

Minutes of the annual meeting of Drayton Parish Council held on **Thursday 15th May 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown (7:08pm), A. Crotch (Vice-Chair), J. Edwards-Smith, G. Everett (Chair), H. Kisby, T. Lee, K. Morgan, N. Quinsey, A. Taylor and S. White.

In attendance: Amy Pinkham; Parish Clerk & RFO, 5 member(s) of the public.

Meeting Opened: 7:00pm

1. ELECTIONS

- a) **To elect the Parish Council Chairman and sign the declaration of acceptance of office [Pg 1].**

Council **AGREED** to elect Cllr. Graham Everett to the office of Chairman and the declaration of acceptance of office was duly signed.

- b) **To appoint the Parish Council Vice-Chairman and sign the declaration of acceptance office [Pg 2].**

Council **AGREED** to appoint Cllr. Adrian Crotch to the office of Vice-Chairman and the declaration of acceptance of office was duly signed.

2. APOLOGIES

- a) **To receive apologies and consider acceptance for absence.**

None.

3. DECLARATIONS OF INTEREST

- a) **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg 3-6].**

None.

4. MINUTES

- a) **To receive minutes of the meeting of the Council held on 10th April 2025 for approval [Pg 7-11].**

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

5. PUBLIC FORUM

- a) **To receive any questions or comments from members of the public on matters on the agenda.**

It was reported that there were long outstanding concerns for road safety on Hall Lane and that Council should be progressing traffic calming measures including a meeting with Highways. It was noted that there can be difficulty pulling out from the junction of the new estate on Hall Lane due to the incline of the road

It was reported that the overgrown vegetation at the Hall Lane roundabout was dangerous and required cutting back to improve visibility.

A number of highways issues were noted for reporting to the relevant authority, including verge cutting, potholes and road sweeping.

b) To receive report from County Councillor: Cllr. T. Adams.

In response to concerns raised under the public forum, Cllr. T. Adams agreed to raise verge cutting at the roundabout on Hall Lane with the local Highways Engineer for action. It was further reiterated that the road narrowing on Hall Lane was a requirement of the NDR and that the planning inspector saw no evidence for further works on Hall Lane taking into account that there had been no serious accidents or serious incidents reported.

Regarding the temporary closure of School Road, Cllr. T. Adams arranged for the closure barriers to be moved at the junction with Reepham Road to a more suitable location to prevent vehicles driving on the wrong side of the road and Council noted it's thanks for the prompt response on this matter.

It was noted that works on School Road were anticipated to be finished early next week.

c) To receive report from District Councillor for Drayton North: Cllr. A. Crotch.

Regarding planning application 2025/0390, it was clarified that the application was a reserved matters application only and that the planning permission for the property was granted in 2021. It was confirmed that the application was to consider the appearance and landscaping only. Changes had been made to the balcony's and upper floors to be less intrusive to neighbouring properties.

d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.

None.

e) To receive reports from any other public bodies.

In response to concerns raised under the public forum, Local Beat Manager PC Peyton agreed that the vegetation at the Hall Lane roundabout required cutting back to improve visibility. It was further agreed that there can be difficulty pulling out from the junction of the new estate on Hall Lane due to the incline of the road and it was noted that data from the SAM2 could be useful to determine the scope of the issue.

The temporary closure of School Road had received positive feedback from the community. Disruption appeared to be minimal, helped in part by the promotion of a walk to school week and staggered start times.

No significant incidents impacting the community were reported. Anti-Social Behaviour remained very low with no noteworthy incidents.

Following complaints of what appeared to be abandoned vehicles on the Longdale estate, an individual had been identified owning the multiple vehicles and PC Peyton was working to arrange relocation of the vehicles where possible.

One rough sleeper was arrested in March and given conditions not to reattend and hasn't returned since.

In response to concerns raised regarding speeding and dangerous parking on School Road PC Peyton had met with local MP on site who agreed to engage in a petition for funding to move forward with necessary alterations to the road.

It was confirmed the recent tree felling at Green Lanes was under investigation with no further updates available at this time. PC Peyton would be patrolling the area for the foreseeable future.

It was reported that there were ongoing discussions regarding more Beat Mangers in the area but that this was not yet confirmed.

6. MATTERS ARISING

- a) **To receive Clerk's Report on matters arising from previous meetings of the Council [Pg 12-13].**

Council received the report with no further questions or comments.

- b) **To note no meeting of the Town and Parish Council Forum held since the last meeting of the Council.**

Noted.

7. ANNUAL MATTERS

- a) **To review and confirm delegation arrangements to committees, working groups, staff and other local authorities and consider Scheme of Delegation for approval [Pg 14-23].**

Council **AGREED** to adopt the Scheme of Delegation as presented.

- b) **To consider recommendations for amendment to Committee Terms of Reference for approval [Pg 24-37].**

Council **AGREED** to adopt the Committee Terms of Reference as presented subject to an additional amendment to the Staffing Terms of Reference to include 'legal updates' under bullet point 3.

- c) **To appoint membership and Chairmen for Council Standing Committees [Pg 38].**

Council **AGREED** to appoint membership for Council Standing Committees as presented.

Council **AGREED** to appoint Chairmen for Council Standing Committees as presented.

- d) **To review representation on or work with external bodies and arrangements for reporting back [Pg 39].**

Council **AGREED** to nominate Cllrs. H. Kisby, C. Brown and J. Anderson for appointment at the Annual General Meeting of the Bob Carter Centre Management Committee.

It was noted that the Council can nominate up to 6 trustees and **AGREED** to request expressions of interest from members of the public through the Council's website and Facebook page.

Council **AGREED** to appoint Cllr. J. Anderson as representative on the Norwich Airport Limited Consultative Committee and Cllr. G. Everett as representative on the Norwich Western Link Committee.

Council noted Cllr. H. Kisby as the appointed member of Drayton Village Hall and Cllr. J. Anderson as the appointed member of Thorpe Marriot Village Hall.

8. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) **2025/1036:** 62 Badgers Brook Road, NR8 6EY.

Council **AGREED** to submit no comments.

ii) **2025/1003:** 1 Station Road, NR8 6SA.

Council **AGREED** to submit no comments.

iii) **2025/1202:** 2 School Road, NR8 6DN.

Council **AGREED** to support the application.

b) To note planning decisions by Broadland District Council as follows:

i) **2025/0589:** Community Rooms John Gale Court – Approval with Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

c) To note the date and time of Appeal Hearing for application 2023/2395 and consider attendance by a representative of the Council [Pg 40-42].

Council noted the date and time of the Appeal Hearing and **AGREED** to make no further representations.

9. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg 43-45].

The Chairman verified and signed the bank reconciliation as evidence of verification in accordance with 2.2 of Council's adopted Financial Regulations.

b) To receive list of receipts and approved payments for April 2025 [Pg 46-51].

Council received the list of receipts and approved payments with no further questions. It was noted that where two or more invoices from the same supplier are received in one month it could be helpful to include the bill period in the Scribe report to ensure invoices are not inadvertently duplicated.

c) To receive list of payments for authorisation [Pg 52-53].

Council received and authorised the list of payments to be made.

10. FINANCE & GENERAL PURPOSES COMMITTEE

a) To receive minutes of the Committee meeting held on 24th April 2025 [Pg 54-57].

Council received the minutes with no further questions or comments.

b) To consider recommendation to approve the Financial Risk Assessment as presented [Pg 58-63].

Council **AGREED** to approve the Financial Risk Assessment as presented.

c) To consider recommendation to approve the Council's insurance requirements as presented [Pg 64-68].

Council **AGREED** to approve the Council's insurance requirements as presented. It was noted that Council was pending receipt of the final insurance premium due.

- d) **To consider recommendation to approve the list of regular payments including payment methods as presented [Pg 69-71].**

Council **AGREED** to approve the list of regular payments including payment methods as presented.

- e) **To consider recommendation to approve fund transfer as presented [Pg 72].**

Council **AGREED** to approve fund transfer as presented.

11. OPEN SPACES & PROPERTY COMMITTEE

- a) **To note no meeting of the Committee since the last meeting of the Council.**

Noted.

12. ENVIRONMENT & HIGHWAYS COMMITTEE

- a) **To note meeting of the Committee held on 1st May 2025.**

It was noted that the minutes would be circulated at the next meeting of the Council.

13. STAFFING COMMITTEE

- a) **To note no meeting of the Committee since the last meeting of the Council.**

Noted.

14. OTHER MATTERS FOR DISCUSSION AND DECISION

- a) **To consider recommendation from the Neighbourhood Plan Advisory Group to appoint a consultant as presented [Pg 73-83].**

Council **AGREED** to appoint a consultant as presented.

- b) **To consider response to PSPO consultation from Broadland District Council [Pg 84-88].**

Council **AGREED** to support the renewal.

- c) **To receive correspondence from Norfolk County Council regarding Local Government Reorganisation and consider a response [Pg 89-92].**

Council **AGREED** to appoint Cllr. G. Everett as a representative to attend the online meeting and Councillors were asked to submit feedback to the questions posed by Norfolk County Council.

- d) **To note unauthorised tree felling at Green Lanes and consider further course of action [Pg 93].**

Council agreed in principle to the provision of CCTV at Green Lanes and **AGREED** to delegate authority to the Environment & Highways Committee to consider purchase and installation of CCTV equipment for recommendation for approval by Council.

Council **AGREED** to delegate authority to the Clerk, in conjunction with the Chairman of the Environment & Highways Committee to instruct a suitable contractor for tree removal for expenditure from the General Fund.

Council **AGREED** to issue a press release expressing the Council's disappointment with the recent events, to encourage members of the public to contact the police with any information they may have, and provide an overview of actions to be taken by the Council in response.

15. EXCHANGE OF INFORMATION**a) To note any other matters raised.**

Council noted apologies from Cllr. H. Kisby for the next meeting of the Council.

It was confirmed that Teen Challenge were no longer looking to take on the vacant pharmacy building for a bakery.

Council noted apologies from Cllr. J. Anderson for the upcoming meeting of the Playing Fields & Property Committee.

16. UPCOMING MEETING DATES**a) Staffing Committee meeting Thursday 22nd May 2025.****b) Playing Field & Property Committee meeting Thursday 29th May 2025.****c) Parish Council meeting Thursday 12th June 2025.**

Council noted the date of the next Council meeting dates.

Meeting Closed: 8:35pm

DRAYTON PARISH COUNCIL

Paper	DPC1a: To elect Parish Council Chairman
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<u>Background</u> Under the Local Government Act 1972, Section 15: <ul style="list-style-type: none">• The Chairman of a parish council shall be elected annually from among the elected councillors.• The appointment must be the first item of business on the agenda at the annual meeting of the parish council. <u>Chairman Role & Responsibilities</u> The Chairman's primary role is to preside over meetings, ensuring they are conducted efficiently and in accordance with the Council's constitution and procedures. In addition, the Chairman: <ul style="list-style-type: none">• Is the proper person to whom a notice of resignation from a Councillor must be given.• If present, must preside the meeting.• May call an extraordinary meeting of the council.• May call a meeting of the parish.• May give an original vote on any matter put to the vote and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. <u>Expressions of Interest</u> On 1 st May 2025, Council members were notified of the requirement to elect a Chairman at the annual meeting and were invited to submit expressions of interest in the role. Cllr. Graham Everett confirmed he would be pleased to stand for re-election to the office of Chairman. No further expressions of interest have been received for consideration by Council. Councillors are welcome to submit expressions of interest for election to the office of Chairman at the meeting. <u>For information</u> The Chairman of the Parish Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected. The person elected to that office takes the chair of the meeting immediately after their election. Per paragraph 5ji of the Council's adopted Standing Orders, the elected Chairman shall sign the acceptance of office form.	
Recommendation	
Council is asked to consider expressions of interest for election to the office of Chairman and elect a Chairman of the Parish Council.	

DRAYTON PARISH COUNCIL

Paper	DPC1b: To appoint Parish Council Vice-Chairman
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>Under the Local Government Act 1972 Section 15, a parish council may appoint one of the elected members of the council to be vice-chairman of the council.</p> <p>The primary role of the Vice-Chairman is to assume the responsibilities of the Chairman in their absence or in the event of the Chair having a Disclosable Pecuniary or Personal Interest.</p> <p><u>Expressions of Interest</u></p> <p>On 1st May 2025, Council members were notified of the requirement to appoint a Vice-Chairman at the annual meeting and were invited to submit expressions of interest in the role.</p> <p>Cllr. Adrian Crotch confirmed he was pleased to stand for re-election to the office of Vice-Chairman. No further expressions of interest have been received for consideration by Council.</p> <p>Councillors are welcome to submit expressions of interest for election to the office of Vice-Chairman at the meeting.</p> <p><u>For information</u></p> <p>The vice-chairman shall, unless he resigns or becomes disqualified, hold office until immediately after the election of a Chairman at the next annual meeting of the council.</p> <p>Per paragraph 5ji of the Council's adopted Standing Orders, the appointed Vice-chairman shall sign the acceptance of office form.</p>	
Recommendation	
Council is asked to consider expressions of interest for appointment to the office of Vice-Chairman and appoint a Vice-Chairman of the Parish Council.	

DRAYTON PARISH COUNCIL

Paper	DPC3a: Declarations of Interest.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Declarations of Interests</u></p> <p>All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.</p> <p>At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.</p> <p>If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.</p> <p>Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p> <p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.</p> <p>For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.</p>	
Recommendation	
Council is asked to note the paper for information.	

Interests Flowchart

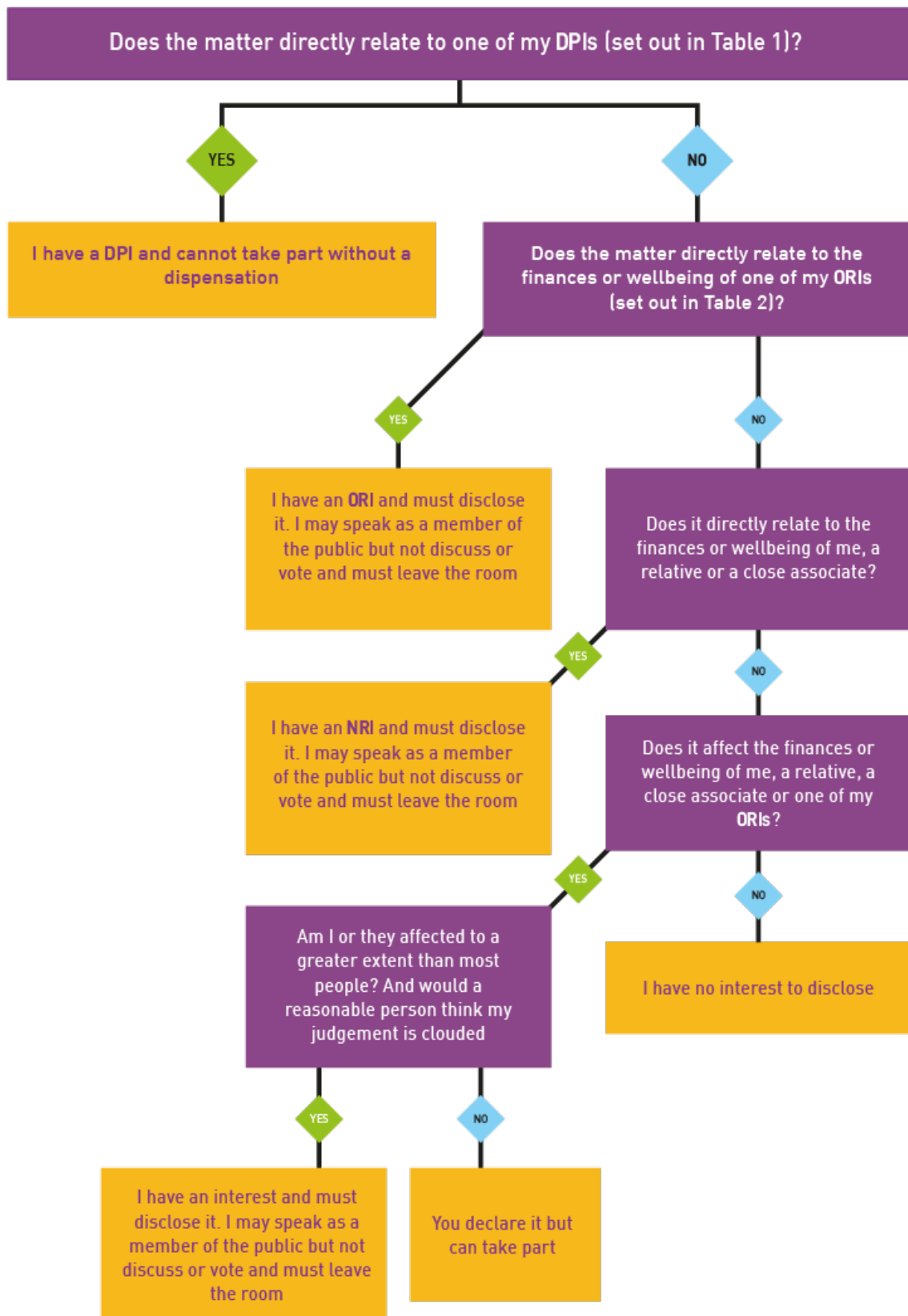


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

DRAYTON PARISH COUNCIL

Paper	DPC4a: To receive minutes for approval.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p>Per section 12 of the Council's adopted Standing Orders, Council members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none">i. the time and place of the meeting;ii. the names of councillors who are present and the names of councillors who are absent;iii. interests that have been declared by councillors and non-councillors with voting rights;iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;vi. if there was a public participation session;vii. and the resolutions made.	
Recommendation	
Council is asked to confirm the accuracy of the minutes of the last meeting of the Council.	

Minutes of the meeting of Drayton Parish Council held on **10th April 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Vice-Chair), J. Edwards-Smith, G. Everett (Chair), H. Kisby, T. Lee, K. Morgan, N. Quinsey, A. Taylor and S. White.

In attendance: Amy Pinkham; Parish Clerk & RFO, 1 member of the public.

Meeting Opened: 7:00pm

1. APOLOGIES

- a) **To receive apologies and consider acceptance for absence.**

None.

2. DECLARATIONS OF INTEREST

- a) **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

None.

3. MINUTES

- a) **To receive minutes of the meeting of the Council held on 13th March 2025 for approval [Pg5-9].**

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

4. PUBLIC FORUM

- a) **To receive any questions or comments from members of the public on matters on the agenda.**

A number of highways and transport issues were noted for reporting to the relevant authority.

- b) **To receive report from County Councillor: Cllr. T. Adams.**

It was confirmed that County Council Elections would not be held again in Norfolk and Suffolk and that Mayoral elections would take place in 2026. Councillors for the new authority would be elected in 2028.

Regarding Local Government Reorganisation (LGR) it was believed that a 3 unitary would not meet the government criteria and that a 1 or 2 unitary would be more likely.

Regarding School Road Closure between 6th May 2025 – 21st May 2025, it was noted that UKPN had been quick to respond and very accommodating to meet the concerns of the residents. It was confirmed that the relevant bus companies had been notified of the closure and alternative bus routes and stops had been agreed.

Council noted it's thanks to Cllr. T. Adams on behalf of the residents of Drayton for his work on the matter and ensuring concerns were addressed to cause as little disruption as possible.

In response to a query raised under the public forum, Cllr. T. Adams confirmed her would investigate the need for repairs to the footpath outside the Red Lion.

- c) **To receive report from District Councillor for Drayton North: Cllr. A. Crotch.**

Locally, Cllr. A. Crotch attended the Thorpe Marriot Village Hall (TMVH) Annual General Meeting and reported that while finances were challenging, as with many village halls, THVH was looking at ways to increase their income and requested the Council promote the use of the bottle banks on their behalf.

It was reported that parking issues regarding statutory offroad vehicles on Longdale continued to be reported to the Police and the DVLA and awaiting a response.

It was noted that the Police Beat Manager, Local Highways Engineer and UKPN Engineer were hoping to be in attendance at School Road during the road closure between 6th May 2025 – 21st May 2025.

Regarding district matters, it was noted as disappointing that another Broadland Service Improvement and Efficiency Committee Meeting had been cancelled.

Regarding Devolution and Local Government Reorganisation (LGR), it was noted as good to see Broadland District Council's support for a Mayoral Combined Authority but disappointing to see support for a 3 unitary.

d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.

None.

e) To receive reports from any other public bodies.

None.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg10-11].

Council received the report with no further comments or questions.

b) To receive feedback on Town and Parish Council Summit held on 2nd April 2025.

The Summit was well attended and provided an overview on Devolution and Local Government Reorganisation (LGR). The potential impact on local Council's and the possibility of further devolved powers was discussed including the need for training and financial support should smaller parishes be required to deliver additional services. Local Council's were advised that further devolved powers was not confirmed at this time.

Broadland District Council confirmed further stakeholder engagement would follow in due course and Council noted it would be beneficial to invite representatives from Broadland District Council to the Parish to discuss Devolution and LGR once there were more details available.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

- i) **2024/3517:** R G Carter Limited, NR8 6AH (amended)

Council **AGREED** to submit no comments.

b) To note planning decisions by Broadland District Council as follows:

- i) **2025/0204:** 6 Vawdrey Road, NR8 6EL – Works to TPO trees – Approval in part, refusal in part (Delegated)
- ii) **2024/3598:** 6 Fakenham Road, NR8 6PW – Approval with Conditions (Delegated)

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg12-13].

The Chairman verified and signed the bank reconciliation as evidence of verification in accordance with 2.2 of Council's adopted Financial Regulations.

It was noted that the Cambridge and Deposit Scheme statements were outstanding and the year-end balance would be reconfirmed at the May meeting.

b) To receive list of receipts and approved payments for March 2025 [Pg14-19].

Council received the list of receipts and approved payments with no further comments or questions.

c) To receive list of payments for authorisation [Pg20-21].

Council received and authorised the list of payments to be made.

8. FINANCE & GENERAL PURPOSES COMMITTEE**a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

9. OPEN SPACES & PROPERTY COMMITTEE**a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

10. ENVIRONMENT & HIGHWAYS COMMITTEE**a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

11. STAFFING COMMITTEE**a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

12. OTHER MATTERS FOR DISCUSSION AND DECISION**a) To receive draft annual parish meeting agenda and invitees for approval [Pg22-23].**

Council **AGREED** the annual parish meeting agenda and invitees as presented subject to inclusion of the Horticultural Society and Bowls Club. It was noted that organisations such as village halls could forward the invitation to clubs attending their facilities should they wish.

b) To note correspondence from Cabinet Member for Highways, Transport and Infrastructure regarding the Norwich Western Link and consider a response [Pg24-25].

Council **AGREED** for Norfolk County Council to make use of the Council's letter and wording publicly and attribute it to the Parish Council.

c) To note consultation on Norfolk and Suffolk Devolution and consider response [Pg26-32].

Council **AGREED** to submit a response as follows:

Question 1: Agree

Question 2: Neither agree nor disagree

Question 3: Agree

Question 4: Neither agree nor disagree

Question 5: Don't know

Question 6: Don't know

Question 7: Disagree.

Council **AGREED** to endorse Broadland District Council's narrative response to Question 7 and incorporate the penultimate paragraph into the Council's response.

- d) **To note correspondence from Leader of Norfolk County Council regarding Local Government reorganisation [Pg33-35].**

Council noted the correspondence with no further questions or comments.

- e) **To consider request to write to Drayton Junior School and Drayton Infant School regarding School Road Closure.**

It was confirmed that the Police had been in touch with the schools encouraging parents and carers to walk to school during the closure and Council **AGREED** no further input from Council was required. It was noted that Council had not yet received formal correspondence from the statutory authority confirming the road closure during the period 6th May 2025 – 21st May 2025 and that the notification would be publicised on the Council website and Facebook upon receipt.

13. EXCHANGE OF INFORMATION

- a) **To note any other matters raised.**

It was noted that proposed improvement works to the footpath between Sheridan Close and Taverham Road remained under consideration by the Environment & Highways Committee pending completion of construction works by a neighbouring property.

14. UPCOMING MEETING DATES

- a) **Finance & General Purposes Committee 24th April 2025**
b) **Annual Parish Meeting 1st May 2025**
c) **Environment & Highways Meeting 1st May 2025**
d) **Annual meeting of the Parish Council 15th May 2025**

Council noted the date of the next Council meeting dates.

Meeting closed: 8:09pm

DRAYTON PARISH COUNCIL

Paper	DPC6a: To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p>It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none">1. The meeting date2. The minute reference3. The agenda item4. The resolution5. Status update <p>The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.</p> <p>If the item requires a substantial paper for discussion and decision by Council the item will appear under its own agenda item.</p> <p>Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.</p>	
Recommendation	
Council is asked to note the matters arising for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
13.03.2025	12g)	To consider quote for repair works at Longdale for approval	Council AGREED to accept the quote for works as presented.	Complete: Works completed and invoice presented at the May 2025 meeting for authorisation.
10.04.2025	3a)	To receive minutes of the meeting of the Council held on 13th March 2025 for approval	The minutes were AGREED as an accurate record of the meeting and signed by the Chairman.	Complete: Approved minutes published on council website.
10.04.2025	12a)	To receive draft annual parish meeting agenda and invitees for approval	Council AGREED the annual parish meeting agenda and invitees as presented subject to inclusion of the Horticultural Society and Bowls Club.	Complete: Invitations circulated via email 16th April 2025 and annual parish meeting agenda published on Council website 17th April 2025.
10.04.2025	12b)	To note correspondence from Cabinet Member for Highways, Transport and Infrastructure regarding the Norwich Western Link and consider a response	Council AGREED for Norfolk County Council to make use of the Council's letter and wording publicly and attribute it to the Parish Council.	Complete: Norfolk County Council notified of Council decision on 24th April 2025.

DRAYTON PARISH COUNCIL

Paper	DPC7a: To review and confirm delegation arrangements.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>Per section 5jv of the Council's adopted Standing Orders, Council is required to review delegation arrangements to committees, sub-committees, staff and other local authorities. The Scheme of Delegation was adopted at the April 2023 meeting of the Council and outlines the Council's agreed delegation arrangements.</p> <p>The Scheme of Delegation has been reviewed and updated to reflect changes in staffing arrangements and amendments have been track-changed for reference.</p> <p>A summary of changes is provided below for information.</p> <p><u>Committees</u></p> <p>Delegation arrangements for Committees remain unchanged.</p> <p><u>Working Groups</u></p> <p>Delegation arrangements for Working Groups remain unchanged.</p> <p><u>Staff</u></p> <p>Delegation arrangements for staff have been updated to reflect the change in job title of the Parish Clerk.</p> <p><u>Delegation to Other Local Authorities</u></p> <p>The section has been added to confirm that Drayton Parish Council does not, at the time of writing, delegate any of its functions to any other local authority.</p> <p><u>Delegation from Other Local Authorities</u></p> <p>The section has been added to confirm that Drayton Parish Council, under the delegation of Norfolk County Council, cuts designated roadside verges in Drayton.</p>	
Recommendation	
<p>Council is asked to review the track-changes as presented and approve the delegation arrangements as outlined in the Scheme of Delegation.</p>	



SCHEME OF DELEGATION

DRAYTON PARISH COUNCIL

Version 1.32

Approval Date:	6th April 2023 <u>May 2025</u>	Approval Route:	Council
Review Date:	April 2024 <u>May 2026</u>	Policy Holder:	Governance Finance & General Purposes Committee

Document Change History

This is version 1.32 of the Scheme of Delegation and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

It is the responsibility of the reader to familiarise themselves with this version of the document.

This document is subject to revision and is maintained electronically. Electronic copies are version controlled and printed copies are not subject to this control.

Summary of Changes

Version 1.3 May 2025	
<u>Ref.</u>	<u>Change</u>
<u>Introduction</u>	<u>Paragraph added to clarify document formatting such as body type.</u>
<u>Staffing</u>	<u>Job titles amended to reflect the designation of the Proper Officer and Responsible Financial Officer to the Parish Clerk.</u>
<u>Other Local Authorities</u>	<u>New section added to confirm current delegation arrangements in place.</u>

Version 1.2 April 2024	
<u>Ref.</u>	<u>Change</u>
Working Groups	Additional section on delegated authority of Working Groups included. (Approved at April 2024 meeting of the Council)

Version 1.1 November 2023	
<u>Ref.</u>	<u>Change</u>
Committees	Additional matter reserved for Committees included under item 7 (approved November 2023 budget meeting of the Council)

Introduction

Pursuant to s.101 of the Local Government Act 1972, Drayton Parish Council (the Council) as a local authority may arrange for the discharge of any of their functions by a committee, a sub-committee, ~~or~~ an Officer of the authority or by any other local authority.

The Scheme of Delegation sets out the delegated authority to act for Officers and Committees of the Council and is intended to facilitate the effective day to day running of the Council with all reasonable speed.

Those items presented in bold type contain legal and statutory requirements and cannot be changed. References in brackets indicate the relevant governing document where the authority is stipulated such as Standing Orders or Financial Regulations.

Matters reserved only for Council

The following matters are reserved for the Council and may not be delegated to a Committee, ~~or~~ Officer of the Council or any other local authority:

- 1. To elect a Chairman and Vice-Chairman of the Council (SO5e)**
2. To review and approve delegation arrangements to committees, sub-committees and staff of the Council (SO5v)
3. To review and approve Terms of Reference for committees (SO5vi)
4. To appoint members to existing committees (SO5vii)
5. To appoint any new committees in accordance with Standing Order 4 (SO5viii)
- 6. To approve the final annual budget (FR1.13 & FR3.3)**
- 7. To approve the final precept (FR1.13 & FR3.4)**
- 8. To approve accounting statements (FR1.13)**
- 9. To approve the Annual Governance and Accountability Return (AGAR) (FR1.13)**
- 10. To approve any application for borrowing and subsequent arrangements for the loan (FR1.13 & FR8.1)**
- 11. To determine action in relation to outstanding debts (FR1.13)**
- 12. To declare eligibility for the General Power of Competence (FR1.13)**
- 13. To determine action to be taken in response to recommendations in any report from the internal or external auditors (FR1.13)**
- 14. To approve banking arrangements including the bank mandate for all council bank accounts (FR1.14 & FR5.1)**
- 15. To authorise any grant or a single commitment in excess of £5,000 (FR1.14 & FR4.1)**
- 16. To consider recommendations from the Staffing Committee in respect of staff remuneration and/or terms and conditions of employment (FR1.14 & FR7.3)**
17. To determine matters incurring expenditure for which budget provision is not made or exceeded (FR4.2)
18. To approve the movement to other budget headings or to an earmarked reserve as appropriate, any unspent or available amounts during the budget year (FR4.2)
19. To approve expenditure in relation to any capital project (FR4.6)
20. To receive quarterly budget reports (FR4.8)
21. To approve any changes in earmarked reserves (FR4.9)
22. To approve and/or ratify a monthly set of accounts (FR5.2)
23. To approve financial arrangements for Hire Purchase and/or leasing of tangible assets (FR8.2)
24. To approve annually, particulars of all charges to be made for work done, services rendered, or goods supplied (FR9.2)

25. To approve annually, a review all fees and charges (FR9.3)
26. To approve any variation to a contract or addition to or omission from a contract for building or other construction works (FR12.3)
27. To approve the purchase, acquisition, sale, lease or disposal of all tangible moveable property where the estimated value of any one item exceeds £250 (FR14.2)
28. To approve the purchase, acquisition, sale, lease or disposal of real property (interests in land) (FR14.3 & 14.4)
29. To approve governing documents of the Council including Standing Orders, Financial Regulations, Scheme of Delegation and Council Policy (FR18.1)
30. To appoint the internal auditor for the provision of year-end internal audit
31. To appoint and dismiss Council Officers following recommendations from the duly delegated committee
32. To approve the Council's insurance requirements following recommendation from the duly delegated committee
33. To nominate and appoint representatives of the Council to any other authority, organisation or body as necessary
34. To receive and respond to national and local consultations, including planning matters
35. To adopt the schedule of meetings for the ensuing year
36. To determine any other matters which do not fall within the remit of committees, sub-committees or delegated Officers of the Council

Committees

Committees have delegated authority to act within their Terms of Reference and budget agreed by the Council. This means committees can resolve and thereafter instruct action by Officers on all matters not reserved for consideration by Council, or by another committee. For matters reserved by Council or other committees, committees can only recommend a course of action and, in these cases, officers cannot normally carry out the instructions of the committees until the recommendation(s) have been approved by Council.

All decisions and/or actions taken by a committee of the Council shall be deemed on behalf of and in the name of the Council. As such all members of the Council shall receive agendas, minutes and supporting papers of all committees for information.

Council members are entitled to attend all committees and sub-committees whether or not they are members of the committee, although no voting rights or right to participate in discussions or proceedings is granted.

All delegated authority will be exercised in accordance with governing documents including approved budgets, Council policy and all statutory common law and contractual requirements.

The following matters are reserved to all committees:

1. To act within their Terms of Reference and budget agreed by Council
2. **To appoint a sub-committee whose terms of reference and members shall be determined by the Committee (SO4a)**
3. To determine the number and times of its meetings, other than in respect of ordinary meetings (SO4diii)
4. To decide as to whether to grant a dispensation relating to the meeting of the Committee (SO13e)

5. To review the committee's three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall formulate and submit proposals for the following financial year to the Council not later than the end of December each year including any proposals for revising the forecast (FR3.1)
6. To authorise expenditure on revenue items up to and including £5,000 for that class of expenditure in the approved budget for the Committee (FR4.1)
7. To authorise unforeseen expenditure on revenue items that will exceed the amount provided in the budget for that class of expenditure, provided the requirements of 4.1 of the Financial Regulations are adhered to

Working Groups

Role and Responsibilities

As a parent body, The Parish Council and/or a Committee of the Council may form a Working Group to carry out specific detailed tasks on any matter that falls within its powers. The parent body will establish the role of the Working Group and its Terms of Reference. The Working Group will research, investigate, consider and make recommendations within its remit to the parent body accordingly.

Any recommendations made by Working Groups are subject to approval by the parent body.

There is no delegated budgetary allowance for Working Groups and all budget requests must be made in writing to Council in line with Standing Orders.

Membership and Term of Office

The membership of a Working group shall be appointed by resolution of the parent body and include no less than 3 Council Members. Membership may include non-councillors or 'Community Members' at the discretion of the parent body.

The Working Group Chair shall be a Council member and be appointed by it's members as the first item of business at its first meeting.

Members of the public who have specific knowledge, expertise and/or experience on the subject may be invited as attendees to assist the Group.

A Working Group is expected to be time limited and the continuing need for a Working Group will be reviewed annually by the parent body.

Quorum

The quorum necessary for the transaction of business is to be determined by the parent body and be no less than 3 members of the group, to include a minimum of two Council members.

Meetings

Working Groups will arrange their own meetings and schedule of work as required. Meetings may be held remotely as necessary.

Decisions on recommendations shall be determined by a majority of votes of the Working Group members present and voting. In the case of equality of votes, the Chair shall have a casting vote.

Public Participation

Working Groups do not meet in public.

Minutes and Reporting

Working Groups may take notes and record actions and outcomes as necessary. All recommendations must be made in writing and presented to the parent body for consideration.

Group Clerk

The Clerk to the parent body will normally clerk the meeting.

Review

The parent body will conduct an annual review of its Working Groups at its first meeting of the year.

Officers of the Council

The term Officer includes all permanent, contract and temporary staff working for the Council. Officers will have the delegated powers of the post they are undertaking, including posts held under any interim or deputising arrangements.

The Parish Clerk & Responsible Financial Officer

The Parish Clerk to the Council is designated and authorised to act as the Proper Officer and Responsible Financial Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer or Responsible Financial Officer.

Specific delegation is provided to the Parish Clerk, who for statutory purposes is the Data Protection Officer and the Health & Safety Officer.

While retaining overall responsibility, the Parish Clerk to the Council may delegate authority to other Officers, in accordance with employee job descriptions, with the exception of those matters in bold typeface.

All delegated authority will be exercised in accordance with governing documents including approved budgets, Council policy and all statutory common law and contractual requirements.

The following matters are reserved to the Parish Clerk:

- 1. To receive dispensation requests in writing (SO13d)**
- 2. To serve on councillors by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email) and provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) at least three clear days before a meeting of the council, a committee, or sub-committee (SO15bi)**
- 3. To convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office (SO15biii)**

4. **To facilitate inspection of the minute book by local government electors (SO15biv)**
5. **To receive and retain copies of byelaws made by other local authorities (SO15v)**
6. **To witness signatures of any two councillors who sign, on behalf of the Council (subject to Standing Order 23(a), any deed required by law (SO23b)**
7. To hold acceptance of office forms from councillors (SO15vi)
8. To hold a copy of every councillor's register of interests (SO15vii)
9. To notify the Returning Officer of any casual vacancies and liaise with him regarding the conduct of elections
10. To arrange and manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations (SO15xiii)(FR4.1, FR5.5 & FR6.2)
11. To authorise changes to account details for suppliers (FR6.17)
12. To dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible/moveable item not exceeding £250 and ensure any disposal details are recorded in the Assets Register.
13. To line manage all staff employed by the Council in accordance with staffing policies, procedures and budgets
14. To manage the day to day operation and administration of services and facilities in accordance with agreed budget and policy of the Council including, but not limited to; office hours and staffing, provision of IT equipment, hire bookings and charges and, routine H&S inspection and control.
15. To manage, as the Council's Data Protection Officer, requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures (SO15viii)
16. To receive and send general correspondence and notices to the press and public on behalf of the Council except where there is a resolution to the contrary (SO15x)
17. To manage the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980) (SO15xi)
18. To manage access to information about the Council via the publication scheme (SO15xvi)
19. To organise, promote and manage facilities and events as instructed by Council
20. To represent the Council at meetings and forums
21. To act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council and the relevant committee or sub-committee. The Chairman of the Council or Chairman of the appropriate Committee shall be informed as soon as practicably possible of any action taken or to be taken by the Parish Clerk.
22. To act as instructed by resolution of the Council, appropriately delegated committee, or as detailed in governing documents of the Council including Standing Orders, Financial Regulations, Scheme of Delegation and other policies and procedures of the Council.

The Assistant Clerk

~~The Assistant Clerk is designated and authorised to act as the Responsible Financial Officer (RFO) for the purposes of s.151 of the Local Government Act 1972 and any other statute requiring the designation of a Responsible Financial Officer.~~

The following matters are reserved to the Responsible Financial officer;

- Acts under the policy direction of the council (FR1.9);
- Administers the council's financial affairs in accordance with all Acts, Regulations and proper practices (FR1.9);
- Determines on behalf of the Council its accounting records and accounting control systems (FR1.9);
- Ensures the accounting control systems are observed (FR1.9);
- Maintains the accounting records of the council up to date in accordance with proper practices (FR1.9);
- Assist's the council to secure economy, efficiency and effectiveness in the use of its resources (FR1.9); and
- Produce's financial management information as required by the council (FR1.9).

~~All delegated authority will be exercised in accordance with governing documents including approved budgets, Council policy and all statutory common law and contractual requirements.~~

~~In enacting the role of Responsible Financial Officer, the following matters are reserved to the Assistant Clerk:~~

1. To administer the accounting procedures and financial records of the Council in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices (FR2.1)
2. To produce bank reconciliations for all accounts (FR2.2)
3. To complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations. (FR2.3)
4. To make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations. (FR2.9)
5. To report to Council any correspondence or report from internal or external auditors (FR.2.10)
6. To prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the Council (FR3.2)
7. To issue the precept to the billing authority and shall supply Council with a copy of the approved annual budget (FR3.4)
8. To provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget (FR4.8)
9. To prepare a set of accounts for ratification shall form part of the agenda for the monthly Council Meeting (FR5.2)

10. To examine, verify and certify all payments to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council (FR5.3)
11. To authorise and instruct the payment of items in accordance with 5.5 of the Financial Regulations (FR5.5 & FR6.2).
12. To authorise changes to account details for suppliers (FR6.17)
13. To complete any VAT return that is required and any repayment claim at least annually (FR9.8)
14. To maintain a Register of Assets and Investments (FR14.6)
15. To maintain a record of all insurances effected by the Council and the property and risks covered thereby and annually review it (FR15.3)
16. To prepare financial risk management policy statements (FR17.1)
17. To issue sales invoices for payment as agreed by the Council, duly delegated committee, sub-committee or Parish Clerk and collect all sums due to the Council (FR9.1)
18. To prepare all necessary arrangements for the provision of internal and external audit
19. To act as instructed by resolution of the Council, appropriately delegated committee, the Parish Clerk or as detailed in governing documents of the Council including Standing Orders, Financial Regulations, Scheme of Delegation and other policies and procedures of the Council.

Delegation to Other Local Authorities

There are no arrangements in force under s.101 of the Local Government Act 1972 for the discharge of any functions of the Council by another local authority.

Delegation from Other Local Authorities

Drayton Parish Council, under the delegation of Norfolk County Council, cuts designated roadside verges in Drayton.

DRAYTON PARISH COUNCIL

Paper	DPC7b: To review and confirm Committee Terms of Reference.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>To ensure their continued efficiency, Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at their first meeting of the year and make recommendations for amendment for approval by Council.</p> <p>A summary of recommendations from each Committee is provided below and track-changes are attached for consideration for approval.</p> <p><u>Finance & General Purposes – 30th January 2025</u></p> <p>The Committee AGREED to recommend the following amendments to the Terms of Reference; include the Community Events Working Group as a Sub-Committee, update the Clerk details and remove reference to Parish Online.</p> <p><u>Open Spaces & Property Committee – 23rd January 2025</u></p> <p>The Committee AGREED to recommend the following revisions to Council; Amendment of the Committee name to Playing Fields and Property Committee, removal of repeated reference to property owned, leased or managed by the Council and replacement with emphasis in the opening paragraph that all Committee responsibilities are in relation to KGV, FCMP and Longdale, revision of responsibilities two and three to include, rather than exclude, trees, and update to staffing in the Committee Clerk section.</p> <p>It was envisaged, subject to agreement by Environment and Highways (E&H) Committee, that E&H would continue to manage all tree surveys and that OSP would manage tree works for KGV, FCMP and Longdale.</p> <p><u>Environment & Highways Committee – 6th February 2025</u></p> <p>In line with the recommendation by the Open Spaces and Property Committee, the Committee AGREED to recommend to Council that responsibility for tree works at Longdale, Florence Carter Memorial Park and King George V Playing Fields should reside with Open Spaces and Property Committee and that staffing within the Committee Clerk section of the Terms of Reference should be updated.</p> <p><u>Staffing Committee – 20th February 2025</u></p> <p>The Committee AGREED to recommend the following amendments to the Terms of Reference; to delegate authority to amend staff contracts relating to Green Book updates, and update the Clerk details.</p>	

DRAYTON PARISH COUNCIL

<p><u>For information</u></p> <p>To ensure parity between Terms of Reference and Standing Orders, a further track-change to all Committee Terms of Reference has been made to confirm that Terms of Reference are approved at the annual meeting of the Council.</p>
<p>Recommendation</p>
<p>Council is asked to review the track-changes and approve the Terms of Reference as presented.</p>

FINANCE & GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE

ROLE

This Finance & General Purposes Committee is a Standing Committee of the Council and is responsible for a range of non-executive functions to facilitate proper management of the Council's finances in accordance with external requirements and internal imperatives.

The Committee is also responsible for various matters concerning the effective development of good governance and administration, advising Council on constitutional and policy matters for which it is responsible.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To review and make recommendations to Council on issues of financial and general purposes for which Council retains authority.
3. To implement internal controls and recommend action it considers necessary to ensure that Council continues to comply with relevant legislation, regulation and guidelines.
4. To keep under review Council's banking arrangements and make recommendations to Council accordingly.
5. To maintain adequate provision and budgetary control for any other matters not delegated to Council or other Committees including IT & office supplies, utilities & services, streetlighting, subscriptions, community events and newsletter expenditure.
6. To conduct an annual review of the effectiveness of the Council's Statement of Internal Controls.
7. To review the year end accounts and annual return and make recommendations to Council for approval prior to submission to the External Auditor.
8. To monitor General and Earmarked Reserves and make recommendations to Council accordingly.
9. To recommend the annual appointment of an Internal Auditor to Council
10. To consider and determine ways in which the Council can engage with the electorate and public at large including oversight of the Parish Council Website and Parish Online
11. To consider and determine Council Member induction processes, training arrangements and associated costs.
12. To consider any other matter which may be delegated to it by the Council from time to time.
13. To consider any implication(s) linked to other Committees when conducting its business, making decisions and agreeing actions.

MEMBERSHIP & TERM OF OFFICE

The Committee will normally comprise a maximum of 7 members of Council. Membership and Chairman shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chairman's absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

QUORUM

The quorum necessary for the transaction of business is 3 members of the Committee.

MEETINGS

Ordinary Committee meetings will normally be held 4 times per year and no fewer than once every 12 months.

PUBLIC PARTICIPATION

Normal public participation is permitted at meetings of the Finance & General Purposes Committee.

MINUTES & REPORTING

Draft minutes are reviewed by the Chairman and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Committee and published in place of the draft minutes on the website as soon as practicable.

A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

COMMITTEE CLERK

The ~~Assistant Parish~~ Clerk & RFO is normally the Clerk to the Committee. The ~~Parish Deputy Clerk & Facilities Manager~~ will act as Clerk to the Committee in the absence of the ~~Assistant Parish~~ Clerk & RFO.

SUB-COMMITTEE

~~There are no sub-committees of the Finance & General Purposes Committee. Events Advisory Group.~~

REVIEW

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year and make recommendations for approval by Council at ~~its next available~~ the annual meeting.

Terms of Reference reviewed and adopted by Council on ~~13th July 2023~~ 15th May 2025.

~~OPEN SPACES~~ PLAYING FIELDS & PROPERTY COMMITTEE

TERMS OF REFERENCE

ROLE

The Open Spaces & Property Committee is a Standing Committee of the Council. It is responsible for the provision, maintenance and future development of playing fields, sporting and recreational facilities at King George V Playing Field, Longdale, Florence Carter Memorial Park ~~and property owned, leased or managed by the Council.~~

~~The Committee is responsible for sporting and recreational facilities provided by the Council,~~ and for making recommendations to Council for new and improved services and provision.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To consider the provision of Parish Council owned assets ~~on Parish Council owned land, excluding including~~ trees.
3. ~~To M~~manage the maintenance and replacement of Parish Council owned assets ~~on Parish Council owned land, excluding including~~ trees.
4. To determine and monitor service contracts for grounds maintenance and security, making recommendations to Council for appointment.
5. To determine, monitor and appoint service contracts and other works, in line with budget requirements.
6. To oversee the implementation of designated policies.
7. To oversee the implementation of remedial actions from health & safety inspections, risk assessments and risk mitigation measures for property and open spaces ~~owned or managed by the Parish Council.~~
8. To review and determine hire charges and conditions of hire for open spaces and facilities ~~owned or managed by the Parish Council.~~
9. To determine charges and letting conditions for the use of Council facilities and amenities.
10. To oversee the management and operation of public spaces and associated equipment ~~contained within the Parish.~~
11. To prepare and review management plans for property and open spaces ~~within the Parish~~ as required.
12. To oversee the programme of internal and external playground inspections; and commissioning of repairs and maintenance as required.
13. Review and make recommendations for action, reports of all forms of crime and disorder ~~on Parish Council property.~~
14. To consider any other matter which may be delegated to it by the Council from time to time.
15. To consider any implication(s) linked to other committees when conducting its business, making decisions and agreeing actions.

MEMBERSHIP & TERM OF OFFICE

The Committee will normally comprise a maximum of 7 members of Council. Membership and Chairman shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chairman's absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

QUORUM

The quorum necessary for the transaction of business is 3 members of the Committee.

MEETINGS

Ordinary Committee meetings will typically be held 4 times per year and no fewer than once every 12 months.

PUBLIC PARTICIPATION

Normal public participation is permitted at meetings of the Open Spaces & Property Committee.

MINUTES & REPORTING

Draft minutes are reviewed by the Chairman and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Open Spaces & Property Committee and published in place of the draft minutes on the website as soon as practicable.

A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

COMMITTEE CLERK

The Parish Deputy Clerk & Facilities Manager is normally the Clerk to the Committee. The Assistant Parish Clerk & RFO will act as Clerk to the Committee in the absence of the Parish Deputy Clerk & Facilities Manager.

SUB-COMMITTEE

There are no sub-committees of the Open Spaces & Property Committee.

REVIEW

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the civic year and make recommendations for approval by Council at ~~its next available~~ the annual meeting.

Terms of Reference reviewed and adopted by Council on ~~12th October 2023~~ 15th May 2025.

ENVIRONMENT & HIGHWAYS COMMITTEE

TERMS OF REFERENCE

ROLE

The Environment & Highways Committee is a Standing Committee of the Council and is responsible for the preservation and enhancement of the local environment and interests of the local community within its powers and duties.

The Committee is also responsible for the consideration and representation to the appropriate authority, if necessary, any item relating to; roads, road safety and parking; footways including pavements; footpaths including Rights of Way; passenger transport services; and any other issue relating to highways, footpaths and public transport.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To consider the provision, and manage the maintenance and replacement of Parish Council owned street scene furniture *not* on Parish Council owned land, including; bus shelters, flower containers or planters, litter bins, dog bins, grit bins, bollards or posts, village signs, noticeboards, village shelters or any other street scene furniture.
3. To determine and monitor service contracts for delegated grass cutting and make recommendations to Council for appointment.
4. To determine and monitor service contracts for bus shelter cleaning in line with budget requirements.
5. To oversee maintenance for the area off Low Road known as Green Lanes, including the provision, maintenance and replacement of bins, benches and other furniture or fixtures.
6. To oversee the implementation of the Tree Management Policy including the programme of scheduled tree surveys ~~and maintenance~~.
7. To oversee tree maintenance at Green Lanes.
8. To consider bid proposals for Norfolk County Council's Parish Partnership Scheme and make recommendations to Council.
9. To consider its position in response to matters concerning highways, footpaths and public transport in Drayton and make recommendations to Council as necessary.
10. To review recycling and litter picking initiatives within the Parish and consider Council engagement.
11. To manage the planning and promotion of Drayton's Garden Competition.
12. To make recommendations to Council as necessary to protect the general environment and amenities of the village.
13. To consider any other matter which may be delegated to it by the Council from time to time.
14. To consider any implication(s) linked to other committees when conducting its business, making decisions and agreeing actions.

MEMBERSHIP & TERM OF OFFICE

The Committee will normally comprise a maximum of 7 members of Council. Membership and Chairman shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chairman's absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

QUORUM

The quorum necessary for the transaction of business is 3 members of the Committee.

MEETINGS

Ordinary Committee meetings will typically be held 4 times per year and no fewer than once every 12 months.

PUBLIC PARTICIPATION

Normal public participation is permitted at meetings of the Environment & Highways Committee.

MINUTES & REPORTING

Draft minutes are reviewed by the Chairman and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Committee and published in place of the draft minutes on the website as soon as practicable.

A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

COMMITTEE CLERK

The Assistant Deputy Clerk & RFO Facilities Manager is normally the Clerk to the Committee. The Parish Clerk will act as Clerk to the Committee in the absence of the Assistant Deputy Clerk & RFO Facilities Manager.

SUB-COMMITTEE

~~There are no sub-committees of the Environment & Highways Committee.~~ Jetty Working Group.

REVIEW

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year and make recommendations for approval by Council at ~~its next available~~ the annual meeting.

Terms of Reference reviewed and adopted by Council on ~~12th October 2023~~ 15th May 2025.

STAFFING COMMITTEE

TERMS OF REFERENCE

ROLE

The Staffing Committee is a Standing Committee of the Council. It is responsible for the management, welfare and support of employees of the Parish Council including contractual arrangements, conditions of service and staffing structure.

The Staffing Committee also oversees the recruitment and onboarding processes including interviews, probation and appraisals.

The Staffing Committee ensures that the Council continues to comply with requirements of employment law and follows best practice in providing good working conditions for staff, seeking advice as required.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To review and make recommendations to Council on relevant employment policies, including but not limited to Health and Safety at Work, Employment Law, NJC Conditions of Service.
3. To amend staff contracts relating to Green Book updates.
4. To implement relevant employment policies, including but not limited to training and development, grievance and disciplinary procedures, complaints, recruitment and dismissal, absence and leave.
5. To receive and respond to internal and external complaints on staff conduct.
6. To oversee the annual staff appraisal process and consider annual pay awards for all employees and make recommendations to Council in respect of staff remuneration and/or terms and conditions of employment.
7. To oversee the recruitment process and make recommendations to Council on appointment of Council Officers and other staff.
8. To oversee the grievance and disciplinary process and make recommendations to Council on dismissal of Council Officers and other staff.
9. To monitor and performance manage the Parish Clerk, including annual appraisal.
10. To review staffing structure, levels and job descriptions as required.
11. To engage temporary staff as required, in the event of long-term unavailability of an existing member of staff, until such a time as other arrangements can be put in place as directed by Council.
12. To ensure the health and safety of all staff and carry out risk assessments as required.
13. To seek professional advice as necessary to fulfil its obligations as an employer.
14. To consider any other matter which may be delegated to it by the Council from time to time.
15. To consider any implication(s) linked to other committees when conducting its business, making decisions and agreeing actions.

MEMBERSHIP & TERM OF OFFICE

The Committee will normally comprise a maximum of 4 members of Council, excluding the Chairman of the Council. Membership and Chairman shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chairman's absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

QUORUM

The quorum necessary for the transaction of business is 3 members of the Committee.

MEETINGS

Ordinary Committee meetings will typically be held 4 times per year and no fewer than once every 12 months.

PUBLIC PARTICIPATION

Normal public participation is permitted at meetings of the Staffing Committee.

MINUTES & REPORTING

Draft minutes are reviewed by the Chairman and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Staffing Committee and published in place of the draft minutes on the website as soon as practicable.

A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

No minutes are permitted to be confidential. The Clerk, as directed by the Committee, can record sensitive information on a separate report as an annex to the minutes as required.

COMMITTEE CLERK

The Parish Clerk & RFO is normally the Clerk to the Committee. The Assistant Deputy Clerk & RFO-Facilities Manager will act as Clerk to the Committee in the absence of the Parish Clerk & RFO.

SUB-COMMITTEE

The Staffing Committee may appoint a sub-committee for the purpose of Grievances and Appeals as required.

REVIEW

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year and make recommendations for approval by Council at ~~its next available~~ the annual meeting.

Terms of Reference reviewed and adopted by Council on **15th May 2025**.

DRAYTON PARISH COUNCIL

Paper	DPC7c: To appoint membership and Chairmen for Standing Committees.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<u>Background</u> <p>Per the Council's adopted Standing Orders, Council shall appoint Committee membership and Chairmen for standing committees of the council at the annual meeting.</p> <u>Expressions of Interest – Committee Membership</u> <p>On 1st May 2025, Council members were notified of the requirement to appoint Committee membership at the annual meeting and were invited to submit expressions of interest for membership. These have been summarised below and Councillors are welcome to submit expressions of interest for Committee membership at the meeting.</p> <ul style="list-style-type: none">• Finance & General Purposes: Cllrs. J. Anderson, A. Crotch, G. Everett, A. Taylor, S. White (Max. 7 Members).• Open Spaces & Property: Cllrs. J. Anderson, C. Brown, A. Crotch, G. Everett, T. Lee, K. Morgan, N. Quinsey (Max. 7 Members).• Environment & Highways: Cllrs. J. Anderson, G. Everett, H. Kisby, S. White (Max. 7 Members).• Staffing Committee: Cllrs. J. Anderson, H. Kisby, N. Quinsey, A. Taylor (Max. 4 Members). <u>Expressions of Interest – Committee Chairman</u> <p>Current Committee Chairmen have confirmed they are pleased to stand for re-election to the office of Chairman and have been summarised below. No further expressions of interest have been received for consideration by Council. Councillors are welcome to submit expressions of interest for the role of Committee Chairman at the meeting.</p> <ul style="list-style-type: none">• Finance & General Purposes: Cllr. G. Everett.• Open Spaces & Property: Cllr. A. Crotch.• Environment & Highways: Cllr. H. Kisby.• Staffing Committee: Cllr. N. Quinsey. <u>For Information</u> <p>There are no recommendations for the appointment of new committees.</p>	
Recommendation	
<p>Council is asked to appoint for each of the four standing committees of the Council:</p> <ol style="list-style-type: none">1. Committee membership2. Committee Chairman	

DRAYTON PARISH COUNCIL

Paper	DPC7d: To review representation on or work with external bodies and arrangements for reporting back.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<u>Background</u> Per section 5jx. of the Council's adopted Standing Orders, Council is required to review it's representation on or work with external bodies and arrangements for reporting back.	
<u>Nominated Trustees</u> The Parish Council is responsible for nominating trustees for the following charities: <ul style="list-style-type: none">• Bob Carter Memorial Youth and Leisure Centre Trust Council is asked to nominate up to 6 trustees for appointment at the Annual General Meeting of the Management Committee. For reference the current representatives are; Cllrs. J. Anderson, G. Everett, H. Kisby, C. Brown and S. White• Thorpe Marriot Village Hall (TMVH) Council nominated Cllr. J. Anderson as representative trustee at the February 2025 meeting of the Council for appointment at the annual general meeting of the TMVH Management Committee.• Drayton Village Hall (DVH) Cllr. H. Kisby was appointed at the annual general meeting of the DVH Management Committee.	
<u>Representative Members</u> Current representation to external bodies is summarised below for information and Council is asked to confirm representation until the next annual meeting of the Parish Council: <ul style="list-style-type: none">• Norwich Airport Limited Consultative Committee (ACC): Cllr. J. Anderson• Norwich Western Link Committee (NWLC): Cllr. G. Everett	
<u>For information</u> Arrangements for reporting back are managed through monthly council meetings under the public forum with opportunities for reports from public bodies presented each month.	
Recommendation	
Council is asked to: <ol style="list-style-type: none">1. Nominate up to 6 trustees for appointment by the Bob Carter Centre Management Committee.2. Confirm representatives to external bodies, the ACC and NWLC.	

DRAYTON PARISH COUNCIL

Paper	DPC8c: Planning Hearing Appeal
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p>On 15th April 2025, Council received correspondence from Broadland District Council in respect of the Planning Application Appeal Hearing for planning application 2023/2395.</p> <p><i>“Temporary ground mounted solar photovoltaic (PV) farm along with continued agricultural use, ancillary infrastructure, security fencing, landscaping provision, ecological enhancements and associated works”</i></p> <p>The hearing is to be held as an in-person event in the Conference Centre at Broadland District Council Office on 3rd June 2025 at 10:00am.</p> <p>Council is asked to consider if they wish to attend the hearing and, at the Inspectors discretion, give their views. The letter is attached for information.</p>	
Recommendation	
Council is asked to note details of the Appeal Hearing and consider attendance.	

Ms Amy Pinkham
Clerk & Responsible
Finance Officer For
Drayton Parish Council

Tel 01603 430548
christopher.rickman@southnorfolkandbroadland.gov.uk

Our ref 2023/2395

15 April 2025

Dear Sir/Madam

Town and Country Planning Act 1990
Local Planning Authority Reference : 2023/2395
DCLG Reference APP/K2610/W/25/3359225,
Location : Land North East Of Reepham Road Horsford NR10 3AJ
Proposal : Temporary ground mounted solar photovoltaic (PV) farm along with continued agricultural use, ancillary infrastructure, security fencing, landscaping provision, ecological enhancements and associated works
Appeal By : Pathfinder Clean Energy (PACE) UKDev Ltd

I refer to my letter advising you of the above appeal.

As previously advised the appeal is to be determined on the basis of an Hearing, which will take place: -

In :- Conference Centre, Broadland Council Office, at the Council offices, address as above.

on :- 3 June 2025

at :- 10:00

The hearing is to be held as an in-person event.

An Inspector (B Plenty BSc (Hons) DipTP MRTPI) has been appointed by the Secretary of State to determine this appeal. You may attend the hearing and, at the Inspector's discretion, give your views.

If you wish to participate in the hearing, please can you contact Graham Roe by email Graham.Roe@southnorfolkandbroadland.gov.uk or by phone on Tel: 01508 533827, to

register your attendance and provide your name and email address in case we need to move the event online to be held virtually.

If you, or anyone you know has a disability and is concerned about facilities at the hearing venue, you should contact the council to confirm that suitable provisions are in place.

The appeal documents and decision (when issued) can be viewed at our offices, The Horizon Centre Broadland Business Park Peachman Way Norwich NR7 0WF during office hours or via our website (<https://www.southnorfolkandbroadland.gov.uk/> . The Inspectors decision (when issued) and information regarding the progress of the appeal can be accessed at <http://acp.planninginspectorate.gov.uk>.

Yours sincerely

Chris Rickman
Principal Planning Officer

DRAYTON PARISH COUNCIL

Paper	DPC9a: To receive Bank Reconciliation for approval.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>Bank reconciliations within Parish Councils involves comparing the council's financial records with the bank statement to ensure that both are accurate and consistent. This process helps identify discrepancies, such as missing transactions, bank charges, or direct debits and ensures the council's financial records are up-to-date and accurate.</p> <p>Drayton Parish Council has a number of different bank accounts which need to be reconciled individually. All bank accounts are reconciled to provide a comprehensive check on the overall bank position.</p> <p>Per section 2.2 of the Council's adopted Financial Regulations, the Chairman is appointed to verify monthly bank reconciliations for all accounts. The Chairman shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.</p> <p><u>For Information</u></p> <p>The Bank Reconciliation for 31st March 2025 is represented for signature to reflect receipt of the year end interest applied to both the BDC Parish Deposit Scheme and Cambridge Building Society.</p>	
Recommendation	
Council is asked to receive the bank reconciliation for approval.	

Drayton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		1,074,163.36
	ADD Receipts 01/04/2024 - 31/03/2025		295,075.59
	SUBTRACT Payments 01/04/2024 - 31/03/2025		1,369,238.95
			250,927.39
	Cash in Hand 31/03/2025 (per Cash Book)		1,118,311.56
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Unity Trust Bank 31/03/2025	39,532.33	
	Unity Trust Bank - Instant Access (l 31/03/2025	637,222.49	
	BDC Parish Deposit Scheme 31/03/2025	95,593.62	
	Cambridge Building Society 31/03/2025	128,471.14	
	Nationwide Instant Saver Issue 8 31/03/2025	129,550.21	
	Skipton Community Saver 10 A 31/03/2025	87,941.77	
	Credit Card 31/03/2025	0.00	
			1,118,311.56
	Less unrepresented payments		
			1,118,311.56
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,118,311.56
	A = B Checks out OK		

Drayton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/04/2025		
	Cash in Hand 01/04/2025		1,118,311.56
	ADD Receipts 01/04/2025 - 30/04/2025		127,330.18
	SUBTRACT Payments 01/04/2025 - 30/04/2025		20,449.18
	Cash in Hand 30/04/2025 (per Cash Book)		1,225,192.56
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Unity Trust Bank 30/04/2025	146,413.33	
	Unity Trust Bank - Instant Access (l 30/04/2025	637,222.49	
	BDC Parish Deposit Scheme 30/04/2025	95,593.62	
	Cambridge Building Society 30/04/2025	128,471.14	
	Nationwide Instant Saver Issue 8 30/04/2025	129,550.21	
	Skipton Community Saver 10 A 30/04/2025	87,941.77	
	Credit Card 30/04/2025	0.00	
			1,225,192.56
	Less unrepresented payments		
			1,225,192.56
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,225,192.56
	A = B Checks out OK		

DRAYTON PARISH COUNCIL

Paper	DPC9b: To receive list of receipts and payments.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p>The list of receipts and payments is a financial report produced by Scribe that provides a structured presentation of receipts and payments, sub-totalled for each code for all Cost Centres. The report is accompanied by the relevant invoices for information.</p> <p>Drayton Parish Council produce reports for the previous full calendar month which include authorised payments from the previous meeting and regular payments (approved annually) taken by Direct Debit and/or Standing Order.</p> <p>The report is valuable for understanding the overall records in detail and provides an opportunity for Council members to query receipts and payments and/or code allocation.</p>	
Recommendation	
Council is asked to receive list of receipts and approved payments.	

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

6 May 2025 (2025-2026)

Cost Centre 1. Income

Code Number		10 Precept									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	25/04/2025	None		Unity Trust Bank		Precept	Broadland District Council	E	104,892.00		104,892.00
Subtotal for Code: Precept									£104,892.00		£104,892.00
Code Number		14 Miscellaneous									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	11/04/2025	2024-2025/134		Unity Trust Bank		SAM2 Device	Norfolk County Council	E	1,855.00		1,855.00
Subtotal for Code: Miscellaneous									£1,855.00		£1,855.00
Code Number		22 VAT Refund									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	07/04/2025	None		Unity Trust Bank		VAT Reclaim	HMRC	R		5,984.30	5,984.30
Subtotal for Code: VAT Refund										£5,984.30	£5,984.30
Code Number		55 3G Income									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	02/04/2025	2024-2025/98		Unity Trust Bank		3G Pitch Hire	Drayton Youth Football Club MN	S	256.67	51.33	308.00
2	14/04/2025	2024-2025/106		Unity Trust Bank		3G Pitch Hire	Football Fun Factory	S	244.17	48.83	293.00
3	17/04/2025	2024-2025/102		Unity Trust Bank		3G Pitch Hire	Drayton Hurricanes	S	77.00	15.40	92.40
4	22/04/2025	2025-2026/135		Unity Trust Bank		3G Pitch Hire	Sean Middleton	S	191.67	38.33	230.00
5	25/04/2025	2025-2026/136		Unity Trust Bank		3G Pitch Hire	Drayton Youth Football Club	S	38.33	7.67	46.00
6	28/04/2025	2025-2026/138		Unity Trust Bank		3G Pitch Hire	Taverham Tigers U11 Girls	S	81.46	16.29	97.75
7	30/04/2025	None		Unity Trust Bank		3G Pitch Bookings	Stripe	S	161.47	32.29	193.76
Subtotal for Code: 3G Income									£1,050.77	£210.14	£1,260.91
Code Number		603 CIL Income									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	17/04/2025	None		Unity Trust Bank		CIL Receipt	Broadland District Council	E	12,211.36		12,211.36
Subtotal for Code: CIL Income									£12,211.36		£12,211.36
Code Number		8527 NCC Highways Verges									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	23/04/2025	2024-2025/132		Unity Trust Bank		Grass Verge Cutting Contribution	Norfolk County Council	E	1,126.61		1,126.61
Subtotal for Code: NCC Highways Verges									£1,126.61		£1,126.61
Subtotal for Cost Centre: 1. Income									121,135.74	6,194.44	127,330.18
TOTALS									£121,135.74	£6,194.44	£127,330.18

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

Cost Centre 2. Finance & General Purposes

Code Number 27 Utilites & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	10/04/2025	None		Unity Trust Bank		Rates for KGV	Broadland District Council	X	1,602.96		1,602.96
30	16/04/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
31	16/04/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	1.24	0.25	1.49
32	16/04/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
34	04/04/2025	28035		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
35	07/04/2025	10591675		Unity Trust Bank		Electricity Charges KGV	British Gas	S	722.94	144.59	867.53
38	17/04/2025	803682816		Unity Trust Bank		Electricity Charges KGV	British Gas	S	299.32	59.86	359.18
39	22/04/2025	14915645		Unity Trust Bank		Water Charges LD	Wave Utilities	E	76.62		76.62
40	24/04/2025	14925807		Unity Trust Bank		Water Charges KGV	Wave Utilities	E	39.16		39.16
41	24/04/2025	814851634		Unity Trust Bank		Electricity Charges LD	British Gas	S	177.31	35.46	212.77
42	29/04/2025	953214		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	52.07	10.42	62.49
43	30/04/2025	28399		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
Subtotal for Code: Utilites & Services									£3,377.86	£331.84	£3,709.70

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	10/04/2025	505335		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	22.05	4.41	26.46
15	10/04/2025	9592		Unity Trust Bank		Annual Subscription	Starboard Systems Ltd	S	777.60	155.52	933.12
33	16/04/2025	Credit Card		Credit Card		Postage Stamps	Tesco	E	6.80		6.80
37	10/04/2025	47981		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	136.00	27.20	163.20
Subtotal for Code: Stationery & Software									£942.45	£187.13	£1,129.58

Code Number 204 Subscriptions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	10/04/2025	2212		Unity Trust Bank		Annual Subscription	NALC	E	678.50		678.50
Subtotal for Code: Subscriptions									£678.50		£678.50

Code Number 208 Community Event

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29	16/04/2025	Credit Card		Credit Card		VE Day Flag	J W Flag Company	S	17.17	3.43	20.60
Subtotal for Code: Community Event									£17.17	£3.43	£20.60

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22	16/04/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
23	16/04/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
27	16/04/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
44	30/04/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	12.45		12.45
Subtotal for Code: Bank Charges									£21.45		£21.45

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

Code Number 8523 Street Lighting Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
13	10/04/2025			Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
Subtotal for Code: Street Lighting Maintenance									£106.69	£21.34	£128.03
Subtotal for Cost Centre: 2. Finance & General Purposes									5,144.12	543.74	5,687.86

Cost Centre 3. Environment & Highways

Code Number 36 Street Scene Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	10/04/2025			Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services Ltd	S	108.80	21.76	130.56
Subtotal for Code: Street Scene Maintenance									£108.80	£21.76	£130.56
Subtotal for Cost Centre: 3. Environment & Highways									108.80	21.76	130.56

Cost Centre 5. Open Spaces & Property

Code Number 58 Sports Facilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
28	16/04/2025	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.55		1.55
Subtotal for Code: Sports Facilities									£1.55		£1.55

Code Number 501 Pavilion Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
24	16/04/2025	Credit Card		Credit Card		sanitary consumables	Medisave	S	185.07	37.01	222.08
Subtotal for Code: Pavilion Maintenance									£185.07	£37.01	£222.08

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	10/04/2025	35688		Unity Trust Bank		Flowerbed Sign	Wensum Print	S	35.00	7.00	42.00
9	10/04/2025			Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,514.71	302.94	1,817.65
Subtotal for Code: Grounds Maintenance									£1,549.71	£309.94	£1,859.65

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	10/04/2025	5108		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	896.00	179.20	1,075.20
7	10/04/2025	5234		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	992.00	198.40	1,190.40
Subtotal for Code: Security									£1,888.00	£377.60	£2,265.60

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	10/04/2025			Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	340.60	68.12	408.72
Subtotal for Code: 3G Surface Maintenance									£340.60	£68.12	£408.72

Code Number 514 Pest Control

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	10/04/2025	43709		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	141.00	28.20	169.20

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

2	10/04/2025	42757		Unity Trust Bank	Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
3	10/04/2025	43793		Unity Trust Bank	Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
Subtotal for Code: Pest Control								£441.00	£88.20	£529.20
Subtotal for Cost Centre: 5. Open Spaces & Property								4,405.93	880.87	5,286.80

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	30/04/2025	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,144.38		1,144.38
17	30/04/2025	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	374.17		374.17
21	30/04/2025	None		Unity Trust Bank		Take-home pay	Staff	X	5,020.19		5,020.19
Subtotal for Code: Salaries									£6,538.74		£6,538.74

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
20	30/04/2025	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,503.92		1,503.92
Subtotal for Code: Employer Pension Contributions									£1,503.92		£1,503.92

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
18	30/04/2025	None		Unity Trust Bank		Mileage & Allowance	Staff	X	210.14		210.14
Subtotal for Code: Expenses/Mileage									£210.14		£210.14

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
36	07/04/2025			Unity Trust Bank		HR Consultancy	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
Subtotal for Code: Consultancy Services									£100.00	£20.00	£120.00

Code Number 8531 Employer NI Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	30/04/2025	None		Unity Trust Bank		ER NI	HMRC	X	793.16		793.16
Subtotal for Code: Employer NI Contributions									£793.16		£793.16
Subtotal for Cost Centre: 6. Staffing									9,145.96	20.00	9,165.96

Cost Centre 8. Earmarked Reserves

Code Number 607 Play Area Enhancements

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
25	16/04/2025	Credit Card		Credit Card		Paint for sign project	B&Q	S	14.17	2.83	17.00
26	16/04/2025	Credit Card		Credit Card		Paint for sign project	B&Q	S	30.00	6.00	36.00
Subtotal for Code: Play Area Enhancements									£44.17	£8.83	£53.00

Code Number 8533 Cyclical Payments

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	10/04/2025	4446		Unity Trust Bank		Domain Management	Openstrike	E	125.00		125.00

(Between 01-04-2025 and 30-04-2025)

TOTALS	£18,973.98	£1,475.20	£20,449.18
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DRAYTON PARISH COUNCIL

Paper	DPC9c: To receive list of payments for authorisation.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p>Per 5.2 of the Council's adopted Financial Regulations, the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council.</p>	
Recommendation	
Council is asked to receive the list of payments for authorisation.	

Drayton Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

6 May 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
45	NCC Highways Verges	15/05/2025		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
48	Stationery & Software	15/05/2025		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	72.24	14.45	86.69
49	Community Newsletter	15/05/2025		Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
50	Grounds Maintenance	15/05/2025		Unity Trust Bank		Sunken tarmac repairs LD	A K Deeba	S	1,160.00	232.00	1,392.00
46	Security	15/05/2025		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,020.00	204.00	1,224.00
47	Pest Control	15/05/2025		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	225.00	45.00	270.00
51	Projects	15/05/2025		Unity Trust Bank		Fire Risk Assessment Bowls Clu	Anglia Fire Assessments	S	300.00	60.00	360.00
Total									3,941.74	788.35	4,730.09

DRAYTON PARISH COUNCIL

Paper	DPC10a: To receive minutes for information.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p>Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only.</p> <p>Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.</p>	
Recommendation	
Council is asked to note receipt of the minutes of the Committee meeting.	

Minutes of the meeting of the Finance & General Purposes Committee held on **24th April 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, A. Crotch, G. Everett (Chairman) and S. White.

In attendance: Amy Pinkham, Parish Clerk & RFO

Meeting Opened: 7:02pm

1. To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllr. A. Taylor.

2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.

None.

3. To receive minutes of the meeting of the Finance & General Purposes Committee held on 30th January 2025 for approval.

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

4. To receive any questions or comments from members of the public on matters on the agenda.

No members of the public present.

5. To receive Clerk's Report on matters arising from previous meetings of the Committee.

The Committee received the report with no further questions. It was noted that consideration for Councillor Recruitment and succession planning had been deferred to the next meeting of the Committee.

6. To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q4.

The Committee received the report with no further questions or comments.

7. To receive internal control check Q4 and consider recommendations for action.

The Committee received the report with no further questions or comments.

8. To review the effectiveness of the system of internal control and agree the statement of internal controls.

The Committee reviewed the effectiveness of the system of internal control for 2024-25 and agreed the Statement of Internal controls for the period 31st March 2025. The Committee **AGREED** to recommend to Council that it has met its obligations in relation to Assertion 2 of the Annual Governance Return.

It was noted that the wording of 2.1.2a) could be amended to follow a consistent format. The Committee considered whether to expand the remit of the quarterly internal control checks to further support the work of the Annual Governance Statement. In considering the outcome of internal and external reports, the Committee **AGREED** the risk was low and additional checks were not needed at this time. It was noted that the Committee would continue to review the remit of the quarterly internal control checks as appropriate should risks increase.

9. To review the Council's Financial Risk Assessment for recommendation for approval by Council.

The Committee **AGREED** to recommend the Financial Risk Assessment as presented for approval by Council subject to amendment to the narrative under 'election costs' to confirm that there were two vacancies on the Council.

10. To review asset register for appropriateness and accuracy.

The Committee reviewed the purpose, scope and method of valuation for appropriateness and the asset acquisitions and disposals for accuracy and **AGREED** to make no amendments.

The Committee noted the Council's obligations as Custodian Trustee of the Bob Carter Memorial Youth and Leisure Centre for information.

11. To review insurance needs for recommendation for approval by Council.

The Committee considered if the playground equipment was underinsured and **AGREED** to seek clarification from insurance providers on acceptable approach to declared values. The Committee **AGREED** the minimum levels of cover remained adequate and no further insurance adjustments were required subject to confirmation from insurance provider that our approach to declared valuations was correct.

It was noted that confirmation of the 2025-26 insurance fee would be presented at the next available meeting of the Council for approval.

12. To consider list of regular payments, Direct Debits, Standing orders and BACS for approval by Council.

The Committee **AGREED** to recommend the regular payments list including payment methods as presented for approval by Council.

13. To note year end position on income and expenditure and consider fund transfers approval by Council.

The Committee **AGREED** to recommend a reserve transfer of £20,408.50 as presented for approval by Council.

14. To consider amendments to Model Publication Scheme Guide to Information for recommendation for approval by Council.

The Committee **AGREED** to recommend the Guide to Information as presented for approval by Council.

15. To consider amendments to Credit Card Policy for recommendation for approval by Council.

The Committee **AGREED** to recommend the Credit Card Policy as presented for approval by Council subject to amendment under bullet point two of employees responsibilities that a lost or stolen card is also reported to the card issuer.

The Committee **AGREED** to consider further amendments to the Credit Card Policy at a later date as recommended in the report.

16. To consider quote for Council Member Training.

The Committee **AGREED** to book whole Council training from September 2025 as follows; a Thursday evening from 6pm onwards with refreshments, to cover the following topics;

Roles & Responsibilities, Powers & Duties, Meetings, Governance & Finance, The Code of Conduct and Planning Overview.

NPTS would be contacted for a list of available dates for circulation to all Council members as a poll. The date would be scheduled in accordance with the outcome of the poll.

17. To consider response to correspondence received regarding streetlighting for Herbert Nursey Close.

The Committee considered the request and based on the area and demographic of those affected, **AGREED** to recommend expenditure from the earmarked reserve for streetlighting to install a solar streetlight as presented for approval by Council.

It was noted any installation was subject to confirmation that highways permission is granted.

18. To appoint Committee member to undertake internal control checks for 2025-26.

The Committee **AGREED** to appoint Cllr. A. Taylor to undertake internal control checks for 2025-26.

19. To note exchange of information.

The revised NALC Model Financial Regulations were now available through the membership portal and would be presented for consideration at the July meeting of the Committee.

The Smaller Authorities' Proper Practices Panel (SAPPP), formerly the Joint Panel on Accountability and Governance (JPAG) had issued its 2025 edition of the Practitioners' Guide applicable to year ending 31st March 2026. It was noted that assertion 10 had been added to clarify digital and data compliance requirements and that Council would need to adopt an IT policy. The IT policy would need to explain how the authority conducts its business in a secure and legal way when using IT equipment and software including authority-owned and personal equipment.

20. To note the date and time of the next meeting is scheduled to take place on Thursday 31st July 2025 at 7pm at KGV.

The Committee noted the date and time of the next meeting of the Committee.

Meeting closed: 8:57pm

DRAYTON PARISH COUNCIL

Paper	DPC10b: To consider recommendation to approve Financial Risk Assessment
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the April 2025 meeting, the Finance & General Purposes Committee reviewed the Council's Financial Risk Assessment and confirmed that the document was a true reflection of the financial risks facing the council and that the manner in which they should be mitigated remains adequate and up to date.	
<u>Recommendation</u> The Committee recommends the Financial Risk Assessment is adopted as presented.	
Recommendation	
Council is asked to consider the recommendation from the Finance & General Purposes Committee for approval.	

Drayton Parish Council

Financial Risks Assessment

Subject	Risks Identified	Status H/M/L	Management of Risks
Councillors	Losing Councillor membership or having less than 5 councillors at any one time	L	When a vacancy arises, there is a legal process to follow. This either leads to a Bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are less than 5 Councillors at any one time on the Council it becomes inquorate. The legal process of Broadland District Council appointing members takes place.
Precept	Adequacy of precept Requirements not submitted to BDC in time Amount not received by BDC.	L	Regular budget review by Full Council. Precept should be considered by Council before the deadline - deadline should be ascertained from Broadland District Council asap. The Clerk informs Council when the monies are received (approx. April/May and September time).
Financial Records	Inadequate records financial irregularities	L	The Council has Financial Regulations which set out the requirements.
Banking	Inadequate Checks Bank Mistakes Losses & Charges Loss of signatories	L	The Council has Financial Regulations which set out the requirements for banking and reconciliations of accounts. The clerk reconciles the accounts every week month. Any issues are dealt with promptly. Current Bankers are specialists in dealing with local authorities. Signatories can be changed easily. Council has 4 signatories on accounts to protect against risks. Drayton Parish Council complies with the Financial Services Compensation Scheme (FSCS) and strives to limit each bank with £85,000 maximum to spread the financial risk.
Internet Banking	Access	L	Access to banking sites is regulated by standing orders. No search engines must be used, and bookmarked favourites is preferable.

Drayton Parish Council

Financial Risks Assessment

Subject	Risks Identified	Status H/M/L	Management of Risks
			Each signatory has their own log on details which is subject to pin code entry in addition for certain requirements. Councillors can view and release payments. Staff can view and set up payments but not release.
Loss of Cash	Loss through theft or dishonesty	L	Cheques received are banked within 5 banking days. Drayton Parish Council is a no cash council. Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against. Corporate Credit Cards also have been insured against fraud or mis use. Employees are required to sign the Credit Card Agreement for Employees and abide by the Credit Card Policy.
Litigation	Potential risk of legal action being taken against the Council.	L	A Clerk's report is produced monthly and presented to Council, discussed and approved at the meeting. This report includes bank reconciliation and a breakdown of receipts and payments balanced against the bank.
Reporting and auditing	Information communication Compliance.	L	Councillors receive full details each month including bank reconciliation. This information is also placed on to the website. Half yearly inspections by the internal auditor are carried out and reports produced. Auditor's reports are considered by Governance Finance & General Purposes eCommittee and recommendations are made to the full council.
DPC run activities	Risk of financial loss	L	Activities previously held have been financed by grants and/or budgeted revenue expenditure prior to events thus reducing the risk of financial loss to DPC. If finance is not secured in advance there may be some financial risk which would need to be covered by the council's reserves. All such expenditure goes through the required Council process of approval and minuted. Grant application form has been devised to keep records of applications.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	The Parish Council has in place a grant application process to approve the issuing of grants to locally based groups/organisations/events within the Parish.
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One-off grants received tend to be for activities with conditions attached.

Drayton Parish Council

Financial Risks Assessment

Subject	Risks Identified	Status H/M/L	Management of Risks
Best value Accountability	Work awarded incorrectly Overspend on services	L/M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in the Financial Regulations.
Salaries and on costs	Salary paid incorrectly.	L	Salary rates are assessed annually by Council. Payroll is outsourced and sampled as part of the internal control checks and interim and year end internal audit. The Clerk's report details payments to the Inland Revenue (for Tax and NI). These are inspected at the Council meetings and signed off. The Tax and NI is worked out using an Inland Revenue computer programme updated as and when. All Tax and NI payments are submitted to HMRC via PAYE RTI software. All staff members have a contract of employment and job description. Salaries are paid in arrears at the end of each month.
Employees	Loss of Clerk Fraud by Clerk Actions undertaken by clerk. Health and Safety	L	Reference to a Business Continuity Plan (BCP) should be made in case of loss of key staff. Procedural guides will help to identify tasks required in case of absence. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Health & Safety issues relating to the clerk are with regard to working at home and driving to/from Council meetings. The clerk's own car Council's insurance covers travel to and from a place of work.
Election costs.	Risk of an election cost.	L	Currently there are two vacancies on the council. No Parish Council election has been held in Drayton for many years.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements. VAT is claimed quarterly and released digitally to HMRC port via Scribe.
Employers Annual Return	Paying and accounting for NI and Tax of employee's salaries	L	Employer's Annual Return is completed by the Clerk and submitted online to HMRC within the prescribed time frame.
Audit - Internal	Audit Completion within time limits	L	Internal auditor is appointed by the Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor.

Drayton Parish Council

Financial Risks Assessment

Subject	Risks Identified	Status H/M/L	Management of Risks
Annual Return	Completion/Submission within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings. Parish Council has adopted the General Power of Competence.
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.
Members interests	Conflict of interest Register of Members interests	L	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. Register of Members Interest forms should be reviewed regularly by Councillors.
Insurance	Adequacy Cost Compliance	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be included with the budget. Ensure compliance measures are in place
	Fidelity Guarantee	L	Guarantees are provided with insurance cover. Review takes place of necessary documentation.
Assets	Loss or Damage Risk/damage to third party(ies)/property	L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions. All assets owned by the Parish Council are regularly reviewed and maintained. In the event of a loss of premises/laptop all computer files can be restored from the Cloud. Minutes and financial documents are stored on the website. Temporary accommodation may be required in another building.
Maintenance	Poor performance of assets or amenities Risk to third parties	L	All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.
Meeting location	Adequacy Health & Safety	L	The Parish Council Meetings are held at KGV Pavilion. The premises and the facilities are considered adequate for the Clerk, Councillors and Public who attend from a Health & Safety aspect.

Drayton Parish Council

Financial Risks Assessment

Subject	Risks Identified	Status H/M/L	Management of Risks
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L	Council's electronic records are stored on the Clerks computer. All data is stored on Microsoft's One Drive Cloud storage. Scribe data is available online and accessed through Scribe's own website which backs up data automatically.

DRAYTON PARISH COUNCIL

Paper	DPC10c: Insurance Needs
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the May 2023 meeting of the Council it was agreed to enter into a 3-year long term agreement with BHIB (now Clear Councils) until 31st May 2026. The agreement renews on 1st June 2025 and Council is pending receipt of renewal quote.	
<u>Insurance needs 2025-26</u> At the April 2025 meeting, the Finance & General Purposes Committee reviewed the current policy cover limits against the 2024-25 Asset Register (attached) and confirmed the level of cover remained adequate.	
<u>Recommendation</u> The Committee recommends that no further increase in cover is required for renewal purposes.	
Recommendation	
Council is asked to consider the recommendation from the Finance & General Purposes Committee for approval.	

Drayton Parish Council Asset Register

Parish Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The purpose of the Fixed Asset Register is as follows:

- It forms a basis for decisions on risk and insurance issues
- It provides information on the age and potential lifespan of certain items
- It provides assurance of the continued existence of Council's property
- It forms a basis for completion of box 9 in the 'Annual Return'

The Register is presented to Council at the end of each financial year for information but is a working document which Officers of the Council update and amend as necessary. The last review of the Asset Register was considered by the Finance & General Purposes Committee on 25th April 2024.

Scope of Asset Register

In order to ensure transparency and reasonableness, the following items are **included** in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council;
- community assets;
- vehicles, plant and machinery;
- assets considered portable, attractive or of community significance;
- other assets estimated or known to have a minimum purchase or resale value of one hundred pounds;
- long term investments, shares and loans made by the Council;
- assets held in trust.

The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held in trust.

The following items fall outside the definition for inclusion and are, therefore, **excluded** from the Council's asset register:

- land and buildings held on short term lease or rented;
- land and buildings maintained or serviced but not owned by the Council;
- assets rented by or loaned to the Council;
- stock items intended for resale;
- stationery and other consumable items;
- boundaries of land owned (e.g. fences, hedges and gates);
- floor or land surfaces and drainage;
- plants and trees;
- assets with a purchase or resale value of less than one hundred pounds (other than items listed as for inclusion on the asset register);
- repairs;
- cash, short term investments and other current assets;
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights);
- 'negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities).

Valuation of Assets

Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2024 para. 5.68)

Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear).

Where it is not possible to trace the purchase price of the asset, the insurance valuation should be applied. As a last resort, a nominal value of one pound may be applied. This should also be used for assets gifted to the Council.

Description	Status	Date Acquired	Purchase Value	Insurance Value	Location/Responsibility
Bob Carter Memorial Youth and Leisure Centre	Active				Charity assets held by the authority as custodian trustee
Eco Tumble Surfacing - Wicksteed	Active	02/12/2021	£ 7,026.80		FCMP
2 x Litter Bins	Active	21/11/2022	£ 1,058.42		FCMP
Derby type litter bins x 3	Active	2019/20	£ 1,496.00		FCMP
Eco benches x 3	Active	2019/20	£ 2,095.00		FCMP
Play equipment	Active	2019/20	£ 83,855.00		FCMP
Slide Safagrass	Active	Pre Sept 2015	£ 150.00		FCMP
Litter Bins	Active	17/08/2020	£ 141.17		Green Lanes
Boardwalk & Steps	Active	08/06/2023	£ 2,000.00		Green Lanes
Bench	Active	14/03/2024	£ 280.99		Green Lanes
Bowls Club	Active	Pre 2000	£ 1.00	£ 663,000.00	KGV
KGV Pavilion	Active	Pre Sept 2015	£ 205,250.00	£ 685,000.00	KGV
HP laptop & bag	Active	19/05/2020	£ 642.49		KGV
Ladder	Active	16/11/2023	£ 108.33		KGV
Strimmer	Active	18/03/2024	£ 158.29		KGV
Projector	Active	18/12/2023	£ 236.67		KGV
Laptop	Active	16/04/2024	£ 399.17		KGV
Laptop	Active	16/04/2024	£ 399.17		KGV
Round bench	Active	07/09/2020	£ 585.00		KGV
Bench	Active	13/07/2023	£ 576.99		KGV
LED Floodlights	Active	2016/17	£ 680.00		KGV
120 ltr Litter Bin	Active	2017/18	£ 256.00		KGV
Lenovo Ryzen 5 laptop	Active	2019/20	£ 494.00		KGV
KGV Playing Field	Active	Pre Sept 2015	£ 1.00		KGV
Chair	Active	Pre Sept 2015	£ 150.00		KGV
Vacuum Cleaner	Active	Pre Sept 2015	£ 185.00		KGV
Three Drawer Cabinet	Active	Pre Sept 2015	£ 150.00		KGV
Bookshelving	Active	Pre Sept 2015	£ 100.00		KGV
CCTV Equipment	Active	Pre Sept 2015	£ 950.00		KGV
Desk	Active	Pre Sept 2015	£ 520.00		KGV
LG Monitor	Active	Pre Sept 2015	£ 350.00		KGV
Cooler Master Computer	Active	Pre Sept 2015	£ 300.00		KGV
Fencing	Active	Pre Sept 2015	£ 10,000.00		KGV
Large Office Desk	Active	Pre Sept 2015	£ 250.00		KGV
Football Posts & Nets	Active	Pre Sept 2015	£ 600.00		KGV
Two Drawer Cabinet	Active	Pre Sept 2015	£ 100.00		KGV
Paper Shredder	Active	Pre Sept 2015	£ 225.00		KGV
Garage	Active	Pre Sept 2015	£ 3,800.00		KGV
Picnic bench	Active	08/02/2024	£ 782.99		KGV
Litter Bin	Active	14/12/2023	£ 637.64		KGV
Laptop	Active	Pre Sept 2015	£ 400.00		KGV
Three Drawer Cabinet	Active	Pre Sept 2015	£ 1.00		KGV
Four Drawer Cabinets x 2	Active	Pre Sept 2015	£ 2.00		KGV
Shelving	Active	Pre Sept 2015	£ 120.00		KGV
Lawn Mower	Active	16/12/2024	£ 199.17		KGV
Henry Hoover	Active	10/05/2021	£ 140.00		KGV
Round Picnic Table with Seat E	Active	25/05/2021	£ 5,610.18		KGV
Telescopic posts	Active	2019/20	£ 237.00		KGV
KGV Play equipment	Active	2022/23	£ 146,902.30		KGV
Multi-tool Sander	Active	17/08/2020	£ 120.00		KGV
COSHH Cabinet	Active	17/08/2020	£ 224.07		KGV
Pressure Washer	Active	14/10/2020	£ 191.65		KGV
Hedge Trimmer	Active	2019/20	£ 129.00		KGV
50 No Parking Cones	Active	2019/20	£ 111.00		KGV
Tools & Equipment	Active	Pre Sept 2015	£ 2,500.00		KGV
Pro Mac Brushcutter	Active	Pre Sept 2015	£ 200.00		KGV
Jubilee Beacon	Active	10/03/2022	£ 490.00		KGV
Water Bowser	Active	02/11/2022	£ 333.00		KGV
Grit bin	Active	Pre Sept 2015	£ 144.00		Location: Acres Way
Bench	Active	2017/18	£ 465.00		Location: Bellomonte Crescent
War Memorial	Active	Pre Sept 2015	£ 1.00		Location: Churchyard
Bench Seat	Active	10/05/2022	£ 615.02		Location: Fakenham Rd/Marriotts Way junction
Christmas Tree lights	Active	19/11/2020	£ 2,163.00		Location: Held by TT Jones
Christmas Lights	Active	16/01/2025	£ 650.00		Location: Held by TT Jones
Noticeboard	Active	2017/18	£ 909.00		Location: Hurn Road
Grit bin	Active	14/12/2020	£ 148.19		Location: Layton Close
Village Sign	Active	Pre Sept 2015	£ 1.00		Location: School Road
Drayton Cross	Active	Pre Sept 2015	£ 1.00		Location: School Road
Defibrillator	Active	2017/18	£ 2,180.00		Location: TMVH
Longdale Pavilion	Active	Pre Sept 2015	£ 249,653.00	£ 615,000.00	Longdale
Football Brushes kit	Active	09/06/2020	£ 170.23		Longdale
Heavy Duty Mat	Active	14/07/2020	£ 159.98		Longdale
Wooden Boundary Fence	Active	02/10/2020	£ 16,987.80		Longdale
Safety Surfacing - Premier Playgrounds Ltd	Active	07/10/2021	£ 17,533.00		Longdale
Pic-Nic Benches	Active	10/05/2022	£ 3,469.37		Longdale
LED Floodlights	Active	2016/17	£ 8,162.00		Longdale
Post Bin	Active	2017/18	£ 100.00		Longdale
Fido 35 dog bins x 2	Active	2019/20	£ 292.00		Longdale

Description	Status	Date Acquired	Purchase Value	Insurance Value	Location/Responsibility
Nilfisk Scrubber/Dryer	Active	2019/20	£ 719.00		Longdale
Vortex	Active	Pre Sept 2015	£ 150.00		Longdale
Polynesia Springer	Active	Pre Sept 2015	£ 150.00		Longdale
Longdale Playing Fields	Active	Pre Sept 2015	£ 1.00		Longdale
3G Surface & Fencing	Active	Pre Sept 2015	£ 52,000.00		Longdale
Meeting Point	Active	Pre Sept 2015	£ 4,096.00		Longdale
Lighting 3G Surface	Active	Pre Sept 2015	£ 3,500.00		Longdale
Mini Soccer Goal	Active	Pre Sept 2015	£ 458.00		Longdale
Equipment Longdale	Active	Pre Sept 2015	£ 300.00		Longdale
Flat & Mirage Swing	Active	Pre Sept 2015	£ 150.00		Longdale
Football Posts & Nets	Active	Pre Sept 2015	£ 900.00		Longdale
Orbiter	Active	Pre Sept 2015	£ 150.00		Longdale
Delta Swing	Active	Pre Sept 2015	£ 150.00		Longdale
Nexus Freeride	Active	Pre Sept 2015	£ 150.00		Longdale
Bravo Modular	Active	Pre Sept 2015	£ 200.00		Longdale
CCTV Equipment	Active	Updated Sept 2021	£ 19,767.31		Longdale
Padlock for 3g Pitch	Active	17/06/2024	£ 141.64		Longdale
Kickwall	Active	14/12/2023	£ 1,596.00		Longdale
Goal Nets	Active	14/12/2023	£ 116.20		Longdale (3G Pitch)
Goalposts & Sockets	Active	2019/20	£ 1,916.00		Longdale/KGV
SAM2 Device	Active	13/03/2025	£ 3,710.00		Various locations: See notes
7 Bus Shelters	Active	Pre Sept 2015	£ 30,000.00		Various locations: See notes
Noticeboard x 6	Active	2016/17	£ 6,808.00		Various locations: See notes
Public Seats/Benches	Active	Pre Sept 2015	£ 1,653.00		Various locations: See notes
Grit bins x 9	Active	Pre Sept 2015	£ 975.00		Various locations: See notes
Wheeled Goals	Active	10/10/2024	£ 7,144.75		Various locations: See notes
Streetlighting	Active	01/08/2022	£ 1.00	£ 282,000.00	Various locations: See schedule
Total			£ 925,609.98		

DRAYTON PARISH COUNCIL

Paper	DPC10d: List of Regular Payments
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>For each financial year, the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) salaries, PAYE and NI, superannuation fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that a list of such payments shall be submitted to the next appropriate meeting of Council (Section 5.6 of DPC Financial Regulations).</p> <p>At the April 2025 meeting, the Finance & General Purposes Committee reviewed the regular payments made by Council, including payment types against the 2025-26 budget and confirmed the attached payments list was accurate and up to date.</p> <p><u>Recommendation</u></p> <p>The Committee recommends the attached list of payments and payment types for authorisation for the year by Council.</p>	
Recommendation	
<p>Council is asked to consider the recommendation by the Finance & General Purposes Committee for approval.</p>	

DRAYTON PARISH COUNCIL
REGULAR PAYMENTS

Supplier	Description	Tender	Bank	Payment Frequency
Openstrike	.gov.uk domain	BACS	Unity Trust Bank	5 yearly
Broadland District Council	Litter and dog bin collection	BACS	Unity Trust Bank	Annual
Broadland District Council	Business rates for KGV	BACS	Unity Trust Bank	Annual
Clear Councils	Insurance	BACS	Unity Trust Bank	Annual
Clubspark	Fee for sports booking system	BACS	Unity Trust Bank	Annual
The Conservation Volunteers	Balsam Weed pulling at Green Lanes	BACS	Unity Trust Bank	Annual
Fringe Project	Green Lanes Maintenance	BACS	Unity Trust Bank	Annual
Norfolk ALC	Payroll Services	BACS	Unity Trust Bank	Annual
Norfolk ALC	Membership	BACS	Unity Trust Bank	Annual
Norfolk Parish Training & Support	Annual Subscription	BACS	Unity Trust Bank	Annual
PKF Littlejohn	External Audit	BACS	Unity Trust Bank	Annual
ROSPA	Play Area inspections	BACS	Unity Trust Bank	Annual
Scribe	Accounting Software	BACS	Unity Trust Bank	Annual
Victoria Waples	Internal Audit Fee	BACS	Unity Trust Bank	Annual
HMRC	Employer Tax and National Insurance	BACS	Unity Trust Bank	Monthly
Norfolk Copiers	Printer servicing	BACS	Unity Trust Bank	Monthly
Norfolk Pension Fund	Employee Pension contributions	BACS	Unity Trust Bank	Monthly
Norse Commercial Services Ltd.	Barrier at KGV and Longdale	BACS	Unity Trust Bank	Monthly
Salaries	Employee salaries	BACS	Unity Trust Bank	Monthly
The Garden Guardian Ltd.	Grass Verge and Grounds Maintenance	BACS	Unity Trust Bank	Monthly
APC Pest Control	Pest Control for KGV	BACS	Unity Trust Bank	Quarterly
Heritage Contract Services Ltd.	Bus Shelter Cleaning	BACS	Unity Trust Bank	Quarterly
TT Jones Electrical	Streetlighting Maintenance	BACS	Unity Trust Bank	Quarterly
Unit Trust Bank	Bank charges	Charge	Unity Trust Bank	Quarterly
Wix	Premium Plan	Credit Card	Lloyds Bank	3 Yearly
Adobe	Acrobat Pro	Credit Card	Lloyds Bank	Annual

DRAYTON PARISH COUNCIL
REGULAR PAYMENTS

Supplier	Description	Tender	Bank	Payment Frequency
Igloohome	Fee to generate codes for Smart Lock for 3G Pitch	Credit Card	Lloyds Bank	Monthly
Stripe	Percentage fee for online payments through sports booking system "Clubspark"	Deducted from Hire Charges		
ICO	Data protection fee	Direct Debit	Unity Trust Bank	Annual
Anglian Internet	Office 365 subscription and support package.	Direct Debit	Unity Trust Bank	Monthly
British Gas	Electricity at KGV	Direct Debit	Unity Trust Bank	Monthly
British Gas	Electricity at Longdale	Direct Debit	Unity Trust Bank	Monthly
Comm Tech	Office Broadband and phone system	Direct Debit	Unity Trust Bank	Monthly
Lebara Mobile	Tablet data for Maintenance Operative and Clerk Mobile	Direct Debit	Unity Trust Bank	Monthly
Lloyds Bank	Credit card payments	Direct Debit	Unity Trust Bank	Monthly
N Power	Streetlights	Direct Debit	Unity Trust Bank	Monthly
Norwich Waste Disposal Ltd.	Waste collection at KGV, Longdale and Bob Carter Centre.	Direct Debit	Unity Trust Bank	Monthly
Wave Utilities	Water and sewerage charges for Longdale and KGV	Direct Debit	Unity Trust Bank	Quarterly
Personnel Advice & Solutions	HR Consultancy Support	Standing Order	Unity Trust Bank	Monthly

DRAYTON PARISH COUNCIL

Paper	DPC10e: To consider recommendation for fund transfer
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO

Summary

Background

At the April 2025 meeting, the Finance & General Purposes Committee reviewed the General Fund position at year end in the amount of £155,328.47. The Committee noted that the General Fund position was high and that any surplus funds at year end (compared to the budget) are assumed by the General Fund unless, upon resolution by Council, they are transferred to Earmarked Reserves.

The following table summarises the total surplus as at 31st March 2025.

YE Surplus/Deficit	Budgeted	Actual	Variance
Income	£223,080.30	£271,816.74	£48,736.44
Expenditure	£202,571.84	£230,603.55	£-28,031.71
ER Transfers Balance	£44,785.50	£45,081.73	£-296.23
Total Surplus			£20,408.50

Recommendation

Per 2.2 of Council's adopted Reserves Policy, Earmarked Reserves may be used to carry forward expenditure committed to a project but not spent in the budget year. For 2024-25 the following agreed projects were not undertaken and the Committee recommends that an earmarked reserve is established in the amount of £2000 to cover the costs of the associated works:

- Remaining priority 2 works (tree decay survey) £340
- Legionella Risk Assessment at Bowls Club £552
- EICR at Bowls Club £380
- Fire Risk Assessment Bowls Club £300

Council is asked to further consider recommendation to transfer the remaining £18,408.50 to the earmarked reserve for 3G pitch resurfacing which is scheduled for completion in 2025-26.

Recommendation

Council is asked to consider recommendation from the Finance & General Purposes Committee as presented for approval.

DRAYTON PARISH COUNCIL

Paper	DPC14a: To appoint a consultant to support the work of the Neighbourhood Plan Advisory Group.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>At the April 2024 meeting of the Council, it was agreed to establish a Neighbourhood Plan Advisory Group to oversee the review of Drayton's Neighbourhood Plan which expires in 2026.</p> <p>Per the Groups terms of reference, the Group agreed a brief for commissioning a consultant to assess the extent of changes required to ensure the plan remains up to date and compliant with current planning policies and legislation.</p> <p><u>Recommendation</u></p> <p>At the meeting of the Neighbourhood Plan Advisory Group held on 17th April 2025 the group considered consultant proposals received. The notes of the meeting are attached for information and the Group agreed to recommend the appointment of a consultant for approval by Council.</p> <p>In line with the Groups adopted terms of reference, Council is asked to approve the appointment of the Consultant per the notes from the meeting.</p> <p><u>Budget</u></p> <p>The Council has an earmarked reserve of £10,000 towards the appointment of a NHPlan consultant & supporting costs for renewal of Neighbourhood Plan.</p> <p><u>For Information</u></p> <p>Please note, the notes from the meeting and the consultant proposal have been redacted from the published papers due to commercial sensitivity.</p>	
Recommendation	
Council is asked to consider the recommendation from the Neighbourhood Plan Advisory Group and appoint a consultant.	

DRAYTON PARISH COUNCIL

Paper	DPC14b: To consider response to PSPO consultation from Broadland District Council.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On 1st May 2025, Council received correspondence from Broadland District Council to consult on a proposal to renew the Public Space Protection order (PSPO) (Dog Fouling) under the Anti-social Behaviour, Crime and Policing Act 2014 as required by the Act.</p> <p>It is proposed to renew the PSPO with the existing prohibitions and requirements and it will cover the administrative district of Broadland, unless the consultation process identifies that changes are required.</p> <p>A copy of the proposed PSPO is attached for your information and Broadland District council invites Council to comment. The deadline for response, if any, is Wednesday 11th June 2025.</p>	
Recommendation	
Council is asked to review the PSPO proposal and consider a response, if any.	

Broadland District Council 2022

The Anti-Social Behaviour, Crime and Policing Act 2014

Fouling of Land by Dogs

The District of Broadland Public Spaces Protection Order No. 2

1. Broadland District Council (“the Council”) hereby makes the following Order:

- a. This Order is made by the Council in exercise of its powers under Section 59 and Chapter 2 of Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”) and this Order may be cited as the Broadland District Council Public Space Protection Order No.2.
- b. The Council is satisfied that:
 - i. Activities carried on within the restricted area as defined in Article 2 below, being the fouling of land by dogs and/or the presence of dogs in enclosed play areas have had or are likely to have a detrimental effect on the quality of life of those in the area: and
 - ii. that such activities may be of a persistent or continuing nature and the restrictions imposed by this notice are justified.

2. The Restricted Areas

- a. This Order relates to all land within the administrative area of the Council, shown in red on the plan in Schedule 1 of this Order, (“the Restricted Area”). This Order relates to all public/private land open to the air to which the public have access with or without payment including but not limited to all public highways (to include verges, footways, and footpaths), all public parks, pleasure grounds, sports grounds, playing fields and play areas.

3. Requirements and prohibitions

- a. Fouling – failure to remove dog faeces

If a dog defecates at any time on land within the restricted area the person who is in control of the dog at that time shall remove the dog’s faeces from the land forthwith. This restriction is subject to the exemptions as stated in Article 4.

4. Exemptions

- a. The restrictions and prohibitions defined in Article 3 of this Order shall not apply to a person who is:

- i. registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or
- ii. has a disability that affects their mobility, manual dexterity, physical coordination, or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a registered charity and upon which they rely for assistance.

5. For the purposes of this Order

- a. A person who habitually has a dog in their possession shall be considered in charge of the dog at any time unless at that time another person is in charge of the dog.
- b. Placing dog faeces in a suitable waste disposal receptacle shall be considered sufficient removal to satisfy the requirement of Article 3.
- c. The Council does not consider being unaware of dog defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces as an acceptable reason for failing to remove the faeces as require by Article 3.

6. Offences

- a. Under section 67 of the Act, it is an offence for a person, without reasonable excuse, to do anything that the person is prohibited from doing by a public space protection order or to fail to comply with a requirement to which the person is subject under a public space protection order.
- b. A person failing to comply with a requirement or prohibition set out in Articles 3(a) or 3(b) of this Order shall be guilty of an offence unless he or she has reasonable excuse for failing to do so.
- c. A person guilty of an offence is liable on summary conviction to a fine not exceeding Level 3 on the standard scale.
- d. Pursuant to section 68 of the Act, a Constable or authorised person of the Council, may issue a fixed penalty notice to anyone he or she has reason to believe has committed the offences specified above. This gives the person to whom it is issued the opportunity of discharging any liability to conviction for the offence by payment of a fixed penalty to the Council.
- e. The level of the fixed penalty shall be £100 save that if the fixed penalty is paid within 10 days following the date of the notice the amount payable is reduced to £80.

- f. A person who pays the fixed penalty within the period of 14 days following the date of the notice may not be convicted of the offence in respect of which the fixed penalty notice was issued.

7. Commencement and duration of the Order

- a. This Order comes into force on 13th October 2022 and shall remain in force until the 12th October 2025 unless extended under section 60 of the Act.

8. Right to Appeal

- a. Any interested person wishing to challenge the validity of this Order must do so within 6 weeks beginning with the date on which this Order is made or, if applicable, varied.
- b. An application under Section 66 of the Anti-Social Behaviour, Crime and Policing Act 2014 is to the High Court.
- c. An interested person means an individual who lives in the restricted area or who works in or visits that area

Dated 13th October 2022

The Common Seal of Broadland District Council

Was hereunto affixed in the presence of

Linda Mockford
Deputy Monitoring Officer



Officer of the Relevant Service

N. HOWARD
ASSISTANT
DIRECTOR
REGULATORY



8354



Community at heart



DRAYTON PARISH COUNCIL

Paper	DPC14c: Norfolk County Council Local Government Reorganisation Update.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On 6th May 2025 the Council received correspondence outlining ways in which Parish Council's can get involved with local government reorganisation.</p> <p>The letter is attached for information and Council is asked to note the following:</p> <ul style="list-style-type: none">• Feedback form for people to answer as many or as few questions as they wish and Council is asked to encourage response from parishioners. The form is available using the following link: www.norfolk.gov.uk/lgrfeedback• In-person events in local areas to hear what matters in the community.• Online meeting with parish and town councils to hear what we have to say. <p>It is recommended that Council appoint a representative to attend an in-person event and/or online meeting to feedback Councillor views on the following:</p> <ul style="list-style-type: none">• What is currently working well with local services in your area and what could be better?• What challenges does your local area face and what would help both the people and place to flourish? <p>Councillors can share their views by way of email to the Parish Clerk for collation and feedback to the representative, if appointed.</p>	
Recommendation	
Council is asked to note receipt of the correspondence and consider a response.	



Chief Executive's Office
County Hall
Martineau Lane
Norwich
NR1 2DH

Email: LGR@norfolk.gov.uk

Date: 6 May 2025

Dear Chair

Help shape the future of local government in Norfolk

The Leader of Norfolk County Council wrote to you recently explaining that the Government wants to change the way that councils are organised across the country.

In Norfolk, the county council runs some services (like education, adult and children's social care and roads) and the seven district, borough and city councils run other services (like planning, housing and refuse collections.) The Government wants to see all eight councils replaced with fewer unitary councils - which would be responsible for all services in their area.

When the Government decided to re-think local government arrangements in Norfolk, the Minister wrote and asked the county council and the district, borough and city councils to submit proposals about how things could work and how many Unitary councils might be needed.

This is major decision and at Norfolk County Council we don't want to jump to any conclusions - we want to look at all the evidence first. We have been gathering data on costs and services to help inform our decision making and want to hear from community-based organisations about what matters to them and the local areas they represent before focusing in on a preferred option.

We have an opportunity to build on the best features of our current councils and create something that delivers efficient and effective services, with strong community links. We want the needs and priorities of local people in your area to help shape any new local government structure.

How Parish and Town Councils can be involved

Norfolk County Council is posing a series of questions and will use the replies to help draw up plans for a future council structure. The feedback form is available until 20 May 2025 at www.norfolk.gov.uk/lgrfeedback and people can answer as many or as few questions as they wish to and we would ask you to encourage your parishioners to respond.

We also want to hear from your council to gather even more insight into what matters in your community, so will be holding some in-person events in local areas and an online meeting with parish and town councils to hear what you have to say. We would welcome members of your council to attend any (or all) of these meetings.

The in-person events will take place at:

- **The Small Barn, Knights Hill Hotel and Spa - King's Lynn**

Knights Hill Village, King's Lynn PE30 3HQ Tuesday 13 May from 5.30pm to 7.30pm

- **The Ragnar Hall, Viking Centre - Sprowston**

Tills Rd, Sprowston, Norwich NR6 7QZ Wednesday 14 May from 6.00pm to 8.00pm

- **Queens Hall - Watton**

Norwich Road, Watton, Thetford IP25 6DA Thursday 15 May from 2.30pm to 4.30pm

- **The Cedars - North Walsham**

New Rd, North Walsham NR28 9DE Friday 16 May from 5.00pm to 7.00pm

- **Tiffany Room, Central Hall - Wymondham**

6A Back Lane, Wymondham NR18 0QB Monday 19 May from 7.00pm to 9.00pm

- **The Carnegie Room, the Library - Gorleston on Sea**

Lowestoft Rd, Gorleston-on-Sea NR31 6QU Wednesday 21 May from 4.00pm to 6.00pm

Online event

Tuesday 20 May 6.30pm - 8.00pm.

Further information is provided at the end of this letter and in the attached 'joining teams meeting' instructions for PC and phone.

On the day of the meeting, please use the link below to join. If you are unable to click on the link, you can also open Microsoft Teams on your device and join using the meeting ID and passcode provided below.

Microsoft Teams link: <https://bit.ly/3GQ9qvZ>

Meeting ID: 383 231 752 220 6 Passcode: 63qh2Xx3

To help make best use of the time available, at the in-person meetings especially, we have identified a few points that we are particularly keen to get views on which you might want to share with your colleague councillors ahead of the meeting. These are:

- What is currently working well with local services in your area and what could be better?
- What challenges does your local area face and what would help both the people and place to flourish?

To help us plan, please tell us who from your council will attend and which meeting(s) they intend to come to (including the online meeting) by emailing LGR@norfolk.gov.uk

We will want to continue to engage with your council as we progress towards our final submission to Government in the Autumn, so please do keep an eye out for further emails over the next few weeks.

More information

You can find out more about local government reorganisation at www.norfolk.gov.uk/LGR and by subscribing to the county council's email bulletin, Your Norfolk Extra: www.norfolk.gov.uk/yournorfolkextra

If you have questions about the above, or any observations or comments about local government reorganisation, please email LGR@norfolk.gov.uk.

And finally...

We know that the rules around contact details for parish and town councils will be changing over the next year or so. If your council email address or other key information is updated please do let us know by emailing communities@norfolk.gov.uk so we have a way for our highways and other teams to get in touch if they need to.

Yours sincerely



Tom McCabe
Chief Executive

Online meeting information:

The meeting is scheduled to start at 6.30pm on Tuesday 20 May. You are welcome to join at any point during the meeting.

Joining the online meeting

On the day of the meeting, please use the link below to join.

Microsoft Teams link: <https://bit.ly/3GQ9qvZ>

If you are unable to click on the link, you can also open Microsoft Teams on your device and join using the meeting ID and passcode provided below.

Meeting ID: 383 231 752 220 6 Passcode: 63qh2Xx3

Joining instructions

If you need to, you can refer to the relevant 'joining teams meeting' document attached to the email for detailed instructions on how to join the meeting using either a computer or a mobile device.

Participation during the online meeting

Instructions on how to ask questions or provide comments will be provided at the beginning of the event.

Difficulties in the online meeting

If you encounter any technical difficulties once you are in the meeting, we will have someone available to try to assist you. However, please note that our support may be limited since you are using your personal computer or mobile device.

DRAYTON PARISH COUNCIL

Paper	DPC14d: To note unauthorised tree felling at Green Lanes and consider further course of action.
Meeting	Council
Date	15 th May 2025
Author	Parish Clerk & RFO
Summary	
<p>On 7th May 2025, Council received reports that several trees had been felled at Green Lanes.</p> <p>The Deputy Clerk & Facilities Manager and Parish Ranger conducted a site visit and confirmed that two large Beech trees had been felled and were obstructing a portion of the lower pathway and the river.</p> <p>Hazard tape has been installed across both ends of the path and the Parish Ranger will undertake daily site visits until further notice to ensure that the tape remains in place. A temporary sign has also been installed stating that the Parish Council is aware of the incident and to contact the office if anyone has any information.</p> <p>In addition, please note the following actions taken to date:</p> <ul style="list-style-type: none"> • Police: Police have been notified of the incident including photographs and what3words location. Awaiting report back from local Beat Manager PC Brett Peyton. • Environment Agency: Incident reported to the Environment Agency and awaiting confirmation of a site visit and flood risk assessment. • Insurance: Insurance provider has confirmed that the Council's policy includes tree felling and lopping cover and advised to get in touch regarding a claim when appropriate course of action has been confirmed. • Regular Users: The local Scout Group has been advised of the incident and the potential impact on any upcoming activities on the river. • Tree Works Contractor: Our current tree works contractor has confirmed that the tree felling was not undertaken by them and will quote for any removal costs subject to advice from Environment Agency. <p>At this time, Council has not made a public statement and is awaiting further update and advice from the Police and Environment Agency.</p> <p>Council has been advised that a member of the public has contacted the local press and Norwich Evening News has requested to speak on the matter. Per the Council's adopted Media Policy, press releases may only be issued by the Parish Clerk as instructed by the Council.</p>	
Recommendation	
Council is asked to note unauthorised tree felling at Green Lanes and consider further course of action.	