

# MINUTES OF DRAYTON PARISH COUNCIL MEETING

held on Thursday 1<sup>st</sup> October 2020

This meeting was being 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 Binns, C Brown, A Crotch, G Everett (chairman), K Morgan N Quinsey  
K Wilson

Clerk: Jonathan Hall

Locum Clerk: Mrs Sarah Hunt

Finance Assistant: Ken Owen

## **In attendance:**

District Councillor (Drayton South): R Foulger

3 Members of the Public

## **80. Apologies**

All members present.

## **81. Declarations of Interest & requests for Dispensations**

None.

## **82. Minutes**

The minutes of Full Council Meeting held on Thursday 3<sup>rd</sup> September 2020 were **AGREED** as a true and correct record and will be signed by the Chair in due course.

## **83. Residents questions and comments**

Queries were raised concerning becoming a Parish Councillor. It was confirmed that Drayton Parish Council is a non political council and the term of office is 4 years (or until the next ordinary elections) however councillors can resign at any time.

## **84. To receive any reports:**

84.1 District Councillor A Crotch, Drayton North informed the meeting that he had tried to contact the planning officer regarding application number 20201616 but as yet had received no response. Trees that had fallen on the woodland network paths around the perimeter of Thorpe Marriott had been reported to Broadland District Council officers for action.

84.2 District Councillor R Foulger, Drayton South advised that he had 3 planning applications in the last two days which he will comment on next month. The Police had confirmed that no SNAP meetings will be held for the foreseeable future as they do not consider the online virtual platforms, such as Zoom, to be secure enough. However the Police & Crime Commissioner was using them for his regular meetings. In light of this, Cllr Foulger has arranged to meet with the Beat Manager PC Alex Wright to discuss issues in the Parish to include drugs, speeding and Police activity and presence within the Parish.

84.3 County Councillor T Adams (Drayton, Horsford & Felthorpe) Apologies sent – Cllr Adams is on holiday.

Drayton Parish Council, King George Fifth Playing Field, Drayton High Road, Drayton, NR8 6AW

Email: [clerk@draytonparishcouncil.org.uk](mailto:clerk@draytonparishcouncil.org.uk)

Telephone: 01603 864492 or 07471552906

## 85. Clerk's Report

The Clerk reported on progress of various matters. All items were **NOTED** by the meeting. No decisions or debate took place during this item.

- 85.1 Opening of Bank accounts: Outstanding.
- 85.2 Village Sign – work now completed.
- 85.3 Longdale fence replacement project was completed on 30 September 2020.
- 85.4 Land Registration – ongoing.
- 85.5 Storage of Parish Council minutes. Response received from Closed. To be actioned.
- 85.6 Internal Audit Arrangements – Mr Trevor Brown has been appointed.
- 85.7 Discretionary grant of £2500 has been received from Broadland District Council
- 85.8 Unspent grant of £353.76 for volunteer Coronavirus group has been returned to Community Action Norfolk.
- 85.9 The plumbing work to replace 2 tanks at KGV pavilion has been completed and is now operational.
- 85.10 Payments of electricity for pavilions differ because KGV pavilion is based on usage whereas Longdale pavilion is a regular monthly amount (yearly consumption divided by 12)
- 85.11 Planning Permission has been granted for application number 20201167 – 37 Walsingham Drive, Two Storey Side Extension.

## 86. Planning

- 86.1 Planning application: 20201616. 30 Suter Drive. Single Storey Rear Extension. **RESOLVED**: NO objections to the application.
- 86.2 Planning White Paper. A response to the white paper had been prepared prior to the meeting and circulated to members. It was felt appropriate to answer only questions that relate to planning issues in connection to the Parish. **RESOLVED** to accept the response and to forward this to the Minister for Housing, Communities and Local Government.

## 87. Finance and Governance.

- 87.1 The bank reconciliation up to 20th September 2020 was RECEIVED and APPROVED, to be signed by the Chair in due course.
- 87.2 The list of payments (voucher numbers 244 to 289) and receipts (voucher numbers 19 to 25) 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.
- 87.3 The minutes of the Governance committee held 10<sup>th</sup> September 2020 were received and noted.
- 87.4 Change to earmarked reserves. **RESOLVED** to accept the funds/balances as presented.

## 88. Correspondence

None

## 89. General Matters

- 89.1 Memorial tree / bench. Cllr Anderson advised that the location of Suter Pond was now considered not be suitable by the family in question and the matter will given further thought.
- 89.2 Website accessibility statement. **RESOLVED** to approve the statement for inclusion on the Council's website.
- 89.3 Operation London Bridge. **RESOLVED** to adopt the suggested protocols to be conducted in the event of the death of a member of the Royal family. Once all details have been arranged

the Clerk will meet with Cllrs Anderson, Crotch and Everett to advise of procedures to be followed.

**90. Open Spaces & Property**

The meeting received minutes of the committee meeting held on 23<sup>rd</sup> September 2020 which were noted.

**91. Environment & Highways**

The meeting received minutes of the committee meeting held on 17<sup>th</sup> September 2020 which were noted.

**92. Exchange of Information**

- Cllr Morgan asked District Councillor Foulger to raise the issue of cyclist riding on pavements.
- The pilot of Pizza Roma using the Longdale car park on 17<sup>th</sup> September 2020 had produced no issues and the site was left clean and tidy. It was noted that all COVID 19 social distancing rules had also been adhered to. Any future use by any vendor must be approved by the Parish Council first and that all proper documentation would be required to be seen by the Parish Council office before permission was granted. Advice to this effect would be placed on the Council's website.
- It was confirmed that all QR codes for NHS Test and Trace were in place for KGV and Longdale pavilions.
- The Chairman encouraged all present to download the NHS Test & Trace app.
- It was noted that Sarah Douglass the leader of the COVID 19 Volunteer group had received a letter from the Lord-Lieutenant for Norfolk, The Lady Dannatt, MBE thanking her for all hard work during the lockdown crisis. It was agreed that the Parish Council should also write to her and offer their congratulations and thanks.

**93. Matters for next Agenda**

Remembrance Sunday arrangements 8<sup>th</sup> Nov 2020

**94. Next Meeting**

Date of next Full Parish Council meeting confirmed as Thursday 5<sup>th</sup> November 2020 at 7pm.

**RESOLVED** to, in accordance with the Public Bodies (admission to Meetings) Act 1960, that the public and press to be excluded during consideration of the following item due to their confidential nature. Members attending made a verbal declaration that no other persons are present who could hear, see, or record the proceedings.

The meeting was closed to the press and public at 7.45pm

**95. Staffing**

The meeting received and noted the minutes of the committee meeting held 29<sup>th</sup> September 2020.

1. It was **RESOLVED** that the Maintenance Operative be provided with a Samsung Galaxy Tab A 10.1 inch 4G tablet at around £9.99 plus £18.00/month on EE.
2. It was **RESOLVED** that the Financial Assistant be given a 2.75% pay increase in line with the National Agreement backdated to April 2020.
3. It was **RESOLVED** that an external job evaluation be undertaken prior to appointing the Financial Assistant to a point on the salary scale.
4. It was **RESOLVED** that the locum clerk remain on the Payroll in anticipation of the Clerk's upcoming Annual Leave.
5. It was **RESOLVED** that the recommendations as the report provided by Staffing Committee were **AGREED**. Unanimous vote.

Meeting ended at 8.55pm

Drayton Parish Council, King George Fifth Playing Field, Drayton High Road, Drayton, NR8 6AW

Email: [clerk@draytonparishcouncil.org.uk](mailto:clerk@draytonparishcouncil.org.uk)

Telephone: 01603 864492 or 07471552906