

DRAYTON PARISH COUNCIL MEETING MINUTES

Held on Thursday 11th January 2024, 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

In attendance: Graham Everett (Chair), Adrian Crotch (part), Neil Quinsey, Jeff Anderson, A Taylor, Hilary Kisby, Carl Brown, Sue White.

Clerk: L Dawson

2 Members of the public were in attendance.

1. Apologies and consideration for approval of absence.

Apologies were received and approved from Cllrs K Morgan and J Edwards-Smith.

2. Members' declarations of interest and requests for dispensations.

Nothing declared.

3. To receive and agree minutes from the Meeting of the Parish Council held on Thursday 12th December 2024.

The minutes were agreed as a true and correct record of the meeting and signed by the Chair.

4. To receive any questions or comments from members of the Public on matters on the agenda.

None.

5. To receive any reports:

a) County Councillor: Cllr T Adams

An update was given on Hall Lane improvements to slow traffic and it is anticipated this will be completed before end of financial year, there have been no reported accidents on School Road therefore highways cannot justify 20mph speed limits, TRO £7-8000 plus works to replace signs schools already 20mph, rest of the road 30mph, not pursue any further action at this point. Hall Lane and George Drive junction narrowed, looking into re-instating using parish partnership scheme. The yellow lines on Pond Lane have been reported.

b) District: Cllr A Crotch, Drayton North

There is a local concern about job losses at Bernard Matthews, 600 within Broadland, officers and cabinet members addressing.

Cllr P Auber, Drayton South

The Pride and Place Clean and Bloom grant is now available.

c) Police: Brett Peyton

Reported on parking caused by the school traffic, several traffic offence reports have been handed out by the SNT team, traffic wardens have been contacted and a meeting with Drayton Junior School has been arranged.

The results from the Hall Lane black box showed an average speed of 30.2mph, conclusion was that cars go slightly above mph, HGV vehicles go slightly under. The Council commented that the dates were over holidays, and so do not reflect the 'normal' level of school and work traffic during term-time, therefore doing another black box reading will be considered.

SNAP meeting 30th January 6pm. All members of the public are welcome to attend.

The meeting thanked PC Brett Peyton for all of his hard work on the speeding and traffic issues within the village.

It was also reported that the crime rate in Drayton is very low.

The local Engagement Officer attended the meeting.

6. Clerk's Report and Matters Arising

a) Beryl Bike Scheme Update, awaiting a response.

b) Grant awards for Drayton 1st Scout Group, Cllrs P Auber and A Crotch have confirmed their donations.

7. Planning

a) To consider planning applications as follows

- i. **Application Number: 2023/3703** 5 Hall Lane Drayton Norfolk NR8 6DS 3 Proposal: Single storey flat roof extension. It was agreed to respond with NO OBJECTION.
 - ii. **Application Number: 2023/3658** 31 Sheridan Close Drayton Norfolk NR8 6RW Proposal: Two-storey rear extension. It was agreed not to make any further comments.
 - iii. **Application Number: 2023/3827** Works to TPO trees Badgers Wood Nursing Home 29 School Road Drayton Norfolk NR8 6EF. It was agreed not to make any comments.
 - iv. **Application Number: 2023/3846** Non material Amendment to 20212012 phasing plan at Land on Drayton High Road Drayton Norfolk NR8 6BN. It was agreed to respond with NO OBJECTION.
 - v. **Application Number: 2023/3850** Approval of Condition Details condition 6 of 20212012 landscape ecological management plan at land on Drayton High Road Drayton Norfolk NR8 6BN. It was agreed to respond with NO OBJECTION.
- a) To note planning decisions:
- i. **Application Number: 2023/3155** 7 Fairview Close Drayton Norfolk NR8 6RT Proposal: Installation of an air source heat pump. Decision: Approval with Conditions.

9. Finance

- a) The bank reconciliation was received, and approved as presented.
- b) The list of receipts and approved payments for the month of December 2023 was noted.
- c) The list of payments for authorisation was approved.
- d) The 2024/25 Budget and Precept of £196,495.51 was approved, PROPOSED Cllr J Anderson, seconded Cllr G Everett, resulting in a 2% increase. Cllr A Crotch abstained, all other councillors present for.
- e) The quotes for electricity supply at King George V Playing Field were received, it was agreed to renew with British Gas Lite Renewal.

10. Correspondence

- a) Police SNAP Meeting – 30th January 2024 at 6pm.

11. Other matters for discussion and decision

- a) Speed Data Recording.

12. Environment and Highways Committee

- a) No update.

13. Open Spaces and Property Committee

- a) The CIL funds for agreed purchases at the OSP Committee Meetings held on the 29th September 2023 and 29th November 2023 were agreed.

14. Finance & General Purposes Committee.

- a) The minutes of meeting held on 7th December 2023 were received.

15. Staffing Committee

- a) No update.

16. Exchange of Information / Matters for next agenda.

Nomination for the Thorpe Marriott Village Hall.

Environment and Highways Committee, surface water drainage issues.

17. Dates for next meetings:

18th January 2024 Open Spaces and Property Meeting

25th January 2024 Staffing Committee Meeting

8th February 2024 Parish Council Meeting

15th February Open Spaces and Property Meeting (TBC)

22nd February 2024 Environment and Highways Committee Meeting

14th March 2024 Parish Council Meeting

21st March 2024 Finance and General Purposes Committee Meeting

Meeting Closed: 19:56

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-12-2023 and 31-12-2023)

Cost Centre 2. Finance & General Purposes					
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.
Vchr. 378	18/12/2023	Credit Card		Unity Trust Bank	
					Description New IT for office
					Supplier Amazon
					Vat Type S
					Net 319.99
					Vat 64.00
					Total 383.99
					Subtotal for Code: Office Equipment £319.99 £64.00 £383.99
Code Number 27 Utilities & Services					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.
316	14/12/2023	None		Unity Trust Bank	
					Description Internal Audit Fee
					Supplier Trevor Brown
					Vat Type E
					Net 372.25
					Vat
					Total 372.25
348	01/12/2023	6120286		Unity Trust Bank	
					Description Electricity Charges KGV
					Supplier British Gas
					Vat Type S
					Net 475.77
					Vat 95.15
					Total 570.92
351	15/12/2023			Unity Trust Bank	
					Description Electricity Charges LD
					Supplier Smartest Energy
					Vat Type L
					Net 259.05
					Vat 12.95
					Total 272.00
352	18/12/2023	43524078		Unity Trust Bank	
					Description Broadband and Telephone Charges
					Supplier Zen Internet Ltd
					Vat Type S
					Net 36.83
					Vat 7.37
					Total 44.20
354	29/12/2023	27534005		Unity Trust Bank	
					Description Mobile Phone
					Supplier O2
					Vat Type S
					Net 85.32
					Vat 17.06
					Total 102.38
379	18/12/2023	Credit Card		Unity Trust Bank	
					Description Tablet Data
					Supplier Lebara Mobile
					Vat Type Z
					Net 4.95
					Vat
					Total 4.95
					Subtotal for Code: Utilities & Services £1,234.17 £132.53 £1,366.70
Code Number 28 Handyman Equipment					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.
365	18/12/2023	Credit Card		Unity Trust Bank	
					Description Handyman Uniform
					Supplier Toolstation
					Vat Type S
					Net 46.66
					Vat 9.33
					Total 55.99
367	18/12/2023	Credit Card		Unity Trust Bank	
					Description Handyman General Duties
					Supplier Lloyds Bank
					Vat Type S
					Net 6.60
					Vat 1.32
					Total 7.92
369	18/12/2023	Credit Card		Unity Trust Bank	
					Description Gutter Cleaning
					Supplier Taverham Nursery & Shopping Centre
					Vat Type S
					Net 41.66
					Vat 8.33
					Total 49.99
372	18/12/2023	Credit Card		Unity Trust Bank	
					Description Handyman's Workshop
					Supplier B&Q
					Vat Type S
					Net 11.67
					Vat 2.33
					Total 14.00
373	18/12/2023	Credit Card		Unity Trust Bank	
					Description First Aid Kit - Hi/man
					Supplier Screwfix
					Vat Type S
					Net 39.98
					Vat 8.00
					Total 47.98
375	18/12/2023	Credit Card		Unity Trust Bank	
					Description Handyman New Equipment
					Supplier Powertool World
					Vat Type S
					Net 65.02
					Vat 13.01
					Total 78.03
376	18/12/2023	Credit Card		Unity Trust Bank	
					Description Handyman New Equipment
					Supplier B&Q
					Vat Type S
					Net 10.00
					Vat 2.00
					Total 12.00
					Subtotal for Code: Handyman Equipment £221.59 £44.32 £265.91
Code Number 201 Stationery & Software					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.
321	14/12/2023	241539		Unity Trust Bank	
					Description Printing/Copies
					Supplier Norfolk Copiers
					Vat Type S
					Net 26.36
					Vat 5.27
					Total 31.63
350	12/12/2023	38683		Unity Trust Bank	
					Description Microsoft Office 365 Licence
					Supplier Anglian Internet
					Vat Type S
					Net 117.00
					Vat 23.40
					Total 140.40
					Subtotal for Code: Stationery & Software £143.36 £28.67 £172.03
Code Number 208 Community Event					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.
325	14/12/2023	29		Unity Trust Bank	
					Description Hire of Village Hall
					Supplier Drayton Village Hall
					Vat Type E
					Net 68.00
					Vat
					Total 68.00
368	18/12/2023	Credit Card		Unity Trust Bank	
					Description Christmas Tree
					Supplier B&Q
					Vat Type S
					Net 149.92
					Vat 29.98
					Total 179.90
370	18/12/2023	Credit Card		Unity Trust Bank	
					Description Glow Sticks
					Supplier The Glow House
					Vat Type S
					Net 16.33
					Vat 3.27
					Total 19.60
					Subtotal for Code: Community Event £234.25 £33.25 £267.50
Code Number 211 S137					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.
320	14/12/2023	None		Unity Trust Bank	
					Description Remembrance Day Wreath
					Supplier Royal British Legion
					Vat Type E
					Net 50.00
					Vat
					Total 50.00
					Subtotal for Code: S137 £50.00 £50.00 £50.00

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-12-2023 and 31-12-2023)

215 Bank Charges				Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute								
Vchr. 362	31/12/2023			Unity Trust Bank		Service Charge	Unity Trust Bank	E	31.50		31.50
364	18/12/2023	Credit Card		Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
377	18/12/2023	Credit Card		Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
Subtotal for Code: Bank Charges									£37.50		£37.50

282 Community Newsletter				Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute								
Vchr. 323	14/12/2023	6063		Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
Subtotal for Code: Community Newsletter									£195.00	£39.00	£234.00

8522 Street Lighting Energy				Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute								
Vchr. 353	21/12/2023	IN09184677		Unity Trust Bank		Electricity Charges Streetlights	NPower	L	70.11	3.51	73.62
Subtotal for Code: Street Lighting Energy									£70.11	£3.51	£73.62

8524 Contingency				Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute								
Vchr. 326	14/12/2023	None		Unity Trust Bank		Room Hire	R G Carter Bowls Club	E	50.00		50.00
330	14/12/2023	INV-10605		Unity Trust Bank		Harry Cator Memorial	Rock Solid Graphics Ltd	S	90.00	18.00	108.00
Subtotal for Code: Contingency									£140.00	£18.00	£158.00
Subtotal for Cost Centre: 2. Finance & General Purposes									2,645.97	363.28	3,009.25

31 NCC Highways Verges				Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute								
Vchr. 315	14/12/2023	209		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	819.88	163.98	983.86
Subtotal for Code: NCC Highways Verges									£819.88	£163.98	£983.86

36 Street Scene Maintenance				Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute								
Vchr. 317	14/12/2023	2701001930		Unity Trust Bank		Waste Clearance	Breadland District Council	S	221.00	44.20	265.20
319	14/12/2023	2701001904		Unity Trust Bank		Waste Clearance	Breadland District Council	S	1,768.00	353.60	2,121.60
371	18/12/2023	Credit Card		Unity Trust Bank		Harry Cator Memorial	B&Q	S	12.27	2.46	14.73
Subtotal for Code: Street Scene Maintenance									£2,001.27	£400.26	£2,401.53

39 New Bins				Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute								
Vchr. 328	14/12/2023	si874573		Unity Trust Bank		Litter Bins - New	Glasdon UK Ltd	S	637.64	127.53	765.17
Subtotal for Code: New Bins									£637.64	£127.53	£765.17
Subtotal for Cost Centre: 3. Environment & Highways									3,458.79	691.77	4,150.56

58 Football Accessories				Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute								
Vchr. 377	18/12/2023	Credit Card		Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00

Drayton Parish Council
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(Between 01-12-2023 and 31-12-2023)

327	14/12/2023	17553	Unity Trust Bank	Goal Nets				MH Goals Ltd	S	116.20	23.24	139.44		
										Subtotal for Code: Football Accessories		£116.20	£23.24	£139.44
59 Pavilion Consumables														
Vchr.	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total			
374	18/12/2023			Unity Trust Bank	Cleaning Consumables for Pavilions		Medisave	S	80.94	16.19	97.13			
										Subtotal for Code: Pavilion Consumables		£80.94	£16.19	£97.13
501 Pavilion Maintenance														
Vchr.	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total			
324	14/12/2023	INV-27847		Unity Trust Bank	Plumbing Work KGV Pavilion		THP Plumbing & Heating	S	55.00	11.00	66.00			
366	18/12/2023			Unity Trust Bank	Litter bin - KGV		Wickes	S	22.33	4.47	26.80			
										Subtotal for Code: Pavilion Maintenance		£77.33	£15.47	£92.80
503 Grounds Maintenance														
Vchr.	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total			
313	14/12/2023	199		Unity Trust Bank	Grass Cutting		The Garden Guardian Ltd	S	1,409.03	281.81	1,690.84			
										Subtotal for Code: Grounds Maintenance		£1,409.03	£281.81	£1,690.84
504 Security														
Vchr.	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total			
318	14/12/2023	EG003636		Unity Trust Bank	Barrier at KGV and LD		Norse Commercial Services Ltd	S	960.00	192.00	1,152.00			
										Subtotal for Code: Security		£960.00	£192.00	£1,152.00
511 3G Surface Maintenance														
Vchr.	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total			
314	14/12/2023	200		Unity Trust Bank	Longdale 3G surface clean		The Garden Guardian Ltd	S	316.83	63.37	380.20			
										Subtotal for Code: 3G Surface Maintenance		£316.83	£63.37	£380.20
										Subtotal for Cost Centre: 5. Open Spaces & Property		2,960.33	592.08	3,552.41
6. Staffing														
61 Salaries														
Vchr.	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total			
342	29/12/2023	None		Unity Trust Bank	Salary		Employee 4	X	1,302.20		1,302.20			
343	29/12/2023	None		Unity Trust Bank	Salary		Employee 10	X	1,442.93		1,442.93			
344	29/12/2023	None		Unity Trust Bank	Salary		Employee 8	X	1,633.11		1,633.11			
345	29/12/2023	None		Unity Trust Bank	Tax & NI		HMRC	X	1,426.69		1,426.69			
346	29/12/2023	None		Unity Trust Bank	Pension EEs & ERs		Norfolk Pension Fund	X	1,672.13		1,672.13			
										Subtotal for Code: Salaries		£7,477.06		
601 Expenses/Mileage														
Vchr.	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total			
347	29/12/2023	None		Unity Trust Bank	Mileage		Employee 4	X	86.40		86.40			
										Subtotal for Code: Expenses/Mileage		£86.40		£86.40
602 Consultancy Services														
Vchr.	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total			

Drayton Parish Council
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(Between 01-12-2023 and 31-12-2023)

349	06/12/2023	None	Unity Trust Bank	HR Consultancy	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
					Subtotal for Code: Consultancy Services		£100.00	£20.00	£120.00
					Subtotal for Cost Centre: 6. Staffing		7,663.46	20.00	7,683.46

Cost Centre 8. Earmarked Reserves and CIL Expenditure

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
322	14/12/2023	823691		Unity Trust Bank		Kickwall	Wicksteed	S	2,550.20	510.04	3,060.24
329	14/12/2023	INV007744		Unity Trust Bank		KGV Rebuild	Daniel Connal Partnership	S	1,200.00	240.00	1,440.00
							Subtotal for Code: ER: CIL Expenditure		£3,750.20	£750.04	£4,500.24
							Subtotal for Cost Centre: 8. Earmarked Reserves and CIL		3,750.20	750.04	4,500.24

TOTALS **£20,478.75** **£2,417.17** **£22,895.92**

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-12-2023 and 31-12-2023)

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Cost Centre	1.	Income									
Code Number	13	Income on Investment									
Vchr.	29	31/12/2023		Unity Trust Bank - I		Interest paid on Bank Account	Unity Trust Bank	X	4,153.78		4,153.78
	31	31/12/2023		Cambridge Building		Interest paid on Bank Account	Cambridge Building Society	X	1,634.70		1,634.70
							Subtotal for Code: Income on Investment		£5,788.48		£5,788.48
Code Number	8527	NCC Highways Verges									
Vchr.	30	08/12/2023		Unity Trust Bank - I		Grass Verges Cutting Contribution	Norfolk County Council	S	6,559.00	1,311.80	7,870.80
							Subtotal for Code: NCC Highways Verges		£6,559.00	£1,311.80	£7,870.80
							Subtotal for Cost Centre: 1. Income		12,347.48	1,311.80	13,659.28
							TOTALS		£12,347.48	£1,311.80	£13,659.28

Drayton Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
355	11/01/2024		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,409.03	281.81	1,690.84
356	11/01/2024		Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	316.83	63.37	380.20
357	11/01/2024		Unity Trust Bank		Storage of Archived Document	Closed Secure Storage Ltd	S	15.60	3.12	18.72
359	11/01/2024		Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
358	11/01/2024		Unity Trust Bank		Barrier at KGV and LD	Norse Commercial Services L	S	992.00	198.40	1,190.40
360	11/01/2024		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
363	11/01/2024		Unity Trust Bank		Pavilion Clean	Living Clean	S	345.00	69.00	414.00
361	11/01/2024		Unity Trust Bank		Christmas Lights at FCMP	T T Jones Electrical Ltd	S	1,440.00	288.00	1,728.00
Total								4,820.15	964.04	5,784.19