

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 4th November 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 E Murphy (County Councillor), Cllr C Garvie (District Councillor), Cllr R Stobart (District Councillor), Uzma Ali (South Cambs District Council – Housing Development & Policy Research Officer), 1 member of the public

1. To Accept Apologies for Absence

All parish councillors were present.

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

Cllr Aldersley declared a pecuniary interest in Item 8 a. i. (25/1152/TTPO – Land Adjacent to junction of Madingley Rd and Park Lane, Dry Drayton) as this is his planning application.

3. To Agree to hold a Public Forum

Cllr Aldersley introduced Uzma Ali (Guest Speaker) who carried out a presentation in relation to 'Promoting Rural Exception Sites'. The presentation can be found on DDPC website at www.drydraytonpc.org.uk.

A member of the public raised concerns from allotment plot holders in relation to appointing a steward and the increase in allotment rentals due to water charges (they believe notice should have been given in this respect). They questioned as to whether any members of DDPC hold allotment plots and explained that they believe there are flaws in people's understanding of the latest allotment rental agreement. DDPC advised that they would discuss this matter further on in the agenda at Item 9.7.

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

The Chairman adjourned this item to the December meeting as the applicant had a personal commitment.

5. To Approve the Minutes of Meeting held on Tuesday 7th October 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.

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

6.1 Update on outstanding Highways issues inc. urgent replacement of broken handrail and steps on footpath (EM)

Cllr Aldersley advised that he has spoken with the South Cambridgeshire Public Rights of Way Officer. He is waiting to hear from him with a date as to when they can meet to discuss public rights of way in Dry Drayton. Cllr Murphy thanked Cllr Aldersley for organising this.

6.2 Update on traffic modelling/timescales for Scotland Rd travel hub and proposed link for an NMU (RS)

It was explained that Thomas Fitzpatrick at GCP, the contact in relation to this matter is on paternity leave. **Action** – Cllr Stobart & Cllr Murphy to chase this matter.

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

RESOLVED ^(Prop Cllr Aldersley, 2nd Cllr Houlihane, unanimous) to adopt both these policies.

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

Brookfield Groundcare confirmed that these have now been added to their work schedule.

- 6.5 Update on adding the Black Horse pub to SCDC Asset of Community Value Register (SEM)**
The clerk advised that she has been liaising with the leaseholders of the pub and the details of this matter have been sent to the owners who would like time to consider their position.
- 6.6 Update on 2024/25 LHI application and LHI application for speed buffer zones (SCA)**
Cllr Aldersley advised that he has requested confirmation as to a start date for works on the speed buffer zones. He also raised concerns with Ross Lewis at Highways in relation to progress of the 2024/25 LHI project. Even though DDPC have signed off the proposal, Ross Lewis has advised that a formal process of a Policy & Regulation Consultation must now be carried out. **Action – Cllr Murphy to liaise with Ross Lewis in relation to this matter.**
- 6.7 Cllr Baqir to provide details in order to be added as a signatory on the Unity Trust bank account**
Cllr Baqir is to send details to the clerk.
- 6.8 Review and adapt IT policy (TSH)**
Cllr Houlihan has been working on the document and needs to discuss some matters with the clerk before presenting the policy to the councillors for approval.
- 6.9 Update on ZCC application for solar powered streetlighting application (JG) inc. clerk to contact CAPALC in relation to legal matters in signing fund agreement form**
Cllr Granger explained that this has been a long and laborious process. Current advice being that a Section 171 licence is required to install the streetlight, this will cost £638.00 and involves an incredibly long and complex application. Planning permission will also be required. The councillors agreed that DDPC currently have no route to deliver the streetlight and therefore need to hold back from signing the fund agreement form. **Action – Cllr Stobart is to discuss this matter with SCDC**
- 6.10 Clerk to obtain explanation of bank account change for bus shelter cleaning**
A suitable explanation was received in relation to the bank account change from Pristine Windows, whereby the company has just recently changed ownership and the person who carries out our bus shelter cleaning has taken on part of the company.
- 7. To Accept a Report from County and District Councillors**
County and District Councillor reports were accepted, they can be viewed at www.drydraytonpc.org.uk
- 8. To Discuss Planning Matters**
- a. Applications received for consideration**
- i. 25/1152/TTPO – Land Adjacent to junction of Madingley Rd and Park Lane, Dry Drayton – TPO tree works application for multiple protected trees – comments by 7th November 2025**
RESOLVED (Prop Cllr Granger, 2nd Cllr Pyle, 3rd Cllr Houlihan, 4th Cllr Baqir, due to a declaration of interest Cllr Aldersley did not contribute or vote in relation to this matter) that no comments are to be made for this application.
- b. Decisions received from South Cambs District Council**
- 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 – application permitted**
- ii. 25/03286/HFUL - 16 Pettitts Lane Dry Drayton Cambridgeshire CB23 8BT - New roof to form loft conversion to existing bungalow including raising the ridge – Application permitted**
- 9. Matters for discussion/correspondence received**
- 9.1 To discuss unauthorised access to permissive right of way on Pettitts Lane**
Cllr Aldersley advised that he and Cllr Stobart have been in contact with the Public Rights of Way Officer in relation to this matter. It relates to residents of Pettitts Lane installing gates and drawbridges onto land owned by PX Farms. It has been confirmed that use of these would be classed as trespassing and this will be for PX Farms to enforce.

- 9.2 To discuss 'Intends Notice' – draft for TTRO 25-2173 High Street, Dry Drayton Proposed Road Closure – comments by 7th November 2025**
DDPC agreed that they have no comments in relation to this matter.
- 9.3 For information - Update from Cambridgeshire County Council: Local Government Reorganisation (LGR) - Phase 2 Engagement Headline Results Analysis – report to full council 21/10/2025 and final submission to government on 28/11/25**
- 9.4 To discuss Cambridgeshire County Council Community Gritting Scheme applications for Winter 2025-2026 – applications by 31/10/25**
DDPC confirmed that they have no interest in applying for this scheme.
- 9.5 For information - South Cambridgeshire District Council made (adopted) the Harston Neighbourhood Plan & Stapleford and Great Shelford Neighbourhood Plan on 2nd October 2025**
- 9.6 To discuss the A14 Logistics Sites Forum**
Cllr Granger advised that she would attend the next forum. Cllr Aldersley, Cllr Granger and Cllr Stobart attended the previous forum and raised concerns in relation to traffic, parking, quality of roads, flooding due to an inadequate drainage infrastructure. Cllr Stobart said that he believes there are four proposals for logistics centres. However, there is no need for all four and there will competition for logging planning permission first.
- 9.7 To discuss allotment management including queries from plot holders and allocation of vacant plots and rental fees for 2026/27**
The councillors agreed that an extraordinary meeting was required to discuss these matters. It was therefore proposed for this to happen prior to the next parish council meeting at 6.30pm on Tuesday 2nd December, allotment plot holders to be advised accordingly. The clerk advised that a number of invoices were unpaid and signed agreements not returned. **Action – Clerk to chase outstanding invoices and agreements.**
- 9.8 For information - Update from Cambridgeshire County Council: Local Government Reorganisation (LGR) - "Option A" to proceed to Government**
- 9.9 To consider projects for 2026/27 LHI round opening on 10th November 2025**
Councillors discussed projects to be considered were for additional parking and a crossing near Warrington Farm, near the True Jesus Church for children and parents getting to and from school safely. **Action – Cllr. Murphy to seek advice from highways officers to see if both schemes can be applied for with one LHI application.**
- 9.10 For information - Tritax Park, Cambridge - public consultation event on Tuesday 11 November 2025 from 4pm - 7.30pm at Swavesey Memorial Hall & Friday 14 November 2025 from 4pm - 7.30pm at Bar Hill Village Hall & Saturday 15 November 2025 from 10am - 1.30pm at Longstanton Village Institute**
- 9.11 For information - Important roadworks information: A428 eastbound between Caxton Gibbet Roundabout to Girton Interchange - Essential Resurfacing – Thursday 6th November 2025 8pm to 6am**
- 9.12 For information – SCDC Town and Parish Council Cabinet Liaison Meeting – 11th November 2025**
- 9.13 To discuss the Asset of Community Value Register being extended to village greens**
The councillors agreed that there are no areas suitable for this scheme in the parish.
- 9.14 To discuss installing a dog waste bin at the top of Long Lane (Pettitt's Lane end)**
Action – Clerk to request price from SCDC for the purchase of one and two dog waste bins for Long Lane and Park Lane.
- 10. Consultations**
- 10.1 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**
Councillors agreed no comments to be made.

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

This item was adjourned to the December meeting.

10.3 South Cambs District Council - Proposed Amendments to Street Trading Policy Autumn 2025 – Comments by 24th November 2025

Councillors agreed no comments to be made.

11. 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 September and 30th September 2025

i. Unity Trust – Savings Account Interest Payment - £306.45

c. Payments made between 1st September 2025 and 30th September 2025

i. Reimbursement to Cllr Aldersley for Land Registry for Community Asset Application - £7.00

ii. Dry Drayton Village Hall – Hall Hire for 2nd September 2025 - £27.00

iii. Brookfield Groundcare – Grass Cut 6 of 10 - £390.00

iv. Pennon Water Services – Allotment Water Rates - £119.88

v. LGS Services – Annual Internal Audit Fee - £186.00

vi. ICO – Data Protection Annual Registration - £47.00

vii. SSE – Streetlighting Energy Supply 01/03/25 – 31/07/25 (£103.25) & 01/07/25 – 31/07/25 (£9.68)

viii. Staff Costs – Period 5 & 6 - £939.75

ix. HMRC – Staff Tax & NI - £77.67

x. Zurich Insurance – Annual Insurance Premium - £396.00

xi. Unity Trust Bank – Monthly Service Charge Fee for August 2025 - £6.00

d. Payments to hand and scheduled payments

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

i. Dry Drayton Village Hall – Hall Hire for 4th November 2025 - £27.00

ii. Brookfield Groundcare – Grass Cut 8 of 10 - £390.00

iii. National Allotment Society – Annual Affiliation Fee - £84.00

iv. Pristine Windows – Bus Shelter clean for 29th October 2025 - £135.00

e. To discuss the purchase of the newly revised 14th Edition of Charles Arnold Baker book on Local Council Administration currently at a discounted price of £180.00 (from £225.00)

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlthane, unanimous) to purchase the book jointly and share the cost with the clerk's other parish council.

f. To discuss allocation of budget for plot number stakes

RESOLVED (Prop Cllr Granger, 2nd Cllr Aldersley, unanimous) that allotment plot number stakes should be purchased by Cllr Pyle with a budget up to £100.00.

g. To confirm meeting dates for 2026

All meetings to be on a Tuesday at 7pm unless specified otherwise. 6th January, 10th February, 10th March, 14th April, 12th May – 6pm for Annual Parish Meeting followed by Annual Parish Council Meeting at 7pm, 9th June, 14th July, 8th September, 13th October, 10th November

12. To accept notices and matter for the next agenda

- Management of the defibrillator

13. Date and time of next meeting – Tuesday 2nd December 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 9.07pm

Signed.....Chair

Date.....

DRAFT

Appendix 1

DRY DRAYTON PARISH COUNCIL
September 2025 Bank Reconciliation

	£
Unity Trust Current Account on 31 st August 2025 Unity Trust Instant Access account 31 st August 2025 Total:	£4,035.40 £52,366.91 £56,402.31
<u>Less</u> payments presented from 1 st September 2025 to 30 th September 2025 <i>7 online payments, 5 direct debits, 1 standing order, 1 bank fee</i>	£2,309.23
<u>Plus,</u> receipts presented from 1 st September 2025 to 30 th September 2025 <i>No receipts and 1 interest payment received</i>	£306.45
Closing Unity Trust Current account on 30 th September 2025 Closing Unity Trust Savings account on 30 th September 2025 Total:	£1,726.17 £52,673.36 £54,399.53
<u>Less outstanding payments not yet subtracted</u>	£0.00
Balance carried forward on 30th September 2025 £ 54,399.53	
<u>Notes:</u> As of May 2025, outstanding Section 106 monies to be spent:	
<ul style="list-style-type: none"> Traffic Calming - £45,125.00 (held by Highways) 	

Sarah Etherington-Meech

RFO

1st November 2025