

**Draft until signed**  
**Minutes of Dry Drayton Parish Council (DDPC) Meeting held on**  
**Tuesday 22<sup>nd</sup> July 2025 at 7.30pm, 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 Houlihan (Vice-Chair), Cllr E Pyle (Councillor)

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

**Attending:** Cllr C Garvie (District Councillor), 2 members of the public

**1. To Accept Apologies for Absence**

All parish councillors were present. Cllr E Murphy (County Councillor) and Cllr R Stobart (District Councillor) sent their apologies.

**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**

A member of the public requested an update on the proposed unsuitable for HGV signage at each end of the village. Cllr Aldersley advised that there has not yet been an update, but he has emailed to chase, however no response has been received yet.

**4. To Approve the Minutes of Meeting held on Tuesday 3<sup>rd</sup> June 2025**

RESOLVED (Prop Cllr Pyle, 2nd Cllr Aldersley, 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)**

There was no update on this matter.

**5.2 Update from Kerry Allen in relation to traffic modelling and timescales for Park & Ride/ Travel Hub at Scotland Rd and the proposed link for an NMU (RS)**

There was no update on this matter.

**5.3 Update on submission of SCDC Zero Carbon Grant application for solar powered streetlights (JG)**

Cllr Granger confirmed submission of the application and that a decision meeting will be at the end of August with an update hopefully in September.

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

There was no update on this matter.

**5.5 Update from Brookfield Groundcare for including the allotment entrance in their cutting rota and cutting the verges on the junction of Park Lane & Madingley Road (SEM)**

The clerk confirmed that Brookfield Groundcare are now including and invoicing for the allotment entrance in their rota. The councillors confirmed that the verges at the junction of Park Lane/Madingley Road have still not been cut; clerk to chase Brookfield Groundcare.

**5.6 Update for moving streetlighting supplier from SSE to Suffolk County Council (SEM)**

The clerk confirmed that the supplier move took place on the 1<sup>st</sup> of July 2025 and will be billed annually.

**5.7 Update on sending invitation for September/October meeting to Anglian Water to discuss the proposed Grafham to Cambridge Water Scheme**

The clerk has sent over the dates of the September and October meetings.

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

Cllr C Garvie (District Councillor) presented a report from her, Cllr Stobart and Cllr Murphy. See [www.drydraytonpc.org.uk](http://www.drydraytonpc.org.uk) for the report.

**7. To Discuss Planning Matters**

**a. Applications received for consideration**

- i. **25/02180/FUL - Springhill Stables Oakington Road Dry Drayton Cambridgeshire CB23 8DE - Replacement equine facilities to include demolition of existing equine buildings – comments by 23<sup>rd</sup> July 2025**  
RESOLVED (Prop Cllr Aldersley, Cllr Pyle, unanimous) that no comments are to be made for this application.
- ii. **25/02392/HFUL - 34 High Street Dry Drayton Cambridgeshire CB23 8BS - First floor front and side extension. Part two storey and part single storey rear extension. Replacement windows and render to the front elevation – comments by 23<sup>rd</sup> July 2025**  
RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihan, unanimous) that no comments are to be made for this application.
- iii. **25/02342/HFUL – 3 Pettitts Lane Dry Drayton Cambridgeshire CB23 8BT - Raise existing roof to create loft conversion with rear box dormer, replacement tiles and external cladding to dwelling – comments by 23<sup>rd</sup> July 2025**  
RESOLVED (Prop Cllr Aldersley, Cllr Pyle, unanimous) that no comments are to be made for this application.

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

- i. **25/01516/HFUL - Orchard Barn House Park Lane - 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 – Application permitted**
- ii. **25/01495/S73 - Springhill Stables Oakington Road Dry Drayton Cambridgeshire CB23 8DE - S73 to remove condition 1 (Use of land) of planning permission 22/00972/FUL (Retention of mobile home) – Application permitted**
- iii. **25/0236/TTPO - Land North West Of New Farm Cottages Madingley Road Dry Drayton Cambridgeshire - 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 – Application refused**

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

**8.1 To discuss management of the allotments, amendments to allotment agreements and email from plot holder(s) raising concerns for the council to consider**

The clerk confirmed that she emailed all allotment holders to invite them to tonight's meeting in order to discuss amendments to the current allotment agreement ahead of reissuing in September.

**Action** – Cllr Baqir to send an email response (copy in clerk) to allotment holder queries in relation to clearing of vacant allotments. To respond that it is believed that this has never been carried out previously and would be the responsibility of the new plot holder when they take over the plot.

**Action** – Clerk to email resident to advise that setting up an Allotment Association was an idea that was mooted but never progressed due to lack of support. DDPC would be keen to have one established if the resident would like to progress this.

**Action** – Clerk to circulate the current agreement in Word format to councillors for changes and approval at September meeting.

**8.2 To discuss making an application for the SCDC Allotment Improvement Grant following feedback from allotment holders**

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) to make an application to redo the fencing along the public right of way side at the back of the allotments and to request hedgerows are trimmed also. **Action** – Cllr Aldersley to make enquires to obtain detailed quotes for the works.

**8.3 To discuss expiration of registration for Black-Butt Horse as an Asset of Community Value and completing an application for reinstatement of the registration**

RESOLVED (Prop Cllr Pyle, 2nd Cllr Aldersley, unanimous) to make an application for the reinstatement of registration.

**8.4 To discuss correspondence and plans from Highways in relation to the 2024-25 LHI application proposals for yellow lines outside the school and to consider resident feedback**

Cllr Granger sent an A3 colour copy of the latest proposal for yellow lines outside the school to residents, headteacher and the Black Horse pub. One response was received from a resident who proposed to have yellow lining through the whole cul-de-sac, which reflects the first proposal sent by Highways in 2024. DDPC believe the email sent from the resident included good suggestions. Cllr Aldersley feels a combination of the zigzags, double yellow lines in the turning circle and at the exit of the cul-de-sac and single yellow lines elsewhere is the best solution. This latest proposal was raised by the headteacher of the school last week at a governors meeting.

**Action** – Cllr Aldersley to send resident email to the Headteacher and see how the resident feedback compares with feedback from the governors. This can then be shared with Ross Lewis at Highways.

**8.5 New Premises Licence application - Scotland Farm, Dry Drayton, Cambs, CB23 8AU – Application granted by SCDC**

**8.6 For information – Cambridgeshire County Council - RECAP - Food Waste Volunteer Project**

**8.7 To discuss email received in relation to proposed warehouse park development at Boxworth services and traffic concerns raised in relation to development**

It was advised that no official documents have yet been received for this proposal as this is at a pre-app stage and has not yet come to committee and there are no notifications at planning. RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) to send an objection for this proposal.

**8.8 To discuss an additional grass cutting area at the village green**

No action necessary.

**8.9 To discuss letter received from PX Farms in relation to cable trenching work on Oakington Road**

PX Farms believe DDPC financed the cable trenching works that dug through a hardcore surface, and the parish council did not make good the surface. The clerk responded and confirmed that we have only funded LHI applications which these works are not part of. DDPC have only purely assisted in coordinating drainage works and not cabling works.

**9. Consultations**

**9.1 For information – South Cambs District Council - Making (adoption) of the Pampisford Neighbourhood Plan**

**9.2 Cambridgeshire County Council - Public Rights of Way Hierarchy engagement – Comments by 31<sup>st</sup> July 2025 (Cllr Murphy to be copied into response)**

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) for the form to be completed at the meeting and submitted straight away.

**9.3 South Cambs District Council - Local government reorganisation public engagement survey for Cambridgeshire and Peterborough - extension for comments granted until 23<sup>rd</sup> July 2025 (paper format)**

RESOLVED (Prop Cllr Houlihan, 2nd Cllr Baqir, unanimous) for Cllr Baqir to complete the survey following comments made at the meeting from councillors and once complete for the clerk to submit the survey on 23<sup>rd</sup> July 2025.

**9.4 Cambridgeshire County Council - Local Area Energy Plan (LAEP) – survey will close at 5pm on Thursday 31 July.**

The councillors agreed that no comments were to be made for this consultation.

**10. Finance and Policy**

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

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

**b. To advise of payments received between 30<sup>th</sup> May 2025 and 30<sup>th</sup> June 2025**

- i. Unity Trust – Credit Interest - £269.62
- ii. Allotment Rental – 1 x half plot - £12.00

**c. Payments made between 30<sup>th</sup> May 2025 and 30<sup>th</sup> June 2025**

- i. Unity Trust – Service Charge for April & May 2025 - £12.00
- ii. Dry Drayton Village Hall – Hall Hire for 3<sup>rd</sup> June 2025 - £27.00
- iii. Brookfield Groundcare – Grass Cut 3 of 10 - £360.00
- iv. VisionICT – Annual Email Hosting Fee - £168.00
- v. Community Herb Garden – Release of grant monies - £375.00
- vi. HMRC – Staff Tax for Period 3 - £67.94
- vii. Staff Costs for Period 2 & 3 - £917.79
- viii. Clerks Expenses – APM refreshments & stationery - £47.58

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

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

- i. Reimbursement to Cllr Granger – LHI Printing Costs - £18.50
- ii. Clerks SLCC Annual Membership Fee – £125.40
- iii. Cambridgeshire ACRE Annual Membership Fee - £72.00
- iv. Brookfield Groundcare – Grass Cut 4 of 10 £360.00 & Cut 5 of 10 (inc. allotment entrance) - £390.00

**e. To arrange for Cllr Baqir to be added as a bank signatory to the Unity Trust bank accounts**

As agreed at the Annual Parish Council Meeting, Cllr Baqir is to be added to the councils Unity Trust bank account. **Action** – Clerk to arrange for Cllr Baqir to be added as a signatory to the bank account.

**f. To discuss an IT Policy being produced before the end of 2025/26**

The model document is to be reviewed and adapted accordingly.

**11. To accept notices and matter for the next agenda** – to discuss 2026 meeting dates

**12. Date and time of next meeting** – Tuesday 2<sup>nd</sup> September 2025 at 7pm 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 9.18pm

Signed.....Chair

Date.....

## Appendix 1

### DRY DRAYTON PARISH COUNCIL June 2025 Bank Reconciliation

	£
Unity Trust Current Account on 31 <sup>st</sup> May 2025 Unity Trust Instant Access account 31 <sup>st</sup> May 2025 <b>Total:</b>	£3,441.83 £57,597.29 <b>£61,039.12</b>
<u>Less</u> payments presented from 1 <sup>st</sup> June 2025 to 30 <sup>th</sup> June 2025 <i>7 online payments, 1 direct debits, 1 standing order, 1 bank fee</i>	£1,969.31
<u>Plus</u> , receipts presented from 1 <sup>st</sup> June 2025 to 30 <sup>th</sup> June 2025 <i>1 receipt and 1 interest payment received</i>	£281.62
Closing Unity Trust Current account on 30 <sup>th</sup> June 2025 Closing Unity Trust Savings account on 30 <sup>th</sup> June 2025 <b>Total:</b>	£3,484.52 £55,866.91 <b>£59,351.43</b>
<u>Less outstanding payments not yet subtracted</u>	£0.00
<b>Balance carried forward on 30<sup>th</sup> June 2025      £ 59,351.43</b>	

Notes: As of May 2025, outstanding Section 106 monies to be spent:

- Traffic Calming - £45,125.00 (held by Highways)

*Sarah Etherington-Meech*

RFO

21<sup>st</sup> July 2025