

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 3rd December 2019 at 8pm, Dry Drayton Village Hall

Present: S Lander (Chair), J Dolan (JD) (Vice-Chair), E Pyle (EP) (Councillor), S Miller (Councillor), K Cullen (KC) (Councillor), T Houlihane (TSH) (Councillor)

Attending: S Etherington-Meech (SEM) (Clerk/RFO), Cllr D DeLacey (DDL) (District Councillor), Cllr T Bygott (TB) (District Councillor), 2 members of the public

1. To Accept Apologies for Absence

No apologies received.

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 items were raised for discussion by the public under this item.

4. To Approve the Minutes of Meeting held on Tuesday 12th November 2019

The minutes were signed as a true and accurate copy of the meeting.

5. Matters Arising from the Minutes, Report of any actions and Resolutions from last meeting – See Appendix 1

- a. Ongoing issue - SL is investigating boundaries and observing the site
- b. Ongoing issue - SL advised that Cllr Harford and he are still investigating this item. No further vehicles have been advertised since the last parish council meeting; however, SL will continue to observe the areas and discuss with offenders if this occurs again.
- c. Resolved - SL has spoken to Dry Drayton Parochial Church Council to advise of council decision as discussed at the previous parish council meeting.
- d. Resolved
- e. Clerk has the contract and direct debit mandate from Haven Power to be signed
- f. Ongoing issue – SL to apply
- g. Ongoing issue – SL has suggested to a resident of Oak Crescent to attend a parish council meeting to discuss parking, however, they are unable to attend. There has been a suggestion to move the bus stop, however, highways are unsupportive of this option. LH had a site visit with a Local Highways Officer and their suggestion is to put in a post and rail fence on the verge in-between the bus stop and roundabout to prevent parking in that section, carry out a general tidy up of the parking area beyond bus stop, resurfacing and marking out parking bays properly, extending the parking bays and creating a higher kerb. A rough estimate of works is £17,000 an LHI application could be submitted although a 20% contribution would have to be paid towards the works. SM & KC believe that this suggestion is not going to resolve the problem but just move it, SL also commented that many commercial vehicles are parking in this location. A questionnaire to residents for a solution is to be considered in 2020.
- h. Park Lane verges on agenda - Item 8. b). SL advised that the cycle path is an ongoing issue and currently discussions are taking place between Cambridgeshire County Council and the landowner. SL reported blocked drains to Cllr Harford, and he requested that photographic evidence is taken of blockages.
- i. Resolved – JD registered
- j. Item 8 b)

6. To Accept a Report from County and District Councillors

TB highlighted that a climate emergency has been declared at a recent district council meeting and all conservatives voted for action, and although it was set for Cambridge to be carbon neutral by 2050 action is required before this time, TB requested feedback from all councils to help with this emergency. An example he provided was the need for electric plug in points in all villages.

TB advised that preparation for a new local plan will occur on 13th January 2020. He specifically highlighted one policy that will be reviewed and that is the taxi licensing policy, items such as CCTV for vehicles and signs showing the company the driver works for will be covered.

TB advised that it has been 6 weeks since he notified SCDC of the new Dry Drayton sign that is required for Oakington Road and still after chasing on numerous occasions it has still not be rectified.

DDL report – see Appendix 3

DDL highlighted another issue to be discussed with the taxi licensing policy, health and safety as some taxi drivers are working to many hours. DDL advised that at a meeting he attended today the administration are taking very seriously a letter of concern from a member of the public over the policy for petitions and there are plans to put in a new constitution for this.

7. To Discuss Planning Matters

a. Applications received for consideration

i. S/3310/19/DC – Land at 65 Pettitts Lane – Discharge of condition 10 (Drainage)

DDPC discussed this item and also the discharge of condition 9 below and agreed that they had no particular planning issues. However, they did want a comment submitted to SCDC to confirm if the existing drainage system would be able to cope with an additional 10 dwellings on the system. **Action** – Clerk to submit comment to SCDC.

ii. S/4014/19/DC – Land at 65 Pettitts Lane – Discharge of condition 9 (Foul Drainage)

Discussed with Item 7 a. i.

iii. S/4071/19/DC – Land at 65 Pettitts Lane – Discharge of condition 16 (Biodiversity enhancement)

It was discussed by DDPC that in the original application for this condition it was reported that bat and bird boxes were planned for rehoming of wildlife on the site, however, the developer has now cleared the site and removed trees without any recognition of their responsibility for this. **Action** – Clerk to send this response under material condition of ‘*Loss of Habitat*’ to SCDC and request that no further works are carried out until this condition is discharged.

b. Decisions received from South Cambs District Council

i. S/3484/19/NM – 65 Pettitts Lane – Nonmaterial amendment of planning permission S/3347/18/RM to provide a 1 metre extension to the rear of unit types ‘B’ at first floor level – Refused

ii. S/3357/19/DC – 65 Pettitts Lane – Discharge of condition 2 (Materials) to OPP – Approved

iii. S/3358/19/DC – 65 Pettitts Lane – Discharge of condition 3 (Sedum Roof) to OPP – Refused

iv. S/2409/16/OL – Land adjacent to St Neots Rd near the Hardwick/A428 junction/roundabout - x3 no. speculative rental B1 & B8 use class units, with associated onsite car park - Withdrawn

8. Matters for discussion/correspondence received

a. Progression of the new junction being built at Bar Hill and traffic affecting Dry Drayton - concerns raised by Cllr Lander and an update has been requested from John Akester (CCC Highways) and invitation sent for his attendance at DDPC meeting tonight.

SL advised that he has contacted John Akester (JA) our A14 liaison contact and invited him to tonight’s meeting but he was unable to attend. However, he is happy to meet with SL another time to discuss our issues although the issues have presently abated and improved. SL made use of social media to advise the parish that DDPC were dealing with this issue and SL and Cllr Lynda Harford were also interviewed on local radio in relation to this issue. TSH raised an issue with the signage for temporary closures and SL confirmed the importance of accurate signage for construction and roadworks.

b. To discuss and review two quotations (Richardson Tree Surgery Ltd & Brookfield Contracting) received for maintenance and tidying on Park Street.

The two quotations were discussed by councillors and a unanimous decision was made to accept and progress the quotation received by the current grass cutting contractor (Brookfield Contracting) of £680.00 plus VAT to clear the area and then for the boundary to be maintained twice a year for £200.00 plus VAT per visit – RESOLVED.

c. Cambridgeshire County Council Climate Change Strategy Consultation – 20th December 2019 to 31st January 2020 – discuss invitation to January meeting

DDPC agreed that they would like the team running this consultation to attend their January meeting for a discussion and to answer any questions. **Action** – SEM to send invitation

d. To discuss the potential implications of having no administration group for the Village Hall Management Committee within the next six months

SL believes that DDPC should have a member of the parish council on the Village Hall Management Committee not as an executive but to attend the meetings and feedback any relevant information, SL requested a volunteer for this role. It was advised that the committee meet around 3 times a year every 3 months with an AGM in April and they are currently looking for a booking clerk, accountant and treasurer. It was agreed that DDPC will investigate an action plan further and JD offered to assist with marketing for the village hall.
Action – SEM to carry out further investigations as to processes and place on the January agenda.

e. **To discuss the village defibrillator including ownership/maintenance and obligations that DDPC may have**

SL has carried out investigations and it appears that DDPC do not own the defibrillator and St Johns Ambulance are responsible for its maintenance.

f. **To discuss new councillors training and CAPALC responses in relation to a new councillor training session being held in Dry Drayton**

Clerk advised DDPC that she has spoken to CAPALC and they would be able to come out to Dry Drayton and carry out a new councillors training session for up to 17 councillors at a cost of £700.00. This option could be cost effective for DDPC as they require training for 5 new councillors and could invite other parishes to attend the training and invoice accordingly.

Action – Clerk to contact CAPALC to advise and request further information.

g. **Email received from developer for land at 65 Pettitts Lane regarding street naming – clerk provided information received from the street naming consultation**

Clerk included this item for information to advise DDPC that the developer had contacted her to enquire as to a street name for the new development and clerk sent over the names that came out of the village consultation carried out earlier in the year.

h. **Email received from Richard Stamford to advise of the resignation of Rod Scammell from strimming parish footpaths – DDPC to discuss action required**

SL advised DDPC of the resignation that had been received with effect from 2020, a thank you is to be recorded for all the work Rod Scammell has put in over the years. It was discussed that there are strict health and safety rules for this task and it is not possible that just anyone could carry it out and the two options moving forward are to either have a volunteer or instruct the current grass cutting contractor to include these areas. It was discussed that it would be best for a professional to carry out the works. SL to investigate if the grass cutting grant received from SCDC is for the correct amount. **Action** – SM to contact Brookfield Groundcare for a quotation for a cut of twice a year maximum/SL to confirm exact location and frequency for SM. SL to also investigate the current reimbursement DDPC receive from CCC towards grass cutting.

i. **Email received from Bar Hill Parish Council advising of a blockage in the ditch at the Dry Drayton end of the bridge near to the nature reserve – update on outcome**

SL advised that he has contacted the landowner regarding this ongoing issue.

9. Finance and Policy

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

The finance spreadsheet and bank reconciliation (see Appendix 2) were circulated to councillors before the meeting, these were both accepted unanimously by all councillors. See Appendix 2 for bank reconciliation.

b. **To advise of payments received**

i. **Allotment rents (2019/2020) - £161.00**

Action – To add allotments as an agenda item for discussion at the next meeting.

c. **To approve the following payments to hand**

i. **S Etherington-Meech – Clerks Overtime & Expenses – £12.96** - All councillors agreed payment RESOLVED. Cheque Number 1208 signed by SL and EP. *Local Government Act 1972, s. 112.*

ii. **Cambridgeshire County Council – Streetlighting Energy (01/10/17-30/09/18) -**

£291.55 & 5 speed watch signs and erection - £497.24 – Total £788.79- DDPC advised that they felt this invoices was rather high and would like to know exactly what it is for and to be advised as to who instructed the works – no cheque signed until queries are rectified. All councillors agreed payment of the streetlighting energy payment RESOLVED. Cheque Number 1209 signed by SL and EP. *Parish*

Councils Act 1957, section 3; Highways Act 1980, section 301. Cheque Number 1210 was completed for the speed watch sign invoice although it was not authorised by the council or signed until queries are rectified by CCC.

iii. **Received after the agenda was produced – Dry Drayton Village Hall – Hall Hire for Oct/Nov/Dec - £63.00** - All councillors agreed payment RESOLVED. Cheque number 1211 signed by SL and EP. *Local Government Act 1972, s.133.*

iv. **Received after the agenda was produced – Brookfield Groundcare – Grass Cutting (Cut 9) - £360.00** - All councillors agreed payment RESOLVED. Cheque number 1212 signed by SL and EP. *Public Health Act 1875, s.164 & Open Spaces Act 1906, ss.9-10 & s.15.*

d. **To finalise the budget and precept for 2020/21**

Some adjustment to the draft budget was made, final budget to be signed off at the January meeting and the precept to be set in January also. It was noted that the precept has been reduced over the last few years and following a review of the budget it would mean that each year money would be required from reserves. It was agreed by all councillors that two years' worth of inflation should at least be included in the precept amount for 2020/21 in order for DDPC to get back to correct level of monies required, with a figure somewhere in the region of £12,000.00. It was also agreed that for some cost saving from the end of the tax year 31st March 2020 the payroll service will cease and clerk will take over administration of her salary with submission on HMRC basic tools the same as with her other councils.

e. **Lloyds bank update on signatories, access to the account and progression for online banking set up**

SL now has full signatory online access to the account and SEM has online delegate access. JD paperwork for online banking was incorrectly completed at the last parish council meeting, SL and EP signed the correct forms in order for JD to have online access to the Lloyds account.

f. **Cambridge Building Society Account – signatory changes to be made**

This is an ongoing issue that SL is dealing with

10. 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.

- Allotments
- Final budget/precept setting

11. Date and time of next meeting – Tuesday 14th January 2020 at 8pm

Meeting closed at 10pm

a.	Hedge cutting/ownership and boundaries of surrounding properties for the Former Methodist Church/Chapel (ongoing)	SL
b.	Vehicles parked and for sale on green areas – investigation of land ownership (ongoing)	SEM/SL/LH
c.	Dry Drayton Parochial Church Council requesting annual grant of £500.00 towards maintenance of the church clock – advising of parish council decision (RESOLVED)	SL
d.	Email of concern regarding tree, hedgerow and vegetation removal on farmland – email response to be sent (RESOLVED)	SL/TSH
e.	Streetlighting energy supply to be set up with new supplier Haven (ongoing)	SEM
f.	Woodland Trust tree application for free trees to be completed (ongoing)	SL
g.	Oak Crescent Parking Issues/LHI application/consultation (ongoing)	SL/LH
h.	Park Lane Verges/Cycle path upgrade/line painting/drainage (ongoing)	LH/SL
i.	DDPC to be registered to support CAPASP – scam updates (RESOLVED)	JD
j.	Quotations to be obtained for tidy up on Park Street – on agenda (RESOLVED)	SM
k.	Land at Pettitts Lane – drainage comment submission and biodiversity discharge objections and comments submission	SEM
l.	CCC – Climate Change Strategy Consultation – Attendee invitation for Jan meeting	SEM
m.	Village Hall Management Committee – marketing/action plan/processes investigation	JD/SEM
n.	Arrangement of new councillor training	SEM
o.	Rod Scammell resignation – quotation from Brookfield (SM)/exact location & frequency and grass cutting reimbursement query for CC (SL)	SM/SL
p.	Ditch blockage at Bar Hill nature reserve – cleared/landowner response	SL
q.	CCC – speedwatch sign invoice – further details	SEM
r.	Lloyds (online access JD)/Cambridge Building Society (change of details)	SEM/SL/JD

Appendix 2

DRY DRAYTON PARISH COUNCIL
November 2019 Bank Reconciliation

	£
Lloyds TSB current account at 30 th October 2019	£20,360.14
<u>Less</u> payments presented from 30 th October 2019 to 30 th November 2019 <i>1 standing order and 3 cheques</i>	£1154.74
<u>Plus</u> receipts presented from 30 th October 2019 to 29 th November 2019	£0.00
Closing bank account at 30 th November 2019	£19,205.40
<u>Less outstanding cheques not yet subtracted</u>	£0.00
Balance carried forward at 30 th November 2019	£19,205.40
Plus NS&I Investment Account at 1 January 2019 £5,132.97	
CBS S106 Account at 1 January 2019	£7,008.05
	£31,346.42

Notes:

Sarah Etherington-Meech

RFO

3rd December 2019

Appendix 3

Report from District Councillor Douglas de Lacey

3. 12. 2019

At a County event arranged for Parish Councils there was a presentation on sustainability, which has led me to ask three questions of the County Council: has the change in its carbon footprint generated by the proposed move to Alconbury been estimated; will the new building be BREEAM 'outstanding' or only 'excellent'; and will it be on gas. In reverse order the answers are No (good!); it was planned to be 'very good' (a very low criterion) but should now be 'excellent' (disappointing) and No but it might happen. Although of course these are not District issues I intend to keep our County Councillor on her toes to ensure the best possible deal.

Cambridge North-West plans proceed apace but I suspect they are far enough away from you to be of little interest.

The Scrutiny Committee on 14 November looked at the Council's progress and plans: in some areas (contact centre, mainly) progress remains abysmal and we asked, as we always do, for explanations. Plans include significant property investment to provide a replacement income for dwindling Government grants. We expressed concern at the risks but have to accept the opinion of our experienced officers.

On 15 November I attended the Annual Reception of the Mayor of Cambridge; always a good opportunity to forge and strengthen links with other Councils; and in this case City parliamentary hopefuls.

An extraordinary Cabinet meeting on 18 November approved a report from the Chief Executive on a major restructuring of our Senior Management team. Details are still confidential but I approve of the approach which I think will provide significantly better service.

The JDCC had one application this month, for a private dwelling at Trumpington, and two post-application progress reports on the new development north of Cherry Hinton, on schools and transport. There were some pretty critical comments from Members.

The November 28 Council was an unusual meeting, and difficult to organise, as we had several questions from the public and a petition which related to an item of business. The major item of business was a new taxi policy, and I had to combine this with the petition strongly opposed to one aspect. In the event, though, we had legal advice that the policy needed more consideration and the item was dropped, though we heard the eloquent petition. We also approved a motion which among other concerns about sustainability declared a climate Emergency; a fact which I hope will be able to inform the developing Local Plan.

This very morning we have a Civic Affairs Committee with a 900 page agenda. The substantive item is a revision of our Constitution which itself runs to nearly 400 pages and we were also given a tracked-changes version, which accounts for the size of the largest agenda in my time in the Council.

Douglas de Lacey