

## Dry Drayton Parish Council

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### **Minutes of Dry Drayton Parish Council's Annual Meeting of Tuesday 20th May 2014 at 8.00pm in Dry Drayton Village Hall**

Present: Cllrs: P. Fane (2013/14 Chairman), I Harrison, D Wyatt, S Pryer and H. Russell;  
County Councillor J Reynolds; District Councillors B Waters and R Hall; and two members of  
the public.

In attendance: Robert Stone (Parish Clerk & RFO)

2014  
Item

#### Agenda

58 Election of Chair, and signing of declaration of acceptance of office

Cllr Fane asked for nominations. None were forthcoming so he suspended the meeting to permit councillors to informally consult following advice from the Clerk as Proper Officer that a local council was not properly constituted until it had appointed its Chairman.

On reconvening Cllr Russell said he was prepared to take the chair for one year until the next election provided the Council supported his views during this period:

- i) That Dry Drayton should be kept as a small village with no new development.
- ii) That Dry Drayton was not suitable for affordable housing.
- iii) That there was no need for a recreation ground as the school playing field was available out of school hours.

The Council resolved to appoint Cllr Russell as Chairman. Prop: Cllr DW Sec: Cllr Pryer. Unanimous. Cllr Russell signed the Declaration of Acceptance of Office.

Cllr Fane submitted his written resignation as a councillor, and was thanked for his contribution during the past six years.

59 CCConsideration of appointment of Vice Chair - Cllr Harrison was nominated by Cllr DW and seconded by Cllr SP. Unanimous.

60 Welcome by newly appointed Chairman - Cllr Russell welcomed everyone.

61 Apologies for absence - Cllrs Stamford & Northrop.

62 Declarations of interest relating to items on the agenda - None received.

63 Public Participation on Agenda items & matters of mutual interest

County Councillor report - Cllr Reynolds offered his full support to the new Chairman. In addition to his report of 16th May he recommended that Councillors attend the A14 presentation at the village hall on 24th May. He was concerned that there was not enough information available on what would happen to traffic flow on side roads, and what was going to happen to the Oakington Road. He noted that 5000 new homes were being built at Northstowe but that there were no plans for new roads. (Also see Cllr Reynolds' report at Item 74 (i).

District Councillor report - Cllr Waters congratulated Cllr Russell, and reported that the outstanding planning applications for the proposed Hackers development would be resolved by SCDC's Planning committee on 4th June.

Matters raised by members of the public - Concerns were raised about the short term planning for the roads adjacent to Dry Drayton.

#### Items for Annual Review

64 To determine lead areas of responsibility for 2014/15 - Resolved to appoint the following Councillors:

Financial Monitoring - Cllr D Wyatt ;  
Village Plan - Cllr I Harrison  
Planning and structure plan  
- Cllr I Harrison  
Footpaths  
- Cllr R Stamford  
Grass cutting & verges  
- Cllr R Stamford  
Policies - Cllr S Pryer  
Communication - Cllr S Pryer

65a) Nomination of three trustees to the Townlands Charity - Cllrs Howard Russell and Sylvia Pryer were nominated. Prop: Cllr SP; Sec: Cllr HR. Unanimous.  
In the absence of a third trustee coming forward the Clerk volunteered to fill the vacancy subject to the terms of the Trust's constitution permitting appointment of someone living outside the parish. This proposal was approved by the Council.

65b) Nomination of a parish council representative on Village Hall Management Committee - Resolved to appoint Cllr Wyatt.

66 To review DDPC's priorities for 2014/15 - Deferred.

- 67 Review of membership of other bodies for 2014/15  
 - Resolved to retain the Council's membership of:

- i) Cambridgeshire & Peterborough Association of Local Councils
- ii) Cambridgeshire ACRE
- iii) Society of Local Council Clerks

Current business

- 68i) To confirm minutes of the Council meeting of 15th April 2014  
 - Confirmed. Unanimous.
- 68ii) Planning Committee of 29th April 2014 - Confirmed. Unanimous.

69 Matters arising from previous meetings

2012 - Item 42 Dog bins were now installed at far end of High Street by the public footpaths, and the second sited by the public footpath on Park Street

2013 Item 145 v Assets of community value - Deferred in Cllr Northrop's absence.

2014 Item 49(ii) Registration of village greens - Cllr Wyatt advised this was progressing.

70 Finance

i) The following payments to 20<sup>th</sup> May 2014 were approved.

882	Clerk	April salary (includes backpay)	£283.36	£283.36	£0.00
883	Peter T Round	Grass cutting - April	£360.00	£300.00	£60.00
884	SLCC	2014 membership	£87.00	£87.00	£0.00
885	Clerk's mileage	To SLCC cRegional Conference	£26.40	£26.40	£0.00
886	Charity Trustee Handbook	Purchased at SLCC conference	£11.95	£11.95	£0.00
887	Cambs ACRE	Internal audit fee	£144.00	£120.00	£24.00
		<b>Totals</b>	<b>£912.71</b>	<b>£828.71</b>	<b>£84.00</b>

- ii) To review the internal audit report; and approve the accounts and Annual Return for 2013/14. - The Clerk referred to Cambridgeshire ACRE's report. No significant issues had been identified but several minor errors and procedural points had been identified (e.g, identifying S106 payments in the minutes). He was relieved that the NS&I Investment A/C statement for 2013/14 had been received in time for the auditor to sign off the accounts. The Council approved the accounts, and the Chairman signed the annual Return on behalf of the Council. Action: Clerk

- iii) The current account balance of £14,823.58 at 29<sup>th</sup> April 2014 was noted. The Clerk explained that this figure included the first 2014 precept payment of £4750, and also the £5000 that was to be transferred into the new Cambridge Building society S106 investment account.
- iv) To review the Financial Regulations with a view to revising the lower limit for quotes from £100 to £250; and increase the delegated authority for the Chairman/Clerk to carry out urgent works from £200 to £250.
  - Resolved to approve. **Action:** Clerk
- v) To consider the repeal of cheque signing, Section 150(5) of the Local Government Act 1972, and action (*if any*) by Dry Drayton Parish Council.
  - The Clerk advised that this permitted electronic banking subject to the agreement of approved procedures. However, there was no requirement to change current safeguards requiring two signatures of councillors on cheques. It was agreed not to make any changes at present.
- v) To consider making a contribution to Trinity College's legal charges for the Bar Hill to Cotton Cycle Path - Deferred.
- vi) Promotion of S137 contributions (Grants to Community bodies)
  - The Clerk advised that no requests have come forward in 2014, and recommended that the availability of these community grants be advertised by an article in The Newsletter. The Council agreed. **Action:** Clerk & Cllr Pryer

## 71 Correspondence

- i) Correspondence from Cambridgeshire Community Services -  
**Action:** Clerk to advise CCS of correct name & address for correspondence.
- ii) Community Infrastructure Levy Draft Charging Schedule consultation -  
Noted.
- iii) Briefing on SCDC's Housing Related Support for Older People Project -  
Noted.

## 72 Update on 2012/13 Action Priorities

- i) Provision of a recreation ground - No progress.
- ii) Affordable housing - The Clerk reported that the deadline for the completion of the Housing Needs Survey was 31st May. The results would be reported to the Council by Mark Deas at the July meeting.
- iii) Village Plan - Nothing to report other than at Item 70(vi).

73 Planning

- i) SCDC - Proposed rear conservatory, Southern Wood House, Scotland Road, Dry Drayton Applicant: Professor J Raven - Resolved to recommend approval with no comments. **Action:** Clerk
- ii) Cambs CC - Planning Application S/0465/14/CC DD primary school, replacement of a modular building with a permanent building - Resolved to recommend approval to Cambridgeshire CC. **Action:** Clerk

74 Consideration of Environmental issues

- i) To receive an update on Balfour Beattie's street lamp works.  
- Cllr Reynolds said he hoped to be able to reach agreement with Balfour Beattie to install two additional street lamps in High Street and Pettitts Lane in the autumn at no cost to the community.
  - ii) To receive a report on the state of Dry Drayton's pavements and footpaths. - Cllr Pryer reported that her survey had revealed that the state of the pavements in the village was even worse than feared illustrating her findings with photographs. Cllr Reynolds requested that Highways were updated by email prioritising the worse examples that presented risks to the elderly and children.  
**Action:** Cllr Pryer to write on behalf of the Council.
  - iii) To discuss PX Farm's new rabbit fence and the footpath behind the church #
  - iv) To receive a report on the purchase of new strimmer #
  - v) To discuss the overgrown hedges on the Madingley Road #
- # Deferred until June.
- vi) To receive a report on the Stopbad meeting of April 2014, and consider whether to fund this campaign. - Cllr Harrison reported that 10 to 12 Councillors had been present. The meeting resolved to send a message to the government inspector criticising the proposed developments at Bourn Airfield and Cambourne West because of the lack of infrastructure. A consultant had been hired to do a transport survey as part of the representations to the inspector. The Council's initial view pending consideration of any correspondence was to support the campaign but not to make any financial contribution.

75 Co-option of a new parish councillor - The Clerk advised that the initial step was to notify SCDC and to advertise the vacancy.

76 Matters raised by Members, including items for next agenda

Cllr Russell raised the recent fall of DDPC's former Parish Clerk. It was agreed that Highways should be asked to improve the poor road surface at the entrance to Cottons Field. **Action:** Clerk

The meeting ended at 9.35pm. The next Council meeting will be on 17th June.