

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Annual Meeting
Tuesday 14th May 2019 at 8pm, Dry Drayton Village Hall

Present: D Wyatt (DW) (Chairman), J Dolan (JD) (Vice Chairman), E Pyle (EP) (Councillor), F Peck (FP) (Councillor), S Miller (SM) (Councillor), S Lander (SL) (Councillor – Co-opted at meeting under item 3)

Attending: S Etherington-Meech (SEM) (Clerk/RFO), 13 members of the public

1. Election of Chairman & Signing of Declaration of Acceptance of Office

It was proposed by FN, seconded by SM and RESOLVED by a unanimous vote to elect DW as chairman. DW signed the Declaration of Acceptance of Office

2. Election of Vice-Chairman

It was proposed by DW, seconded by FP and RESOLVED by a unanimous vote to elect JD as vice-chairman.

3. Co-option – Councillor Vacancy

Following the resignation of Cllr Richard Stamford at the last parish council meeting a notice of vacancy was advertised and expired on 2nd May 2019, SCDC confirmed that no election was required so DDPC can proceed with co-option. SL had put himself forward and applied for the councillor vacancy. It was proposed by DW, seconded by JD and RESOLVED by a unanimous vote to elect SL as councillor, SL was welcomed to join the councillors. SL signed the Declaration of Acceptance of Office.

4. Confirmation all Parish Councillors have signed a Declaration of Acceptance of Office

SEM confirmed that all councillors have signed a Declaration of Acceptance of Office

5. Apologies for absence

Cllr Fred Northrop – No reason provided
Cllr Lynda Harford & Cllr Douglas DeLacey – Prior engagement at another annual meeting

6. Declarations of Interest and Dispensations

JD and FP declared an interest in item 10. a) – Proposed Public Right of Way Diversion Consultation.

7. Public Forum

The public highlighted their submission of comments to the clerk and Cheffins in relation to Item 10. a). A member of the public advised that in relation to this an objection had been made on grounds of inconvenience as the changes prevented the known circular walk, meaning an alteration to the end of the path. It was also raised that maintenance of the paths was poor. One member of the public advised DDPC that he had liaised directly with James Peck and understands that he has taken note of comments already received and made some modifications to the original proposal. DDPC advised that they were unaware of any modifications and no advice of this has been received from Cheffins, no review of changes can occur.

Another member of the public advised of some works that are needed for a very muddy footpath from the end of Pettitts Lane to Park Lane (Footpath 11). **Action** – Clerk to report this footpath to Highways.

8. Minutes of meeting held on Tuesday 9th April 2019

Clerk was advised of amendments to Item 19/03/5, 2nd paragraph, 3rd sentence. This part of the minutes was amended to '*This is 'Diocese of Ely Multi-Academy Trust' acronym is DEMAT.....and chose to go alone is removed*'. The amended minutes were proposed by DW, seconded by EP and RESOLVED by all councillor's present, DW signed the amendments and minutes.

9. County Councillor and District Councillor Reports

Cllr Lynda Harford (County Councillor) was not in attendance - See Appendix 1 for report
Cllr Douglas DeLacey (District Councillor) was not in attendance – See Appendix 2 for report

10. Items for discussion

a) **Rectory Farm - Proposed Public Right of Way Diversion Consultation – Submission date 21st May 2019**

Clerk circulated an email to all councillors with a summary of the 34 responses received in response to the consultation and read this out. The responses were neither for or against, they supported or objected to specific parts of the proposal and not the whole proposal. All councillors RESOLVED that the proposal has been consulted on and for the comments and summary to be sent to Cheffins, responding that this is the view of the parish to the original proposal without the modifications we have now been notified of. **Action** – SEM to submit responses and summary to Katie at Cheffins by 21st May 2019

b) **A14 legacy fund application proposals – deadline 31st May 2019**

Much discussion occurred amongst the councillors as to proposal ideas to enhance the village. SM advised that the bank by the roundabout is being ruined by lorries turning around, he suggested either the creation of a turning circle for lorries at the roundabout or to enhance the size of the roundabout, EP and JD agreed with SM especially from a safety point of view. Another suggestion from SM was for improvements to the footpath from Dry Drayton to Bar Hill. There is a huge increase in cyclists on the footpath, which is currently a tarmac surface, he suggested making the path wide enough for cycling, walking, horse riding safe for all users to Bar Hill.

Another issue that was raised is the lack of a recreation ground in the parish, SM advised that amenity land would be needed to accommodate this, and health and safety must be a major consideration for any locations considered. FP believes a park would be beneficial to younger members of the parish and could even have provision for a kiosk/village shop. It was discussed that there are no activities for younger members of the parish or anywhere grandparents can take their grandchildren, residents must travel to local areas such as Madingley and Oakington for facilities. FP believes that land would have to be sought and could be, SM suggested that the ideal location would be near the school and pub. FP advised that some parents have moved their children to schools outside of the parish for reasons including the lack of socialisation opportunity in the village. JD questioned if there are any suggestions which could accommodate the school as we are aware it is underfunded.

SEM advised that DDPC can submit 3 proposals and they must be submitted by the 31st May. SM believed it would be better to fill out the forms at the meeting, however, costings must be included, and each idea needs 3 separate quotations. EP advised that clarification was required for the 3 options – they were improvements at the roundabout, creation of recreation ground and a pedestrian crossing near Crafts Farm at the narrowest part of the road past the chapel. **Action** – Clerk to liaise with Cllr Harford as to the best way to proceed with the proposals and gaining cost quotations for the 3 options.

c) **New website and secure email address approval**

SEM circulated a report to all councillors to advise that VisionICT have increased their prices for website set up since 2017 from £500.00 to £650.00, although they have agreed a price for DDPC of £600.00 and they will include 1 email address within this price. DDPC also agreed that specific parish council emails are required for each councillor so that personal emails are no longer used, the cost for each email is £18.00 per annum. JD proposed the website setup cost and annual email fee, FP seconded, and all councillors agreed RESOLVED. **Action** - Clerk to liaise with VisionICT to arrange website and email set up as soon as possible.

d) **Tree felling – Oakington Road – Ash tree**

SEM received an email from Cambridgeshire County Council for information from the project officer that is currently building the NMU path, he has visited the site and assessed the condition of the trees, the ash tree is riddled with decaying fungus and the assessment recommended that it is felled as a matter of urgency.

e) Tree surgery email

This was covered in the above item.

f) Dry Drayton Community Car Scheme donation email

SEM received an email asking DDPC to consider giving a donation grant to the Dry Drayton Community Car Scheme, last year they carried out 132 lifts for Dry Drayton villagers and are now using a computer system due to the increased need for their service. They have requested a donation of £200 to help cover costs from DDPC. DDPC were aware of the scheme FP proposed payment of the grant, DW seconded and all councillors agreed to the payment - RESOLVED.

g) Graffiti

SM advised of graffiti on the wall behind the bench opposite the first roundabout as you enter Dry Drayton from the A428 that requires removal. The postcode for the location is CB23 8BU. **Action** – SEM to advise highways.

h) Councillor contact details/allocation of responsibilities

DW advised all councillors that clerk requires all their contact details for her information and clerk asked the councillors what information about them they would be happy to have displayed in the noticeboard – all councillors agreed that their name and dedicated new specific parish council emails will suffice.

i) Street Lighting Energy – CCC withdrawal from Oct 2019

Clerk advised that an email was received from Cambridgeshire County Council (CCC) to advise that CCC will no longer be arranging street lighting energy, SEM advised we will have to discuss this item with Cllr Harford.

j) A14 Huntingdon to Cambridge Improvement Project – Feedback request

An email was circulated, and SEM was advised to forward over the feedback that SM had forwarded to all councillors in response to this email.

11. Finance and Policy

a) Accounts review to date including account balances and reconciliation

All information circulated prior to meeting – see Appendix 3 for bank reconciliation. SEM confirmed that she is now receiving the bank statements and JD and FP have been added as signatories to the bank account.

b) Payments received

- i. **SCDC – 1st precept instalment 19/20 - £5,652.00**

c) Payments to hand

- i. **Clerks Overtime/Expenses – 29/03-28/04 - £56.07** – All councillors agreed payment - RESOLVED. JD and FP signed cheque number 001177. *Local Government Act 1972, s. 112 & s.151.*
- ii. **CAPALC – Affiliation Fee & GDPR Membership - £282.57** – All councillors agreed payment - RESOLVED. JD and FP signed cheque number 001178. *Local Government Act 1972, s.143.*
- iii. **Brookfield Groundcare – 2nd grass cut - £360.00** – All councillors agreed payment - RESOLVED. JD and FP signed cheque number 001179. *Public Health Act 1875, s.164; Open Spaces Act 1906, ss.9 and 10; Commons Act 1899.*

d) 2018/19 end of year figures/AGAR (annual return) approval/exemption certificate

All documents were circulated to councillors prior to the meeting. The internal auditor is booked for June. As the income or expenditure for DDPC does not exceed £25,000 AGAR Part 2 was completed and an exemption certificate filled out that will be uploaded to the website for public viewing.

The exemption certificate was read aloud by the clerk including the qualifying criteria read out, all councillors agreed that DDPC meet the qualifying criteria and the certificate was completed and signed by the chairman (DW) and the Responsible

Financial Officer (SEM). Next Section 1 the Annual Governance Statement 2018/19 was read out and completed, all councillors agreed to all points and the form was completed and signed by the chairman (DW) and the Responsible Financial Officer (SEM). Finally, Section 2 The Accounting Statements for 2018/19 was agreed by all councillors and signed by the chairman (DW) and the responsible Financial Officer (SEM). Councillors have also reviewed the bank reconciliation and explanation of variances. RESOLVED.

e) Bank account signatories – amendments to be made

Cllr Fred Northrop (FN) has received confirmation from Lloyds that JD and FP have now been added as signatories to the current account. Account signatories are FN, EP, JD and FP. RESOLVED.

f) Redshoes Accountancy/Payroll Services – review of payroll service

At the end of 2018 payroll services were changed by Cambridgeshire ACRE to Redshoes Accountancy, unfortunately the clerks experience with her own payroll through them has not been great as clerks pay has been completely muddled up and they have struggled to understand how parish councils work. Clerk advised that DDPC may want to consider if they require their services as the clerk has previously never used a third party and instead submitted her own pay through the HMRC basic tools programme. The councillors agreed that they would like to see the terms of business, contract and more information on Redshoes Accountancy to decide as to whether a payroll service is required as the clerk is the only paid employee of the council. **Action** – Clerk to collate Redshoes Accountancy information including and how much is paid for the service and add to the June agenda.

g) Review, approval and adoption of standing orders and financial regulations

It was agreed by all councillors for this item to be moved to the June agenda for review with all other policies and documents of the parish council.

h) Brookfield Groundcare Grass Cutting contract review – councillor allocation

A query regarding this was raised at the last parish council meeting as the invoice said one of 10 cuts but did not break down for when they have been made. The clerk has contacted Brookfield and asked them to explain their contract. DDPC are charged an agreed annual fee that is broken into 10 instalments starting in March on a monthly basis, the grass and verges are cut every 10-14 days and there is a monthly leaf collection in the Autumn, the grass is generally cut between March and October although this year is started in February. Brookfield said they can agree a cost per cut if DDPC would prefer. **Action** – Clerk to forward the contract and email from Brookfield to SM for him to investigate.

i) 2020 meeting dates to include Annual Parish Council Meeting Date

Moved to June agenda

12. Planning

a) Applications received for consideration

i. S/1385/19/TP – 13 Pettitts Lane, Dry Drayton CB23 8BT – Tree works

Councillors have reviewed - No comment

ii. S/1472/19/FL – 6 View Farm Close CB23 8BP – Single storey extension to front existing dwelling house and rear of existing garage

Councillors have reviewed - No comment

b) Decision received from SCDC

i. S/0405/19/FL – 5 Pettitts Lane CB23 8BT – 1st floor extension – Approved

Clerk advised and has circulated today an additional application for a loft conversion and new pitched roof dormer for this property, however, it could not be discussed as it would require an extraordinary meeting. All councillors agree they do not feel an extraordinary meeting is required for this application.

13. Date and time of next meeting – Tuesday 25th June 2019 at 8.00pm

SM advised DDPC that he will be unable to attend the next parish council meeting

Meeting closed at 9.46pm

Appendix 1

Cambridgeshire County Councillor's Annual Report to Parish Councils Civic year May 2018 - April 2019

The civic year started as always with the Annual General Meeting of Council and its usual mix of general council business and motions put forward by members. The appointment of chairman and vice-chairman and some amendments to the Council's constitution were followed by the Commercial & Investment [C&I] Committee's recommendation for the relocation of the Council's headquarters to Alconbury. This provoked arguments for and against but was passed by majority. Plans for the new headquarters building were subsequently published in February 2019. It will be smaller and more flexible with one wing accommodating 350 staff, a public reception area and informal meeting space. Council and committee meetings will be held in a multi-use 90 seater space which can be sub-divided to offer the potential for community use. A planning application will be submitted in April 2019. Construction is anticipated to commence late 2019 and complete by December 2020. Net of building costs, the move is forecast to save the Council in the region of £46.5m over the next 30 years which will be reinvested in front line services. Meanwhile marketing of the 6 acre site at Shire Hall has produced some serious bids for the leasehold.

The Council's aim to become more commercial in managing its assets continued with the approval of outline business cases for 2 smart energy grids at the park & ride [P&R] sites at Trumpington and Babraham. This builds on the development work for a smart energy grid at the St Ives P&R site which was scheduled for construction during 2018. The St Ives site is a demonstrator project for a new business model, the objective of which is to generate income over the medium to long term as well as to address the challenge of the currently heavily constrained local distribution network. Cambridgeshire Housing & Investment Company became This Land and 21 parcels of Council land, some with planning permission, were sold to it, producing capital receipts and the prospect of a future revenue stream. Showing its green credentials in more than just financially beneficial projects Councillors approved unanimously a colleague's recent motion asking the Council to address the issue of single use plastic through changing its own behaviour and influencing other organisations to act similarly.

The same principle of protecting the environment underpins the Council's partnership with Cambridgeshire Community Reuse and Recycling Network. Facilitating the reuse of waste paint, the scheme benefits charities, community groups, schools, pre-schools and low income households, provides work experience, volunteering opportunities and community payback placements and almost halved the cost to council tax payers in its first 6 months. The design of the proposed new headquarters building also demonstrates similar commitment. It will be low energy, efficient and include elements of future-proofing. Car park ducting will allow charging of electric vehicles from day 1 and it includes the potential to harness solar energy at a later stage.

During the year there has been some good news on the funding front. A successful bid was made by Cambridgeshire & Peterborough to the National Lottery. The resultant grant of £500,000 is to be used as part of the Councils' Active New Communities project and will support 8 growth sites across the county between 2018 and 2021. The first year's focus will be on Northstowe, Alconbury Weald and Hauxton. The Chancellor's budget statement included some additional funding for road maintenance [£6.653m] augmenting the already increased budget of £2m allocated by the Council. An additional £2.39m for adult social care has been used for increased capacity of support services to improve performance on Delayed Transfers of Care. Very recently we learned that a bid made jointly by Cambridge City Council and the Combined Authority had been successful. This Government grant of £227m will fund relocation of the water recycling centre at Milton and will pave the way for a new low carbon community north east of Cambridge.

A smaller grant but one which members warmly welcomed came from a local organisation, Cambridge Assessment. It has offered £6,000 sponsorship for Bikeability, a national cycling proficiency scheme, so popular in Cambridgeshire that local demand exceeds the Government funding allocation. The value of this scheme cannot be underestimated as a complement to the huge investment that the Council is putting into cycling infrastructure across the county.

The Government's provisional funding settlement for local government for 2019/20 got a mixed reception. Supported by the county's MPs, the Council was successful in its efforts to reverse a position that would have seen it lose £7m but it was disappointing to learn that Cambridgeshire & Peterborough was the only devolved area of the country not to be included among the 15 councils who will benefit from a Business Rate Retention pilot. The simultaneous announcement that the Government was launching a more detailed consultation on its funding formula came as some consolation. The Council has worked hard with other Shire Councils over a long period of time to highlight to Government the funding inequality between different areas of the country. In setting its precept for 2019/20 the Council accepted Government's offer to raise general council tax by 2.99% whilst continuing to apply the 2% increase to directly fund adult social care services. This equates to an additional £1.20 per week for a Band D property.

The recent demonstration by school children during school time has provoked both support and criticism. I fall into the support group as I believe that learning can happen in places other than the classroom and listening to some of the young speakers outside the Guild Hall was evidence that we are, despite the financial challenges, educating a fine new generation. On the subject of funding for education, Cambridgeshire remains a poor relation despite the recent increase of £1.4bn nationally. Locally we have one primary school that academised last year and another that is currently investigating doing the same. The third will probably remain a Local Authority school for the foreseeable future. At the end of January Government finally published the breakdown by school of the funding announced by the Chancellor 'for those little extras'. Entitlement was calculated at £32.10 per pupil for primary schools and without special dispensation had to be spent by the end of March 2019. The Council continues its programme of investment in schools as the number of applications for secondary school places in Cambridgeshire continues to rise. 6,691 applications were received this year with 89.5% being offered a place at their first preference school. £200m has been allocated between 2019 and 2024 to increase capacity in existing schools and to plan for new schools in areas where demand is greatest.

In January 2019 Ofsted made an unannounced inspection of the Council's children's services. The overall rating of a service requiring improvement was mitigated by the 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 responded with investment to implement changes and to boost staffing levels.

As the Council continues its efforts to transform the way it works, inevitably it must acknowledge that not everything it tries is successful and the reversal of decisions to charge for P&R parking and the use of library computers evidences that. It strives to engage more closely with residents and to establish collaborative partnerships. This year saw the appointment of two new directors shared with Peterborough City Council and the Health & Wellbeing Boards of both Councils have committed to joint working. Its efforts to deliver high quality services and value for money have resulted in a clutch of awards during the year.

The Road Safety team's work with schools and its collaboration with Peterborough in the Road Safety Partnership both attracted awards. The Community Protection team was

recognised for its work on the 'Friends against Scams' initiative. The Council's digital champion received a national Technology & Digital award from the Local Government Association recognising that through his advocacy, over 96% of the county is now covered by super fast broadband. The Council received a silver award in the Ministry of Defence's Employer Recognition Scheme for its support of the armed forces and their families. A joint piece of work by a team of staff from communications, transformation and adult social care picked up a national award for best research and evaluation process for its recruitment campaign for reablement staff and the special educational needs disability summer programme won the National Citizen Service award 2018.

I look forward to receiving any questions or comments that you have about the work of the County Council at your Annual Parish Meetings. My thanks go to Parish Councillors and Clerks and all those of you who have so generously served your communities during the year. I very much look forward to working with you again in the coming year. **Lynda**

lyndaharford@icloud.com; 01954 251775/07889 131022; Follow me on Twitter: @2whit2whoo

DRAFT

Appendix 2

A year ago the Council afforded me the great honour of making me its Chairman. It has been an interesting and enjoyable year, with the focus on representing the Council at wide variety of functions. But what have I done for you, here in the Parish? That I assume is what you want to know. Well, apart from work with individuals, of which there has been a great deal which is of course confidential, I have tried to describe my activities in your Parish Newsletters, though I apologise that has not always happened.

I think the most important job I do is with the Joint Development Control Committee (JDCC). 'Development control' is the technical term for planning: as a council we assess planning applications to decide whether they are acceptable in terms of national law, our Local Plan, and any approved supplementary planning criteria. The JDCC is a joint committee of City, South Cambs and the County, which assesses the large-scale developments which overlap the City/District boundary -- for us that is mainly the University Farm site ('Eddington') and to a lesser extent the NIAB site ('Darwin Green'). The biggest battle with the University has been to get it to realise that half the site is in Girton, not part of the City. I scrutinise all the plans and do my best to ensure they take our needs and wishes into account. At present almost all the development at Eddington is on the City side of the boundary, but that will soon change, and of course it affects traffic on Madingley Road.

Then there is the Local Plan. It was badly handled and was never a good Plan, but at least it has been agreed. But the Government Inspector insisted that it needs immediate revision. The new Administration's response is to start immediately on a new Plan, something we would have to do anyway in a couple of years. The last Plan was started when I was still pretty new as a Councillor and, I acknowledge, out of my depth. That will not be so this time. I shall want to liaise with your Parish Council to ensure that the wishes of the Parish are understood and used to inform the development of the Plan.

Finally let me mention Neighbourhood Plans. These are perhaps less valuable than I had initially supposed, but can help to preserve vital parts of a village, and provide a framework for future growth. What would such a Plan look like for your village? It would have to concur with any proposals in the new Local Plan; it cannot be a NIMBY 'no more development here' claim. But it could highlight some of the aspects of the village you feel most valuable, though there may be also other ways of safeguarding them. If you are interested contact the Parish Clerk in the first instance.

Appendix 3

DRY DRAYTON PARISH COUNCIL
April 2019 Bank Reconciliation

	£
Lloyds TSB current account at 29 th March 2019	16,152.59
<u>Less</u> payments presented from 1 st April 2019 to 29 th April 2019 <i>5 cheques & 1 standing order</i>	1,360.30
	5,652.00
<u>Plus</u> receipts presented from 1 st April 2019 to 29 th April 2019	
Closing bank account at 29 th April 2019	20,444.29
<u>Less</u> outstanding cheques not yet subtracted	0.00
Balance carried forward at 29th April 2019	£20,444.29

<i>Plus</i> NS&I Investment Account at 1 January 2019	£5,132.97	
CBS S106 Account at 1 January 2019	£7,008.05	
		£32,585.31

Notes:

Sarah Etherington-Meech

RFO

14th May 2019