

DRAYTON PARISH COUNCIL

Minutes of a meeting of Drayton Parish Council held on
Thursday 7th May 2020 at 7.00 pm

Meeting was being held 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.

Present: Cllrs J Anderson, C Binns, C Brown, A Crotch (Chair-part), G Everett (Chair-part), K Morgan, N Quinsey, K Wilson

Clerk: Mrs S Hunt. Two members of the public were also present.

1. Apologies and consideration of acceptance for absence.

NONE.

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

Cllr G Everett declared an interest in planning items reference 20200640 and 20200708 and left the meeting whilst those items were discussed.

3. Previous Minutes.

The minutes of the full council meeting held on 9th April 2020 were AGREED by the meeting and signed by the Chair.

4. To receive questions from members of the public.

Question: Can reassurance be given that on the Manor Farm development Carter Road and George Drive will not be used for construction traffic and site works?

The funding for traffic calming should be available when the first house completes – will the residents have the opportunity to feed into this process. District Councillors Foulger/Crotch to liaise and report back to Parishioner directly.

Representation regarding Manor Farm Development: 250 dwellings have already been permitted at this site, this amendment addresses most of the concerns raised although is for 267 dwellings the improvements to surface water flooding and children's play areas mean that support should be there for the amended plans subject to assurance over the maintenance schedule of the drainage to be put in place.

5. To receive reports from:

District Councillor Foulger – 23 Taverham Rd, amended plans have been submitted and are being evaluated by the case officer. Concerns were raised regarding parking limitations on site, although a turning head has now been incorporated into the design. Residents are encouraged to submit any views to the planning authority Broadland District Council.

District Councillor Crotch – Broadland Officers are working hard and the Council has decided that for the time being current working practices will remain in place to protect staff. Fewer food and

medicine parcels are being delivered. Waste recycling plants will begin to open from Monday 11th April. Re: Application at 6 St Margarets Close, the planning officer has no objection. Thanks were expressed to the volunteers at the help hub, residents have been very appreciative of the community support.

The Police. A new beat manager has been appointed – P C Alex Wright. P C Wright is keen to meet with Councillors as soon as possible.

6. Report from the Clerk.

The previously circulated report from the Clerk was taken as read.

The only additional item was to confirm that the Parish Council Insurance had been renewed at a cost of £3,012.99. Clerk to check that new play equipment is featured on policy. **ACTION – CLERK**

7. Planning

7.1 To consider planning applications:

20200456. 23 Taverham Road. Erection of No.2 new residential dwellings (reconsultation)

Council appreciated that the inclusion of a turning head addressed some problems previously raised, however still felt that it was an overdevelopment of that site. Clerk to feedback.

20200824 13 Westwood Drive. Single storey rear extension and replacement garage.

No comment to be made.

20200707 6 St Margaret's Close. Single storey rear extension.

No comment to be made.

Cllr Graham Everett left the meeting and Cllr Adrian Crotch took the Chair.

20200640 Land at Manor Park. Erection of 267 Dwellings with associated vehicular access, landscaping, open space, car parking and pedestrian links
Council recognised the improvements in the resubmitted scheme, particularly with regard to addressing previous drainage concerns. Concerns were raised around Highways issues: In principle the Council supported the improved submission however, the traffic calming measures elsewhere, whilst welcomed, will push traffic to the junction with School Road. Council would request that the junction with School Road be revisited, and an improved splay be included as the current junction is too close to the school; Additionally at the junction between Reepham Rd and School Rd the vision splay is also reviewed. That the speed limit on School Rd from the school to Reepham Rd Junction is reduced preferably to 30mph but reduced from the national speed limit. That there be an audit trail of drainage maintenance being carried out.

20200708 Land at Manor Park. Screening Opinion - 267 Dwellings with associated vehicular access, landscaping, open space, car parking and pedestrian links.

Cllr Graham Everett re-joined the meeting and took the Chair

8. Finance

8.1 Bank reconciliation received and approved. To be signed by Chair. **ACTION CLERK/CHAIR**

8.2 Confirmed from the authorised signatories that the payment verification process has been undertaken in accordance with Financial Regulations 6.5 and list of receipts and payments received

and ratified.

8.3 It was AGREED NOT to renew the Parish Council Legal Advice Subscription Service.

8.4 It was AGREED to renew the NALC membership for 2020/21 at a cost of £812.44.

The meeting was paused at 7.56pm and resumed at 8.09pm

8.5 The purchase of a replacement laptop for the Clerk was considered. A budget of £800.00 was AGREED and the Clerk instructed to source and arrange set up. Suggested that the Clerk consider a 17" screen and the purchase of a full size screen for use in the office. Data transfer will be an additional £100 – 200.00.

9. General Matters

9.1 Uncirculated Correspondence.

The Council has received notification from Norfolk County Council that both applications under 50/50 funding were successful. The council will receive a grant of £6,000 for the kerbing and carriageway resurfacing (total contract value £12,000 – parking area Florence Carter) and also a grant of £4,875 for the trod (total contract value £9,750 – footpath Pond Lane to Fakenham Road). Payment of the Council contribution to be made, forms have been signed and returned.

9.2 It was AGREED that the next Annual Parish Council meeting be May 2021 and that all appointments resolved at the May 2019 Annual Parish Council meeting will continue except for staffing.

9.3 It was AGREED that Staffing will be a standalone committee. Membership of the committee was AGREED; Cllrs Anderson, Crotch, Quinsey (Chair) and Wilson.

9.4 The meeting schedule for the following 12 months to May 2021 was AGREED as presented.

9.5 Parish Council representatives to the Bob Carter Memorial Centre were AGREED as; Cllrs J Anderson, C Binns, C Brown, G Everett – 2 vacancies remain.

10. Open Spaces & Property

10.1 Meeting held 30 April 2020 noted. Minutes AGREED by those committee members present.

10.2 The following recommendations arising from the above meeting were considered as one and AGREED:

- That the Clerk be given delegated authority to make any necessary decisions regarding Open Spaces and Property to ensure compliance to national guidelines during the Covid-19 period.
- That the Clerk work with Carl Brown to draw up risk assessments/safety checks as necessary to enable facilities to re-open when directed by national policy. CB/CLERK
 - List to include – Safety inspection of all equipment and buildings. Risk Assessments to be up to date for all buildings/equipment.
- That the Clerk be given delegated authority to agree the use of Council buildings or facilities to enable Covid-19 support within the Parish if the Council is approached. Any approval by Clerk to ensure that staff are operating in a safe environment and remain protected. A deep clean would be necessary after use.
- That:

- Absolute Leisure be not charged for the fourth quarter of the contract (March, April, May) whilst the 3g pitch is not open. That this be reviewed in June.
- Drayton Youth Team fees be reviewed in July/August prior to the commencement of the next season.
- M C Rovers fees be reviewed in July/August prior to the commencement of the next season.
- Cricket Club to be charged pro-rata when cricket commences only.
- Bowls Club to be charged on a pro-rata when the Bowls commence only.

A recorded vote was called. For: Cllrs Anderson, Binns, Brown, Crotch, Everett, Quinsey, Wilson. Abstention: Cllr Morgan.

11. Governance & Staffing

11.1 The recommendations from Governance committee meeting held 12th March 2020 to adopt standing orders and financial regulations were AGREED.

11.2 It was AGREED to increase the credit limit on Unity Trust Corporate credit card from £1,000.00 to £3,000.

12. Exchange of Information

Cllr Quinsey reported back on a charitable venture providing food parcels for vulnerable people throughout Norwich and including Drayton. This collaboration is going to provide this service for the foreseeable future. If anyone knows of a suitable recipient details can be obtained or passed to Cllr Quinsey.

13. Coronovirus Situation within the Parish.

13.1 Council AGREED the setting up of a COVID-19 working party on behalf of the Council to liaise with local groups and bring recommendations to Council. First meeting to be 20th at 7pm. Cllr A Crotch, G Everett and the Clerk to arrange. Cllr Everett to chair.

13.2 Noted that as per decision taken under item 9.4 (9.4.20) PPE was offered to the Covid 19 group supporting local residents. This was requested, ordered and delivered to the value of £588.30 from the grant of £1,000 from Norfolk Community Foundation. Working party to consider how best to utilise the remaining grant of £411.70, AGREED to delegate authority to Clerk to spend on recommendation of working party members.

13.3 It was AGREED to delegate temporary authority to the clerk to comply with H M Government's instructions and to be able to arrange official and working group meetings relating to Covid-19 matters without reference and for this arrangement to be reviewed at the July 2020 meeting.

14. Next Full Council Meeting Thursday 4th June at 7pm.

The Chairman RESOLVED that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature.

15. EMPLOYMENT.

15.1 The meeting NOTED and RATIFIED the emergency two-week appointment of Mrs Sarah Hunt

as Locum Clerk.

15.2 The Employment of Mrs Sarah Hunt as Locum Clerk, R.F.O and Proper Officer was AGREED by all present on a rolling one-month contract under the same Terms as the current postholder. It was AGREED that a place be booked onto the 'Managing Local Council Meetings during Covid 19' course on 26.5.2020 at a cost of £40, and also 'Engaging your Community' on 10.6.20 at a cost of £45.00. Clerk to attend if available, Mrs Hunt to attend if still in post.

Mrs Hunt brought the meeting up to date with the current working situation of all staff under the current Covid 19 conditions.

The meeting was closed at 9.06pm

Signed:

4th June 2020