

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 25th February 2020 at 8pm, Dry Drayton Village Hall

Present: S Lander (Chair), E Pyle (EP) (Councillor), T Houlihane (TSH) (Councillor), F Peck (FP) (Councillor)

Attending: S Etherington-Meech (SEM) (Clerk/RFO), Cllr L Harford (LH) (County Councillor), Cllr T Bygott (TB) (District Councillor), 4 members of the public

1. To Accept Apologies for Absence

Cllr J Dolan (JD) and Cllr DeLacey (DDL)

2. To Accept Parish Councillors Declarations of Interest for Matters on the Agenda

No interests were declared.

3. To Agree to hold a Public Forum

The public raised the issue of the numerous and constant planning applications and discharge of conditions for the development of 10 dwellings at 65 Pettitts Lane, with several being refused and then resubmitted. The public have reviewed the amended planning application, with particular attention on the claim that the Gross Internal Area (GIA) of the development is within the limit of 999m². to satisfy Condition 18. They stated that although the application claims this to be, they believe the quoted areas are being slightly understated by the applicant at 1006m². The public have written objections and Cllr DeLacey has advised that should that area be confirmed to be over the specific condition of 999m², the condition should be refused. The public encouraged DDPC to object to the behaviour of this applicant as they keep putting in multiple applications that keep failing and then resubmitting again. TB advised that the applicant has told the Planning Officer that by using a dot and dab plastering system they will reduce the size of the internal rooms to subtract the area from the figure and SCDC will have minimum room sizes if work is carried out correctly.

SL advised that DDPC have already submitted a letter of complaint to the Head of Planning at SCDC in relation to this site and received a rather unsatisfactory response. The next course of action that SL suggested was for SL and another councillor to arrange a meeting with Tom Gray the planning officer at SCDC for this site and ensure that the developers are following lawful and sensible procedures. TB agreed it would be wise to approach planning. There is a need for DDPC to explain it is not feasible to keep calling extraordinary meetings for the constant applications. The public advised that there is a level of care to be followed, no consistency and to question that the building is not consistent with site plan that was agreed. SL thanked the public for their work on this issue and the investigation of the dimensions and assured them that DDPC do understand their message.

4. To Approve the Minutes of Meeting held on Tuesday 14th January 2020

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 - Appendix 1

- a. SL now has the land registry plan for the site if any further queries arise – RESOLVED.
- b. Clerk advised that the streetlighting energy with SSE is now in place – RESOLVED.
- c. SL advised this item is ongoing and he will discuss this application with the school.
- d. LH highlighted her disappointment that residents of Oak Crescent were not in attendance at the meeting to discuss the parking issues affecting them. Only one response was received via email and SL advised that unfortunately no suggestions that were made would be permitted by highways. SL stated that with a lack of engagement this issue is no further forward. SL advised that with the LHI application window being brought forward for 2021/22 this issue could be considered, LH said that the officer did suggest this issue could be supported, however there would be limitations. For example, it is not possible for the bus stop to be moved and DDPC would have to contribute a minimum of 10% for the project, the most likely outcome being a tidy up and more spaces created. SL will draft and circulate an application before the next meeting and LH will speak to the Local Highways manager to gauge what maybe supported and approximate costs.
- e. LH advised that information relating to this is in her report.

- f. This is an ongoing issue as Cllr Dolan was not attendance. It was advised that 24th March 2020 is the next village hall management committee meeting and an AGM will be sometime in April.
- g. Clerk advised DDPC that CAPALC had replied to her email regarding councillor training for DDPC and the cost was £700 with availability after March. DDPC agreed that with a councillor recently resigning it would not be a cost-effective option and that councillors should be encouraged to attend training session organised directly by CAPALC. The clerk has circulated councillor training dates and TSH advised that he would be able to attend the training on Saturday 14th March 2020. **Action** – Clerk to book TSH onto training on 14th March 2020.
- h. Simon Miller (resigned councillor) is to hand over the grass cutting plans to SL.
- i. SL requested that a councillor with a Cambridge Building Society Account comes forward in order for signatories to be changed, however, no councillors present were able to assist – ongoing issue
- j. LH advised that she has looked at this issue and the Local Highways Officer has emailed the drainage team, however, there is no response currently, LH will chase and get them out to investigate the cause – ongoing issue
- k. This is an ongoing issue being dealt with by Cllr Dolan
- l. SL submitted a nomination, but it was unsuccessful – RESOLVED
- m. No update - Ongoing
- n. No update - Ongoing

6. To Accept a Report from County and District Councillors

Cllr L Harford – See Appendix 3. SL asked LH for an update on the progress of the cycleway and she advised that negotiations are still ongoing however the money for the cycleway is definitely allocated. Cllr DeLacey – See Appendix 4

TB did advise that he has still not received an update regarding the village sign on Oakington Road and LH offered to take over this issue, DDPC advised her of the signage required. TB advised that the new policy for taxis in the county has now been approved and includes the introduction of measures such as the installation of CCTV in taxis and magnetic signage – TB report will be in the Dry Drayton Newsletter.

7. To Discuss Planning Matters

a. Applications received for consideration

- i. **S/4087/19/VC – Land at 65 Pettitts Lane - Variation of condition 1 (Approved plans) pursuant to planning permission S/3447/18/RM**
- ii. **S/0135/20/DC – Land at 65 Pettitts Lane - Discharge of conditions 12 (Contractor parking) & 14 (Traffic Management Plan) of planning permission S/4454/17/OL**
As discussed in the public forum it was agreed by DDPC that no further comments are to be made for these two applications or any others for 65 Pettitts Lane until a meeting has been scheduled with Tom Gray (SCDC Planning Case Officer) and 2 members of DDPC, SL and TSH agreed to attend. **Action** – SL to approach SCDC planning department for a meeting to discuss 65 Pettitts Lane

b. Decisions received from South Cambs District Council

- i. **S/3465/19/FL – 1 Cottons Fields CB23 8DG – Removal of current surrounding hedgerow and replacing with a 1.8m fence of property boundary – Granted**
It was advised that concerns have been raised by residents as to movement of the boundary with the erection of the new fencing. **Action** – SL to check the boundary on the grass cutting plan and if required TSH to draft a letter.

c. Greater Cambridge Planning Response to letter sent regarding concerns over 65 Pettitts Lane

SL and TSH will discuss the response directly with the planning department at SCDC when a meeting is arranged.

d. Items referred to Planning Committee from SCDC & Fews Lane Consortium

DDPC agreed they did not have reason to comment on this ongoing issue at present.

8. Matters for discussion/correspondence received

a. To inform and discuss the resignation of Cllr Simon Miller creating a councillor vacancy for co-option

SL advised of the resignation of Cllr Simon Miller and SCDC have now confirmed that no election was called, and co-option is now possible for the vacancy.

- b. **To discuss the outcome of the LHI application panel meeting rearranged for February**
SL was unable to attend the rearranged meeting so provided a written submission. LH advised that she was on the committee and an outcome should be received shortly.
- c. **To discuss the response regarding rates from the Village Hall Management Committee**
Cllr Dolan contacted the Village Hall Management Committee and they explained that unfortunately they are not in a position to be able to reduce rental rates for DDPC for the village hall as their outgoings are very high and rates very low meaning that last year they made a loss of over £300.00, DDPC agreed this item is now RESOLVED.
- d. **To discuss a review of rental rates at the village allotment**
SL explained that with increasing water bills and public liability for the allotments with the current charges DDPC are not even breaking even with the current rental rates at the allotment. DDPC RESOLVED for an increase on allotment rental rates that are to be published shortly and put into force from September 2020. **Action** – SL to publish the new rates in the Dry Drayton Newsletter.
- e. **To discuss play amenity in the parish**
It was agreed that this is an ongoing issue, no discussion at present.
- f. **To discuss a programme for 2020/21**
SL highlighted some ideas including good order of the village, footpaths, Oak Crescent, regular tidying of the village, some form of recreation amenity in the village and asked for any other ideas. TB suggested to consider a strategic vision with connectivity ideas for the new cycleway. FP suggested a village kiosk; however, it was agreed that it could prove difficult to get the community to run this.
- g. **Dry Drayton Footpath 8 – report sent to CCC to report a fallen tree**
Clerk advised that this tree was cut up shortly after a post was placed by a resident on Dry Drayton's Facebook page, however, DDPC advised that the tree has not yet been removed. **Action** – Clerk to contact Highways to request removal of the tree.
- h. **To discuss where and want to plant with the £60.00 voucher received from the Three Free Trees Scheme**
DDPC agreed for the trees to be planted at the top end of the green on the church side, however, no members of DDPC have the expertise to decide the most suitable plants to choose and agreed that EP should contact previous councillor Richard Stamford to discuss. **Action** – EP to contact Richard Stamford to assist decision for most suitable trees.
- i. **To discuss celebrations for VE day**
Action – SL to write to other organisations in the parish to invite them to our next parish council meeting to discuss their plans.
- j. **To advise of the unsuccessful application for the Zero Carbon Communities Grant**
The application that was submitted for new trees under this grant scheme has unfortunately been unsuccessful.
- k. **To discuss a resident email re: The Drift – Cycleway/Footpath – Improvements required**
It was discussed that the cycleway/footpath needs pushing back and widening. LH advised that our part of this path is CCC responsibility but the Bar Hill end has never been adopted so they pay for all works that are carried out, LH suggested a working party is formed and works carried out over one weekend – ongoing issue.
- l. **To discuss windows at the Old Rectory**
Concerns have been raised by DDPC as to the condition of this Grade 2 listed property and its potential to go into disrepair. **Action** – SL to discuss with Cllr Dolan
- m. **To discuss the ongoing issue with the village gate**
Ongoing issue
- n. **To discuss available/desired dates for CAPALC to carry out a councillor training session**
This item was discussed under Item 5 g)
- o. **To discuss email received regarding LHI applications for 2020/21**
This was discussed under Item 5. d)
- p. **To discuss participation in the Community Facilities Census with Cambridgeshire ACRE**
Clerk explained that it is a very long process to complete the census and all groups that provide community facilities would need to contribute. **Action** – SL to contact all groups in the parish to query as to whether they would be interested in contributing.

9. Consultations

- a. **Cambridgeshire Constabulary Service Change Consultation – 1st February 2020 – 29th February 2020**

It was RESOLVED by DDPC that no comments were to be submitted for this consultation.

10. Finance and Policy

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

The finance spreadsheet and bank reconciliation were circulated to the councillors before the meeting and DDPC accepted them. EP signed the original bank statement for Lloyds. See Appendix 2 for bank reconciliation.

- b. **To advise of payments received – None received**

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

i. **S Etherington-Meech – Clerks Overtime & Expenses – £68.49** – All councillors agreed payment – SL and JD to authorise payment online - *Local Government Act (LGA) 1972, s.112.*

ii. **Freaky Friday – Youth club donation - £500.00**

All councillors agreed to a donation for the youth club. However, monies are not to be released until further information is received from the Freaky Friday Youth Club. *Local Government (Miscellaneous Provisions) Act 1976, s.19.*

iii. **Cambridgeshire County Council – Street lighting energy 18-19 - £339.43** – All councillors agreed payment – SL and JD to authorise payment online - *Parish Councils Act 1957, section 3; Highways Act 1980, section 301.*

iv. **Cambridge Water Services – Allotment water rates - £51.81 (paid directly online)**

This bill required payment before the meeting and was authorised for payment online by SL and JD. *Small Holdings Allotment Act 1908 ss. 23 & 25.*

v. **S Etherington-Meech – Office package reimbursement - £59.99 (reimbursed directly)** - This payment was agreed by all councillors at the last meeting and SL and JD authorised payment online following its purchase. *LGA 1972, s.142.*

- d. **Lloyds bank agreement for signatories/access to the account/online banking**

DDPC agreed that four signatories are currently adequate, and that EP should be a third councillor to have access and authority for online banking. **Action** – Clerk to process forms for online banking for EP.

- e. **To discuss upcoming training sessions for clerk to attend**

Clerk advised DDPC that the training sessions were not currently relevant for clerk to attend.

11. To accept notices and matter for the next agenda

No notices or matters were advised.

12. Date and time of next meeting – Tuesday 7th April 2020 at 8pm

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

No items were discussed that required exclusion of the public or press

Meeting closed at 9.33pm

Appendix 1

Action Report/Ongoing Issues

a.	Hedge cutting/ownership and boundaries of surrounding properties for the Former Methodist Church/Chapel (ongoing)	SL
b.	Streetlighting energy supply to be set up with new supplier Haven (ongoing)	SEM
c.	Woodland Trust tree application for free trees to be completed (ongoing)	SL
d.	Oak Crescent Parking Issues/LHI application/consultation (ongoing)	SL/LH
e.	Park Lane Verges/Cycle path upgrade/line painting/drainage (ongoing)	LH/SL
f.	Village Hall Management Committee – marketing/action plan/processes investigation	JD/SEM
g.	Arrangement of new councillor training	SEM
h.	Rod Scammell resignation – quotation from Brookfield (SM)/exact location & frequency and grass cutting reimbursement query for CC (SL)	SM/SL
i.	Cambridgeshire Building Society Account – Change of signatories/address etc	SL
j.	Flooding Park Lane/Madingley Rd – KC/FP enquire as to landowner/SL to contact	KC/FP/SL
k.	Publicise for volunteers for village clean-up/Great British Spring Clean email	JD
l.	Buckingham Palace Garden Party Nomination	SL
m.	Progress of new members for the Village Hall Management Committee/KC handyman duties/EP represent DDPC at committee meetings	KC/EP/JD
n.	Recruitment of volunteers for village Speed watch team	SL/JD

Appendix 2

DRY DRAYTON PARISH COUNCIL
January 2020 Bank Reconciliation

	£
Lloyds TSB current account at 30 th December 2019	£18,298.55
<u>Less</u> payments presented from 30 th December 2019 to 29 th January 2020 <i>1 standing order, 1 faster payment and 4 cheques</i>	£2,063.08
<u>Plus</u> receipts presented from 30 th December 2019 to 29 th January 2020	£0.00
Closing bank account at 29 th January 2020	£16,235.47
<u>Less</u> outstanding cheques not yet subtracted	£0.00
Balance carried forward at 29th January 2020	£16,235.47
Plus NS&I Investment Account at 1 January 2020 £5,174.03 CBS S106 Account at 1 January 2019 <u>£7,008.05</u>	£28,417.55

Notes:

Sarah Etherington-Meech (RFO)

25th February 2020

Appendix 3

Cambridgeshire County Councillor's Report

Dry Drayton Parish Council - 25 February 2020 meeting

Finance

The Council has now set its budget for the year April 2020/March 2021. The total budget is £612m excluding school grants and £158.8m in capital spending. Following the operating model that it has set itself of transformation, efficiency and income generation, the Administration's main objective in setting its budget is to balance any increase in council tax with the Council's funding requirements. Thus council tax will be raised by 3.59% which includes 2% for Adult Social Care.

Prudent financial management in recent years now allows the Council to start investing in things that matter to so many people:

To support its already stated position on the climate emergency, the Council will invest a total of £16m in climate action related proposals. £15m of this will be used to decarbonise the 69 buildings that it either owns or occupies. £500k will be used to support oil dependent schools and communities to move from oil to renewable sources of energy. It is anticipated that the business cases for all these schemes will show cost neutrality in the medium term. A further £200k is committed to bringing forward electric infrastructure to support the change to electric vehicles of the Council's small vans and pool cars fleet. This clear financial commitment supports the target of a 50% reduction in direct carbon emissions by 2023 set in the Council's recently published draft Climate Change & Environment Strategy.

To support this financial commitment the Council also acknowledges the need for clear leadership of the agenda and thus has also approved the creation of a new committee, the focus of which will be primarily on the environment in all its inter-related forms. There will be a reassignment of the functions of Highways & Infrastructure and Economy & Environment committees to ensure that the overall number of committees and the cost of running them remains unchanged.

To support the Council's aspiration 'to make Cambridgeshire a Great Place to Live' through use of some of the future capital receipts that are anticipated to come from its commercial activities, the budget also provides £5m to set up a new fund to help deliver a range of community based investments. Evidence that factors like community cohesion, employment, housing and social networks are as important in determining our overall health as is the NHS and the genes we inherit, is something that is increasingly influencing communities to take steps to improve the environment that they live, work and play in. This fund is aimed at helping communities to achieve some of their ambitions in this respect. The full terms of reference are still to be approved by Communities & Partnerships committee but in the meanwhile please do put your thinking caps on to see what you might want to apply for funding for.

In anticipation of the late announcement by Government of highways funding for the coming year, the Council will use prudential borrowing [£6m] to invest £6.366m in highway infrastructure. The popular Local Highways Improvement scheme will see increased funding of £200,000 for the coming year. [NB recently announced earlier deadline for next round of applications.] Agenda pack for Council's Budget Meeting:

<http://bit.ly/39DFXzJ>

Education

There has been quite a lot of media attention in recent months to national failings in the care of those with special educational needs and disabilities. The County Council's strategy - 'SEND is everybody's business' sets

out its vision, principles and priorities for meeting these needs in Cambridgeshire & Peterborough's children and young people from birth to the age of 25: <http://bit.ly/2OYmce3>

Health & Social Care

The Wuhan Novel Coronavirus [now officially named Covid-19] is very much in the news and the County Council's Public Health Directorate is being kept updated by Public Health England. Anyone who has travelled to China or other significantly affected area recently, or has been in close contact with anyone who has, and subsequently feels unwell should call 111 for advice and NOT go to either a doctor's surgery or hospital. Regularly updated advice and information for the public is provided by Public Health England at: <https://www.gov.uk/guidance/wuhan-novelcoronavirus-information-for-the-public>

Every year the County Council undertakes a self-assessment of its Adult Social Care service - a 'state of the nation' look at how the service is performing and delivering for users. A very accessible summary document [the Local Account] is then published on the Council's website. For those interested in how the adult social care service is doing in Cambridgeshire: <http://bit.ly/2vFObbM>

The Council has just opened consultation on the draft Joint Health & Wellbeing Strategy for Cambridgeshire & Peterborough. This outlines priority areas and the way in which local councils, the NHS and community organisations aim to work together to improve health and reduce health inequalities. The consultation runs until 30 April 2020. You can respond at: <http://bit.ly/37BN6PE> The Cambridgeshire Annual Public Health Report [2019] was presented to the Health & Wellbeing Board in January 2020. It reviews the new national Index of Deprivation [2019] and its relevance to health and wellbeing in Cambridgeshire: <http://bit.ly/2wpdoHX>

Libraries

The Council has recently launched a new Reading Well for Children collection which is available to borrow from any of the county's libraries. Its aim is to support the mental health and wellbeing of children aged 7-11, providing them and their families and carers with information, advice and support for coping with feelings and worries. The collection contains 33 titles covering topics relevant to today's children such as grief, anxiety, bullying and staying safe on line. The materials have been chosen and endorsed by leading health professionals including NHS England, Mind and the Royal College of GPs and has been co-produced with children and families.

Local Issues

Negotiations on the land purchase for the cycle path have yet to be concluded. It would appear that at the moment there is quite a variance between the land owner's valuation and that of the County Council. If agreement can be reached Officers will then need to get flood & water consent for the ditch works. If no agreement can be reached I believe that the path can still be constructed but it will be narrower at that point.

At the request of the Chairman I am currently seeking advice from Officers on the flooding issues on Scotland Road and Park Lane to establish what is causing them and how they can be resolved. I look forward to seeing you all at tomorrow evening's meeting.

Lynda

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Appendix 4

Report from District Councillor Douglas de Lacey

6. 2. 2020

The JDCC was given a briefing on the current state of the City Deal, which is the major part of the Greater Cambridge Partnership's brief. We were told that peak rush hours are spreading with more flexi-time available, but this does not offset either the congestion or capacity issues. GCP is pressing for a South Cambridge station and upgrades to all traffic lights, to help priority for the top levels of the transport hierarchy (public transport, pedestrians, cyclists). There was some fairly aggressive questioning; I noted that there was still no awareness of the difference between fast and slow cyclists (exacerbated by the rise of electric bikes), and no reference to the meteoric rise of invalid buggies which clog both highway and cycleway. Other comments were that, for many commuters, waiting for a bus is a miserable experience without adequate shelter; that buses need to accommodate more cycles if cycling is really to be encouraged; and that buses cannot scale up to the level of our problems. But we were told 'it is all about trade-offs'; so cycle lanes will not always be up to recommended standards, shared-use cannot be outlawed, and the emphasis is still heavily on buses to solve our woes.

There was then a presentation on noise, with specific reference to the developments around the airport; two interesting things I learned were that the very first WHO publication on noise was as recent as 1999, and that the majority of vehicle noise is from tyres and not engines.

That afternoon there was a JDCC Development Control Forum. These are comparatively rare events when significant local objection has been raised to a planning application, and our officers attempt mediation. The objections focused on six specific concerns over the Darwin Green development: namely the inaccuracy of the drawings (they did not show the most recent other developments); proximity to current dwellings; the density of housing; plans for the existing pavilion; drainage; and light pollution. The developer began with what seemed a fairly uncompromising statement of the way the development had been planned and the objectors then detailed their concerns. In the ensuing discussion it seemed to me that real compromises were reached and the developers will look again at their designs. A worthwhile event.

On Holocaust Memorial Day (27 January) there was a presentation at South Cambs Hall, when Cllr Martin Cahn and his family, themselves Jewish, gave us the results of their study of the effects of the war on a small, largely Jewish, settlement in Myslenice, Poland. It was a moving session and I felt privileged to be asked to light the memorial candle and pronounce the traditional blessing.

Our Liberal Democrat administration has moved from a model of Portfolio Holders, able to make decisions with or without consultation, to a collective cabinet which makes decisions in public meetings at which all Councillors may speak -- and meetings where I have been able to influence the decisions. And before this the Scrutiny committee will have gone through the items with a fine-tooth comb. But it is an expensive model: Scrutiny meetings are very long, and between them they and Cabinet take up a lot of officer time. So after 18 months they are holding a review of the meetings calendar and may decide to move from monthly to six-weekly meetings. I hope also that Scrutiny will relinquish some of this work to enable them to do some post-scrutiny reviews, and to invite holders of public office to attend

and be questioned.

The Constitution review group has put a huge amount of work into revising our constitution and has now produced a draft version which looks very good. It has removed many anomalies, but also to my sadness the description of the Chair (it has decided to move from 'Chairman') as the conscience of the Council. It may be difficult to define this role but it has enabled me to do many things which may otherwise have gone unheeded. I attended its final discussion of the current draft and made a heartfelt plea for its restoration -- successfully, I am delighted to report.

One anomaly relates to our planning scheme of delegation which appeared to place the final decision (to delegate decision-making on a planning application to the case officer) into the hands of the Chair of the Planning Committee. This would be illegal as a Council may not delegate power to an individual Councillor apart from members of the executive, so the power is now placed in the hands of the Senior Planner. (In fact if the Chair, Vice-Chair and Senior Planner cannot agree such a delegation the application automatically goes to the Committee.) The change has created waves, among those who perhaps do not understand the protocols, and the media suggest it is the reason for two legal cases against the Council. In fact the constitutional change simply brings the Constitution into line with practice, and the Council will robustly defend the case (I confess I do not know the precise details).

You may hear quite a bit about 'Zero Carbon Communities' from now on. Our Climate Emergency Advisory Committee (CEAC) is working to ensure that SCDC becomes net zero before 2050. To help achieve this, CEAC has set up a ZCC fund from which grants up to £15,000 are offered to groups with a well-founded proposal to educate or promote lowering our carbon footprint, and the first winners have been announced. Cambridge Carbon Footprint and Cambridge Sustainable Food were both awarded the full grant, with 17 others receiving lesser grants to encourage cycling, plant trees and hedges, install LED lighting and pursue other projects. There will be a workshop at Cambourne on 7 March to encourage a second round of applications -- whether you could attend that or not, put your thinking-caps on!

Douglas de Lacey