

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 2nd September 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), Cllr E Pyle (Councillor)

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

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

1. To Accept Apologies for Absence

All Parish Councillors were present. Cllr E Murphy (County Councillor) sent an apology for absence.

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

Cllr Baqir declared a pecuniary interest in Item 8.3 due to her being the applicant for the application of the order.

3. To Agree to hold a Public Forum

A member of the public raised an item included in the District Councillor report from the village newsletter in relation to the sewage sludge smell in the village. **Action – Cllr Stobart to pass comments on to the environment team at SCDC.**

Another member of the public requested an update on HGV signage for the village. Cllr Aldersley said that despite him being advised previously that there was a lack of money for this project he received an email today advising that additional funding has been granted. An order has been made; therefore commencement of works will start shortly. This project also includes the 40mph buffer zones and Cllr Aldersley did reiterate that the weight restriction signage is only recommendation and not enforceable.

4. To Approve the Minutes of Meeting held on Tuesday 22nd July 2025

RESOLVED ^(Prop Cllr Pyle, 2nd Cllr Baqir, 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 Granger raised the urgency for repairing the broken handrail on the fields off Cottons Field that leads to Butchers Lane. **Action – Cllr Stobart to take this back to Highways as the most urgent action in the outstanding list of Highways issues.**

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)

Cllr Stobart advised that there were no new updates and is now awaiting the outcome of the traffic modelling study, and this will be crucial to have some understanding of the Boxworth development.

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

There was no update on this matter.

5.4 Update from Brookfield Groundcare for the verges on the junction of Park Lane & Madingley Road (SEM)

Councillors advised that the verges have still not been cut.

5.5 Allotments – send email in relation to vacant plots (EB)/obtain detailed quotes for pest control fencing for grant application/email current allotment agreement for councillor review (SEM)

The clerk advised that the quote for fencing was received, and the Allotment Improvement Grant application submitted. Councillors have the current allotment agreement for review. **Action – Clerk to send Cllr Baqir contact details and allotment holder emails for a response.**

- 5.6 Update on application to add the Black Horse pub to SCDC Asset of Community Value Register (SEM)**
The clerk explained that the application is now ready for submission. However, the clerk still requires confirmation from both the owner and leaseholder of the pub that they are happy for the bid to be submitted. **Action** – Clerk to email the new leaseholder to request confirmation.
- 5.7 Update on 2024/25 LHI application (SCA)**
Cllr Aldersley advised that he heard from Ross Lewis at Highways a few days ago and there may be more costs involved for blanking out the new parking etc. Cllr Aldersley has requested the costs and advised that the condition of Park Street is not great, and it would be sensible to resurface before painting.
- 5.8 Add Cllr Baqir as a signatory on the Unity Trust bank account (SEM)**
Cllr Baqir to send details over to clerk for her submit to Unity Trust.
- 5.9 Review and adapt IT policy**
Cllr Houlihan is to review and adapt the model IT policy.
- 6. To Accept a Report from County and District Councillors**
Report was accepted from the County and District Councillors.
Action – Cllr Stobart & Cllr Garvie to take communication received in relation to Boxworth Gateway to Ian Sollom MP and to ask the communities team to facilitate a meeting. Cllr Stobart said he would encourage multi parish communication in relation to this matter also.
- 7. To Discuss Planning Matters**
- a. Applications received for consideration
 - i. **25/03154/HFUL - 40 Oakington Road Dry Drayton Cambridgeshire CB23 8DD - Conversion of part of proposed flat roof to consented extension (ref 22/03052/FUL) into a balcony – comments by 11th September 2025**
RESOLVED (Prop Cllr Aldersley, Cllr Pyle, unanimous) that no comments are to be made for this application.
 - ii. **25/02180/CONDA - Springhill Stables Oakington Road Dry Drayton Cambridgeshire CB23 8DE - Submission of details required by condition 4 (ecological enhancement scheme) of planning permission 25/02180/FUL – For information**
 - iii. **25/03286/HFUL - 16 Pettitts Lane Dry Drayton Cambridgeshire - New roof to form loft conversion to existing bungalow – comments by 17th September 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. **24/00213/CONDA - St Giles Cricket Club Scotland Road Dry Drayton Cambridgeshire CB23 8BX - Submission of details required by conditions 3, 4 and 5 of planning permission 24/00213/FUL – Discharged in full**
 - 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 – Application permitted**
 - 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 – Application permitted**
- 8. Matters for discussion/correspondence received**
- 8.1 For information - Cambridgeshire County Council - Aurora Asset Management System Implementation**
 - 8.2 For information - SCDC Local Climate Action Conference 2025 - Friday 17 October at Storey's Field Centre – 12pm-5pm**

8.3 To discuss any comments to be made by Department for Transport for a Draft Order: E/6068: Proposed stopping up of highway at 67 Pettitts Lane, Dry Drayton CB23 8BT – comments by 3rd September 2025

Cllr Baqir left the meeting. RESOLVED ^(Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) to object to this order as it could set a precedence for parcels of land in rural environments to be annexed in this area. (Copy in Rachel Brightwell at Greater Cambridge Planning).

8.4 To provide an update and discuss the solar powered streetlighting application

Cllr Granger explained that the application was successful. However, she was advised last week that there are a number of actions to be carried out before the project can move forward. Actions include clarity on planning permission/ a section 171 licence and a response from Andy Davies (surveyor at South Cambs District Council).

8.5 To provide an update and discuss the Boxworth Gateway Proposal

This item was discussed with Cllr Stobart earlier in the meeting.

8.5 For information – Anglian Water to attend meeting on 7th October to discuss proposed Grafham to Cambridge Water scheme – questions or comments to be put forward

Action – Clerk to enquire as to whether they will be meeting with any other parishes for better coordination and ask of the impact for other projects such as EWR and C2C.

8.6 For information – Introduction of SCDC Town & Parish Council Liaison Officer for Dry Drayton

8.7 To discuss nominating a councillor as a CAPALC representative

Being a small council the councillors do not see a need for a separate representative.

8.8 For information - MP Briefing - An update on Local Government Reorganisation on behalf of Cambridgeshire and Peterborough councils

8.9 For information – Temporary Traffic Regulations Orders (TTRO) for TTRO 25-1669 Park Street, Dry Drayton Proposed Road Closure, TTRO 25-1670 Footpath Park Street, Dry Drayton Proposed Footpath Closure, TTRO 25-1758 Park Lane, Dry Drayton Proposed Road Closure

8.10 For information – South Cambs District Council - Northwest & West Community Forum – Wednesday 15th October at 6pm Storey Field Centre

8.11 To discuss the poor state of the footpath/stile in the north-west corner at The Park

Cllr Aldersley advised that a resident tried to climb this stile, but it fell to pieces as have all the gate posts at the entrances to the park. It is believed this is landowner responsibility. *Action – Cllr Aldersley to discuss this matter with the landowner.*

9. Consultations

9.1 For information - Making (adoption) of the Thriplow and Heathfield Neighbourhood Plan

9.2 Cambridgeshire and Peterborough Local Nature Recovery Strategy – comments by 11th September 2025

The councillors advised that they had no comments in relation to this consultation.

9.3 For information - Transport and Works Act 1992 - Transport and Works (Inquiries Procedure) Rules 2004 - Inquiry into the Cambourne to Cambridge Order - Cambridgeshire County Council's Proofs of Evidence – documents available online or in person

9.4 Draft Greater Cambridge Supplementary Planning Documents consultation – comments by 17th October 2025

This item is to be added to the next agenda.

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 1st July 2025 and 31st July 2025 – no payments received

- c. **Payments made between 1st July 2025 and 31st July 2025**
 - i. **Reimbursement to Cllr Granger – LHI Printing Costs - £18.50**
 - ii. **Staff Costs (Period 3 & 4) - £917.79**
 - iii. **HMRC – Period 4 Staff Tax & NI - £67.94**
 - iv. **Cambridgeshire ACRE Annual Membership Fee - £72.00**
 - v. **Brookfield Groundcare – Grass Cut 4 of 10 £360.00 & Cut 5 of 10 (inc. allotment entrance) - £390.00**
 - vi. **Unity Trust – Bank Service Charge for June 2025 - £6.00**
 - vii. **Dry Drayton Village Hall – Hall Hire for 22nd July 2025 - £22.50**
 - viii. **Pristine Windows – Bus Shelter Cleaning on 1st July 2025 -£135.00**
- d. **Payments to hand and scheduled payments**
 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlthane, unanimous) for payments to hand to be made and authorised online.
 - i. **PKF Littlejohn – External Audit Fee for 2024/25 audit - £252.00**
 - ii. **Reimbursement to Cllr Aldersley – Land Registry Search Fee for Black Horse pub - £7.00**
- e. **To review and discuss insurance policy and quotations received**
 The clerk explained that Zurich Insurance have confirmed a renewal premium of £396.00 and Clear Councils a broker advised that they could not provide insurance cover for less than £700.00. RESOLVED (Prop Cllr Aldersley, 2nd Cllr Baqir, unanimous) to accept and proceed with the current provider Zurich for £396.00.
- f. **To discuss adoption of an environment policy**
 The clerk has circulated some template environmental policies which councillors are to review, the policy can then be adopted at the next parish council meeting before the deadline of 24th October 2025.

11. To accept notices and matter for the next agenda

- Adoption of environment policy
- Confirm meeting dates for 2026
- Discussion of co-option application

12. Date and time of next meeting – Tuesday 7th October 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 8.55pm

Signed.....Chair

Date.....

Appendix 1

DRY DRAYTON PARISH COUNCIL
July 2025 Bank Reconciliation

	£
Unity Trust Current Account on 30 th June 2025	£3,484.52
Unity Trust Instant Access account 30 th June 2025	£55,866.91
Total:	£59,351.43
<u>Less</u> payments presented from 1 st July 2025 to 31 st July 2025	£1,989.83
<u>Plus</u> , receipts presented from 1 st July 2025 to 31 st July 2025 <i>No receipts and no interest payments received</i>	£0.00
Closing Unity Trust Current account on 31 st July 2025	£2,994.69
Closing Unity Trust Savings account on 31 st July 2025	£54,366.91
Total:	£57,361.60
<u>Less outstanding payments not yet subtracted</u>	£0.00
Balance carried forward on 31st July 2025	£ 57,361.60

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

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

Sarah Etherington-Meech

RFO

29th August 2025