

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 9th April 2019 at 8pm, Dry Drayton Village Hall

- Present:** R Stamford (RS) (Chairman), D Wyatt (DW) (Vice Chairman), F Northrop (FN) (Councillor), E Pyle (EP) (Councillor), J Dolan (JD) (Councillor), F Peck (FP) (Councillor)
- Attending:** S Etherington-Meech (SEM) (Clerk/RFO), Cllr L Harford (LH) (County Councillor), 7 members of the public (including 4 residents from Madingley)
- 19/03/1 Apologies for absence**
Cllr S Miller, Cllr T Bygott & Cllr D DeLacey
- 19/03/2 Declarations of Interest and Dispensations**
JD and FP both declared an interest in Item 19/03/6 (c) – Items for discussion – Rectory Farm – Footpath Consultation
- 19/03/3 Public Forum**
RS opened the public forum and welcomed the residents whom had attended from Madingley, no request for discussion from the public.
- 19/03/4 Minutes of meeting held on Tuesday 12th March 2019**
There was an error on the clerk's salary as it was shown as £346.29 and clerk was actually paid £372.29 at this meeting, once the amendment was made the minutes were signed as a true and accurate copy of the meeting.
- 19/03/5 County Councillor and District Councillor Reports**
LH advised that on the 2nd April 2019 she attended the A14 legacy fund meeting at Swavesey that neither DDPC nor Girton Parish Council (GPC) were able to attend, 28 parish councils in total were invited. Further to the meeting an email will be circulated confirming what will be offered and how applications can be made. LH suggested that DDPC might want to consider bidding for a crossing on Park Street/High Street. Another thought was to consider a joint bid with Madingley, Cllr Ousby confirmed this process would be acceptable at the meeting.
- Secondly LH advised that any residents with children attending Dry Drayton Primary School (DDPS) should have received a letter. DDPS was federated last year with Oakington Primary School (OPS) as they are both church schools. The Church Academy Trust (DeMAP) have now taken on OPS as Ofsted have now rated them inadequate, although they did not feel it was necessary to take on DDPS as they are on an even keel and chose to go alone, however DDPS have lots of issues so LH is supporting them and is meeting the education officer of the Diocese tomorrow. DDPS only remains open due to the large number of children from out of catchment, there is no risk it will be closed due to sufficient growth in the area. However, currently their breakeven on their budget is to have 55 pupils and they currently have around 47-48, highlighting how challenging finances are for DDPS.
- LH one thing that could really benefit the school is for Dry Drayton to have new development, does not have to be hundreds of houses but small controlled developments, providing opportunity to bring more young families into the village. LH advised DDPC to consider options such as housing association, community land trust which could really benefit DDPS whom are struggling under difficult circumstances. RS stated that he couldn't agree more, however, type and cost of housing is prohibitive to that situation, RS believes a 20-30-year plan is needed. FP agreed with LH that the parish has a lack of smaller affordable houses as she has known residents whom have been brought up in village and then pushed out to Oakington as more affordable housing has been available there.

Items for discussion**a) Madingley LHI Application/Roadworks/Traffic – Discussion with Madingley & Girton - 25th March 2019**

RS and DW both attended this meeting which was arranged to develop a relationship between the three neighbouring parish councils as relationships have previously been fractious. During the meeting it was agreed that the parishes would work together with the traffic issues within the area and avoid driving the traffic problems from one village to another. A cautious approach should be taken with any actions by the parishes until the results of traffic surveys carried out by A14 Highways England of the southern bypass to Huntingdon are known. RS advised that working together was the best and most powerful way to move forward with a universally common problem, all parishes are fed up of traffic within their parishes. Madingley need a common action plan to Dry Drayton to keep vehicles such as HGV's out of the village, a sound pragmatic solution is needed and not just wishes. Madingley and Dry Drayton are both frustrated with the constant public consultations and feel their views are not taken into consideration.

b) Roundabout naming

RS read out an email from SCDC roundabout management that he received further to his meeting with them that discussed naming of the new roundabout, its aesthetics and sponsorship (this is looked after by an independent body). SCDC suggest putting the roundabout forward to the Cambridge Roundabout Sponsorship scheme with the preferred planting design that would be implemented and maintained as part of sponsorship, the parish will be involved in the design and RS advised that there is a potential sponsor aligned. Many names have been suggested for the roundabout, however SCDC have advised that it is unusual for a roundabout to be named. RS suggested this item is placed on a later agenda for further discussion to decide a way forward.

c) Rectory Farm - Proposed Public Right of Way Diversion Consultation – Deadline 30th April 2019

RS believes this should be submitting responses and not the view of the parish council, the highways footpath officer will make the decision it is not within the remit of a parish council, this is a consultation and not a formal application. RS proposed we will submit responses received and submit to Cheffins, DW seconded, however, EP raised concern that residents will attend the May meeting and checked the newsletter and it stated that it would be discussed at the 14th May 2019 meeting. RS advised consultations are very long process and a previous consultation carried out 4-5 years ago has not yet been finalised.

Clerk advised that she has received over 20 responses so far for this consultation and has not yet had an opportunity to collate the results. DDPC and the public do not feel that this is an adequate amount of time for a consultation and feel it would be better if the deadline was after the next parish council meeting in May. RS advised that a deadline extension had originally been requested to June, however, Cheffins responded with the 30th April 2019 as the latest deadline they could give.

Action – Clerk to request a further extension to the deadline for this consultation to 21st May 2019.

d) New website/email address

RS presented a history of the current website, advising that we have a local village website which is run for £1.43 a year it does runs well, however, there are some things that may not fall within GDPR/Data Protection/Transparency/Ease of Access guidelines such as emails being sent via alias to personal emails, clerk having no control over uploading documents, the website not being purely dedicated to the parish council. The webmaster has served DDPC very well for many years and he has advised of deadlines for renewing current website. Clerk provided DDPC with details and prices for the current website provider/host for Madingley Parish Council whom only changed their website last year. VisionICT have a package to ensure parish

councils meet their obligations for a £500 to set up fee and £125 charge per annum for hosting and ongoing support of the website, if a social media presence is wanted by DDPC a fully functioning website is to be considered. RS proposed the instruction of VisionICT for the new website, hosting, cloud storage and dedicated emails, FP seconded, and all councillors agreed as GDPR and data protection should be considered RESOLVED. **Action** – Clerk to instruct VisionICT to set up website and emails for DDPC. *Local Government Act 1972, s.142.*

e) Meeting Dates 2019 – change of frequency

This item has been discussed previously and DDPC are happy for the frequency of meetings to be amended to every 6 weeks rather than monthly. Clerk proposed amended dates to Tuesday 25th June 2019, Tuesday 30th July 2019, Tuesday 10th September 2019, Tuesday 22nd October 2019 & Tuesday 3rd December 2019. **Action** – Clerk to email village hall with amended dates to check availability.

f) New local access road – Dry Drayton to Girton

RS advised that Bob Pettipher is now leaving the A14 highways team and the end of April 2019 and a handover is occurring with John Akester.

g) Unsuitable for HGV signs for Dry Drayton

This item was included on the agenda as Cllr Miller has seen these signs in Coton and wanted to know how they had got them. LH advised that highways did not know anything about them, they were seen on the A603 roundabout, LH has reported this to county and Cllr Ousby from Madingley believes they were erected around the same time as ones in Grantchester. It was suggested that a request for these signs could be a joint project for DDPC and MPC. LH would like to investigate how Coton and Grantchester received theirs and for what reason.

h) Annual Pathfinder March – Saturday 22nd June 2019

RS read out correspondence received to advise that the checkpoint for the march in Dry Drayton will be between 8.30-14.15hrs at Dry Drayton Primary School.

19/03/7

Finance and Policy

a) Accounts review to date including account balances and reconciliation

Bank account statements for Lloyds Bank are now being sent to the clerks address and although the March statement has now been received the February statement is missing so clerk is unable to fully complete the finance spreadsheet or end of year figures for the AGAR. RS advised clerk to contact previous clerk to see if she has received the February bank statement and to enquire as to whether online banking was every set up. The balance in the current account as of 26th March 2019 was £16,152.59, NS&I remains at £5,132.97 and Cambridge Building Society at £7,008.05.

b) Payments received – None

c) Payments to hand

- i. **Clerks Salary/Overtime/Expenses – 1st Feb-28th Feb – £408.96 - RESOLVED.** RS and FN signed cheque number 001172. *Local Government Act 1972, s. 112 & s.151.*
- ii. **Paul Clark (Over Window Cleaning) – Bus Shelter cleaning - £15.00 – RESOLVED.** RS and FN signed cheque number 001173. *Local Government (Miscellaneous Provision) Act 1953, s.4.*
- iii. **Additional payment received after the agenda was produced – Brookfield Groundcare – Grass Maintenance 1 of 10 - £360.00 - RESOLVED.** RS and FN signed cheque number 001174. It was requested by RS that clerk requests an amended invoice showing the actual date of the grass cutting before the cheque is released and to enquire as to a copy of a written contract. *Public Health Act 1875, s.164 & Open Spaces Act 1906, s.15.*
- iv. **Additional payment received after the agenda was produced – CAPALC – Clerks CILCA Training – £200.00 – RESOLVED.** RS and FN signed cheque number 001175. *Local Government Act 1972, s. 112.*

- v. **Additional payment received after the agenda was produced – GeoXphere Ltd – Digital Mapping Service - £36.00** – FN advised that this a service that has and could be further used. RESOLVED. RS and FN signed cheque number 001176. *Local Government 1972, s.143.*
- d) **Change of address/signatories on all bank accounts – bank statements February & March 2019**
Clerk advised that she has received confirmation that the address has now been amended to hers on the bank account although it is still showing the previous clerk as the contact. Confirmation has also been received that clerks monthly standing order for her salary has been set up. FN took details for JD and FP to produce a mandate in order to add them as signatories to the current account. A copy of the February bank statement is to be requested also.
- e) **Internal audit instruction**
DDPC are happy to instruct the same internal auditor as used in 2017/18. **Action –** Clerk to instruct internal auditor

19/03/8

Planning

- a) **Applications received for consideration – None received**
- b) **Decision received from SCDC**
 - i. **S/4245/18/FL – Church Farm, Park Street CB23 8DZ – Conversion of two sections of existing buildings to enable provision of B1 office space - Approved**

RS advised of an amended application that was received for 5 Pettits Lane, CB23 8BT (S/0405/19/FL) and notes that the extension has been reduced as suggested by DDPC, it will still be marginally higher than buildings either side although it is a compromise. The application was noted although DDPC agreed that no comment was to be made.

19/03/9

Date and time of next meeting – Tuesday 14th May 2019 at 7.30pm (Annual Parish Meeting & Annual Parish Council Meeting) – A budget was agreed by all councillors of £25.00 to provide refreshments for the Annual Parish Meeting

The meeting closed at 9.40pm at which time RS advised DDPC and the parish that he is resigning as both chairman and councillor from DDPC and will send written confirmation to the clerk for her to notify SCDC with a Notice of Vacancy. LH told RS how she had enjoyed working with him and that he had been a credit to the parish, and she was grateful for his contributions.

Appendix 1

On 15 March I attended a briefing for County and District members on our Minerals & Waste Local Plans, the Combined Authority's Local Transport Plan, and the Greater Cambridge Partnership. The CA and the GCP, despite overlapping membership, still seem to be working in separate silos except that the Mayor is trying to control the GCP's transport plans to ensure they allow for his Metro. But both seem to be offering us a large slice of sky-oriented pie for the far future with little in between. However, the CA has agreed to take a long hard look at options for the A10. Meanwhile the new local road between the A428 and the Dry Drayton crossroad has opened, and seems surprisingly congested. The Avenue has also been reopened; I'm aware that's a matter of concern to both Dry Drayton and Madingley.

The JDCC had a briefing on odour as a precursor to any applications which may come in for redevelopment of the Cambridge Northern Fringe. Since the Government has now approved funding to move the sewage works some members questioned the point, but it will be a long time before the move (no-one has yet begun to think seriously about an alternative site) and applications must be decided on what is, not what might be in the future. The issues are very technical, and in the Chairman's briefing session I persuaded officers to produce a glossary of terms which I think saved us all a great deal of time at the meeting. It is interesting that the device for determining the acceptability or not of a pong remains the human nose. As well as accepting the odour report, we approved another large section of the University site, blocks of flats down by the P&R for a total of 186 units.

It is customary for the Council Chairman to host a reception. This year, in a break with tradition, I invited my choir, Choir2000, to allow me to present a charity concert and they enthusiastically agreed. Although the attendance was smaller than I would have liked, the evening of Handel extracts (Messiah and Water Music) was rapturously received and raised over 1000 for charity. And since the choir refused to accept any payment the overheads were very small; so many thanks indeed to Choir2000.

The next day (19 March) I attended the High Sheriff's awards to community groups at what he dubbed his end of term party. Although the moneys he had raised put mine into the shade, he was able to work on a far larger canvas; and was able to support a range of good causes. The one which most caught my eye was Power2Inspire, led by John Willis who despite having no legs and only half an arm has taken part in all the Olympic sports and spends his time encouraging schoolchildren to realise that, whatever they may think their disadvantages are, they too can succeed. You might like to invite him to speak to children of your village.

Scrutiny received a further dismal report on our ICT service as we examined its business plan, but with assurances that we are working on the problems. We also assessed the business plans for our other shared services. We assessed our Homelessness Strategy and approved it for

Cabinet consideration, being told that we have a team working with clients in danger of eviction after moving to Universal Credit. On a happier note we also approved for Cabinet a proposal to work with the City to resettle up to 5 Syrian refugee families, after assurances that the impact on our own housing needs would be negligible (these are likely to be larger families than we normally help and we have adequate large properties). After that, and three-and-a-half hours after starting, we decided to call it a day leaving a Vision and Ambition paper for another time.

After 10 months in office the Leader gave members a full briefing on the current Administration's priorities and method of working. Consultants have been employed to help understand where we are and our options (and the Opposition has been vocal in objecting to the cost). The Council has 4 main goals: Growing local businesses and economies; Housing that is affordable for everyone to live in; Being green to our core; and Being a modern and caring Council. Now we have to turn the rhetoric into action. At a time when we have lost several senior officers, we have an opportunity to revise the way we work and explore new ways of satisfying internal and external demands, using our combined skillsets more wisely, and also working out how we can raise funding to replace diminishing Government grants. My own role in this as Chairman, I think, is to encourage a sense of community within the Council to ease the problems of recruitment and retention by making our officers feel more valued and more a significant part of the team. They already tend to be highly motivated; we need to learn to encourage and channel that.

One of the advantages of our new mode of scrutiny with its mammoth meetings is that Cabinet is much more efficient. It accepted our recommendations in a blessedly short meeting. And I was able to cancel April's Full Council for lack of business.

Douglas de Lacey

Appendix 2

Cambridgeshire County Councillor's Report March 2019 [For April Meetings]

At the March meeting **County Council** members approved the Chief Officer Pay Policy Statement 2019/20 and the Gender Pay Gap Report 2019. The Local Government Transparency Code 2015 requires councils to publish various details including those of employees paid £50,000pa or more, the 'pay multiple' [the ratio between the highest paid salary and the median salary of the authority's workforce] and vacancies [via the jobs portal]. Additionally for the second year they must publish Gender Pay Gap data on the Government portal. For the mathematicians: the Council's mean gender pay gap is 13% [same as last year] against a national public sector mean of 17.5%. The median is the same as the national figure at 19% [18% last year]. Following the publication of last year's data, the Council carried out a full review which provided overall positive evidence although higher earners within the Council are less likely to work part time. Agenda pack: <https://bit.ly/2UAdUx3>

Following on a motion considered at a previous meeting of Council, unanimous approval was given to the draft Plastics Strategy that was presented. Two motions debated at March meeting sought to offer reassurance to the many Cambridge residents who had expressed concerns relating to the proposal to sell the leasehold of Shire Hall and its 6 acre site. The concerns relate to public access rights which are afforded under the Ancient Monuments & Archaeological Areas Act 1979. The motion put by the chairman of Commercial & Investment committee was passed. It confirmed that the Council recognises the importance of the mound and civil earthworks to both residents of, and visitors to the County and has as a consequence ensured that all bidders are clear that any proposal for the site's future use must provide enhancement of access to, and the public experience of these historic features. Agenda pack: <https://bit.ly/2uPlog4>

In a demonstration of the Council's commitment to improving access to its meetings for residents of all parts of the county, **Children & Young People** committee held its March meeting appropriately in March [the town]. Members received updates on the impact of the recent changes within children's social care services and the outcome of the Ofsted inspection of the Council's children's services which took place 07-18 January 2019. The unannounced inspection gave the Council an overall rating of 'requiring improvement' but this was mitigated by Inspectors' assessment that the impact of senior leaders is good. The report noted whole Council ownership of the change programme that it has embarked upon. It acknowledged that the Council had itself already identified the same areas for improvement as did the Inspectors and that Children & Young People committee had already responded with investment to implement changes and to boost staffing levels. Agenda pack: <https://bit.ly/2KeoAgT>

I was pleased to be asked to sub again for **Economy & Environment** [E&E] committee as its agenda considered the responses to consultations on the East West Rail route options and the North East Cambridge Area Action Plan - issues and options 2. I voted in support of all the Council's recommendations on East West Rail except its preference for Option A, the route via Bedford South, Sandy and Bassingbourn. My preference would be for Option B which was supported by South Cambs District Council. Considering the response to the second consultation on issues and options, members were updated on matters that had progressed since the last consultation. These include the adoption of new local plans for SCambs and the City, delivery of Cambridge North station with its guided busway link and completion of the Ely to Cambridge transport study. The area has also been expanded to include the Cambridge Science Park on the other side of Histon Road. The

success of the bid to the Housing Infrastructure Fund for £227m to relocate the waste water treatment works at Milton was announced the day before the meeting and this now paves the way for the development to achieve the Area Action Plan's vision of: 'North East Cambridge - a thriving, low carbon place for innovative living and working; inherently walkable where everything is on your doorstep'. Agenda pack: <https://bit.ly/2XGoOQB>

In addition to approving the recommendations for funding of Local Highways Improvement bids, **Highways & Community Infrastructure** committee also approved the withdrawal of the Council's service which has historically managed the supply of energy for the street lights owned by District and Parish councils. This was supplied as part of the Council's own unmetered supply and therefore required a detailed inventory provided by Balfour Beatty to calculate the monthly bill for each organisation. Over the last few years a significant proportion of Parish councils have sought more cost effective energy solutions and many who still use the service are questioning whether it still provides best value for them. Both Fenland and SCambs district councils are also changing the way in which they manage the street lights they own. Balfour Beatty no longer maintains an inventory and parishes now have to undertake this themselves. Making changes to the inventory is not quite as straightforward as it may sound; I know that one of our parish clerks struggled to provide the technical information required to get a new installation added. Overall the demand for this service is declining and the complexities of managing it are increasing. Thus it will cease from October 2019. I have asked Officers how this is being communicated to parish councils and how the transition will be managed. Agenda pack: <https://bit.ly/2HbGvCT>

Health committee members congratulated representatives from the Clinical Commissioning Group [CCG] on maintaining its target overspend of £35m. Asked whether the mild winter had assisted in achieving the target CCG Officers confirmed this to be the case but added that a significant amount of forward planning for the winter period and proactive management had allowed winter pressures to be better managed. It was confirmed that previous years' overspends would continue to be carried forward but the current £35m deficit would not be added to the cumulative deficit. Members also received an update on the General Practice Forward View. New National Operating Planning Guidance and General Practice contract changes due to come into effect in June will refocus the direction of GP services on the establishment of Primary Care Networks. [Separate briefing note to follow.] Agenda pack: <https://bit.ly/2FTTHcg>

I attended **Adults** committee to listen to an update report on use of the 'Hancock Monies' - the £2.395m of additional funding for 2018/19 which the Council allocated to fund additional domiciliary care and reablement capacity to address performance on delayed transfers of care. I also spent a day with the reablement service. There is no doubt that staff in the service are doing a good job but my observation is that they could be helped to achieve even better outcomes. My feedback to the committee chairman was well received and I will continue to pursue some of my thoughts with other colleagues. Agenda pack: <https://bit.ly/2OTSKVi>

There was a long agenda for the joint meeting of **Cambridgeshire & Peterborough Health & Wellbeing Boards** [H&WB] followed in the afternoon by a workshop to formulate a plan for how the two will work together in the future and what their raison d'être is. I am not a member of the H&WB but invariably attend its meetings and, thanks to the Cambridgeshire chairman, I was offered a place at the workshop. It was just a little dis-spiriting when, at the end of a long afternoon working on the task set, to have a presentation from the Director of Public Health outlining 'one we made earlier'. I guess it was good for our souls and the networking opportunities it offered were excellent. H&WB agenda pack: <https://bit.ly/2UjE08h>

Hot off the press as I write: the announcement by the Department for Education [DfE] that the Council has been named as a 'trailblazing authority' in the national roll out of an innovative approach to children's social care. This comes with a share of £87m of DfE funding. Cambridgeshire will take a leading national role in supporting the Government's nationwide roll out of Family Safeguarding, an approach that improves outcomes for vulnerable children and young people through the work of multi-disciplinary teams.

I look forward to receiving any questions or comments that you have about the items in this report or any other matters either at your April meetings or by email.

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