

Draft until signed
Minutes of Dry Drayton Annual Parish Council (DDPC) Meeting
Tuesday 12th May 2026 at 7.35pm, at Dry Drayton Village Hall, High Street, Dry Drayton
CB23 8BS

Present: Cllr S Aldersley (Chair), Cllr T Houlihan (Councillor – co-opted at Item 8), Cllr E Pyle (Vice-Chair), Cllr C Wright (Councillor)

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

Attending: Cllr E Murphy (County Councillor), Cllr R Stobart (District Councillor), no members of the public

1. Election of Chairman and signing the Declaration of Acceptance of Office

Cllr Aldersley put himself forward to stand as Chair. RESOLVED (Prop Cllr Pyle, 2nd Cllr Wright) to re-elect Cllr Aldersley as Chair. The Chair signed the Acceptance of Office form.

2. Election of Vice-Chairman

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Wright) to elect Cllr Pyle as Vice-Chair.

3. To confirm Parish Councillors have signed a Declaration of Acceptance of Office

The Parish Clerk confirmed all declarations of acceptance of office have been signed by the councillors.

4. Return of electoral expenses

Cllr Aldersley provided the clerk with an electoral expenses form for nil. Councillors to submit their electoral expenses forms directly to South Cambs District Council.

5. To request all Members, complete a Register of Interest form following the election period

All members were requested to complete a Register of Interest form for the Monitoring Officer at South Cambs District Council within 28 days of the election date.

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

No declarations of interest were declared. When Cllr Houlihan was co-opted at Item 8, he declared a pecuniary interest in Item 13.7 as he owns Blackgate House.

7. To Agree to hold a Public Forum

No public were present.

8. To consider applications and co-option for two three ordinary vacancies – Thomas (Sean) Houlihan

Please note this item is for three ordinary vacancies.

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) to elect Thomas (Sean) Houlihan as Councillor to fill one of the councillor vacancies for DDPC. Thomas Houlihan signed his acceptance of office.

9. To Approve the Minutes of Meeting held on Tuesday 14th April 2026

RESOLVED (Prop Cllr Pyle, 2nd Cllr Wright, unanimous) that the minutes and confidential minutes of the meeting be approved and signed by the chair as a true and accurate record.

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

10.1 Update on outstanding Highways issues (EM) including:

10.1.1 Highways and private contractor quotes for further works of broken handrail and steps on footpath

Cllr Aldersley advised that he received a quote of £445 including VAT (£370 without VAT) for works to repair the broken handrail. This would include 5 metres of handrail, posts to be concreted in place and labour, these works do not include reinstatement of the steps. **Action – Cllr Murphy to suggest to the Local Highways Officer (LHO) that Cambridgeshire Council pay for these works as it is a cost-effective solution.** RESOLVED (Prop Cllr Pyle, 2nd Cllr Wright, unanimous) to instruct works once Cllr Murphy provides a response from the LHO.

10.1.2 Explanation why Report IT log for condition of the dangerous and narrow footpath on Oakington Road has been flagged as closed as serious injury resulting in injuries to residents

Cllr Aldersley advised that this matter is still closed and that a discussion of options is required. **Action** – Cllr Aldersley to arrange a meeting with Cllr Murphy to discuss this matter further.

- 10.2 Update on traffic modelling for Scotland Rd travel hub and proposed link for an NMU (RS/EM)**
No update, Cllr Stobart to take this as an action point.
- 10.3 Update on resident concerns over carcinogenic weed spraying by CCC (RS/EM)**
Cllr Murphy reported that the weed spraying is continuing but parishes can 'opt out' in any year if they wish. It is a county wide programme specifically targeting certain plants e.g. Japanese Knotweed and they perform very localised use of glycosylates for example for this purpose.
- 10.4 Investigate with SCDC names on housing list for Dry Drayton (RS)**
Cllr Stobart to investigate this matter.
- 10.5 Respond to CCC Active Travel Close Pass Campaign with sign locations (SEM)**
The clerk confirmed that she has responded to this.
- 10.6 Update on adding the Black Horse pub to SCDC Asset of Community Value Register and discussions with SCDC as to whether landowner and tenant permission is required (SEM/CG)**
Cllr Aldersley explained that Cllr Garvie confirmed that an asset can only be added to the register when the pub is up for sale and there would only be 6 months during the period of sale.
- 10.7 Update on commencement date for 2024/25 LHI application (SCA)**
The works for this application have now been completed.
- 10.8 Update on checking and maintenance of the defibrillator from the current designated person (SEM)**
Cllr Aldersley is to follow this up with the current designated person.
- 10.9 Update on frequency of emptying of new dog waste bin on Park Lane by SCDC and invoice (SEM)**
The clerk confirmed with SCDC that the bin will be emptied on a fortnightly basis and the invoice will be issued at some point soon.
- 10.10 Update in relation to streetlighting for 'The Drift' and grant funding sources (RS & EM)**
This item is to be carried forward to the next meeting as Cllr Garvie has more information to share in relation to this matter.
- 10.11 Update on ZCC application for solar powered streetlighting including obtaining a quote from Suffolk Streetlighting for completing the admin work for a Section 171 licence (JG)**
This item is to be carried forward to the next meeting as Cllr Granger was absent. Cllr Stobart requested that DDPC preserve this matter for a bit longer now that we are post-election and he will raise concerns with colleagues.
- 10.12 To respond to email received in relation to a mobile grocery service (SCA)**
Cllr Aldersley advised that he has not yet responded.
- 10.13 To check with Speedwatch for approval process for permanent MVAS locations and check with CAPALC/auditor in relation to spending outside budget for MVAS (SEM)**
The clerk confirmed that due to reserves held that spending could be made for this purpose. However, as the Speedwatch Co-ordinator confirmed in the Annual Parish Meeting Highways they would first need to confirm that the poles for the MVAS are safe and secure for mounting them before they are purchased.
- 10.14 Update on meeting held with Cambridge 25 on 30th April 2026 (TSH)**
This was discussed in the Annual Parish Council meeting, and it was highlighted that it is important to keep watching for updates on this matter to ensure Dry Drayton have input where appropriate and to make sure there is as much influence on Section 106 and traffic modelling as possible.
- 11. To Accept a Report from County and District Councillors**
For reports see www.drydraytonpc.org.uk.
- 12. To Discuss Planning Matters**
- a. Applications received for consideration**

- i. 26/01475/PRIOR - Scotland Farm, Scotland Road - Extension to existing agricultural spray storage building – For information only

b. Decisions received from South Cambs District Council

- i. 26/01095/PRIOR - Rectory Farm Scotland Road Dry Drayton - Change of Use of Buildings on Agricultural Units and former Agricultural Buildings to 4 No. Dwellinghouses (Class C3) – Application withdrawn

13. Matters for discussion/correspondence received

- 13.1 For information - Tritax Park Queens' Cambridge - consultation invite for 12th May 2026**

- 13.2 To discuss completion of South Cambs District Council – Community Chest Fund application for repairs to the village hall roof**

Cllr Stobart advised that as the project has already been completed it would not be eligible for the Community Chest Fund. **Action** – Cllr Stobart to investigate other grant schemes including the Zero Carbon Communities grant and solar panel incentives.

- 13.3 For information - East West Rail Spring 2026 Consultation: Parish Council & Residents' Association Briefing - Wednesday 20 May (18:00 - 19:00) – Virtual**

- 13.4 To discuss health hazard concerns raised in relation the bin adjacent to the high street bus stop that is used by dog walkers for animal waste**

The councillors noted the concerns. **Action** – Clerk to enquire with South Cambs District Council as to frequency of emptying of the bin.

- 13.5 For information – Notification from Cambridgeshire County Council of LED Streetlighting Replacement Programme – to take place in April and June 2026**

- 13.6 For information - The next meeting for the Northwest & West community forum will take place on 11 June**

- 13.7 To discuss email in relation to an unregistered strip of land between Blackgate House and the Highway believed to be owned by the parish council - confirmation is being sought of free and uninterrupted access over this land**

Cllr Houlihane left the meeting at this point. It was agreed that an Easements – Access by permission letter would be sent.

14. Allotments

- 14.1 To provide an update on any matters in relation to the allotments**

Cllr Wright requested that a thank you was noted for Richard Stamford for adjusting the water taps at the allotments providing a solution for the removal of the locks.

- 14.2 Update on Cllr Wright drafting a revised rental agreement for 2026/27 and circulation to the NAS and councillors for their comments**

Cllr Wright is to share a draft of the allotment agreement before the next meeting and may have a steward in place too.

15. Consultations

- 15.1 East West Rail – Spring Consultation 2026 – Final route-wide consultation from 14th April 26 - 9th June 26 – feedback form to be completed following collation of councillor comments**

Collation of comments is to be sent to the clerk for submission.

16. Finance and Policy

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

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

- b. To advise of payments received between 1st April 2026 and 30th April 2026**

- i. South Cambs District Council – Precept for 2026/27 - £26,000.00

- c. Payments made between 1st April 2026 and 30th April 2026**

- i. Suffolk County Council – Streetlighting Energy for 2025/26 - £63.86
- ii. GeoXphere Ltd – Mapping Software Subscription - £45.00
- iii. Reimbursement to Cllr Houlihane for new keyboard parts for laptop - £48.42
- iv. CAPALC – Affiliation Fee and DPO Scheme for 2026/27 - £408.73

- v. Reimbursement to allotment holder for water tap upgrade materials - £21.07
- vi. Brookfield Groundcare – Grass Cut 1 of 10 - £390.00
- vii. HMRC – Staff Tax and NI - £74.25
- viii. Unity Trust – Bank Service Charge for March 2026 - £7.00
- ix. Staff Costs – Period 1 - £959.91

d. Payments to hand and scheduled payments

RESOLVED (Prop Cllr Pyle, 2nd Cllr Aldersley, unanimous) that all payments to hand are paid. Councillors to authorise online payments.

- i. Dry Drayton Village Hall – Hall Hire for 14th April 2026 - £27.00
- ii. Pristine Windows – Bus Shelter cleaning on 30th April 2026 - £135.00
- iii. CAPALC – Code of Conduct Training for 4 councillors - £180.00 (16/05/26)
- iv. CAPALC – Finance Training for Cllr Aldersley - £35.00 (20/05/26)
- v. Brookfield Groundcare – Grass Cut 2 of 10 - £360.00 (29/05/26)

e. To review the Year-end accounts

The Year-end accounts were circulated to the councillors, reviewed and accepted at the last parish council meeting and will be signed off once the AGAR is received from the Internal Auditor together with his report.

f. To review standing orders and variable direct debits from bank account

The current standing orders and variable direct debits were considered by members and RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) to keep them in place.

g. To review bank signatories and agree removal and adding

RESOLVED (Prop Cllr Houlihan, 2nd Cllr Aldersley, unanimous) to add Cllr Wright to the Unity Trust bank account as a signatory.

h. Authorise due payments that arise on a regular basis

RESOLVED (Prop Cllr Aldersley, Cllr Pyle, unanimous) to authorise due payments that arise on a regular basis including Brookfield Groundcare, Dry Drayton Village Hall, Pennon Water, VisionICT, LGS Services & PKF Littlejohn, Pristine Windows, staff salary/tax/NI/pension, South Cambs District Council (dog waste bin emptying), Unity Trust Bank service charge, Insurance and Suffolk County Council Lighting for the streetlights.

i. To review Standing Orders & Financial Regulations and other policies & procedures

The Standing Order & Financial Regulations and other policies and procedures were reviewed, and it was RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that no amendments were required.

j. To review the Asset Register for 31st March 2026

The Asset Register was reviewed and approved (Prop Cllr Pyle, 2nd Cllr Aldersley, unanimous)

k. To confirm insurance cover

The clerk and councillors confirmed that insurance cover was in place, and the Schedule of Employers Liability was on their website.

l. To review DDPC and/or staff subscriptions to other bodies

The current subscriptions for the council and staff were reviewed by the councillors. These consist of: CAPALC (Cambridgeshire & Peterborough Association of Local Councils) for the Council, SLCC (Society of Local Council Clerks) for the Clerk, GeoXphere (Online Mapping), Cambs ACRE, National Allotment Society, ICO (Information Commissioners Office) for the Council and Microsoft Office.

m. To review employment policies and procedures

The employment policies and procedures were reviewed and no changes to be made.

n. To review expenditure incurred under S.137 of the Local Government Act 1972

No expenditure was incurred under S.137 of the Local Government Act 1972 during the period from 1st April 2025 to 31st March 2026.

o. To discuss earmarked reserves and resolve amounts and purposes of earmarked reserves at year end

The reserves tab on the cashbook spreadsheet details all reserves through the year and will be amended and updated accordingly.

17. 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.

18. Date and time of next meeting – Tuesday 9th June 2026 at 7.00pm 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 to be discussed that exclude the public and press

Meeting closed at 8.52pm

Signed.....Chair

Date.....

Appendix 1

DRY DRAYTON PARISH COUNCIL April 2026 Bank Reconciliation

	£
Unity Trust Current Account on 31 st March 2026 Unity Trust Instant Access account 31 st March 2026 Total:	£3,016.06 £50,179.06 £53,195.12
<u>Less</u> payments presented from 1 st April 2026 to 30 th April 2026 <i>8 online payments, 1 direct debit, 1 standing order, 1 bank fee</i>	£2,018.24
<u>Plus</u> , receipts presented from 1 st April 2026 to 30 th April 2026 <i>1 receipt and no interest payment received</i>	£26,000.00
Closing Unity Trust Current account on 30 th April 2026 Closing Unity Trust Savings account on 30 th April 2026 Total:	£1,997.82 £75,179.06 £77,176.88
<u>Less outstanding payments not yet subtracted</u>	
Balance carried forward on 30th April 2026 £ 77,176.88	

Notes: As of March 2026, outstanding Section 106 monies to be spent:

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

Sarah Etherington-Meech

RFO

12th May 2026