

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 6th January 2026 at 7.00pm, at Dry Drayton Village Hall, High Street, Dry Drayton
CB23 8BS

Present: Cllr E Al-Baqir (Councillor), Cllr J Granger (Councillor), Cllr T Houlihane (Vice-Chair), Cllr E Pyle (Councillor), Cllr C Wright (Councillor),

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

Attending: Cllr R Stobart (District Councillor), 1 member of the public

Cllr Houlihane (Vice-Chair) chaired the meeting in the absence of the chair.

1. To Accept Apologies for Absence

Apology of absence was accepted for Cllr Aldersley who was absent due to personal commitments.

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 matters were raised in the Public Forum.

4. To Approve the Minutes and Confidential Minutes of Meeting held on Tuesday 2nd December 2025

RESOLVED (Prop Cllr Pyle, 2nd Cllr Wright, 3rd Cllr Houlihane in favour/Cllr Granger and Cllr Baqir abstained as they were absent from the meeting)

that the minutes of the meeting and extraordinary meeting of 2nd December 2025 be approved and signed by the vice-chair as a true and accurate record of the meeting. Confidential minutes are to be signed at the next parish council meeting as the clerk was unable to print them.

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

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

Cllr Aldersley advised that the officer dealing with the broken handrail and steps is awaiting quotes for further works. There were no further updates.

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

Cllr Stobart advised that there are no updates at present, he is to take this away as an action.

5.3 To investigate if both an additional parking and crossing can be considered for LHI applications for 2026/27 (EM)

Cllr Aldersley advised that these will be covered by the next LHI application which he will be making shortly.

5.4 Update on adding the Black Horse pub to SCDC Asset of Community Value Register (SEM)

The clerk advised that she is still awaiting a response from the tenants and owners.

5.5 Update on 2024/25 LHI application and LHI application for speed buffer zones (SCA)

Cllr Aldersley confirmed that the speed buffer zones are now in place. Parking restrictions are being reviewed as mentioned at the last parish council meeting.

5.6 To contact Chair of Bar Hill Parish Council in relation to considering a joint application for lighting along 'The Drift' (SCA)

Cllr Aldersley advised that contact has now been made with Bar Hill Parish Council and they will discuss this matter at their next parish council meeting.

5.7 Update on ZCC application for solar powered streetlighting application inc. RS to discuss with SCDC (JG)

Cllr Granger advised that she has raised this matter with Liz Watts at South Cambs District Council (SCDC). The current issue is that a Section 171 licence is required.

Action – Cllr Stobart to chase up this matter with Liz Watts.

- 5.8 Update on transfer of streetlighting from SSE to Suffolk Council Lighting (SEM)**
UK Power Networks have confirmed that the supply transfer from SSE to Suffolk Council Lighting has been backdated to 1st August 2025. The clerk advised that a credit note has been received from SSE and monies were due on 29th December 2025. However, no monies have yet been received so the clerk has emailed SSE to raise this matter and request monies are credited back to the parish council as soon as possible.
- 5.9 To respond to SCDC in relation to funding questions for Allotment Improvement Grant (SEM)**
The clerk confirmed that a response has been sent to SCDC. An email was received during the meeting to advise that the application has been approved.
- 6. To Accept a Report from County and District Councillors**
Report was accepted from Cllr Stobart & Cllr Garvie (District Councillors) see www.drydrayton.pc.org.uk
- 7. To Discuss Planning Matters**
- a. Applications received for consideration**
 - i. 25/1398/TTPO - 13 Pettitts Lane Dry Drayton Cambridgeshire CB23 8BT – works to TPO trees – extension for comments requested**
The councillors decided no comments were to be made for this application.
 - b. Decisions received from South Cambs District Council**
 - i. 25/1152/TTPO - Land Adjacent to Junction of Madingley Road and Park Lane Dry Drayton - Works to TPO trees – Tree application permitted**
- 8. Matters for discussion/correspondence received**
- 8.1 For information - TTRO 26-10110 Scotland Road, Dry Drayton – anticipated start date of 19th January 2026 to 21st January 2026 – Order is to facilitate VRS repairs and associated works.**
The clerk received an email from Highways to advise that the barrier was struck some time ago but has now been priced and programmed for repairs on 19th-21st January 2026. Unfortunately, due to the road layout and roundabouts it will be necessary to close the road overnight (2200-0600 hrs) whilst repairs are carried out.
 - 8.2 To discuss resident email received in relation to concerns over weed spraying in village by Cambridgeshire County Council**
A resident has raised concerns over the carcinogenic aerosol spray that is used for weed spraying. **Action** Cllr Stobart to raise this matter with Cllr Murphy and see if there is an alternative.
 - 8.3 Draft Intend Notice for TTRO - 26-10259 Dry Drayton Footpath 17, Dry Drayton - Proposed footpath closure for sewer repair works – comments by 5th January 2026 – extension requested**
Highways were unable to provide an extension for comments due to advertising.
 - 8.4 To note email received from resident in relation to contacting Highways regarding serious pedestrian safety concerns for Oakington Road, how Scotland Farm Travel Hub will affect this area and GCP response to consider this matter for an LHI application**
Cllr Aldersley had highlighted by email that the landowner could make the pavement easier to navigate by cutting back some vegetation and was unsure what an LHI application would achieve in this area. **Action** – Councillors to investigate the location further and see what would be feasible as the area is very narrow and dangerous.
 - 8.5 To consider designated person to continue maintenance and checking of the defibrillator at the village hall and to take over the email account**
Action – Email village hall to see if they can take this matter over from the current designated person.
 - 8.6 To discuss if an application should be submitted for a free commemorative tree and plaque as part of COVID-19 Day of Reflection – applications by 31st January 2026**
RESOLVED (Prop Cllr Granger, 2nd Cllr Pyle, unanimous) that an application should be made for this tree as long as the village school are happy for it to be placed in the school grounds.

8.7 To consider an application to SCDC Six Free Trees deadline extended to 31st January 2026

RESOLVED (Prop Cllr Houlihane, 2nd Cllr Al-Baqir, unanimous) to apply for the six free trees to replace the trees on the roundabout at the A1307 which either died or were stolen.

8.8 For information – Police and Crime Commissioner Darryl Preston circulated a survey for resident views on police funding for 2026-2027 – open for comments until 11th January 2026

8.9 To discuss and provide update on the issues and management of the allotments following the extraordinary meeting held with allotment plot holders

Following the extraordinary meeting with the allotment holders, Cllr Aldersley emailed the plot holder in relation to the rental and water charges for the allotment. He also set up an allotment holder WhatsApp group to assist the plot holders to come forward to support the management of the allotments and to set up an allotment association.

Action – Cllr Wright to be added by the Chair to the WhatsApp group and be the parish council's representative for matters in relation to the allotments moving forward.

8.10 To agree type and cost of dog waste bin to be purchased from South Cambs District Council

RESOLVED (Prop Houlihane, 2nd Cllr Wirght, unanimous) to purchase a dual bin for £417.75 which will be emptied weekly. Cllr Houlihane is to check location and confirm what 3 words for the location and discuss this with the Chair before ordering the bin and arranging emptying.

9. Consultations

9.1 Heydon Neighbourhood Plan – Submission Public Consultation – comments by 9th February 2026

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

9.2 Cambridge City Council and South Cambridgeshire District Council New Local Plan for Greater Cambridge – consultation open until 30th January 2026

It was discussed that the most significant changes to Dry Drayton would be in relation to through traffic to Cambourne and the impact of the A14 logistics hub need to be considered. RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) that Cllr Houlihane should draft a response from all previous discussions in relation to this matter and circulate before submission. Individual comments from councillors were also encouraged. Cllr Stobart advised that he would also submit comments as District Councillor.

9.3 Cambridgeshire County Council - RECAP Resource and Waste Strategy and RECAP Design Guide Consultation – comments by 26th January 2026

The councillors agreed there are no comments to be made.

10. Finance and Policy

a. To accept account review to date and bank reconciliation

The clerk's printer broke prior to the meeting, so the bank reconciliation and accounts were not produced. Details of payments are included below.

b. To advise of payments received between 1st November and 31st December 2025

i. Allotment rental/water charges for 3 allotment holders - £140.00

ii. Unity Trust Savings Account Interest – Amount to be advised

c. Payments made between 1st November 2025 and 31st December 2025

i. Brookfield Groundcare – Grass cut 8, 9 & 10 of 10 - £1,170.00

ii. Dry Drayton Village Hall – Hall Hire for 4th Nov 25/2nd Dec 25/6th Jan 25-£83.25

iii. SLCC – Purchase of Local Council Administration book - £74.70

iv. Purchase of Charles Arnold Baker Council Administration 14th Edition - £74.70

v. Staff costs for Period 8 - £1879.70

vi. HMRC – Staff Tax & NI for Period 8 & 9 – £155.14

vii. Unity Trust Bank Service Charge for October and November - £12.00

- viii. **Pristine Windows – Bus Shelter Clean (brought forward to 29th Oct 25) - £135.00**
- ix. **Capital Resolve Ltd – SSE Street lighting Energy Charges from 1st Aug 25 – 30th Sept 25 - £1175.68 (this will be claimed back as streetlighting energy transfer occurred from 1st August 2025)**
- x. **National Allotment Society – Annual Membership Fee - £84.00**
- xi. **Reimbursement to Cllr Pyle for allotment stakes - £72.13**

d. Payments to hand and scheduled payments

RESOLVED (Prop Cllr Granger, 2nd Cllr Al-Baqir, unanimous) that all payments to hand are paid. Cllr Granger and Cllr Houlihane authorised the payments in the meeting.

i. **Microsoft Office 365 – Annual Subscription to be taken on 18th Jan 26 - £59.99**

ii. **(Invoice came in after the agenda was produced) - Vision ICT Ltd – Email account for Cllr Wright - £12.00**

e. To consider, review and discuss the finalising of the budget and setting the precept for 2026/27

RESOLVED (Prop Cllr Houlihane, 2nd Cllr Pyle, unanimous) that the final version of the 2026/27 budget circulated prior to the meeting be finalised and approved (See Appendix 1) and precept requirement submitted to SCDC for £26,000.00.

f. To complete paperwork to add Cllr Baqir to the Unity Trust bank accounts

The paperwork was completed and signed by Cllr Al-Baqir, Cllr Pyle, Cllr Granger and Cllr Houlihane. **Action – Cllr Al-Baqir to provide scans of ID documents.**

g. To consider adoption of IT Policy circulated

RESOLVED (Prop Cllr Pyle, 2nd Cllr Al-Baqir, unanimous) to adopt the circulated IT policy.

11. To accept notices and matter for the next agenda

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

12. Date and time of next meeting – Tuesday 10th February 2026 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 items that exclude the public and press

Meeting closed at 8.50pm

Signed.....Chair

Date.....

Appendix 1

2026/27 Budget Figures

Expenditure Breakdown	2025/26 Budget Figures	2026/27 Budget Figures
Staff costs	£12,613	£13,064
Admin & Training	£3,300	£4,621
Community Services	£1,000	£1,000
Utilities	£550	£550
Parish Asset Maintenance	£5,910	£6,400
Total Expenditure	£23,373	£25,635
Total Income	£26,719	£28,818
Precept requirement	£24,500	£26,000