

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 7th October 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 C Garvie (District Councillor), Cllr R Stobart (District Councillor), Polly Williams, Eleanor Paton, Damien Thomas, Natalie Akroyd, Ash D'Souza (Representatives of Cambridge Water & Anglian Water), 2 members of the public

1. To Accept Apologies for Absence

Apology accepted from Cllr Baqir, absent due to illness. Cllr E Murphy (County 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 items were raised in the public forum.

4. To discuss co-option of a new Parish Councillor

This was adjourned to the November meeting once the applicant has been a resident of the parish for 12 months.

5. Guest speaker - Katie Atkin (Stakeholder Lead at Anglian Water Service) to provide an overview of the Grafham to Cambridge Pipeline Scheme and collate feedback from the local community in relation to the scheme

Polly Williams and Natalie Ackroyd made a presentation. See PowerPoint from presentation at www.drydraytonpc.org.uk

Public consultation dates for the scheme are as follows:

- Saturday 8 November, Bar Hill Village Hall 10:00am – 3:00pm (This event is a partnership with the Grafham to Cambridge scheme and Fen Reservoir Scheme, so attendance is recommended for this event if there are questions about both schemes.)
- Thursday 27 November, Microsoft Teams (virtual event) 7:00pm-8:30pm
- Wednesday 3 December, St Neots Golf Club 3:00pm-7:00pm

Grafham to Cambridge Water Scheme details can be found on

www.anglianwater.co.uk/corporate/strategies-and-plans/new-water-pipelines/grafham-to-cambridge-pipeline/

Fen Reservoir Scheme details can be found on <https://fensreservoir.co.uk/>

6. To Approve the Minutes of Meeting held on Tuesday 2nd September 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.

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

7.1 Update on outstanding Highways issues inc. urgent repair of broken handrail on footpath (EM)

Cllr Aldersley advised that the urgent matter of the handrail has been discussed, and the Rights of Way Officer decided on a solution to completely remove the handrail and change the stairs to a slope, a solution with which Cllr. Murphy was in full agreement. Cllr Aldersley has advised Cllr Murphy that this is dangerous and an inadequate solution to this matter.

7.2 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 Aldersley advised that Cllr Murphy has sent an email to advise that a new officer, Thomas Fitzpatrick has been brought in and tasked with traffic modelling for this project. The modelling and analysis will continue with a consultant being chosen this month.

7.3 Cllr Stobart to pass comments on to the environment team at SCDC in relation to sewage sludge smell

Cllr Stobart carried out some research and passed on comments to SCDC. He has asked the Senior Environmental Officers at SCDC for the council's opinion, but has yet to receive a reply.

7.4 Cllr Stobart to ask SCDC communities' team to facilitate a multi parish meeting to discuss Boxworth Gateway

It was advised that a meeting has been planned for Thursday 9th October 2025. Cllr Stobart confirmed that Andrew Martin (Planning Officer) at SCDC is overseeing this.

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

Action – Clerk to resend to Cllr Aldersley for his review.

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

Brookfield Groundcare are to investigate this matter.

7.7 Send allotment rental agreements and invoices for 2025/26 (SEM)

The clerk confirmed the rental agreements and invoices have been sent out.

7.8 Update on application to add the Black Horse pub to SCDC Asset of Community Value Register – clerk to email new leaseholders (SEM)

The clerk confirmed that she has now contacted the new leaseholders, and they will liaise with the owners of the pub.

7.9 Update on 2024/25 LHI application (SCA)

Cllr Aldersley said that he felt this had been signed off. However, there are additional matters to be carried out of which also require costings. He did advise that the speed restriction LHI project is to commence on 27th October 2025.

7.10 Cllr Baqir to provide details in order to be added as a signatory on the Unity Trust bank account

Clerk to request details from Cllr Baqir.

7.11 Review and adapt IT policy (TSH)

No update on this matter, it is still under review.

7.12 Update on ZCC application for solar powered streetlighting application (JG)

Cllr Granger explained that although the application has been approved there are still ongoing issues in relation to this project. These include the following:

- Following discussion with Adrian Last (Suffolk County Council) it was advised that due to the streetlight being solar powered a more suitable location of the streetlight would have to be considered, potentially near Cotton's Field on the junction of the pathway where there are not so many overhanging trees. Adrian also provided details of a cheaper option (£1,000 less) for solar powered streetlights.
- Discussions have also occurred in relation to whether there is a requirement for a Section 171 licence.
- No one is able to confirm if planning permission is required for the project.

Action – Clerk to contact CAPALC for advice on the legality of signing the forms for this project that are required by SCDC

7.13 Email landowner in relation to poor state of footpath/stile in the north-west corner of The Park (SCA)

Cllr Aldersley advised that the landowner maintains that this is the responsibility of Cambridgeshire County Council. Cllr Aldersley has reported this issue to Highways.

8. To Accept a Report from County and District Councillors

Report was accepted from Cllr Garvie and Cllr Stobart see www.drydraytonpc.org.uk

Further to their report it was advised that the 6 free trees scheme has been extended to landowners (with their permission) and also the Asset of Community Value Register has been extended to village greens – *Action – To discuss this at the next parish council meeting.*

9. To Discuss Planning Matters

- a. **Applications received for consideration**
 - i. **Change of proposal description for 25/03286/HFUL - 16 Pettitts Lane Dry Drayton Cambridgeshire - New roof to form loft conversion to existing bungalow including raising the ridge – comments by 16th October 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/CONDB - St Giles Cricket Club Scotland Road - Submission of details required by condition 8 (Piling) of planning permission 24/00213/FUL – Condition discharged in full**
- 10. Matters for discussion/correspondence received**
- 10.1 For information - The National Garden Scheme Funding for 2026 Community Garden Grants – applications by 20th October 2025**
Residents who organised the herb garden at the church feel this scheme is not feasible due to funding not being able to be held by the parish council or school for any projects.
 - 10.2 For information – Details of Cambourne to Cambridge (C2C) – Service of rebuttals**
 - 10.3 For information - New Highways issues raised including fallen tree on Long Lane footpath and barrier missing on Bar Hill end of the bridleway from Dry Drayton to Bar Hill**
Cllr Aldersley spoke to PX Farms, and they will be starting work on removal of the tree tomorrow. Cllr Aldersley also noted a thank you to Rob and Charlie for helping to clear the tree. It was also confirmed that the missing barrier has now been replaced.
 - 10.4 Update from Cllr Baqir in relation to meeting with allotment plot holder and to discuss matters raised**
Matters raised to Cllr Baqir included queries over legal fees for setting up an allotment association, allotment holders taking over responsibility for cutting the grass at the allotment entrance and pest control measures. DDPC discussed and drafted a response including the following:
 - There has been ample opportunity provided for plot holders to attend parish council meetings and discuss any matters over the last 2 years.
 - The rental agreement produced is based on a National Allotment Society model document.
 - There have been many occasions where an allotment association has been suggested by the parish council which would provide a steward who would be available to ask questions and report back to the council.
 - DDPC has not been following best practice when compared with neighbouring parishes in relation to allotment water charges. These charges cannot be subsidised through the precept (and, therefore, by the residents of the village) as has been the situation to date.
 - Allotment rental fees for 2026/27 are an ongoing matter for consideration.
- Action – Cllr Baqir to send response to allotment plot holder.**
- 10.5 To discuss allotment rental fees for 2026/27, obtaining plaques showing plot numbers at the allotments, vacant plots and budget surplus query**
Action – Clerk to ask Les Waters to circulate an email to advise that there are allotment plots available and priority for these is given to residents. Residents must come forward as soon as possible so a decision for allocating plots can be made at the November meeting.
 - 10.6 To discuss review of bus shelter cleaning contractor**
Action – Cllr Pyle to obtain plaques to display allotment plot numbers.

The clerk advised that there has been a change of bank details for the bus shelter cleaning contractor. **Action** - Clerk to obtain explanation of bank account detail changes for audit purposes.

10.7 To discuss installing a dog waste bin at the top of Long Lane (Pettitt's Lane end)

This item was adjourned by the Chairman to the November meeting.

10.8 For information:

- TTRO 25-1758 Park Lane, Dry Drayton – Order approved and operate from 20th October 2025
- TTRO 25-1670 Footpath at Park Street, Dry Drayton – Order approved and operate from 27th October 25
- TTRO 25-1669 Park Street, Dry Drayton – Order approved and operated from 27th October 25
- 25-1900 Oakington Road, Dry Drayton Proposed Closure telecommunications – Draft 'Intends Notice' for proposed TTRO – comments by 3rd October 2025

11. Consultations

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

The councillors agreed they had no comments to make for this consultation.

11.2 Launch of Local Government Reorganisation (LGR) - Phase 2 Public Engagement Survey – comments by 3rd October 2025 – extension for comments granted until 9th October at 9am

The councillors agreed they had no comments to make for this consultation.

11.3 South Cambs District Council Information Survey on The Local Government Reorganisation a unitary council for Cambridge and South Cambridgeshire – comments by 12th October 2025

The councillors agreed they had no comments to make for this consultation.

11.4 To discuss public inquiry into Cambourne to Cambridge proposals for a new busway with path for walkers, cyclists and wheelers alongside, and a new travel hub at Scotland Farm in Dry Drayton – Inquiry open from Tuesday 16 September to Friday 21 November 2025

The clerk confirmed that the enquiry will continue as planned at 9.30am on Tuesday 14th October 2025, it will be live on YouTube or in person in Cambourne.

11.5 Fens Reservoir Project - A proposed reservoir in the Fens - proposals for third stage of consultation open from 15th October 2025 to 10th December 2025

12. 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 August 2025 and 31st August 2025

- i. Cambridgeshire County Council – Grass Cutting reimbursement - £568.31

c. Payments made between 1st August 2025 and 31st August 2025

- i. Staff Costs – Periods 4 & 5 - £1,028.19
- ii. HMRC – Staff Tax & NI - £116.01
- iii. SLCC – Clerks Annual Subscription - £125.40
- iv. PKF Littlejohn – External Audit Fee - £252.00
- v. Unity Trust Bank – Monthly service charge - £6.00

d. Payments to hand and scheduled payments

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

- i. Pristine Windows – Bus Shelter cleaning 25th September 2025 - £135.00
- ii. Dry Drayton Village Hall – Hall Hire for 7th October 2025 - £27.00
- iii. Brookfield Groundcare – Grass Cut 7 of 10 - £390.00

e. To discuss adoption of an environment policy

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) to adopt the model environment policy that was circulated.

f. To confirm meeting dates for 2026

Action – Clerk to circulate suggested dates to the councillors.

13. To accept notices and matter for the next agenda

14. Date and time of next meeting – Tuesday 4th November 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 9pm

Signed.....

Date.....

Appendix 1

DRY DRAYTON PARISH COUNCIL August 2025 Bank Reconciliation

	£
Unity Trust Current Account on 31 st July 2025 Unity Trust Instant Access account 31 st July 2025 Total:	£2,994.69 £54,366.91 £57,361.60
<u>Less</u> payments presented from 1 st August 2025 to 31 st August 2025 <i>4 online payments, 1 direct debit, 1 standing order, 1 bank fee</i>	£1,527.60
<u>Plus</u> , receipts presented from 1 st August 2025 to 31 st August 2025 <i>1 receipt and no interest payments received</i>	£568.31
Closing Unity Trust Current account on 31 st August 2025 Closing Unity Trust Savings account on 31 st August 2025 Total:	£4,035.40 £52,366.91 £56,402.31
<u>Less outstanding payments not yet subtracted</u>	£610.00
Balance carried forward on 31st August 2025	£ 55,792.31

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

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

Sarah Etherington-Meech

RFO

1st October 2025