Minutes of Dry Drayton Parish Council (DDPC) Meeting held on Thursday 10th September 2026 at 7.00pm, at Dry Drayton Primary School, Park Street, Dry Drayton CB23 8DA

Present: **Cllr J Granger (Councillor), Cllr N Hawkes (Councillor), Cllr T Houlihane (Councillor), Cllr E Pyle (Vice-Chair), Cllr T Mason (Councillor – co-opted under Item 4)**

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

Attending: **Cllr R Stobart (District Councillor), no members of the public were in attendance**

1. **To Accept Apologies for Absence**
   Apologies accepted from Cllr S Aldersley and Cllr C Wright absent due to other commitments. Cllr Pyle (Vice-Chair chaired the meeting in the absence of the Chair). Cllr Murphy (County Councillor) sent an apology for absence.
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 consider applications and co-option for one ordinary vacancy and advertising of the vacancy**
   The co-option application from Tim Mason was considered and it was RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihane, unanimous) to co-opt Tim Mason as a member of DDPC. Tim Mason signed the Declaration of Acceptance of Office which the clerk counter signed, and a Register of Interest form was provided for completion.
5. **To Approve the Minutes of Meetings held on Tuesday 14th July 2026**
   RESOLVED (Prop Cllr Granger 2nd Cllr Hawkes unanimous) that the minutes of the meetings be approved and signed by the vice-chair as a true and accurate record.
6. **Matters Arising from the Minutes, Report of any actions, Resolutions from last meeting & ongoing matters**
   - **6.1 Update on outstanding Highways issues (EM) including:**
     - **6.1.1 Update on private contractor works for the broken handrail on the footpath (SCA)**
       The works have been instructed, awaiting date for works to be completed.
     - **6.1.2 Update on Cllr Murphy meeting with Joshua Rutherford at Highways in relation to the condition of the dangerous and narrow footpath on Oakington Road that has caused injuries to residents from traffic**
       The councillors highlighted the urgency of this matter, especially as the school is back now. ***Action –*** *Cllr Stobart to push this matter with Cllr Murphy.*
     - **6.1.3 Update on query of purchase of a new MVAS through the Highways team via an LHI application**
       No update.
   - **6.2 Update on traffic modelling for Scotland Rd travel hub and proposed link for an NMU (RS/EM)**
     Cllr Stobart confirmed that approval for C2C was announced this week meaning the project will go ahead and work will begin. Cllr Stobart is to email Thomas Fitzpatrick at GCP for an update on the NMU query now approval has been received.
   - **6.3 Investigate with SCDC names on housing list for Dry Drayton (RS)**
     Cllr Stobart advised that he has spoken with SCDC housing department, and they confirmed that there are 12 families on the housing needs list and there is at least one rural exemption site in the parish. There is a landowner who is interested as they have a rural exemption site. However, the village framework can only be planned as rural exemption sites based on housing need in the village and a survey would need to be

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conducted. ***Action –*** *Add agenda item to October meeting to discuss contacting Cambs ACRE to complete a Housing Needs Survey.*

6.4 To confirm with SCDC as to whether new Street Trader Consent is retrospective for Ice Cream Traders (CG)
Cllr Stobart to raise this matter with Cllr Garvie.

6.5 Update on another resident taking over checking and maintenance of the defibrillator from the current designated person (SCA)
No update.

6.6 Update in relation to streetlighting for 'The Drift' and grant funding sources and to put a poll in the next village newsletter (CG/SCA)
No update.

6.7 Update on ZCC application for solar powered streetlighting including a Section 171 licence (JG)
Cllr Stobart advised that Liz Watts has taken this matter back to SCDC and raised concerns that grants are being issued but are not deliverable in instances such as this matter. Cllr Stobart requested that DDPC leave this matter on the outstanding list for the moment until Liz Watts has discussed the matter at SCDC.

6.8 Raise issue if increase in dog waste on paths in village newsletter (SCA)
The councillors confirmed that this matter was raised in the newsletter.

6.9 Update from Speedwatch for obtaining confirmation that the poles for MVAS are safe and secure for mounting and obtaining a new circuit board (SCA)
No update.

6.10 Update on bi-weekly emptying by SCDC of the bin at the High Street bus stop (SEM)
SCDC confirmed that the emptying only started the other week and the invoice for the additional bin lift will be raised this month and from the start of the next financial year this will be added in to the yearly invoice.

6.11 Submit comments for Cambridge 25 employment park – Outline Planning Permission to SCDC and A14 forum (SEM/SCA/JG)
This action was completed and joint feedback was submitted by the chair of the A14 Boxworth forum.

7. To Accept a Report from County and District Councillors
For Cllr Stobart & Cllr Garvie report see www.drydraytonpc.org.uk.

8. To Discuss Planning Matters

a. Applications received for consideration

i. **26/01263/OUT & 26/02947/SCRE - Land South Of St Neots Road Hardwick - Outline application for the development of up to 138 residential dwellings along with associated infrastructure & EIA Screening Opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 – extension for comments requested**
RESOLVED (Prop Cllr Granger, 2nd Cllr Pyle, unanimous) to object to this application for the following reasons:

- The impact of site access to the neighbouring junction and associated traffic safety issues.
- There needs to be consideration as to how the layout of the busway would integrate into the site as there would be a conflict with the guided busway route.
- The proximity to East West Rail (EWR) must be considered as it would skirt the development and it does not make sense to put houses next to a railway.
- Housing density along that area is inappropriate. The scale is not in keeping with the location.
- The design is not fit for purpose.

ii. **26/02534/OUT - Land East Of Junction 25 Of The A14 Huntingdon Road Bar Hill - Development of up to 230,000 m2 GIA of employment floorspace (within Use Classes E (g)(i), E(g)(ii), E(g)(iii), B2, and B8) together with**

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supporting community and amenity space (within Use Classes F1, F2, E(a), E(b), E(d), and E(f)), nature park and biodiversity zone, service yards and parking areas, formation of primary means of access, associated landscaping, earthworks, drainage and other associated works (outline, all matters reserved except for the principal means of vehicular access to the Site) – determination deadline 23rd October 2026

RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) to send the response that was collated by the A14 Boxworth Forum.

iii. **26/02949/HFUL - 14 Pettitts Close Dry Drayton - First floor side extension – comments by 10th September 2026**

RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihane, unanimous) to support this application with no comments required.

iv. **26/03240/PRIOR - Trinity Stables, Oakington Road - Change of Use of Buildings on Agricultural Units and former Agricultural Buildings to 1 No. Dwellinghouse (Class C3) – comments by 21st September 2026**

RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihane, unanimous) that no comments were required for this planning application.

v. **26/03097/S73 – St Giles Cricket Club – S73 to vary condition 2 (approved drawings) and condition 4 (Biodiversity net gain) of ref: 24/00213/FUL (Demolition of existing cricket pavilion and construction of new cricket pavilion) to incorporate additional decking and an access ramp beyond the front elevation of the pavilion – comments by 17th September 2026**

RESOLVED (Prop Cllr Granger, 2nd Cllr Pyle, unanimous) that no comments were required for this planning application.

vi. **Information only - 26/00585/CONDA - 2 Old Rectory Drive Dry Drayton - Submission of details required by conditions 3 (roofs), 4 (windows scale of 1:20), 6 (rainwater goods), 7 (timber framing scale of 1:20), 8 (timber frame members) and 9 (schedule of works) of Listed Building consent 26/00585/LBC**

b. Decisions received from South Cambs District Council – no decisions received

9. Matters for discussion/correspondence received

9.1 Update from Cllr Aldersley for the 2026/27 LHI application

No update at present.

9.2 For information - Parish Council notification of pre-application developer briefing going to Planning Committee meeting regarding Tritax Park Queens' Cambridge - Land North of A14, J25, Bar Hill

Cllr Stobart advised that he would circulate notes from the meeting to the councillors and that an online recording was also available. Keep item on agenda for next meeting.

9.3 To consider suggestion from Madingley Parish Council to jointly ask the County Council to consider altering their recommended HGV route map which extends as far as Bar Hill to include both parishes

DDPC need to liaise with Madingley Parish Council and to request what information they currently have from CCC in relation to the HGV route map.

9.4 For information – East West Rail - Commencement of door-to-door visits for outstanding Land Interest Questionnaires

9.5 For information - Mayor's Question Time in at Ely City Football Club on Thursday, September 17. Doors open at 5pm for a 5.30pm start

9.6 For information – Cambridgeshire County Council - 9 September 2026 webinar - Preparing a community flood plan

9.7 For information – Anglian Water - Proposed Fens Reservoir project update briefing 14th September

9.8 For information - North West & West Community Forum will take place on Thursday October 15th, 2026

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9.9 For information – Stagecoach - Fare changes wef from 1st September 26

9.10 Update on damaged glass panel in bus shelter on Oakington Road and insurance claim

Thank you was noted to Cllr Granger, Martin Granger and Cllr Aldersley for their clean-up operation after this incident occurred.

9.11 For information – SCDC adopted Heydon Neighbourhood Plan on 16 July 2026

10. Allotments

10.1 To provide an update on any matters in relation to the allotments including issuing of tenancy agreements and invoices

Clerk has followed the procedure instructed by DDPC at the July meeting for issuing all tenancy agreements and invoices.

10.2 To discuss request from allotment holder for a simple sub book account to separate the two revenue streams - precept and allotment to provide transparency

The councillors agreed that this not a realistic expectation of how the parish council accounts for finances. Councillors have checked and this has not been done in previous years.

10.3 Cllr Wright to contact Brookfield Groundcare to obtain a quote for brush cutting at the allotment and enquire as to comparative costs for hiring a brush cutter that volunteers can use

There was no update, so this was adjourned to the October meeting.

11. Consultations

11.1 Final consultation on the Proposed Submission Greater Cambridge Local Plan consultation – comments by 25th September 2026

RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) that the following comments should be submitted. Dry Drayton is a small village that is overlooked for certain facilities such as an NMU and that public transport is important due to both an ageing and young population in the village.

11.2 Cambridgeshire and Peterborough Minerals and Waste Local Plan Review - Scoping Consultation & Call for Sites – comments by 12th October 2026

The councillors agreed that they had no comments to make in relation to this matter.

11.3 Cambridgeshire County Council - Updating Cambridgeshire's Rights of Way Improvement Plan – comments by 11th October 2026

RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) that the following comments should be submitted:

- A footpath is required from the Oakington Road end of the village to the A1307 and with trying to build an NMU here it would need to be done properly.
- Access via a NMU is required from the village to the Scotland Road Travel Hub.
- Lighting is required along 'The Drift'.

11.4 Smaller Authorities Proper Practices Panel (SAPPP) has launched a consultation on proposed changes to the Proper Practices framework for Category 2 Authorities in England – comments by 31st October 2026

No comments.

12. Finance and Policy

a. To accept account review to date and bank reconciliation

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

b. To advise of payments received between 1st July 2026 – 31st August 2026

i. Cambridgeshire County Council – Grass Cutting reimbursement for 2026/27 - £581.66

ii. Zurich Insurance – Claim monies for glass panel replacement - £734.78

iii. Allotment rental for three half plots - £60.00

c. Payments made between 1st July 2026 to 31st August 2026

i. Staff Costs – £2,246.45

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ii. **HCE – Purchase of defib pads - £158.40**
iii. **Pristine Windows – Bus Shelter Cleaning on 14th July 2026 - £135.00**
iv. **LGS Services – Annual Internal Audit for 2025/26 - £204.00**
v. **Brookfield Groundcare – Grass Cut 4 & 5 of 10 - £720.00**
vi. **South Cambridgeshire District Council – Uncontested Elections Costs for May 2026 - £105.00**
vii. **Unity Trust Bank – Service Charges for June & July 2026 - £14.00**
viii. **Pennon Water Services – Allotment Water Rates from 16th Jan 26 – 1st Jul 26 - £92.97**
ix. **Cambridgeshire ACRE – Membership for 2026/27 - £74.50**
x. **Dry Drayton Village Hall – Hall Hire for 8th September 2026 - £27.00**

d. **Payments to hand and scheduled payments**
RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) that all payments to hand are paid. Councillors to authorise online payments.
i. **Sylvia Newman Garden Design – Allotment Fencing - £3,432.00**
ii. **Brookfield Groundcare – Grass Cut 6 of 10 - £360.00**
iii. **VisionICT – Pro-rata annual hosted email for Cllr Hawkes - £22.00**

e. **Update on insurance claim for smashed panel in bus shelter on Oakington Road**
The clerk confirmed that the insurance claim has been processed and monies now sent to DDPC. The glass has been ordered by the maintenance company for the repair.

f. **To review insurance cover with Zurich from 30th September 2026 – renewal premium of £396.00**
RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) that insurance cover should be renewed through Zurich especially as a recent claim for the bus shelter damage has been made.

g. **To discuss if councillors would like to attend Planning Training with CAPALC in October**
Cllr Pyle confirmed that she would book her place. Clerk to forward training details to Cllr Hawkes and Cllr Mason.

h. **To add Cllr Wright & Cllr Hawkes as signatories to Unity Trust bank account**
Clerk is awaiting ID from both Cllr Wright and Cllr Hawkes to add them as signatories.

13. **To accept notices and matter for the next agenda**
- Excessive phone line cables overhead in the village

14. **Date and time of next meeting –** Tuesday 13th October 2026 at 7.00pm at Dry Drayton Village Hall

Before Cllr Pyle closed the meeting DDPC wanted to thank Cllr Houlihane for all his hard work during his time on the parish council particularly in relation to planning, creation of the budget and IT. Cllr Houlihane was to resign shortly after the meeting.

Meeting closed at 9.10pm

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.

15. **To confirm release of Local Government Pay Award for 2026 w/e 1st April 2026 and changes it will make to the clerk's salary**
See confidential minutes

Signed.....Chair

Date.....

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Appendix 1

DRY DRAYTON PARISH COUNCIL
August 2026 Bank Reconciliation

	£
Unity Trust Current Account on 30th June 2026 Unity Trust Instant Access account 30th June 2026 **Total:**	£1,807.54 £72,006.89 **£73,814.43**
Less payments presented from 1st July 2026 to 31st August 2026 *13 online payments, 3 direct debits, 2 standing order, 2 bank fee*	£3,777.32
Plus, receipts presented from 1st July 2026 to 31st August 2026 *5 receipts and no interest payments received*	£1,376.44
Closing Unity Trust Current account on 31st August 2026 Closing Unity Trust Savings account on 31st August 2026 **Total:**	£3,406.66 £68,006.89 **£71,413.55**
Less outstanding payments **not yet subtracted**	
Balance carried forward on 31st August 2026	**£ 71,413.55**

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

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

Sarah Etherington-Meech

RFO

8th September 2026

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