

# DRAYTON PARISH COUNCIL MEETING MINUTES

held on Thursday 8<sup>th</sup> April 2021 at 7pm

This meeting was held virtually under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and members of the public can join the meeting online via ZOOM

## Present:

Councillors:	J Anderson, C Brown, A Crotch, G Everett (Chairman), T Hamerton, K Morgan, N Quinsey, A Taylor, K Thompson & K Savage (from 7.13pm)
Clerk:	Jonathan Hall

## In attendance:

District Councillor (Drayton South):	R Foulger
County Councillor (Drayton, Horsford & Felthorpe):	Tony Adams
Drayton Parish Council, Finance Assistant:	Ken Owen
Member of the Public:	1

### 1. Apologies and consideration of acceptance for absence.

All members present.

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

None

### 3. To receive and agree minutes from Extra Ordinary Full Council Meeting held on Thursday 1st April 2021.

The above the minutes were **AGREED** as a true and correct record following the addition of the meeting ending time of 7:54pm and will be signed by the Chair in due course.

### 4. Co option was deferred to later in the meeting.

### 5. To receive any questions or comments from members of the Public.

None

### 6. To receive any reports:

#### 6.1 County Councillor

#### Tony Adams advised:

- No further update on trees removed along Fakenham Road. Councillor Adams has reminded the Highways Engineer who has yet to respond as to why no formal action was considered. The Clerk asked Councillor Adams if he could obtain the name of the Head of Arboriculture so he could contact them and obtain an official response.
- Highways had been reminded that the "road bends to the right" sign on School Road still requires moving.
- The trees on the grass island outside the Red Lion Public House have been trimmed but only lightly. These will require further attention.

- A resident has requested the removal of an apple tree within a grass verge on Carter Road which is being considered by Highways.

**19:13 Kirsty Savage enters meeting (Technical Issues) Item 4 was taken at this point.**

#### **4. Co-option of Kirsty Savage and Tony Hamerton.**

**RESOLVED** to elect both Kirsty Savage and Tony Hamerton on to the Parish Council.

#### **6.2 District Councillors**

##### **Mr A Crotch, Drayton North advised:**

- The Broadland District Council website is changing to South Norfolk and Broadland.
- There is a new Government grant available entitled "*Hospitality Restart Adaptations Grant*" between £250 and up to £7,500 are available to support businesses with adaptations required to improve their outdoor facilities for trading when lockdown restrictions are eased. A link to the page on the District website will be placed on the Council's Facebook page.
- The planning case officer for application number 20210462 has no concerns regarding the application.

##### **Mr R Foulger, Drayton South advised:**

- Thanked the Parish Council for the card and kind wishes received recently on the occasion of his Diamond Wedding anniversary.
- The Police, whilst not returning to SNAP meetings have engaged with community leaders on a virtual platform. These meetings will be continuing but will not replace SNAP meetings.
- A further planning application for sub division of the plot at 46 Taverham Road has been received although no further details are known at present and is likely to feature on next month's Parish Council agenda.
- Planning enforcement have recently been investigating further concerns at an ongoing case on Fakenham Rd.

**6.3 Police** – No report for meeting although update from the Inspector had been posted on to the Council's Facebook page.

#### **7 Clerk's report**

To report on progress on items from previous meetings. Items are for noting only. No discussion, decisions or debate may take place during this item.

- 7.1 Land Registration – Updates have continued to be sort.
- 7.2 Opening of Bank accounts: In the process of opening accounts with both Cambridge Building Society and Nationwide Building Society.
- 7.3 Facebook data for month: People reached 6.3k Engagements: 2.6k Likes 29.
- 7.4 Adopted Grants and Donations Policy added to website.
- 7.5 Operation London Bridge protocol adopted forward to RG Carter Bowls Club and St Margaret's Church for information only.
- 7.6 Internal Audit Recommendations update. Document attached.
- 7.7 Cllr Taylor had been given admin access to the Facebook page.
- 7.8 Parish Online demonstration took place via Zoom on 15<sup>th</sup> March 2021.
- 7.9 Outdoors sports at KGV and Longdale have resumed from 29<sup>th</sup> March 2021. Previous protocols regarding Covid 19 are in place.
- 7.10 First draft of issues management process document following informal lessons learnt meeting held 15<sup>th</sup> March 2021 to be issued shortly.

7.11 Exel Fencing Solutions have been engaged to provide overhead netting at IC Travel Ltd Arena at Longdale. Awaiting confirmation of installation date expected in April.

7.12 Undercroft hatch at KGV pavilion has been secured with stainless steel plate

## 8. Planning

Planning applications:

20210474 - 104 Fakenham Road. Demolish existing garage and extension. Erection of a two storey side extension and a single storey to the rear. **RESOLVED**: no objections to the above application.

20210462 - 2 Radcliffe Road. Proposed side extension to first floor above existing playroom/utility room/kitchen and front porch. – **RESOLVED**: no objections to the above application

## 9. Finance and Governance

9.1 Bank reconciliation. The Chairman confirmed the bank reconciliations to 25<sup>th</sup> March 2021.

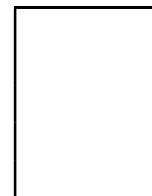
9.2 The list of payments voucher numbers 486-526 and receipts voucher numbers 50 to 52 was received and **APPROVED**. It was confirmed from the authorised signatories that the payment verification process has been undertaken in accordance with Financial Regulations 6.5.

### DRAYTON PARISH COUNCIL

Receipts & Payments for Information at April 2021 Parish Council Meeting

Vouchers: Receipts: 50 - 52

Vouchers: Payments: 486 - 526



Voucher	Cost Code/Description	Supplier	Net	VAT	Total	CHQ/BACS/DD
<b>INCOME</b>						
<b>1. Precept</b>						
<b>2. General Finance</b>						
50	Covid Business Support Grant - KGV	Broadland District Council	2,096.00	0.00	2,096.00	BACS
51	Covid Business Support Grant - L/D	Broadland District Council	2,096.00	0.00	2,096.00	BACS
52	VAT Reclaim	HMRC	2,313.13	0.00	2,313.13	BACS
			<u>6,505.13</u>	<u>0.00</u>	<u>6,505.13</u>	
<b>3. Environment &amp; Amenities</b>						
<b>5. Open Spaces &amp; Property</b>						
<b>6. Staffing Committee</b>						
<b>8. Communications Committee</b>						
<b>TOTAL</b>			<u>6,505.13</u>	<u>0.00</u>	<u>6,505.13</u>	

## EXPENDITURE

### 1. Precept

### 2. General Finance

486	Waste Clearance - Feb 21	Norwich Waste Disposal Ltd	179.00	35.80	214.80	BACS
487	Training Course with NALC - Cllr	NALC	40.00	8.00	48.00	BACS
498	Electricity Charges LD - Mar 21	EDF Energy	110.48	5.52	116.00	DD
499	Electricity Charges KGV - 15 Jan to 17 Feb 21	British Gas	297.48	59.49	356.97	DD
500	Office 365 Licence	Anglian Internet	22.60	4.52	27.12	DD
501	Photo Frames	Amazon	24.99	0.00	24.99	CC
502	Mobile Phone Top Up	Vodafone	10.00	0.00	10.00	CC
503	Mobile Phone Top Up	Vodafone	10.00	0.00	10.00	CC
504	Corporate Card Monthly Fee - Clerk	Lloyds Bank	3.00	0.00	3.00	DD
505	Hi Viz Jacket	Safetec Direct Ltd	34.40	6.88	41.28	CC
506	Line Marking Paint/Tape	B&Q	11.80	0.00	11.80	CC
509	Social Distance Signs	UK Safety Store	44.16	8.83	52.99	CC
511	Maintenance Accessories	Toolstation	14.42	2.88	17.30	CC
513	Corporate Card Monthly Fee - RH	Lloyds Bank	3.00	0.00	3.00	DD
514	Mobile Phone Top Up	EE	20.00	4.00	24.00	DD
516	Internet/Telephone Chgs KGV - 9 Mar to 8 Apr 21	Zen Internet Ltd	36.83	7.37	44.20	DD
523	Service Charge - 20 Dec 20 - 20 Mar 21	Sharprint Ltd	78.75	15.75	94.50	BACS
524	Waste Clearance - Mar 21	Norwich Waste Disposal Ltd	179.00	35.80	214.80	BACS
526	Engaging your Community	NfkAlc	30.00	6.00	36.00	BACS
			1,149.91	200.84	1,350.75	

### 3. Environment & Amenities

515	Highways Improvement - School Lane	Norfolk County Council	25,000.00	0.00	25,000.00	BACS
			25,000.00	0.00	25,000.00	

### 5. Open Spaces & Property

489	Barrier at KGV and LD - 1 to 28 Feb 21	Norse Commerical Services Ltd	560.00	112.00	672.00	BACS
494	Grass Cutting - Feb 21	Garden Guardian Ltd	1,149.44	229.89	1,379.33	BACS
495	3g Surface Costs	Garden Guardian Ltd	275.79	55.16	330.95	BACS
507	Stakes - FCMP	PLG Farm Supplies	7.75	1.55	9.30	CC
508	Plywood & Accessories - FCMP	Wickes	35.56	7.11	42.67	CC
510	Maintenance Accessories	B&Q	40.50	0.00	40.50	CC
512	Orange Safety Fencing	Toolstation	19.98	4.00	23.98	CC
517	Steel Plate Pavilion Undercroft Hatch	F W Frost Ltd	112.35	22.47	134.82	BACS
			2,201.37	432.18	2,633.55	

### 6. Staffing Committee

488	Training Course with NALC - Staff	NALC	25.00	5.00	30.00	BACS
490	Employees Tax and NI payments - Feb 21	HMRC	651.31	0.00	651.31	BACS
491	Employer NI Contributions - Feb 21	HMRC	252.22	0.00	252.22	BACS
492	Employee NPF Contributions - Feb 21	Norfolk Pension Fund	247.38	0.00	247.38	BACS

493	Employer NPF Contributions - Feb 21	Norfolk Pension Fund	909.85	0.00	909.85	BACS
496	Consultancy Support - Mar 21	Personnel & Advice Solutions Ltd	100.00	20.00	120.00	BACS
497	Consultancy Support - Aug 20 - Feb 21	Personnel & Advice Solutions Ltd	700.00	140.00	840.00	BACS
518/519/521/525	Salaries - Mar 21	Staff	3,569.33	0.00	3,569.33	BACS
520	Working From Home - Mar 21	Employee 2	26.00	0.00	26.00	BACS
522	Mileage - 8 Feb - 5 Mar 21	Employee 4	81.45	0.00	81.45	BACS
			6,562.54	165.00	6,727.54	

## 8. Earmarked Reserves Expenditure

### TOTALS

<b>34,913.82</b>	<b>798.02</b>	<b>35,711.84</b>
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### BANK TRANSFERS

10-Mar-21	Unity Trust Bank - Instant Access Deposit Account to Current Account	5,000.00
18-Mar-21	Unity Trust Bank - Instant Access Deposit Account to Current Account	25,000.00

<b>30,000.00</b>
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Value of Postage Stamps in hand	76.99	76.99
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- 9.3 The minutes of the Governance committee meeting held 18th March 2021 were received and noted. It was **RESOLVED** to adopt the current Financial Regulations & Standing Orders
- 9.4 It was **RESOLVED** to renew NALC membership at a cost of £777.44.

## 10. Correspondence

None

## 11. General Matters

- 11.1 It was noted that the clerk has booked the Drayton village hall for June and July's Full Parish Council Meeting. This will ensure that any applicable Coronavirus Regulations for social distancing measures may be adhered to if virtual meetings are no longer allowed.
- 11.2 It was **RESOLVED** to produce a printed publication up to 4 times a year at an approximate cost of £350 per edition. The expenditure to be costed against the underspend of the production budget, code 282, for year 20/21 which will be carried forward and added to the production budget for year 21/22.
- 11.3 It was **RESOLVED** to consider holding a post Covid-19 community event at King George V Playing Field in late summer. Councillors Everett and Taylor to lead on this in conjunction with the Clerk. Proposals and costings to be presented to council no later than the July 2021 meeting. The expenditure for the community event to come from the Local Discretionary grants, code line 11, received in year 20/21 which will be carried forward to year 21/22.

**9.01pm It was agreed to suspend Standing Order 3 (x) to allow meeting to continue.**

## 12. Exchange of Information.

- Parish Online – Ray Hickin will attend the virtual demonstration on 15th April 2021. Cllr Taylor is starting to input data into the software. All users will have 'read only' access other than Cllr Taylor and the Clerk.
- Easter Photo Competition on Facebook. Seven entries had been submitted and prizes will be awarded shortly.
- New Councillors. It was **AGREED** that a meeting would be arranged with the new councillors and the Clerk to further discuss the role of a member and the Annual Parish Council meeting.
- Longdale Play Area. Several reports of vandalism had been passed to the police. These included interference with bolts on play equipment and picnic tables, goals posts moved and turned out of their sockets and broken glass within play area. The Clerk was asked to discuss with the Maintenance Operative whether he would be prepared to visit the site at weekends to check equipment and remove any dangerous litter.
- Members were reminded that the Annual Parish meeting is due to take place on 15<sup>th</sup> April 2021 at 6.30pm via Zoom.

**13. Date of next meeting – Thursday 6<sup>th</sup> May 2021 at 7pm is the Annual Parish Council meeting.**

**Meeting Closed 9:42pm**