

MINUTES OF DRAYTON PARISH COUNCIL MEETING

held on Thursday 3rd June 2021 at 7pm

Present: Cllrs J Anderson, C Brown, A Crotch, G Everett (chair), K Morgan, N Quinsey, K Savage, A Taylor.

Clerk: S Hunt

5 members of the public were present.

1. Apologies and consideration of acceptance for absence.

None.

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

Mr N Quinsey declared an interest in items 7.1.2 and 7.1.3 and left the meeting during these items.

3. Minutes from Annual Parish Council Meeting held on Thursday 6th May 2021.

These minutes were AGREED and signed by the Chair as a true and correct record.

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

The meeting was addressed by members of the public concerning the planning application to be discussed at 7.1.3.

5. To receive any reports:

5.1 County Councillor Tony Adams was not present at the meeting.

5.2 District Councillor Mr A Crotch, Drayton North reported that Mr Shaun Vincent has been re-elected as leader at Broadland and Mr Roger Foulger is the new Chairman. Mr Foulgers charity for next year will be the East Anglian Air Ambulance.

There is a new combined Broadland/South Norfolk website recently launched.

Broadland is administering a Fixed Cost Support Grant for small businesses.

District Councillor Foulger, Drayton South, was not present at the meeting.

5.3 Police. L Dawson is attending the local priority setting meeting this evening on behalf of the Council.

6. Clerk's report

Reports on progress on items from previous meetings.

6.1 Land Registration – This has not been undertaken as yet.

6.2 Bank accounts: All applications have now been sent for new accounts. Miss Dawson has internet banking access with Unity, this is still being arranged for Mrs Hunt. Cllr N Quinsey is now a signatory on the Unity Account, Mr C Binns has been removed.

6.3 Facebook data for month: People reached 5451 Engagements: 1973 Likes 12.

6.4 Councillors Induction Pack – new pack to be issued. Not yet undertaken.

6.5 Asset Register. To be reviewed. Not yet undertaken.

6.6 To note that the SLCC membership has been transferred to Miss Dawson.

6.7 To note that FunForce have been retained for the 4th September event at KGV and a deposit paid.

6.8 Picnic Tables – installed at Florence Carter and KGV.

6.9 To note that the roofing has been completed at KGV today.

7. Planning

- 7.1 The following planning applications were considered:
- 7.1.1 202110693 – 20 Carter Road, Drayton. New Dormer windows to front and rear elevations and internal alterations and cladding to existing external walls. It was AGREED to send no comment/no objection. Proposed Cllr Anderson, seconded Cllr Taylor.
 - 7.1.2 20210743 – Ash Villa, School Road, Drayton, NR8 6DW. Lawful Development: Certificate of Lawful Use or Development Existing - rear garden room extension to existing property. It was AGREED to send no objection. Proposed Cllr Morgan, seconded Cllr Taylor.
 - 7.1.3 20201185 – Former David Rice Hospital Site, Drayton High Road, Drayton, NR8 6BN. Approval of Reserved Matters for Conditions 1, 2, 18, 19, 20, 27 and 29 of outline planning permission 20170196 (20201990). It was AGREED to send no objection, no comment. Proposed Cllr Taylor, seconded Cllr Morgan.
- 7.2 To receive notification of planning decisions made by Broadland District Council prior to the meeting:
- 7.2.1 20210656 – 3 Vawdrey Road, Drayton, NR8 6EL. Extensions and alterations. FULL APPROVAL. Noted.
- 7.3 Highways England – A47 Tuddenham to Easton. Cllr Everett had attended the recent meeting. Currently work is due to commence 2023 with an anticipated completion date of 2025.
- 7.4 Street Naming – Adj. Drayton Wood, Drayton High Road. It was Proposed Cllr Anderson and seconded Cllr Morgan that the suggestion of ‘Valerie Saberton Walk’ be put forwards.

8. Finance and Governance

- 8.1 The bank reconciliation to 31st May showing an on hand balance of £440,563.42 was RECEIVED by the meeting and signed by the Chair.
- 8.2 It was RESOLVED to approve the list of payments and receipts subject to changing the British Legion payment from £50.00 to £25.00 as one payment has already been made. PROPOSED Cllr Anderson, seconded Cllr Everett.
- 8.3 Year End:
- 8.3.1 The Internal Auditors Report was noted. Recommendations to be taken to Governance on Thursday 17th June for consideration.
 - 8.3.2 The AGAR Section 1, Annual Governance Statement was APPROVED.
 - 8.3.3 The AGAR Section 2, Accounting Statements was APPROVED.
 - 8.3.4 The Annual Internal Audit Report 2020/21 was RECEIVED.
 - 8.3.5 The end of year bank reconciliation was NOTED. Closing year end balance was £259,070.10.
 - 8.3.6 The variances were NOTED.
 - 8.3.7 Noted that the Commencement date of the period for the exercise of Public Rights which will be 14.06.2021 to 23.07.2021.
 - 8.3.8 RECEIVED the notes to the accounts.
 - 8.3.9 It was CONFIRMED that Cllr A Taylor be the nominated Councillor to undertake quarterly financial checks.

9. Correspondence

- 9.1 England Trees Action Plan 2021 – 2024. Noted.
- 9.2 Vattenfall – Norfolk Community Benefits Scheme. Noted.

- 9.3 Norwich Western Link – Update from Cllr Everett. It is envisaged this will commence in 2023 and complete 2025. It needs to dovetail in with the A47 dualling works.
- 9.4 Letter from Resident – concerns over traffic using private property to turn around in Pond Lane. Noted. This would be a County matter.

10. Administrative Matters

- 10.1 The hire of a marquee from Martham Parish Council (12 metres x 6 metres) for the event at the KGV on 4th September 2021. Hire £50.00. Was AGREED Clerk to seek confirmation from the Insurance Company that the event will be covered.
- 10.2 It was AGREED not to investigate the possibility of a Beryl Bike scheme being installed in Drayton. PROPOSED Cllr Anderson, seconded Cllr Brown.
- 10.3 It was considered whether to enable Council meetings to be accessed remotely/interactively moving forwards. It was AGREED to experiment with various options in the short term with a view to revisiting the policy decision once clarity was established over how the Sector is going to move forwards in this regard. It was noted by the meeting that no Councillors attending remotely would be considered 'present' or able to vote on matters. PROPOSED Cllr Anderson, seconded Cllr Everett.
- 10.4 It was RESOLVED to order the display panels as circulated. These to be loaned to local organisations including the church for the War Personnel Display. PROPOSED Cllr Everett, seconded Cllr Morgan.
- 10.5 Clerk to investigate increasing the Christmas Lighting at Florence Carter/install a Christmas Tree 2021.

11. Environment and Highways.

- 11.1 Minutes of committee meeting held 20th May 2021 noted.

12. Streetlighting.

It was AGREED to authorise Cllrs Everett, Morgan and the Clerk to attend a meeting with Broadland District Council to explore the transfer of streetlighting from BDC to Drayton Parish Council. Meeting scheduled for 21st July at 2pm, KGV.

13. CCTV

Quotations not received prior to the meeting.

14. Exchange of Information / Matters for next agenda.

Co-option application form.

The Village Hall was thanked for accommodating the Council.

NALC AGM had been attended by Cllr Crotch and was very good.

15. Date of next meeting –

Staffing Committee: tbc. Pavilion, KGV.

Strategy Meeting: 24th June 2021. Pavilion, KGV

Open Spaces Committee: Thursday 10th June 2021 at 7pm. Pavilion, KGV.

Governance Committee: Thursday 17th June 2021 at 7pm. Pavilion, KGV.

Full Council: Thursday 1st July 2021 at 7pm. Village Hall

The meeting closed at 9.14pm.

Payments:

Payee	Service	Nett	VAT	Total
Anglian Internet	IT Remote Support	30.00	6.00	36.00
Anglian Internet	AVG	50.00	10.00	60.00
Norwich waste Disposal	Waste Clearance	179.00	35.80	214.80
Martham parish Council	Marquee Hire	50.00		50.00
Royal British Legion	Wreath	25.00		25.00
Realise Futures	Benches	5610.18	1122.03	6732.21
EDF Energy	Electricity Longdale	110.48	5.52	116.00
Garden Guardian	Highway Verges	696.56	139.31	835.87
Garden Guardian	3G Surface Maintenance	276.80	55.36	332.16
Garden Guardian	Grass Cutting Contract	1178.17	235.63	1413.80
Glasdon UK Ltd	Dog Bins	394.52	78.90	473.42
Viking UK	Stationery	89.28	17.86	107.14
Salaries		11493.44		11493.44
APC Pest Control	Contract	150.00	30.00	180.00
Norse	Barrier Services	700.00	140.00	840.00
AKS Skip Hire	Waste Removal	260.00	52.00	312.00
Zurich Municipal	Insurance Policy	3064.69		3064.69
Broadland District Council	Rates – KGV	1110.28		1110.28
Zen Internet	Monthly internet/phone fee	40.30	8.06	48.36
Anglian Internet	Office 365 Licence	22.60	4.52	27.12
British Gas	Electricity KGV	100.70	5.03	105.73
EE	Mobile Phone top up	20.90	4.18	25.08
Funforce	Deposit – fun day	300.00		300.00
Personnel & Advice Solutions	Consultant fee	100.00	20.00	120.00
Deborah McNeill	Consultant fee	1000.00		1000.00

Signed:

Dated: