that she has been in touch with the Local Highways Officer and is expecting a response.

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

This item is to be revisited in September.

**5.3 To be provided with list of concerns from councillors for Kerry Allen at in relation to Travel Hub NMU link options (RS)**

Cllr Granger circulated notes from the last meeting with Kerry Allen to DDPC and Cllr Stobart. Councillors highlighted that they were expecting a feasibility report in relation to this matter. Cllr Stobart advised that the next step will be traffic modelling and Cllr Murphy believes traffic modelling will be part of this. **Action - Cllr Stobart to keep this matter going and request timescales from Kerry Allen.**

**5.4 To find contact at South Cambs District Council for providing summaries for large documents e.g. consultations and proposal documents (RS)**

Cllr Granger is currently arranging a meeting with a contact at South Cambs District Council in relation to this matter, and it's likely that a meeting will take place around 17<sup>th</sup> June 2025. It was discussed that the County Councillor for Madingley should be invited.

**5.5 To forward surface/water drainage document from GCP in relation to Scotland Rd Travel Hub (RS)**

Cllr Stobart will forward documents from Jo Baker at GCP to be reviewed before 17<sup>th</sup> June 2025. Cllr Stobart did highlight that the application contains a condition that has to be satisfied in relation to the drainage scheme.

**5.6 Update from Highways and resident feedback for 2024/25 LHI application for works outside Dry Drayton Primary School (SCA)**

Dry Drayton Primary School (DDPS) has sought feedback from residents. However, councillors raised concern that not all residents have been consulted. **Action – Cllr Aldersley to raise this matter with the Headteacher at DDPS and raise proposal of double yellow lines all the way round.**

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

There was no update for this matter.

- 5.8 To request costings from Brookfield Groundcare to include the entrance of the allotments in the grass cutting rota (SEM)**  
 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) to accept the quotation of £250.00 from Brookfield Groundcare for including the grass cutting of the entrance to the allotments.  
**Action** – Clerk to request Brookfield Groundcare cut to verges on the junction of Park Lane and Madingley Road near culvert.
- 5.9 To obtain streetlighting energy quotations (SEM)**  
 The clerk has received information that Suffolk County Council can provide streetlighting energy to parishes that come under South Cambs District Council.  
 RESOLVED (Prop Cllr Pyle, 2nd Cllr Aldersley, unanimous) to accept quotation received from Suffolk County Council for streetlighting energy once the current contract with SSE expires.
- 6. To Accept a Report from County and District Councillors**  
 Reports were accepted, reports at [www.drydraytonpc.org.uk](http://www.drydraytonpc.org.uk)
- 7. To Discuss Planning Matters**
- a. Applications received for consideration
    - i. **24/00213/CONDA - St Giles Cricket Club Scotland Road Dry Drayton Cambridgeshire CB23 8BX - Submission of details required by conditions 3 (construction ecological management plan), 4 (biodiversity enhancement) and 5 (lighting design strategy for biodiversity) of planning permission 24/00213/FUL – For information only**
    - ii. **25/0236/TTPO - Land Northwest of New Farm Cottages Madingley Road Dry Drayton Cambridgeshire – Works to TPO trees – Tree - 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 - For information only**
  - b. Decisions received from South Cambs District Council
    - i. **25/0317/TTPO - 4 Old Rectory Drive Dry Drayton Cambridgeshire CB23 8BU – Works to TPO trees permitted**
- 8. Matters for discussion/correspondence received**
- 8.1 New Premises Licence application for Sales of own branded beer via shop. Conference and open day on the farm where alcohol will be served - Scotland Farm, Dry Drayton, Cambs, CB23 8AU – comments by 5<sup>th</sup> June 2025**  
 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) to raise concern over lack of clarity with the application and also the impact the application would have on businesses on Dry Drayton Industrial Estate especially Lord Conrads Brewery and the Deli. Concerns were also raised in relation to belief that the proposal could encourage driving and drinking.
  - 8.2 For information - Street Naming & Numbering Notification - GTTGGCBZ – Scotland Road, Dry Drayton – New agricultural workers dwelling to be known as The Bunkhouse, Scotland Farm, Scotland Road, Dry Drayton CB23 8AX**
  - 8.3 For information - Northwest & West Community Forum will be held on Thursday 12 June at Storey's Field Eddington from 5.30pm**
  - 8.4 For information – Annual Pathfinder March will take place on Saturday 7<sup>th</sup> June 2025; checkpoint will operate at Dry Drayton Primary School from 8.20am-14.15pm**
  - 8.5 To discuss email from the Combined Authority in relation to New Tiger Bus Routes for Cambridgeshire**  
 There is no route through Dry Drayton so no need to discuss this matter.
  - 8.6 For information - Department for Transport (DfT) public inquiry into our new busway, travel hub and path for walkers and cyclists linking Cambourne to Cambridge will take place from Monday 15 September 2025**
  - 8.7 For information - East West Railway Company (EWR Co) published a 2024 non-statutory consultation (NSC) update on 16<sup>th</sup> May 2025**
  - 8.8 To discuss the maintenance of lanes and hedges particularly at Park Street and the end of Long Lane**

Cllr. Granger referenced the difficulties of deliveries in Park Street due to parking around the school (ref. LHI yellow lines).

Another topic Cllr. Granger raised was the overhanging hedge at the end of Long Lane that is making it necessary for pedestrians to have to walk in the road at this point. Cllr Granger pleaded for Cllr Murphy to liaise with Highways to make this dangerous little section of Long Lane accessible and safe. Cllr. Aldersley confirmed he has also reported to Highways that a willow tree on Park Lane is growing out into the road.

**8.9 To discuss making an application to SCDC Zero Carbon Communities Grant for solar powered streetlights by 1<sup>st</sup> July 2025**

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlthane, unanimous) for Cllr Granger to make the application for this grant. **Action** – Cllr Stobart to provide a statement of support for the application.

**8.10 To discuss management of the parish council allotments and any queries raised by plot holders**

The clerk advised that the last vacant plot has now been taken, and maintenance has begun on the unkept plot.

**8.11 To discuss making an application for SCDC Allotment Improvement Grant – applications by late August 2025**

DDPC confirmed that they would be happy to make an application for this grant. **Action** – Clerk to request feedback from allotment plot holders for ideas of what they would like to apply for with the improvement grant application.

**9. Consultations**

**9.1 For information - Follow up from Anglian Water for proposed Grafham to Cambridge Water scheme scoping submission document and offer to attend parish council meeting to discuss the project**

**Action** – Clerk to send invitation for attendance at September or October meeting.

**10. Finance and Policy**

**a. To accept account review to date and bank reconciliation**

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

**b. To advise of payments received between 1<sup>st</sup> May 2025 and 29<sup>th</sup> May 2025 – no payments received**

**c. Payments made between 1<sup>st</sup> May 2025 and 29<sup>th</sup> May 2025**

- i. Brookfield Groundcare – Grass Cut 1 & 2 of 10 - £720.00
- ii. Dry Drayton Village Hall – Hall Hire for 6<sup>th</sup> & 16<sup>th</sup> May 2025 - £45.00
- iii. Vision ICT Ltd – Website Hosting & Support June 25 to May 26 - £225.76
- iv. Staff costs – Salary/Overtime/Expenses/Pension (Period 1 & 2) – £917.79
- v. HMRC – Staff Tax and National Insurance for Period 2 - £67.94

**d. Payments to hand and scheduled payments**

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) for payment to hand to be made and authorised online.

- i. Brookfield Groundcare – Grass Cut 3 of 10 - £360.00
- ii. Dry Drayton Village Hall – Hall Hire for 3<sup>rd</sup> June 2025 - £27.00
- iii. VisionICT – Annual Hosting for 7 emails - £168.00
- iv. Invoice received after agenda produced – LGS Services – Internal Audit Fee - £186.00

**e. To receive and note the Annual Internal Audit Report for 2024/25**

The Annual Internal Audit Report for 2024/25 was received and noted by the councillors, no actions were required.

**f. To consider and approve the Year-end accounts for 2024/25**

RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) that the Year-end accounts for 2024/25 be approved.

**g. To consider, approve and sign The Annual Governance Statement (Section 1 of the AGAR)**

The Annual Governance Statement for 2024/25 (Section 1 of the AGAR) was presented and read to councillors by S Etherington-Meech. The assembled Council members answered accordingly and RESOLVED <sup>(Prop Cllr Houlihane, 2nd Cllr Pyle, unanimous)</sup> that the Annual Governance Statement be approved. S Etherington-Meech (Responsible Financial Officer) and Cllr Aldersley (Chair) signed and dated the statement.

**h. To consider, approve and sign the Accounting Statements (Section 2 of the AGAR)**

The Accounting Statements for 2024/25 (Section 2 of the AGAR) were presented by S Etherington-Meech (Responsible Financial Officer). RESOLVED <sup>(Prop Cllr Granger , 2nd Cllr Aldersley , unanimous)</sup> to approve the Accounting Statement for 2024/25. Cllr Aldersley (Chair) signed and dated The Accounting Statements.

**i. To review and approve IT Policy document**

To be adjourned to the July meeting.

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

**12. Date and time of next meeting – Tuesday 15<sup>th</sup> July 2025 at 7.30pm at Dry Drayton Village Hall**

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 7.37pm

Signed.....(Chair)

Date.....

Appendix 1

# **DRY DRAYTON PARISH COUNCIL** **May 2025 Bank Reconciliation**

	£
Unity Trust Current Account on 31 <sup>st</sup> March 2025 Unity Trust Instant Access account 31 <sup>st</sup> March 2025 <b>Total:</b>	£5,025.03 £35,097.29 <b>£40,122.32</b>
<u>Less</u> payments presented from 1 <sup>st</sup> April 2025 to 31 <sup>st</sup> May 2025 <i>6 online payments, 3 direct debits, 2 standing orders, 2 bank fees</i>	£3,583.20
<u>Plus</u> , receipts presented from 1 <sup>st</sup> April 2025 to 31 <sup>st</sup> May 2025 <i>1 receipt and no interest payment received</i>	£24,500.00
Closing Unity Trust Current account on 31 <sup>st</sup> May 2025 Closing Unity Trust Savings account on 31 <sup>st</sup> May 2025 <b>Total:</b>	£3,441.83 £57,597.29 <b>£61,039.12</b>
<u>Less outstanding payments not yet subtracted</u> <ul style="list-style-type: none"> <li>APM Refreshments &amp; Stationery</li> </ul>	£47.58
<b>Balance carried forward on 31<sup>st</sup> May 2025                      £ 60,0991.54</b>	
<b>Notes:</b> As of May 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

3<sup>rd</sup> June 2025