

## DRAYTON PARISH COUNCIL

Minutes of the meeting of Drayton Parish Council held on Thursday 7<sup>th</sup> June 2018 at 7pm in The Pavilion, King George Fifth Playing Field (KGV) Drayton High Rd, Drayton

### PRESENT

Mr G Everett – Chairman  
Mr C Brown Mr A Crotch Mr K Morgan  
Mr K Smith Mr L Wilkinson Ms K Wilson  
Mr J Hall – Parish Clerk

### IN ATTENDANCE

5 members of the general public  
Cllr Adams – Norfolk County Councillor Drayton & Horsford  
PC Hudson

The Chairman opened the meeting and welcomed everyone and advised with the permission of the council an additional item would be added to the agenda to discuss an informal meeting that took place the previous night at Longdale. **Agreed.**

#### **53. Absence and Apologies for Absence**

1. Cllrs Anderson, Binns, Blaxter, Mack & Ray-Mortlock – apologies received and accepted.

#### **54. Declarations of Interest**

2. None.

#### **55. Minutes of Meetings held 3<sup>rd</sup> May 2018**

3. The minutes having been previously circulated were signed as a true and accurate record by the Chairman following an amendment. The clerk advised that the words “known to the neighbour of the applicant” was added to minute 4 in respect of Cllr Crotch’s declaration of interest.

#### **56. Public Participation**

4. Concerns were expressed at the general untidiness of the parish, especially along Drayton High Road as unauthorised advertising signs and litter were prevalent. It was noted that work usually undertaken by the NCC Highway Rangers was outstanding. The uneven footpath across the green island in front of the Red Lion Public House had been reported to NCC Highways in October 2017 and was on a schedule to be repaired when priorities allow.

## 57. Reports

### Police

PC Hudson gave a verbal report. The community newsletter from PC Delvin had been circulated prior to the meeting. Crime figures noted for April 2018.

### Additional Item

The previous evening a meeting had taken place with PC Hudson, PC Delvin & Cllrs Crotch, Everett and Wilson with a group of local young people following issues concerning anti social behaviour.

It was felt the meeting was very worthwhile and the direct engagement route seemed to be appreciated by the group. The young people advised that they wished to just meet, socialise and chat. A few suggestions were made as to how matters might be improved and these could be considered by the Open Spaces and Property committee in due course.

### County Councillor (Drayton & Horsford)

Cllr Tony Adams gave a verbal report and advised:

- Advice had been received that a possible parking permit scheme was being mooted for a cul de sac in Drayton. In general terms Cllr Adams advised that he was not in favour of such schemes and that set up costs were relatively high. Enforcement of the scheme was also very difficult.

It was advised that signage of the junction of Carter Rd and Hall Lane had been damaged.

### District Councillor (Drayton South)

Cllr Foulger had given his apologies prior to the meeting. He had emailed the Clerk who advised:

- Planning applications 20180845, 20180744 and 20180648 presented no issues for the planning officers
- The issue of anti social behaviour and over stretched policing will be taken up with the Police Commissioner.

### District Councillor (Drayton North)

No report.

## 58. Report from the Clerk

6. The Clerk had prior to the meeting circulated a written report which was noted. Members were updated on a couple of issues:

- Highways had confirmed that the mini roundabout approach of the junction of Hall Lane and Drayton Lane South was due to cut the week of 11 June. The Parish Council can take on this cutting responsibly if it is moved on to the grass

verge schedule. It was agreed the Clerk should obtain a cost for taking on the responsibility and report back to the Council.

- Planning training organised by Broadland District Council would take place on Tuesday 12<sup>th</sup> June at 7pm at Thorpe Lodge. Any councillors wishing to attend should advised the Clerk.

**59. Planning**

7.1 20180744 – 22 Bellomonte Crescent. Conversion of Garage to Living Accommodation Including Installation of Pitched Roof

20180648 – 6 Drayton Industrial Estate, Taverham Road. Change of use from B1 (Office) to A2 (Financial Services)

**RESOLVED:** No objections to the above applications

20180845 – 1 Beverley Way. Change of Use of Garage to Integral Annexe.

**RESOLVED** to support the Planning Officer's recommendation.

**60. Finance**

8.1 Bank Reconciliations. The Chairman confirmed the bank reconciliations to 10 May 2018.

8.2 Verification of Voucher Process & Approval of Accounts. Signatories confirmed the check and verification. Voucher receipts 4 to 10 and voucher payments 30 to 60.

**RESOLVED** to accept income of £80,329.65 and expenditure of £10,897.78

8.3 Annual Governance Statement 2017/18 Annual Return. The Council confirmed that a sound system of internal control and accounting had taken place during the period year end 31 March 2018 and instructed the Chairman and Clerk to sign section one of the annual return.

8.4 Annual Return 2017/18 including Statement of Accounts. The Accounting statements for 2017/18 were approved by the Council and section two of the annual return was duly signed by the Responsible Financial Officer and the Chairman.

8.5 Grant Application for Friends of Longdale. **RESOLVED** to award grant of £120 to Friends of Longdale to meet insurance costs of Drayton Fete.

**61. Environment & Highways**

9.1 The Committee meeting held 10 May 2018. The meeting was noted and the minutes were agreed by those committee members present and duly signed by the committee chairman as an accurate record

**62. Open Spaces & Property**

10.1 The Committee meeting held 10 May 2018. The meeting was noted and the minutes were agreed by those committee members present and duly signed by the committee chairman as an accurate record

**63. Governance**

11.1 The Committee meeting held 24 May 2018. The meeting was noted and the minutes were agreed by those committee members present and duly signed by the committee chairman as an accurate record

## 11.2 Recommendations arising from the meeting.

### Recommendation One to full council:

Part of the budget surplus to be utilised by adding to the budget for 2018/19 as follows:-

Code 28 Handyman Equipment £450 (possible purchase of strimmer)  
Code 36 Street Scene Maintenance £2500 (cleaning / restoring War Memorial)  
Code 514 £2000 Pest Control (control of rabbits at KGV)  
Code 503 £2500 Grounds Maintenance  
Additions to Reserves  
£4000 to Tree Maintenance Reserve

### Recommendations Two & Three to full council:

To adopt policies for reserves and investment policies.

To deposit £85,000 with the BDC deposit scheme. The scheme meets all of the Parish Council's financial regulations and standing orders and is simple and easy to use.

### Recommendation Four to full council

To adopt the new standing orders document.

**RESOLVED** to accept all recommendations.

**8.59pm.** It was **RESOLVED** to suspend standing order 3 (x) for a period of 10 minutes to allow the meeting to be concluded.

## 64. General Matters

12.1 Uncirculated Correspondence. The list was noted

12.2 WW1 commemorative event. It was agreed to discuss this issue once the new Rector had been installed at St Margaret's Church in August.

## 65. Exchange of Information

13.1 Members advised:

- Drayton Church Fete would be taking place on June 9<sup>th</sup> at Florence Carter Memorial Park at 2pm.
- The NDR Western Link consultation was still ongoing and will close on 3rd July 2018.

## 66. Date of Next Meeting

The next scheduled full Parish Council meeting is due on **Thursday 5<sup>th</sup> July 2018** at **7pm** at KGV Pavilion.

**Meeting ended 9.09pm**