

DRAYTON PARISH COUNCIL MEETING MINUTES

Thursday 11th August 2022 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

Present: Cllrs G Everett (Chair), A Crotch (from item 5b), K Morgan, N Quinsey, J Anderson, J Edward-Smith, A Taylor, H Kisby.

Clerk: J King

County Councillor: T Adams

District Councillors: A Crotch, Drayton North (from item 5b) & R Foulger, Drayton South

Members of the public: none

1. Apologies and consideration for approval of absence.

Apologies from Cllr C Brown and were received and APPROVED by the Council.

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

None.

3. Approval of minutes of the Parish Council meetings on Thursday 14 July 2022 and Monday 18 July 2022.

An amendment had been made to the minutes from 18 July, Item 4 Staffing Committee, to show the recorded vote. With this amendment the minutes were AGREED by the Council.

It was noted that a former Parish and District Councillor had moved to a residential home south of Norwich, it was requested that a card be sent on behalf of the council.

Action: Clerk

4. Questions or comments from members of the Public on matters on the agenda.

No members of the public were present.

5. To receive reports:

a County Councillor: Tony Adams

Cllr Adams spoke regarding the following:

Carter Road closure: a meeting was being sought with the Highway Officer.

Two trees on Fakenham Road: although Highways had not accepted responsibility for these believing them to be the responsibility of the resident, they had agreed to assess and carry out any required work at this time.

Trees shredding: it was unclear whether these trees were the responsibility of Tesco or Highway, however the Highway Engineer was looking into resolving the issue.

Apple tree on Carter Road causing problems with fallen apples and the resulting wasps: it was hoped that Highways could be persuaded to relocate or fell the tree.

b District Councillors

Cllr R Foulger, Drayton South, spoke regarding the following:

Affordable housing on the former David Rice Hospital site: it was hoped that this would be resolved shortly.



Cllr A Crotch joined the meeting

Fakenham road, planning contraventions: the Enforcement Officer had made contact with the owners, Cllr Foulger would be seeking an update from the Enforcement Officer shortly.

Cllr A Crotch, Drayton North, spoke regarding the following:

The sad news of the passing of Nigel Shaw, sitting member who had died earlier in the week, he had been a stalwart councillor serving the community of Broadland

The merging of the Place Shaping and Wellbeing Panels to form a new Communities Housing and Planning Policy Development Panel, Cllr Crotch was on this panel.

- c Police
A report had been circulated.
- d Tree Wardens
No report had been received.
- e Cllr Everett: Update on the closure of the Barclays Bank branch in Drayton
The branch would be closing on 19 October, Cllr Everett had been working with Jerome Mayhew MP, the bank's Branch Manager and Barclay's Customer Care Manager to try to mitigate the effect that this would have. Customers would be able to pay in cash and cheques and withdraw cash at the Post Office. The Post Office would be opening for longer hours and Barclays had a long-term contract with the Post Office. Barclays would also be setting up a community facility in the local area for all non-cash or cheque transactions, details would be publicised once confirmed. Prior to closure, customers could make an appointment to go into the branch or to receive a telephone call, however they were being encouraged to not to leave this too late.
- f Cllr Everett. Update on the proposal for traffic calming measures on Carter Road as part of the requirements of the planning application
County Council Highways, Hopkins Homes and Broadland District Council were considering options, the residents would then be consulted on these options.

Concern was expressed that the situation should have been resolved before development took place.

Questions were asked about whether the junction in the centre of the parish could be improved, it was noted that this junction had had an upgrade 18 months ago and the intelligent lights seemed to work as efficiently as they could, it was simply the volume of traffic.

6. Clerk's Report and Matters Arising

- a Fence line at Longdale Playing Field
The necessary work had been completed and the feedback had been positive.
- b Larry Gray Fair
This had been a success however there had been an impact on the football pitches and consideration for future could include marking of the pitch areas in

advance so that the impact on these could be lessened, asking for an outline plan from Larry Gray for review in advance and holding the event closer to the end of the football season to allow the pitches to recover.

- c Security Matters at King George V Playing Field and Longdale
The recent issues experienced with the contractor responsible for locking and unlocking had been addressed, with a discount received to compensate for lack of service and assurances that it wouldn't happen again. This matter would be referred to the Open Spaces and Property Committee.

Action: OSP Committee

7. Planning

Consideration of the following planning applications:

20220987 6 George Drive, Drayton, NR8 6ED. Front porch changed and extended to match other properties and rear extension changed (Amended 20212126). The Council agreed to make no comment.

20221179 Seagavin, Brickfarm Lane, School Road, Drayton, NR8 6HJ.

Proposed single storey rear extension, front porch & loft conversion The Council agreed to make no comment.

20221123 2 Sheridan Close, Drayton, NR8 6RW. Proposed first floor extension. The Council agreed to make no comment.

20221078 4 Manor Farm Close, Drayton, NR8 6EE. Lime tree - Approx. 20m in height. Crown lift to achieve a maximum of 6m clearance from ground level. It was noted that Broadland had approved the application and work had been carried out.

20221215 The Red House, 54 Taverham Road, Drayton, NR8 6RY. T1 Oak - substantial brown heart rot to upper stem and limbs weakening structural integrity. Reduce crown by 2.5m to prevent failure of major limbs. Finished height 12m crown radius 4m. T2 Large Oak overhanging road and beehives. Previously has suffered limb failure due to overweighted limbs over the highway. Reduce crown spread only on selected overweighted limbs by 1.5m to suitable growth points on south and east side over the road. No height reduction finished crown radius 6.5m. Council agreed to make no comment

20221221 Red Lion, 2 Fakenham Road, Drayton, NR8 6PW. Details reserved by condition 3 of planning permission 20220774 – window details. Council agreed to make no comment.

Planning decisions:

20220840 21 Coleman Close, Drayton, NR8 6BG. Rear and side extension. Full approval.

8. Streetlights

To receive an update on the transfer of street lighting from Broadland District Council

Drayton Parish council had taken over ownership on 1 August. TT Jones, the Parish Council's lighting contractor, would be relabelling the columns and had already started to replace the old concrete columns with new metal ones.

9. Finance and Governance

Bank Reconciliation.

The Council received and APPROVED the bank reconciliation.

Receipts and Payments

It was AGREED to include reimbursement of Cllr Taylor's expenses: purchase of flowers for resident who had assisted with locking and unlocking during the recent problems with the contractor, one abstention.

The Council then APPROVED the list of receipts and payments.

It was noted that in future the credit card purchases should include a description of item/s purchased.

Action: RFO

January – March 2022 Finance Review conducted by Cllr Taylor

This had been circulated and was noted, Cllr Taylor was thanked for the work carried out.

10. Open Spaces and Property Committee

Update on the vandalism of the CCTV at Longdale and installation of new mast.

The mast installation had been completed, the community resolution amounts and repayment agreed and the case closed. It was AGREED that the Parish Council should now publicise the action taken.

Action: Clerk

King George V Project

The recommendation of the Open Spaces and Property Committee to 'refurbish/re-build the Pavilion as a Sports and Recreation Pavilion', in line with the neighbourhood plan, was considered.

The Council AGREED to primarily enhance and broaden the scope of recreational offering, and to widen and diversify the sporting facilities, to include a meeting room, office accommodation and community facilities, carried.

Action: Clerk

Use of the Football Pitches at Longdale and King George V Playing Field

The clerk had met with the football clubs and the contractor who carried out the ground's maintenance regarding the condition and safety of the pitches following the prolonged dry weather. A report had been circulated and was noted.

It was AGREED to delegate authority to the clerk in conjunction with the chair of the Open Spaces and Property Committee and the ground's maintenance contractor to agree a start date for training and football matches.

Action: Clerk and Chair of Open Spaces and Property Committee

11. Exchange of Information / Matters for next agenda.

It was noted that the footpath from Taverham Road to Sheridan Close was dangerous during bad weather, this would be passed to the clerk to report to Highways.

Action: Clerk

The Western Link, pre-application consultation would run from 15 August to 9 October 2022 with events being held at various locations.

Cllr Morgan spoke of a competition event he had seen in Walcott and had wondered if it was something that could be done in Drayton

12. Dates for next meetings:

8 September 2022 Parish Council Meeting



15 September 2022 Environment and Highways Committee
22 September 2022 Strategy Working Group
29 September 2022 Open Spaces and Property Committee

13. Staffing

Appoint a New Member of the Staffing Committee

It was AGREED to appoint Cllr Kisby.

It was AGREED under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the public due to the confidential nature of the item to be discussed.

Minutes of the Staffing Committee Meetings held on Wednesday 25 May 2022 and Monday 18 July 2022

These were received.

Staffing Matters

It was AGREED to accept the Staffing Meeting's recommendations:

That the probationary period of the Assistant Clerk be brought to an end, in line with HR advice, as soon as practicable.

To recruit an assistant clerk/RFO for 22 hours per week, to use the services of Norfolk Parish Training and Support as necessary and the HR Adviser to benchmark the role to determine salary scale.

To seek locum support as necessary.

It was noted that the Council may need to be realistic with its expectations of the clerk in the interim period.

Meeting closed at 20.55



Drayton Parish Council

30 August 2022 (2022-2023)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 05/07/2022 and 11/08/2022)

1. Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Precept	186,990.00		-186,990.00				-186,990.00 (-100%)
11 Local Discretionary Grant							(N/A)
13 Income on Investment	200.00		-200.00				-200.00 (-100%)
14 Miscellaneous							(N/A)
22 VAT Refund							(N/A)
803 CIL Income							(N/A)
SUB TOTAL	187,190.00		-187,190.00				-187,190.00 (-100%)

2. Governance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Insurance Bowls Club Reimburs	175.00		-175.00				-175.00 (-100%)
26 Office Equipment				500.00		500.00	500.00 (100%)
27 Utilities & Services				10,995.00	610.61	10,384.39	10,384.39 (94%)
28 Handyman Equipment				1,400.00	160.40	1,239.60	1,239.60 (88%)
201 Stationery & Software				1,588.00	56.03	1,531.97	1,531.97 (96%)
204 Subscriptions				1,532.00	-234.00	1,766.00	1,766.00 (115%)
205 Insurance				6,000.00	641.28	5,358.72	5,358.72 (89%)
208 Community Event				3,500.00	96.00	3,404.00	3,404.00 (97%)
209 Capital Projects							(N/A)
211 Remembrance Wreath				25.00		25.00	25.00 (100%)
212 Grants				5,000.00		5,000.00	5,000.00 (100%)
213 Chairman's Allowance				150.00		150.00	150.00 (100%)
215 Bank Charges				200.00	6.00	194.00	194.00 (97%)
216 Member Training				500.00		500.00	500.00 (100%)
282 Community Newsletter				2,800.00		2,800.00	2,800.00 (100%)
284 Website				300.00	180.00	120.00	120.00 (40%)
286 Covid-19 Expenditure							(N/A)
288 Operation London Bridge							(N/A)
8524 Contingency				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL	175.00		-175.00	39,490.00	1,516.32	37,973.68	37,798.68 (95%)

3. Environment & Highways

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31 NCC Highways Verges	2,825.00		-2,825.00	5,963.00	1,490.76	4,472.24	1,647.24 (18%)
33 Residents Competitions				250.00		250.00	250.00 (100%)
35 Tree Maintenance				5,000.00		5,000.00	5,000.00 (100%)
36 Street Scene Maintenance				2,300.00		2,300.00	2,300.00 (100%)
38 Green Lanes				200.00		200.00	200.00 (100%)
39 New Bins				500.00		500.00	500.00 (100%)
302 St Margaret's Churchyard							(N/A)
304 Parish Partnerships				17,100.00		17,100.00	17,100.00 (100%)
8522 Street Lighting Energy & Maint				12,500.00		12,500.00	12,500.00 (100%)
8523 Street Lighting Capital				12,500.00	750.00	11,750.00	11,750.00 (94%)

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All Cost Centres and Codes (Between 05/07/2022 and 11/08/2022)

SUB TOTAL	2,825.00	-2,825.00	56,313.00	2,240.76	54,072.24	61,247.24 (86%)
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5. Open Spaces & Property

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51 Grass Pitch Hire	1,840.00	1,000.00	-840.00				-840.00 (-45%)
53 Pavilion Hire	100.00		-100.00				-100.00 (-100%)
54 Miscellaneous Income	155.00		-155.00				-155.00 (-100%)
55 3G Income	5,100.00		-5,100.00				-5,100.00 (-100%)
56 Cricket Hire	1,152.50		-1,152.50				-1,152.50 (-100%)
57 Play Area Repairs				1,000.00		1,000.00	1,000.00 (100%)
58 Football Accessories				150.00		150.00	150.00 (100%)
59 Pavilion Consumables				300.00		300.00	300.00 (100%)
501 Pavilion Maintenance				4,000.00		4,000.00	4,000.00 (100%)
502 Play Area Inspections				202.50	202.50		(0%)
503 Grounds Maintenance				16,478.00	2,521.34	13,956.66	13,956.66 (84%)
504 Security		315.00	315.00	7,600.00	902.00	6,698.00	7,013.00 (92%)
505 Fire Equipment Maintenance				100.00		100.00	100.00 (100%)
511 3G Surface Maintenance				3,654.00	592.34	3,061.66	3,061.66 (83%)
512 Floodlight Maintenance				750.00		750.00	750.00 (100%)
513 3G Fencing Repair							(N/A)
514 Pest Control				600.00	150.00	450.00	450.00 (75%)
SUB TOTAL	8,347.50	1,315.00	-7,032.50	34,834.50	4,368.18	30,466.32	23,433.82 (64%)

6. Staffing Committee

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
61 Salaries				76,000.00	5,636.62	70,363.38	70,363.38 (92%)
63 Employer NI Contributions							(N/A)
65 Employer Pension Contributions							(N/A)
68 Training				2,000.00		2,000.00	2,000.00 (100%)
69 Vacancy Adverts				250.00		250.00	250.00 (100%)
601 Expenses/Mileage				2,000.00	64.58	1,935.42	1,935.42 (96%)
602 Consultancy Services				4,750.00	200.00	4,550.00	4,550.00 (95%)
SUB TOTAL				85,000.00	5,901.20	79,098.80	79,098.80 (93%)

8. Earmarked Reserves and CI

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
80 ER: CIL Expenditure	17,100.00		-17,100.00		18,469.09	-18,469.09	-35,569.09 (-208%)
81 ER: 3G Surface Replacement							(N/A)
82 ER: KGV Access Posts							(N/A)
84 ER: KGV Enhancements							(N/A)
85 ER: KGV Rebuild							(N/A)
605 ER: LED Floodlights							(N/A)
606 ER: LD Refurbish Car Park							(N/A)
607 ER: New Play Equipment	61,837.00		-61,837.00	61,837.00		61,837.00	(0%)

Drayton Parish Council

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608 ER: Safety Surfacing Longdale							(N/A)
609 ER: Goal Storage Project Longd.							(N/A)
610 ER: Staffing Contingency							(N/A)
611 ER: Election Reserve							(N/A)
612 ER: Play Area Repairs							(N/A)
613 ER: Buildings Maintenance Cont							(N/A)
8520 ER: Longdale Fence Replaceme							(N/A)
8521 Refundable Key Deposits - Rece	60.00		60.00			60.00	(N/A)
8525 S106	2,000.00		2,000.00			2,000.00	(N/A)
8526 Green Infrastructure							(N/A)
SUB TOTAL	78,937.00	2,060.00	-76,877.00	61,837.00	18,469.09	43,367.91	-33,509.09 (-23%)

Summary

NET TOTAL	277,474.50	3,375.00	-274,099.50	277,474.50	32,495.55	244,978.95	-29,120.55 (-5%)
V.A.T.					5,174.63		
GROSS TOTAL		3,375.00			37,670.18		