

**Draft until signed**  
**Minutes of Dry Drayton Parish Council (DDPC) Extraordinary Meeting**  
**Tuesday 8<sup>th</sup> October 2019 at 8.09pm, Dry Drayton Village Hall**

**Present:** S Lander (SL) (Chairman), E Pyle (EP) (Councillor), S Miller (SM) (Councillor)

**Attending:** S Etherington-Meech (SEM) (Clerk/RFO), 4 members of the public

The meeting started 9 minutes late at 8.09pm.

**1. Apologies for absence**

Cllr D DeLacey

**2. Declarations of Interest and Dispensations**

No declarations of interest or dispensations were declared.

**3. Public Forum**

The public raised concerns with regards to Item 9. a. ii) – Discharge of conditions for 65 Pettitts Lane. Firstly, with regards to parking and traffic management the public felt that the documents submitted for discharge are deficient in numerous ways and the public requested that DDPC consider and review these carefully. One specific concern raised relates to contractor parking and how it is felt that the discharge documents included provision of a parking area within the site, however, there are no specific details that contractors will not park on the highway raising concerns no action will be taken if the roads are littered with contractor vehicles. Another concern is the time specified for no deliveries between 7.30am and 8.30am, however it is felt this would not stop deliveries occurring before 7.30am, if early morning deliveries were to occur this would prove inconvenient for local resident whom will already have a lot to put up with. Errors were also highlighted in the documentation that SL advised he is already aware. A member of the public advised that DDPC opposed when the application was first submitted and hopes that DDPC will support local residents' concerns.

Concern was raised by another member of the public in regard to lack of attention in the documents of sewerage and groundwater disposal as it is understood that all conditions attached to the original planning application still apply and must be fulfilled before any works are carried out on the site. However, there is currently some debate as the site has been levelled and trees taken down. One condition that is believed by the public to still be outstanding is condition 10 which did not fulfil the requirements of South Cambs District Council, this is technically a major condition which would need approval before works start to prevent flooding. SL advised that he'll review the original conditions on the application.

SL highlighted one item of concern in the conditions that works will be able to be carried out over five and a half days, the public advised that they were not happy with disturbance from the development on a Saturday, SL stated that disturbance would be particularly disturbing during the muck away stage and a Monday to Friday restriction could be requested for this stage of the works. The public requested that total weekend working was prohibited, SL advised that building cannot be stopped on a Saturday, however we maybe able to request a limit on muck away and request a clause that deliveries cannot occur before or after a certain time. Residents advised DDPC that they have approached South Cambs District Council directly for clarification on certain conditions, however, limited help has been received. It was suggested by SL and DDPC that residents should keep using the online reporting for enforcement during the work phase and taking photographic evidence also.

**Action** – Clerk to request feedback from residents attending meeting to document their concerns.

**4. Minutes of meeting held on Tuesday 10<sup>th</sup> September 2019**

Minutes were signed by SL as a true and accurate copy of the meeting.

**5. Matters arising from minutes**

SM advised that he had a meeting with Richardson Tree Surgery to discuss a quotation to remove a dead ash tree, provide two trees and to carry out maintenance to provide better visibility at Park Street. **Action** – Item to be kept on the agenda as an ongoing item.

**6. County Councillor and District Councillor Reports**

No reports received.

## 7. Correspondence received and items for discussion

### a. **Greater Cambridge Housing Trajectory and 5-year housing land supply consultation – comments to be agreed for submission by the deadline Monday 14<sup>th</sup> October 2019**

SL advised that he reviewed this document and could not see issues that DDPC were not already aware of that may affect the parish. It was RESOLVED by DDPC that no further action was required, no comments to be submitted.

### b. **Cambridge South East Transport Project – comments to be agreed for submission by the deadline of 4<sup>th</sup> November 2019**

DDPC RESOLVED no action was to be taken with this consultation.

### c. **Trees/hawthorn restoration – applications and locations for discussion**

SM advised in Item 5 that he is dealing with tree works and new trees for the parish and an application will be submitted together with quotations for the Zero Carbon Communities Grant Application. An email quotation for the works from the previous chairman was given to SM. SL feels that in relation to hawthorn restoration DDPC should await the outcome of the quotations and for highways to carry out a visit. **Action** – Add hawthorns to the January agenda.

### d. **Footpaths/fields – communication regarding PX Farms footpath proposal**

Clerk advised DDPC of an email she had received from a resident asking if the PX Farms footpath proposal was to go ahead. Clerk contacted Cheffins and was advised that the proposal had been on hold and they would be in touch in due course. **Action** - add to next agenda.

### e. **Community E-Bike Services – review of correspondence/discussion if required for parish**

DDPC agreed that there is no need for this until the cycleway is created in the parish.

### f. **Oak crescent parking – discussion as to progression of this item**

SL advised DDPC that Cllr Harford has discussed the parking issue at Oak Crescent and highways confirmed that this is a parish issue and not something highways would deal with. This is an item that could be considered next year for the 2020/21 LHI application, quotations would be required. SL suggested engagement is made with residents of Oak Crescent between now and Spring 2020 requesting their feedback regarding the parking issues and it was suggested January could be an ideal time for a questionnaire to be issued to residents for feedback. It was agreed there is no urgent solution and that this will be an ongoing issue for the agenda.

### g. **Street Lighting Handover – update from clerk and discussion for next steps**

Clerk advised of her progress with this item, other clerks have advised that prices through the broker Utility Aid have been on the whole substantially higher than current prices through Cambridgeshire County Council and they have found it beneficial to contact suppliers directly. Clerk has now obtained the Unmetered Supply Certificate from UK Power Networks and will contact suppliers and provide prices to DDPC as soon as she receives them.

### h. **Gritting scheme – review of correspondence received**

**Action** – SM to put a request for volunteers for the scheme in the newsletter and apply for the equipment if volunteers come forward and it is a viable scheme for the parish. EP enquired as to the insurance implication for volunteers of such a scheme. **Action** – SEM to contact the gritting scheme to request information of insurance for the scheme.

### i. **Co-option – applications received for consideration of current vacancies**

Clerk has received enquiries from residents regarding the current councillor vacancies at DDPC. Applications have been sent out and clerk will collate information for councillors and invite applicants to the next parish council meeting.

### j. **A14 Parish Legacy Fund – progress for site visit and quotations**

This is an ongoing issue to remain on the agenda.

## 8. Finance & Policy

### a. **Accounts review to date and bank reconciliation**

See Appendix 1 – Accounts and reconciliation circulated to DDPC before the parish council meeting – APPROVED. Clerk advised that she had been in contact with Lloyds to enquire as to account signatories and changes that are required following resignations and co-options for DDPC. All paperwork completed and signed to update signatories on the account –

removal of Richard Stamford and Frederick Northrop, adding of SL as a full power signatory, adding SEM as a non-signatory administrator on the account and Cllr Dolan from limited power signatory to full power signatory. Online banking to be considered for DDPC once changes have been made.

**b. Payments received**

- i. **SCDC – 2<sup>nd</sup> Precept Instalment - £5,652.00**

**c. Payments to hand**

- i. **Previous cheque drawn Cambridgeshire ACRE (Cheque No 1198 – cancelled due to already being paid in July)**

- ii. **Payment made 10/09/19 – Brookfield Groundcare – Cut 6 - £360.00 (Cheque No 1199)**

- iii. **Clerks Expenses - £18.44** - All councillors agreed payment RESOLVED. Cheque Number 1200 signed by EP and SL taken for Cllr Dolan to provide second signatory. *Local Government Act (LGA) 1972, s. 112.*

- iv. **VisionICT – Accessibility Statement - £102.00** – All councillors agreed payment RESOLVED. Cheque Number 1201 signed by EP and SL taken for Cllr Dolan to provide second signatory. *LGA 1972, s.142.*

- v. **Dry Drayton Village Hall – Hall Hire (July/Sept) - £42.00** – All councillors agreed payment RESOLVED. Cheque Number 1202 signed by EP and SL taken for Cllr Dolan to provide second signatory. *LGA 1972, s.133 & LGA 1972, Schedule 12, paragraph 15.*

- vi. **Paul Clark - Bus shelter cleaning - £15.00** – All councillors agreed payment RESOLVED. Cheque Number 1203 signed by EP and SL taken for Cllr Dolan to provide second signatory. *Local Government (Miscellaneous Provision) Act 1953, s.4.*

- vii. **Red Shoes Accounting – Payroll Services quarter ending Sept 19 - £43.20** – All councillors agreed payment RESOLVED. Cheque Number 1204 signed by EP and SL taken for Cllr Dolan to provide second signatory. *LGA 1972, s.112.*

- viii. **ADDITIONAL PAYMENT MADE – Brookfield Groundcare – Cut 7 - £360.00** - All councillors agreed payment RESOLVED. Cheque number 1205 signed by EP and SL taken for Cllr Dolan to provide second signatory. *Public Health Act 1875, s.164 & Open Spaces Act 1906, ss.9-10 & s.15.*

**d. Budget review 2020/21**

Clerk advised that she is currently working through the budget paperwork and a draft budget will have to be discussed at the next parish council meeting in preparation for precept setting in January.

**e. VAT Reclaim - £403.68 – 01/08/18-31/03/19**

DDPC are awaiting payment

**9. Planning**

**Applications received for consideration**

- i. **S/3357/19/DC – 65 Pettitts Lane, CB23 8BT – Discharge of conditions 2 (materials)**

- ii. **S/3361/19/DC – 65 Pettitts Lane, CB23 8BT – Discharge of conditions 12 (Contractor Parking) & 14 (Traffic Management Plan)** – All conditions were discussed by DDPC and it was RESOLVED that comments would be submitted to SCDC to highlight concerns that both DDPC and residents have specifically in relation to these two discharges of conditions.

- iii. **S/3358/19/DC – 65 Pettitts Lane, CB23 8BT – Discharge of condition 3 (Sedum Roof)**

**b. Decisions received from SCDC – None received**

**10. Date and time of next meeting – Tuesday 12<sup>th</sup> November 2019 (TBC)**

**Action** – Clerk to email DDPC to confirm is councillors are able to attend Tuesday 12<sup>th</sup> November 2019 and Tuesday 10<sup>th</sup> December 2019.

Meeting closed at 9.05pm

Appendix 1

**DRY DRAYTON PARISH COUNCIL**  
**October 2019 Bank Reconciliation**

	<b>£</b>
Lloyds TSB current account at 28 <sup>th</sup> August 2019	£16,493.02
<u>Less</u> payments presented from 29 <sup>th</sup> August 2019 to 30 <sup>th</sup> September 2019  <i>2 standing orders and 13 cheques</i>	£1,627.58
<u>Plus</u> receipts presented from 29 <sup>th</sup> August 2019 to 30 <sup>th</sup> September 2019	£5,652.00
Closing bank account at 30 <sup>th</sup> September 2019	£20,517.44
<u>Less</u> outstanding cheques <b>not yet subtracted</b>	<b>0.00</b>
<b>Balance carried forward at 30<sup>th</sup> September 2019</b>	<b>£20,517.44</b>

Plus NS&I Investment Account at 1 January 2019	£5,132.97	
CBS S106 Account at 1 January 2019	<u>£7,008.05</u>	
		<b>£32,658.46</b>

Notes:

*Sarah Etherington-Meech* - RFO

7<sup>th</sup> October 2019