

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 10th September 2019 at 8pm, Dry Drayton Village Hall

Present: S Lander (Chairman), J Dolan (JD) (Vice-Chairman), E Pyle (EP) (Councillor), S Miller (Councillor), F Peck (Councillor)

Attending: S Etherington-Meech (SEM) (Clerk/RFO), Cllr L Harford (LH) (County Councillor), Cllr D DeLacey (DDL) (District Councillor), Cllr T Bygott (TB) (District Councillor), 7 members of the public

1. Election of chairman and signing of declaration of office (due to the resignation of Cllr Wyatt)

JD (Vice-Chairman) opened the meeting and thanked Cllr David Wyatt on behalf of the parish council and parish for his contribution to the council. It was proposed by JD, seconded by FP and RESOLVED by a unanimous vote to elect Cllr Simon Lander as Chairman. Cllr Lander signed the Declaration of Acceptance of Office as Chairman.

2. Apologies for absence

No apologies of absence were noted.

3. Declarations of Interest and Dispensations

No Declarations of Interest or Dispensations were declared.

4. Public Forum

A member of the public raised the ongoing issue of the verges on Park Lane becoming a danger and advised that 4 years ago around 100 yards of the 300-yard area was cut, however no one returned to finish the job. The member of the public went on to highlight that DDPC receive money from Cambridgeshire County Council (CCC) to cut the verges and a map has been sent to DDPC of where needs cutting on numerous occasions, however, no formal response has ever been received. SL advised that DDPC have received the emails and SM highlighted that DDPC has many new councillors and a relatively new contractor (Brookfield Groundcare) and he assured the resident that this has now been brought to DDPC attention and it will be investigated and areas that are being missed highlighted.

Secondly, a member of the public raised the issue of a lack of communication from the Townlands Trust, advising that there is not up to date information on the charity commission and that clarification is required as to what has happened with the £200K they received a few years ago. The public were advised in the meeting by a previous chairman of DDPC that the Townlands Trust is an independent body not bound to the parish council and the current chair of the Townlands Trust should be approached with queries. DDPC agreed that this issue is for the public to investigate and not DDPC.

5. Minutes of meeting held on Tuesday 9th July & Tuesday 30th July 2019

Both sets of minutes were signed as true and accurate copies of the meetings.

6. Matters arising from minutes

SL noted that he did submit the LHI application before the deadline for submission.

7. County Councillor and District Councillor Reports

LH advised that she did not have a written report to submit to DDPC, however, would provide one within a few weeks. One item LH highlighted was the introduction of a permit scheme at household recycling will which come into force at the beginning of October although she believes the permits cannot be applied for currently.

TB – See Appendix 2 for report. TB did advise that he has chased the new Dry Drayton sign on Oakington Road, however, he has not had an answer yet. TB also believes that the wooden gates mentioned at the previous meeting are not related to the district and that it may have been an historical project – LH advised she would investigate.

DDL – See Appendix 3 for report. DDL had nothing further to raise.

8. Items for discussion

a) Co-option – two councillor vacancies following resignation of Cllr Northrop and Cllr Wyatt

No-one came forward to stand as a councillor for DDPC. Ongoing item.

b) Street lighting handover - Utility Aid email regarding service offered/clerk attending SLCC conference for discussion of this issue 13/09

Clerk advised that Utility Aid have been in contact to offer their services as a broker with no charge or obligation in order to search for an energy supplier for the street energy lighting handover. Clerk has followed instructions from the Society of Local Council Clerks (SLCC) and applied for an Interim Unmetered Certificate through UK Power Networks so that an energy provider can be sought, however, they have replied to advise that they have an existing inventory for one streetlight in Pettitts Lane and have queried as to whether it is metered or if the consumption is even paid for. **Action** – Previous chairman is to forward over information he holds on streetlights. Previous councillor Mr Northrop is to be contacted by clerk to see if he has any information and LH to see if she can assist.

c) Oak crescent parking including response from Highways

LH contacted the local highways officer and unfortunately highways are not able to support anything to increase parking spaces and suggested writing to obtrusive drivers. FP questioned as to whether anyone had investigated the number of vehicles per house and also highlighted comments on Facebook that have suggested vandalism and thefts are occurring in this area. FP said that she believes residents should be encouraged to report all incidents so that there is a true reflection of crime that occurs in parish. SL suggested the PCSO should arrange a visit to the parish and JD also recommended the PCSO writes an article for the village newsletter.

SL advised that any progress with parking issues such as a suggestion of bollards would be difficult for the parish to progress without feedback from residents of Oak Crescent. LH advised that it was suggested by highways that an LHI application is submitted for 2020/21. SL believes the beginning of a solution would be to cut away creating marked spaces and proper parking bays created. **Action** – LH to discuss with project officers to investigate what options may be accepted for any future applications.

d) Dry Drayton Townlands Trust – Resignation Les Waters – appointment of new member

As mentioned in Item 4 the Townlands Trust is an independent body.

e) Community Gritting Scheme Application – email received from CCC

Action – LH will investigate this scheme and provide councillors with more information – to be added to the October agenda

f) Scope textile bank – any location/requirement for Dry Drayton

It was RESOLVED unanimously that there is no suitable location for a textile bank.

g) Parking for Dry Drayton Primary School – feedback of DDPC investigations

JD explained that he has had contact with the Black Horse pub, and they are happy to consider opening their car park in order for extra parking to be made available for the school. Further questions were raised as to responsibility for opening and closing the car park, that the Dry Drayton School and Village Association may like to be involved and that it should be considered as to what parents could do for the pub to show appreciation for use of their car park. **Action** – JD to investigate further – add to the October agenda.

h) Tree wardens – Zero Carbon Communities Grant Application

It was discussed that land is required to plant trees of which the parish does not own any land, however, approval has already been granted by DDPC for 3 trees to be planted and monies earmarked by DDPC for this project. LH and DDL suggested a repair café, however, the councillors agreed that they would prefer to apply for 2 trees under this application. SL proposed an application for two trees, EP seconded, and it was RESOLVED by a unanimous vote for an application to be completed.

Action – SM to complete the application before the deadline at the end of October.

i) Bollards to prevent HGV's mounting kerbs at the roundabout

SM requested that this item was included on the agenda and believes that there must be a solution for this issue such as a barrier or bollards. JD suggested trees as

an alternative solution as he believes they are more aesthetically pleasing. SL suggested that a walkthrough in the parish with LH and Highways would be the best option to reach an agreeable solution to this issue.

- j) **A14 Parish Legacy Fund – Option 2 – Pedestrian Crossing on Park St – site visit required with CCC/DDPC/A14 and 3 quotations for works are required**
LH has a list of approved contractors which she agreed to forward to the clerk in order for quotations to be sought.
- k) **Gates & signage A14 side of village collapsed – no indication of intention to repair**
This item was briefly discussed by TB under item 7 and is to be added to the October agenda for an update.
- l) **Numerous damaged footpaths in need of resurfacing**
It was highlighted by DDPC that the electric road sweeper that came to clean recently churned up the footpaths in the process and took chunks out, SM wrote to highways to advise of this. **Action** – LH will chase this item – add to the October agenda
- m) **Operation London Bridge – Discussion on procedure and action to be taken**
DDL advised that this item is not to be discussed.

9. Consultations

- a) **Histon & Impington Neighbourhood Plan**
RESOLVED – All councillors agreed that no comment was to be made
- b) **Local Transport Plan for Cambridgeshire and Peterborough – deadline 27/09**
LH will ask transport if they have any advice as to how this may affect Dry Drayton.
- c) **Draft Bourn Airfield New Village Supplementary Planning Document**
The deadline for comments expired.
- d) **Draft Greater Cambridge Sustainable Design & Construction Supplementary Planning Document**
This just requires a representative to attend forums – SM agreed to attend when required.
- e) **A14 Borrow pit 6 Draft Restoration Plan v.2**
RESOLVED by all councillors that they did not feel that a submission of comments was required.
- f) **Consideration of village consultation for housing development**
SL advised that this item is included for future development within the parish to be considered and as to how the parish could be involved in the process. SM believes a survey is available. Clerk has carried out a Housing Needs Survey with a previous parish she was clerk for. **Action** – Clerk to circulate a blank housing needs survey template for councillor's information.

10. Finance and Policy

- a) **Accounts review to date including account balances and reconciliation**
Reconciliation and financial spreadsheet circulated to councillors before the meeting. Bank reconciliation – see Appendix 1
- b) **Payments received – None received**
- c) **Payments to hand**
 - i. **Payment made 09/07 – Brookfield Groundcare – Grass Cutting - £360.00**
 - ii. **Payment made 09/07 – Dry Drayton Village Hall – Hall Hire - £36.00**
 - iii. **Payment made 09/07 – CAPALC – Chairman's Training - £35.00**
 - iv. **Payment made 09/07 – SLCC/ALCC – Membership - £81.00**
 - v. **Payment made 30/07 – Cambridge Water Services - £52.78**
 - vi. **Brookfield Groundcare – Cut 5 - £360.00** – All councillors agreed payment RESOLVED. Cheque number 1193 signed by EP and FP. *Public Health Act 1875, s.164 & Open Spaces Act 1906, ss.9-10 & s.15.*
 - vii. **L.A. Waters – 2-year renewal of domain registration - £14.28** – All councillors agreed payment RESOLVED. Cheque Number 1194 signed by EP and FP. *Local Government Act 1972, s.142.*
 - viii. **Came & Company – Annual Insurance Renewal - £341.20** – All councillors agreed payment RESOLVED. Cheque Number 1195 signed by EP and FP.

Local Government Act 2000, s.101 & Local Authorities (Indemnities for Members and Officers) Order 2004

- ix. **Clerks Overtime/Expenses – £171.76** – All councillors agreed payment RESOLVED. Cheque Number 1196 signed by EP and FP. *Local Government Act 1972, s. 112.*
- x. **ICO – Data Protection Registration - £40.00** – All councillors agreed payment RESOLVED. Cheque Number 1197 signed by EP and FP. *Local Government Act 1972, s.143.*
- xi. **Cambridgeshire ACRE – Annual Membership Fee - £57.00** – All councillors agreed payment RESOLVED. Cheque Number 1199 signed by EP and FP. *Local Government Act 1972, s.143.*

- d) **Adoption and approval of Model Financial Regulations – updated July 2019**
Regulations were circulated by clerk to all councillors prior to the meeting. RESOLVED – all councillors agreed to the adoption and approval of the new Financial Regulations.
- e) **Renewal of insurance policy (Ecclesiastical – LTA expires 30/09/21) – review of cover provided, and items listed – see Came & Co and VisionICT for cyber cover**
All councillors agree that a review of DDPC insurance policy needs to take place and items listed reviewed also. DDPC unanimously agreed that they do not feel cyber cover is required for a small parish council and some free back up facility should be sufficient. **Action** – JD to investigate a backup facility for DDPC documents.
- f) **VisionICT Accessibility Statement required from 23/09 – VisionICT can provide service for £85.00 plus VAT**
It was proposed by SL, seconded by SM and RESOLVED by a unanimous vote to instruct VisionICT for this service.
- g) **Purchase of a scanner/printer**
This item was no longer required to be discussed.
- h) **Review grass cutting plan**
SM has the plan and is currently reviewing it.
- i) **Clerks registration for CILCA submission**
Clerk advised DDPC that although she has completed her CILCA training she has not yet registered in order to submit her coursework. DDPC RESOLVED that they are happy for the clerk to register in order to submit her CILCA when she is ready.

11. Planning

- a) **Applications received for consideration**
 - i. **Courtlands, 40 Oakington Road, CB23 8DD – Appeal – Agricultural to garden – Deadline 30th August 2019**
- b) **Decision received from SCDC**
 - i. **S/2070/19/DC – 31 Park Street CB23 8DA – Discharge of conditions 3 & 4 – Approved**
 - ii. **S/2071/19/DC – 29 Park Street CB23 8DA – Discharge condition 5 & condition 2 (approved plans) – Refused**

- 12. **Date and time of next meeting – Tuesday 22nd October at 8.00pm** – More than 3 councillors advised that would likely not be able to attend this date so clerk will have to rearrange the October meeting date.

Meeting closed at 9.30pm

Appendix 1

DRY DRAYTON PARISH COUNCIL
September 2019 Bank Reconciliation

	£
Lloyds TSB current account at 29 th June 2019	£19,622.83
<u>Less</u> payments presented from 29 th June 2019 to 28 th August 2019 <i>2 standing orders and 13 cheques</i>	£3,129.81
<u>Plus</u> , receipts presented from 29 th June 2019 to 28 th August 2019	0.00
Closing bank account at 28 th August 2019	£16,493.02
<u>Less outstanding cheques not yet subtracted</u>	0.00
Balance carried forward at 28th August 2019	£16,493.02

<i>Plus</i> , NS&I Investment Account at 1 January 2019 £5,132.97 CBS S106 Account at 1 January 2019 <u>£7,008.05</u>	£28,634.04
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Notes:

Sarah Etherington-Meech

RFO

9th September 2019

Appendix 2

District Councillor's Report - Cllr Tom Bygott – 10 Sep 2019

Customer contact service performance

One of my colleagues on the council's Overview and Scrutiny committee recently requested figures on call wait times and abandoned calls to SCDC's contact centre. Concerns had been raised that waiting times for a call to be answered were high, and that callers might be giving up due to the long wait and abandoning their call. The figures that were released were quite shocking in that in the first two months of this financial year there were 9,954 abandoned calls - almost 10,000 people in two months not getting through to the council to get the information that they require.

The contact centre manager and portfolio holder delivered a report detailing some of the problems that they have been having in this area, such as staff upskilling and moving into different areas, with staff numbers being reduced in the contact centre and the expansion of roles and duties carried out within this department.

Those ringing the council could be in a vulnerable position with issues ranging from Universal Credit, council housing, homelessness, domestic violence aside from the more run of the mill questions regarding bins, tax, licensing, planning, local services etc. The contact centre is the front of house for the council and is an area that we need to get right to give our residents good customer service. Going forward we must make sure that information is easily accessible online and that our residents can carry out tasks without having to make a phone call. However, we also need to realise that there will always be people, in many cases vulnerable people, who need to contact us via the telephone. There are also many complex issues that can't easily be codified on a website.

"My South Cambs" web portal

The Council has created a new service called My South Cambs, which is available at:

<https://mysouthcambs.scambs.gov.uk>. If you have been trying to call the council but haven't been able to get through, it might be worth registering for an account on My South Cambs.

There are nine categories of personalised information that can be viewed: council tax, benefits, bins & recycling, elections (e.g. polling places), planning, environment (e.g. fly-tipping, abandoned vehicles, dog fouling and noise), highways, complaints and the customer portal itself. In the next section there are 45 types of report that can be submitted, which range from applying for Housing Benefit or a Home Improvement Grant, to reporting a missed bin collection or a broken street sign.

The functionality is still at an early stage, with some forms requesting your name or postcode - information that was provided as part of the registration. There are plans to improve this, for example the postcode will automatically customise the bin collection calendar from this October.

These services should be improved first, before any services at the call centre are reduced.

Opening of the Cambridge Ice Rink

The new Cambridge Ice Rink, on Newmarket Road near the airport, opened on August 26th.

The ice rink will be arguably the most energy efficient in Europe. It cost £5.5million to build, has a 56m x 26m ice pad built to International Ice Hockey Federation standards - so it can host international teams, and an arena that can seat 300 people.

This project started back in 1993 when £1M was left in the will of David Gattiker specifically to be spent on an ice arena. There were also a large number of donations, and SCDC agreed to loan £2.4M towards the project to make it possible. The last administration took the decision to step in and make this ice arena possible given the community benefits it would have, and the fact that the loan would bring in an income for the council over the long-term, meaning more money to spend on council services.

Criminals targeting people with Universal Credit scam

Action Fraud has received 63 reports about a scam in which fraudsters target people with offers of "low cost" loans or "free" government grants. What the victims aren't told is that the money they'll receive is actually an advance payment for Universal Credit. The criminals use the personal information they've obtained under false pretences to make an application in the victim's name. After the fraudsters have taken their "fee" from the advance payment, the victim is then left to pay back the total amount once their repayments begin.

How you can protect yourself:

- Never share your personal or financial information with someone you don't know and trust, especially if it's in response to an offer of "free money" or a "free grant".
- Department for Work & Pensions (DWP) staff will never approach you in the street or ask for your personal/financial details over social media.
- If you have concerns about your benefits, you should visit www.gov.uk/contact-jobcentreplus
- If you suspect your identity may have been stolen, you can check your credit rating quickly and easily online. You should do this every few months, anyway, using a reputable service provider and following up on any unexpected or suspicious results.

Cllr Tom Bygott

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DRAFT

Appendix 3

Report from District Councillor Douglas de Lacey
6. 9. 2019

August tends to be a light month and it proved to be so this year. I have attended another fascinating meeting of our Design Panel; although the content is confidential the experience of watching a group of top architects discussing controversial designs was both interesting and very instructional. I've had a useful lunch with our new Chief Executive who will be joining us later this month.

On 14th I attended the presentation of a Queen's Award to a company which has had implausible but spectacular success designing and exporting an automatic door for chicken coops; to big business and back-garden owners.

I have started a major reform of our large and unwieldy Constitution and on 20th I joined the Task-and-Finish group to discuss how to organise the submission of Members' motions, following the problems of the last Council meeting. We agreed to push the deadline back on the assumption that people work to a deadline and it does not matter when it is; and on the condition of the possibility of emergency motions. We also propose to refer motions automatically if appropriate.

The JDCC on 21st started with a briefing on outline applications: what they can and cannot contain and the extent to which they bind both us and the developer when applications for the details (known as Reserved Matters) are submitted. We then discussed the Reserved Matters application for the Wing development. Members expressed disquiet at the proposed room sizes and the proportion of affordable housing; to be reminded that these were fixed in the outline application (which we had had to approve before we had an approved Local Plan). There were some good points though: non-residential buildings will be BREEAM 'excellent' which is a standard few developments achieve. BREEAM stands for 'Building Research Establishment Environmental Assessment Method' and is an internationally-recognised criterion.

Cabinet has approved a motion proposed some time ago by a Member who had had a very premature baby: we shall now offer all Council employees additional paid leave after the birth of a child who requires an extended stay in hospital. At its next meeting Cabinet will consider the many motions referred to it from our last full Council meeting.

We have issued requests to help bring our Electoral Roll up to date by confirming households' voters. The recommended response is clunky and time-consuming, but the rules are laid down by central Government, not by us.

Douglas de Lacey