

DRAYTON PARISH COUNCIL ANNUAL MEETING MINUTES

Held on Thursday 18th May 2023 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

In attendance: Cllrs G Everett, A Crotch, J Anderson, C Brown, N Quinsey, S White, J Edwards-Smith, A Taylor, H Kisby, K Morgan.

16 members of the public were in attendance.

1. Election of Chair

The Council elected Cllr Graham Everett as Chairman. The elected Chairman signed the declaration of the acceptance of office.

2. Election of Vice-Chair

The Council elected Adrian Crotch as Vice-Chairman.

3. Apologies and consideration of acceptance for absence

None.

4. Member's Declarations of Interest and Dispensations

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form, then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

Cllr G Everett declared a non-pecuniary interest in 2 applications 2023/1133 and 2023/1134.

5. To appoint members to standing committees and to elect the Chairman and Vice Chairman of standing committees and approve terms of reference for each standing committee.

The Chairman informed the Council that only the Chairman of each Committee and members were required to be appointed. The Terms of Reference for each committee will be reviewed in due course:

- Governance Committee.

Members appointed: Cllrs Graham Everett, Jeff Anderson, Adrian Crotch, Angie Taylor, Sue White. The Council elected Cllr Graham Everett as Chairman of the Governance Committee.

- Staffing Committee

Members appointed: Cllrs Angie Taylor, Hilary Kisby, Jeff Anderson, Neil Quinsey. The Council elected Cllr Neil Quinsey as Chairman of the Staffing Committee.

Environment and Highways Committee

Members appointed: Cllrs Keith Morgan, Jeff Anderson, Carl Brown, Graham Everett, Hilary Kisby, Joy Edwards-Smith, Sue White. The Council elected Hilary Kisby as Chairman of the Environment and Highways Committee.

- Open Spaces Committee

Members appointed: Cllrs Graham Everett, Neil Quinsey, Carl Brown, Jeff Anderson, Keith Morgan, Adrian Crotch. The Council elected Adrian Crotch as Chairman of the Open Spaces and Property Committee.

6. To review working groups and/or panels and appoint members:

- Strategic Working Group

The Council **AGREED** to **DEFER** this item, to review the remit of the Strategic Working Group at the next Governance Committee.

7. To appoint members to outside local bodies and groups

- Drayton Village Hall Committee: Cllr Hilary Kisby.
- Thorpe Marriott Village Hall Committee: Cllr Jeff Anderson.
- Bob Carter Centre Management Committee: Cllrs Jeff Anderson, Carl Brown, Hilary Kisby, Sue White, Graham, Everett.
- Norwich Airport Limited Consultative Committee: Cllr Jeff Anderson, substitute Cllr Carl Brown.
- Norwich Western Link Committee: Cllr Graham Everett, substitute Cllr Jeff Anderson.

8. To receive and agree minutes from the Parish Council Meetings held on Thursday 6th April 2023 and Wednesday 3rd May 2023.

The minutes of Thursday 6th April 2023 Parish Council meeting were received and **APPROVED** by the Council.

The minutes of Wednesday 3rd May 2023 Extraordinary Parish Council meeting were received and **APPROVED** by the Council.

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

The Chairman reminded the Council and the members of the public of Council Standing Orders.

Several members of the public were in attendance to discuss issues on Pond Lane, Drayton. In summary:

A member of the public wished to raise the following issues:

- Parking on the double yellow lines at the junction of Pond Lane and School Road.
- Parking on the pavement / blocking residents access to their drives.
- Turning round and driving on residents driveways.
- Access to Pond Lane for emergency vehicles.

The member of the public wished to express concern for the volume of traffic on Pond Lane, the concerns for safety and the ignorance of current yellow lines and traffic restrictions which are currently ineffective.

A member of the public commented on the usage of the track at the end of Pond Lane, where vehicles persist in driving to the top of the road to cut through to Fakenham Road mistaking it for a cut through. The track is relatively narrow and it is difficult for vehicles to turnaround. More signage is required at the School Lane end, and further up Pond Lane to make it clearer to motorists.

A member of the public has requested more litter bins on the track towards the end of Pond Lane.

A member of the public commented on the maintenance requirements of the section of road at the end of Pond Lane which is classed as a private road. It was queried as to whether this could be included under the responsibility of Norfolk County Council due to the volume of usage.

A member of public asked a question to the police as to what would make the traffic easier to manage. Queried as to the introduction of more signage, and paint on the roads to deter vehicles from parking on the road.

A member of the public commented that a traffic restriction with a lower speed limit should be considered (20mph). This should run through the centre of Drayton along School Lane, from the filter off Drayton High Road.

A member of the public queried the jurisdiction of the Parish Council. The Chairman reassured members that the Parish Council takes their views seriously and have raised them with both Highways and the Police.

Cllr Paul Auber (District Councillor for Drayton South ward) suggested forming a working group to deal with these issues as a collective, to be held at the Village Hall in Drayton, with the District Councillor, County Councillor and residents.

10. To receive any reports:

a. County Councillor: Tony Adams

With respect to Carter Road, progress is being made with a scheme being drawn up of the road changes as specified. Further updates to follow after continued liaison with Hopkins Homes.

With respect to a traffic count on Hall Lane, a survey cannot be conducted on this road, but they accept that there has been an increase in traffic.

With respect to the white lines painted from the Reepham Road roundabout to the junction with School Lane Cllr Crotch raised that the lines do not appear to be straight. Cllr Adams to refer to Highways for investigation.

b. Mr A Crotch, Drayton North. Thanked the Chairman and welcomed Paul Auber to role of District Councillor for Drayton South. With respect to planning, no reports other than a recommendation to support professional recommendations.

20221925 – With respects to the amendments submitted for this application, there was a connection with a Broadland District Council member, hence the requirement to re-submit. The recommendation remains to approve, but will come to the planning committee 8th June for consideration.

Mr P Auber, Drayton South. Thanked the Chairman and members of the public. First few weeks in office have been spent understanding local issues area raised on social media including parking concerns within Drayton/Thorpe Marriot, and areas for improvement such as Green Lane.

c. Police. Reported a 45% decrease in anti-social behaviour. Crime in the area continues to be very low in Drayton and surrounding areas. Parking is the main concern for residents, and this is regularly highlighted to the Police. Officers act with in their powers as regularly as they can given the large area they cover.

11. Clerk's Report and Matters Arising

- a. King's Coronation Event feedback. The Clerk thanked everyone for their support for the Coronation event. The results of the public questionnaire showed a requirement for more benches and bins near the new play area at King George V Playing Field, and desire to revamp the area to the rear of the Pavilion.
- b. Feasibility Study feedback and progress. The final copy of the Feasibility Study from the Sports Consultancy has been circulated. The next steps will be considered by the Open Spaces and Property Committee at the forthcoming meeting.
- c. Defibrillator training dates. The East Anglian Air Ambulance have offered more courses for the local community. The Clerk will liaise with the Village Hall to arrange some suitable training dates.

12. Planning

- a. To consider planning applications as follows along with any received by the Clerk prior to the meeting:

2023/0978 Householder, Parish. 20 Bellomonte Crescent Drayton Norfolk NR8 6EJ Proposal : Extension to garage to form incidental outbuilding and porch to front. The Council unanimously **AGREED** to make no comments.

2023/1027 Householder, Parish. 25 Fakenham Road Drayton Norfolk NR8 6PS Proposal : Raising roof to enlarge existing first floor. It was **AGREED** to submit the following objections. With reference to Policy GC4 – Design, paragraph iv of the Development Management Manual (2015); it is conserved that the proposal is not in keeping with the character of the surrounding building.

2023/1133 Works to TPO. 2 Manor Farm Close Drayton Norfolk NR8 6EE. Proposal. T1 Lime - 6m crown lift, removal of epicormic growth and dead wood removal. The Council **AGREED** to support Broadland District Council's Tree Officer's Recommendations.

2023/1134 Works to TPO trees. 4 Manor Farm Close Drayton Norfolk NR8 6EE. Proposal : T1 Lime - Crown reduction. Currently 20m in height. Reduce to 14m leaving a natural shape. The Council **AGREED** to support Broadland District Council's Tree Officer's Recommendations.

2022/1925 Medical Centre Holdings Limited Drayton and St Faiths Medical Practice 8 Manor Farm Close Drayton NR8 6EE. Proposal: Partial demolition of existing medical centre building and the construction of a two-storey extension with revised parking, landscaping and associated facilities. The Council unanimously **AGREED** to support the application in line with previous comments.

- b. **Decisions:**

2023/0254 Approval of Condition. Land Adjacent Manor Farm Close Hall Lane

Drayton Norfolk Proposal : Details of condition 5 of 20200640 - (5)
Archaeological written scheme of investigation Decision. Approved.
2023/0450 Works to TPO trees. Land North Of Drayton High Rd East Of Sidney
Bunn Way The Lodge Drive Drayton Norfolk Proposal : T1 Beech - Fell T2
Sycamore - Fell Decision : Approval with Conditions.

2023/0379 Householder Parish: Drayton Location : 64 School Road Drayton
Norfolk NR8 6EG 3 Proposal : Demolition of garage and conservatory and
erection of single storey extension and loft conversion Decision : Approval with
Conditions.

2022/1935 Householder Parish: Drayton Location : Brickyard Farm Hall Lane
Drayton NR8 6HH Proposal : Single storey extension. Glazing enlarged to first
floor bedroom including the addition of a juliet balcony Decision : Approval with
Conditions

2023/0603 Works to TPO trees. 2 School Road Drayton Norfolk NR8 6DW
Proposal : T1 Oak - Approx height 25m. Spread 13m north, 8m south, 12m east,
9m west. Crown lift over path by 2.4m and roadside by 5.4m. Reduce lower limb
by approx 2m. Remove deadwood Decision : Approval with Conditions.

13. Finance and Governance

- a. Appoint bank signatories for 2023/24.
Cllrs J Anderson, A Crotch, G Everett and N Quinsey were appointed.
- b. To receive and approve bank reconciliation for March 2023. The Council received and **APPROVED** the bank reconciliation.
- c. To receive and approve bank reconciliation for April 2023. The Council received and **APPROVED** the bank reconciliation.
- d. To approve the list of receipts and payments in accordance with the budget. The Council **APPROVED** the list of receipts and payments.
- e. To approve the list of regular payments for 2023-24. The Council **APPROVED** the list of regular payments.
- f. To review the asset register and consider quotes received for Insurance renewal for approval. The Council **APPROVED** the quote provided by BHIB over 3 years with respect to insurance .
It was decided to **DEFER** the asset register to the next Parish Council Meeting.

14. Open Spaces Committee

- a. To update on the Pavilion Project at King George V Playing Field. The Chairman reported on the positive meeting held with various stakeholders, in which the findings of the feasibility study and design ideas were presented. The Committee will hold an additional meeting with a one item agenda to discuss the findings further.

15. Environment and Highways Committee

- a. To update on the Parish Partnership Scheme and Green Lane Project. DEFER to the next Environment and Highways Committee meeting.

16. Exchange of Information / Matters for next agenda.

Verge Cutting – review the contract and schedule.
Ownership the Pond Lane cut through and maintenance.
Check on the use of chemicals for the purpose of weed killing on verges.
Ownership of the footpath off Sheridan Close.

17. To confirm the dates for next meetings

24th May 2023 Open Spaces and Property Committee Meeting – Bowls Club

25th May 2023 Annual Parish Meeting/Environment and Highways Committee Meeting

8th June 2023 Parish Council Meeting

15th June 2023 Governance Committee

22nd June 2023 Open Spaces and Property Meeting

Meeting closed 2038.

Signed:

Chairman

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 07-04-2023 and 18-05-2023)

Cost Centre		2. Governance		27 Utilities & Services							
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 38	18/05/2023	19625		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal	S	179.00	35.80	214.80
43	17/04/2023	40740111		Unity Trust Bank		Broadband and Telephone Charges	Zen Internet Ltd	S	52.05	10.41	62.46
44	28/04/2023	11883114		Unity Trust Bank		Water Charges - Longdale	Wave Utilities	E	112.07		112.07
45	28/04/2023	11887069		Unity Trust Bank		Water Charges - KGV	Wave Utilities	E	26.29		26.29
46	15/05/2023	115942636		Unity Trust Bank		Rates for KGV	Broadland District Council	X	1,165.79		1,165.79
47	18/05/2023	1376		Unity Trust Bank		Storage of Archived Documents	Closed Secure Storage Ltd	S	15.60	3.12	18.72
52	26/04/2023	20076900		Unity Trust Bank		Mobile Phone	O2	S	85.32	17.06	102.38
54	17/04/2023			Unity Trust Bank		Electricity Charges LD	Smartest Energy	L	306.67	15.33	322.00
55	17/04/2023	v02095647379		Unity Trust Bank		Mobile Phone	EE	S	26.12	5.22	31.34
59	01/05/2023	4537428		Unity Trust Bank		Electricity Charges KGV	British Gas	S	513.15	102.63	615.78
Subtotal for Code: Utilities & Services									£2,482.06	£189.57	£2,671.63
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
		28 Handyman Equipment									
Vchr. 34	17/04/2023			Unity Trust Bank		Handyman Accessories	Toolstation	S	26.61	5.32	31.93
35	17/04/2023			Unity Trust Bank		Handyman Accessories	PLG Farm Supplies	S	28.92	5.78	34.70
Subtotal for Code: Handyman Equipment									£55.53	£11.10	£66.63
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
		201 Stationery & Software									
Vchr. 39	18/05/2023	34553		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	67.00	13.40	80.40
40	14/04/2023	34077		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	67.00	13.40	80.40
49	18/05/2023	4025		Unity Trust Bank		Scribe Licence Renewal	Scribe 2000	S	648.00	129.60	777.60
Subtotal for Code: Stationery & Software									£782.00	£156.40	£938.40
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
		204 Subscriptions									
Vchr. 60	18/05/2023	20084		Unity Trust Bank		Subscription	Norfolk Parish Training Support	E	535.00		535.00
Subtotal for Code: Subscriptions									£535.00		£535.00
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
		208 Community Event									
Vchr. 21	18/05/2023	046575		Unity Trust Bank		Banner	Swallowtail Print	S	192.00	38.40	230.40
61	18/05/2023			Unity Trust Bank		Kings Coronation	FUNFORCE LTD	E	375.00		375.00
Subtotal for Code: Community Event									£567.00	£38.40	£605.40
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
		213 Chairman's Allowance									
Vchr. 32	17/04/2023			Unity Trust Bank		Farewell Gift	Pen Heaven	S	26.87	5.37	32.24
Subtotal for Code: Chairman's Allowance									£26.87	£5.37	£32.24

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 07-04-2023 and 18-05-2023)

Code Number	Invoice No	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
215 Bank Charges										
Vchr.	33	17/04/2023	Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
	37	17/04/2023	Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
						Subtotal for Code: Bank Charges		£6.00		£6.00
282 Community Newsletter										
Vchr.	51	18/05/2023	Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
						Subtotal for Code: Community Newsletter		£195.00	£39.00	£234.00
8523 Street Lighting Maintenance										
Vchr.	41	18/05/2023	Unity Trust Bank		Street Lighting Repairs	T T Jones Electrical Ltd	S	1,287.30	257.46	1,544.76
	42	18/05/2023	Unity Trust Bank		Street Lighting Repairs	T T Jones Electrical Ltd	S	94.00	18.80	112.80
						Subtotal for Code: Street Lighting Maintenance		£1,381.30	£276.26	£1,657.56
						Subtotal for Cost Centre: 2. Governance		6,030.76	716.10	6,746.86
3. Environment & Highways										
31 NCC Highways Verges										
Vchr.	20	18/05/2023	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
						Subtotal for Cost Centre: 3. Environment & Highways		819.88	163.98	983.86
5. Open Spaces & Property										
57 Play Area Repairs										
Vchr.	56	18/05/2023	Unity Trust Bank		Maintenance Play Equipment	Online Playgrounds	S	526.66	105.33	631.99
						Subtotal for Code: Play Area Repairs		£526.66	£105.33	£631.99
59 Pavilion Consumables										
Vchr.	36	17/04/2023	Unity Trust Bank		Toilet Rolls	ASDA	S	27.75	5.55	33.30
						Subtotal for Code: Pavilion Consumables		£27.75	£5.55	£33.30
503 Grounds Maintenance										
Vchr.	19	18/05/2023	Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,309.42	261.88	1,571.30
	57	18/05/2023	Unity Trust Bank		Lawn Seed	Baileys of Norfolk	S	88.00	17.60	105.60
	58	18/05/2023	Unity Trust Bank		KGV Manhole repairs	A K Deebea	S	480.00	96.00	576.00
						Subtotal for Code: Grounds Maintenance		£1,877.42	£375.48	£2,252.90
504 Security										
Vchr.	48	18/05/2023	Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	960.00	192.00	1,152.00

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 07-04-2023 and 18-05-2023)

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
511 3G Surface Maintenance											
Vchr. 18	18/05/2023	288		Unity Trust Bank		Maintenance 3G	The Garden Guardian Ltd	S	296.17	59.23	355.40
Subtotal for Code: Security									£960.00	£192.00	£1,152.00
514 Pest Control											
Vchr. 50	18/05/2023	36837		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
Subtotal for Code: 3G Surface Maintenance									£296.17	£59.23	£355.40
Subtotal for Code: Pest Control									£150.00	£30.00	£180.00
Subtotal for Cost Centre: 5. Open Spaces & Property									3,838.00	767.59	4,605.59
6. Staffing Committee											
61 Salaries											
Vchr. 22	30/04/2023			Unity Trust Bank		Salary	Employee 8	X	1,494.87		1,494.87
Vchr. 23	30/04/2023			Unity Trust Bank		Salary	Employee 10	X	1,134.31		1,134.31
Vchr. 24	30/04/2023			Unity Trust Bank		Salary	Employee 4	X	816.71		816.71
Vchr. 26	30/04/2023			Unity Trust Bank		Tax and NI, employer	HMRC	X	829.81		829.81
Subtotal for Code: Salaries									£4,275.70		£4,275.70
65 Employer Pension Contributions											
Vchr. 27	30/04/2023			Unity Trust Bank		Employer NPF Contributions	Norfolk Pension Fund	X	1,263.43		1,263.43
Subtotal for Code: Employer Pension Contributions									£1,263.43		£1,263.43
601 Expenses/Mileage											
Vchr. 25	30/04/2023			Unity Trust Bank		Mileage	Employee 4	E	59.85		59.85
Vchr. 29	17/04/2023			Unity Trust Bank		Misc	Amazon	S	7.49	1.50	8.99
Vchr. 30	17/04/2023			Unity Trust Bank		Misc	Amazon	S	5.82	1.17	6.99
Vchr. 31	17/04/2023			Unity Trust Bank		Misc	Amazon	S	7.49	1.50	8.99
Subtotal for Code: Expenses/Mileage									£80.65	£4.17	£84.82
Subtotal for Cost Centre: 6. Staffing Committee									5,619.78	4.17	5,623.95
TOTALS									£16,308.42	£1,651.84	£17,960.26

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
 (Between 07-04-2023 and 18-05-2023)

Cost Centre		1. Income		10 Precept		Supplier		Vat		Total	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 2	28/04/2023			Unity Trust Bank		Precept	Broadland District Council	E	93,495.00		93,495.00
<u>Subtotal for Code: Precept</u>											£93,495.00
Code Number		22 VAT Refund		Supplier		Vat		Total			
Vchr. 4	26/04/2023			Unity Trust Bank		VAT Reclaim	HMRC	E	4,002.80		4,002.80
<u>Subtotal for Code: VAT Refund</u>											£4,002.80
Code Number		603 CIL Income		Supplier		Vat		Total			
Vchr. 5	21/04/2023			Unity Trust Bank		CIL Receipt	Broadland District Council	E	147,399.72		147,399.72
<u>Subtotal for Code: CIL Income</u>											£147,399.72
<u>Subtotal for Cost Centre: 1. Income</u>											244,897.52
Cost Centre		5. Open Spaces & Property		Supplier		Vat		Total			
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 3	14/04/2023	2022-2023/64		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	170.00		170.00
<u>Subtotal for Code: Pavilion Hire</u>											£170.00
<u>Subtotal for Cost Centre: 5. Open Spaces & Property</u>											170.00
Cost Centre		8. Earmarked Reserves and CIL Expenditure		Supplier		Vat		Total			
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 1	14/04/2023	8525 S106		Unity Trust Bank		Section 106 Expenditure	Broadland District Council	E	14,602.43		14,602.43
<u>Subtotal for Code: S106</u>											£14,602.43
<u>Subtotal for Cost Centre: 8. Earmarked Reserves and CIL</u>											14,602.43
TOTALS										£259,669.95	