

DRAYTON PARISH COUNCIL MEETING MINUTES

Held on Thursday 9th March 2023 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

Present: Cllrs G Everett (Chair), A Crotch, K Morgan, N Quinsey, J Anderson, J Edward-Smith, H Kisby, C Brown, S White.

2 members of the public were present.

The Chairman of the Council addressed the Council and reminded them of the importance to adhere to Standing Orders throughout all meetings.

- 1) **Apologies and consideration for approval of absence.** Apologies from Cllr A Taylor were approved by the Council
- 2) **Members' declarations of interest and requests for dispensations.**
None.
- 3) **To receive and agree minutes from the Parish Council Meeting held on Thursday 9th February 2023.** The minutes were received and agreed by the Council.
- 4) **To receive any questions or comments from members of the Public on matters on the agenda.** No comments.
- 5) To receive any reports:
 - a) County Councillor: Tony Adams
With regards the consultation for Carter Road; A majority was in favour of closing Carter Road, as opposed to installing speed humps. The matter is now with the Highways Engineers who will liaise with Hopkins Homes regarding the closure of the road.
 - b) District: Cllr A Crotch, Drayton North
No comments on planning applications.

Broadland District Council held the business awards ceremony recently. In the future, Drayton Parish Council will engage with local businesses to encourage them to apply. Food waste collection has been highly successful across the District since the introduction, with many tons of waste avoiding landfill. Broadland has moved to freeze Council Tax across the district.

- c) Cllr R Foulger, Drayton South
Commented on the success of the waste collection programme. Also highlighted the continuation of the electrical good collection scheme.

With respect the former David Rice Site planning application, the closing dates for comments is the 17th March 2023.

- d) Police. No comments.

- 6) Clerk's Report and Matters Arising



Strategy Working Group. Defer to next meeting.

Back-brief on meeting with Richard Pearson. The walk round with the County Council

representative was useful in identifying areas which have regular reports for drainage issues, blockages and localised flooding so that more resources can be allocated to tackle such issues

King's Coronation. Event confirmed for Sunday 7th May 12-5pm at King George V Playing Field. Vendors and a number of local groups confirmed for the event. Posters up and around the village. Local groups and organisations are encouraged to attend.

Car parking within Drayton. Number of complaints received from members of the public with respect to the lack of parking within the village. Defer to NCC and the Environment and Highways Committee for further discussion.

Airport Noise. A number of complaints surrounding the volume of air activity overhead Drayton have been received. Comments will be passed to the next Airport Consultative Committee.

7) Planning

a) To consider planning applications as follows:

i) **20230254 Land Adjacent Manor Farm Close, Hall Lane, Drayton, Norfolk.** Details of condition 5 of 20200640 - (5) Archaeological written scheme of investigation. **The Council agreed to make no comments.**

ii) **20230379 64 School Road, Drayton, Norfolk, NR8 6EG.** Demolition of garage and conservatory and erection of single storey extension and Loft conversion. **The Council agreed to make no comments.**

iii) **20230243 Former David Rice Hospital, Drayton High Road, Drayton, Norfolk.** Variation of conditions 2, 12 and 15 of 20212012 - revised plans and wording of conditions. Removal/Variation of Condition (S73 / S19). **The Council agreed to make no comments.**

b) Planning decisions:

i) **20220586 Land at Manor Park, Drayton.** Details reserved by condition 6 of planning permission 20200640 – Minerals. Approved.

ii) **20222060 Land at Manor Park, Drayton.** Non-Material Amendment - update to originally approved planning (20200640) layout to omit the secondary footpath link off the cycleway/footway to the southern open space. Decision Agrees.

8) Finance

a) To receive and approve bank reconciliation. The Council received and **APPROVED** the bank reconciliation.

b) To receive and ratify approval of a list of receipts and payments in accordance with the budget. To include any additional receipts/payments prior to meeting. The Council **APPROVED** the list receipts and payments.

c) To approve the contract for Grounds Maintenance following feedback from committees. The Council **APPROVED** the contract as specified with the given recommendations to the current contractor.

d) To approve the contract for Grass Verge Maintenance following feedback from committees. The Council **APPROVED** the contract as specified with the given recommendations to the current contractor.

e) To approve the contract for Absolute Sport and Leisure. The Council **APPROVED** the contract. 8 for 1 against.

f) To approve the Hire Charges for 2023/24. The Council **APPROVED** the hire charges for 2023/24.

- g) To note the rise in cost of Clerk's monthly phone bills. Noted.
- h) To approve payments to Norwich Waste Disposal as direct debit. The Council **APPROVED** future payments to Norwich Waste Disposal by Direct Debit.
- i) To consider the continuation of subscription to Norfolk Parish Training and Support. The Council **APPROVED** the continuation of the subscription to NPTS for the year 2023/24.
- j) To consider approval for a data only deal for the tablet. The Council **APPROVED** the data deal with Lebara at £4.95 per month.
- k) To reconsider the invoice request by Plantscape. The Council considered the original contract and the invoice. The Council proposed to refuse the request for payment of the invoice but are open to listen to compromise from Plantscape. The Clerk is to put this forward to Plantscape for consideration.

9) Environment and Highways Committee.

10) Open Spaces and Property Committee

a) Update on ongoing projects:

- i) New play area at King George V Play Area. Installation of the new play area has begun with an estimated completion date of 28th April 2023, with the official opening at the King's Coronation event.
- ii) Revamp/refurbishment of the Pavilion at King George V Play Area. The Feasibility Study continues with the Sports Consultancy. The Council will be in receipt of the report on 14th April 2023, which will be initially reviewed at the Open Spaces and Property Committee Meeting on 20th April 2023.

11) Governance Committee.

12) Staffing Committee.

13) Exchange of Information / Matters for next agenda.

- Nominations for the Bob Carter Centre
- Footpath between Sheridan Close and Taverham Road.
- Approach Carters to discuss car parking options.
- Consider options for Barclays Bank building.
- Update Broadland contact information on the Council website.
- To consider options for planting within the Florence Carter Memorial Park flower beds.

14) Dates for next meetings:

- 16th March 2023 Staffing Committee Meeting
- 23rd March 2023 Governance Committee Meeting
- 6th April 2023 Parish Council Meeting
- 20th April 2023 Open Spaces and Property Meeting – Feasibility Study Report
- 18th May 2023 Annual Meeting of the Parish Council
- 25th May Annual Parish Meeting/Environment and Highways Committee Meeting

Meeting closed at 2010.

Chairman's signature:



Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
 (Between 10-02-2023 and 09-03-2023)

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
52	28/02/2023			Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	136.00		136.00
53	28/02/2023			Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	136.00		136.00
						Subtotal for Code: Pavilion Hire			£272.00		£272.00
						Subtotal for Cost Centre: 5. Open Spaces & Property			272.00		272.00
TOTALS										£272.00	£272.00

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 10-02-2023 and 09-03-2023)

Cost Centre		2. Governance		26 Office Equipment		Supplier		Vat Type		Net		Vat		Total	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier								
Vchr.															
420	16/02/2023	6507130202		Unity Trust Bank		New Equipment at KGV	Argos		S	6.66	1.33	7.99			
421	16/02/2023	6557197087		Unity Trust Bank		New Equipment at KGV	Argos		S	66.66	13.33	79.99			
							Subtotal for Code: Office Equipment			£73.32	£14.66	£87.98			
Code Number		27 Utilities & Services		Supplier		Vat Type		Net		Vat		Total			
Vchr.															
414	27/02/2023	18914709		Unity Trust Bank		Mobile Phone	O2		S	35.74	7.15	42.89			
415	09/03/2023	INV-18989		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd		S	223.75	44.75	268.50			
416	16/02/2023	40095150		Unity Trust Bank		Broadband and Telephone Charges	Zen Internet Ltd		S	49.39	9.88	59.27			
418	09/03/2023			Unity Trust Bank		Electricity Charges KGV	British Gas		S	428.08	85.61	513.69			
432	15/02/2023	V02075893461		Unity Trust Bank		Mobile Phone	EE		S	22.84	4.57	27.41			
434	15/02/2023			Unity Trust Bank		Electricity Charges LD	Smartest Energy		E	322.00		322.00			
							Subtotal for Code: Utilities & Services			£1,081.80	£151.96	£1,233.76			
Code Number		28 Handyman Equipment		Supplier		Vat Type		Net		Vat		Total			
Vchr.															
424	16/02/2023			Unity Trust Bank		Handyman New Equipment	Taverham Nursery& Shopping Centre		S	29.16	5.83	34.99			
425	16/02/2023			Unity Trust Bank		Handyman New Equipment	Screwfix		S	12.07	2.42	14.49			
426	16/02/2023			Unity Trust Bank		Handyman New Equipment	B&Q		S	24.17	4.84	29.01			
428	16/02/2023			Unity Trust Bank		Handyman New Equipment	Toolstation		S	22.43	4.48	26.91			
							Subtotal for Code: Handyman Equipment			£87.83	£17.57	£105.40			
Code Number		201 Stationery & Software		Supplier		Vat Type		Net		Vat		Total			
Vchr.															
413	10/02/2023	32963		Unity Trust Bank		Office 365 Licence	Anglian Internet		S	18.80	3.76	22.56			
							Subtotal for Code: Stationery & Software			£18.80	£3.76	£22.56			
							Subtotal for Cost Centre: 2. Governance			1,261.75	187.95	1,449.70			
Cost Centre		5. Open Spaces & Property		Supplier		Vat Type		Net		Vat		Total			
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description									
Vchr.															
53	09/03/2023			Unity Trust Bank		Room Hire	R G Carter Bowls Club		Z	25.00		25.00			
							Subtotal for Code: Pavilion Hire			£25.00		£25.00			
Code Number		59 Pavilion Consumables		Supplier		Vat Type		Net		Vat		Total			
Vchr.															
423	16/02/2023			Unity Trust Bank		Cleaning Materials	ASDA		S	15.83	3.17	19.00			
427	16/02/2023			Unity Trust Bank		Toilet Rolls	ASDA		S	24.75	4.95	29.70			
							Subtotal for Code: Pavilion Consumables			£40.58	£8.12	£48.70			
Code Number		501 Pavilion Maintenance		Supplier		Vat Type		Net		Vat		Total			
Vchr.															

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 10-02-2023 and 09-03-2023)

429	16/02/2023	Unity Trust Bank	Toilet Brush	B&Q	S	25.42	5.08	30.50
		Subtotal for Code: Pavilion Maintenance				£25.42	£5.08	£30.50
		Subtotal for Cost Centre: 5. Open Spaces & Property				91.00	13.20	104.20

Cost Centre 6. Staffing Committee

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
61 Salaries											
Vchr.											
407	28/02/2023			Unity Trust Bank		Salary	Employee 8	X	1,464.97		1,464.97
408	28/02/2023			Unity Trust Bank		Salary	Employee 10	X	1,281.31		1,281.31
409	28/02/2023			Unity Trust Bank		Salary	Employee 4	X	803.52		803.52
		Subtotal for Code: Salaries							£3,549.80		£3,549.80

Code Number 63 Employer NI Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
411	28/02/2023			Unity Trust Bank		Tax and NI, employer	HMRC	X	656.13		656.13
		Subtotal for Code: Employer NI Contributions							£656.13		£656.13

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
412	22/02/2023			Unity Trust Bank		Employer NPF Contributions	Norfolk Pension Fund	X	1,259.39		1,259.39
		Subtotal for Code: Employer Pension Contributio							£1,259.39		£1,259.39

Code Number 68 Training

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
417	09/03/2023	20029		Unity Trust Bank		Elections Training	Norfolk Parish Training Support	E	36.00		36.00
		Subtotal for Code: Training							£36.00		£36.00

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
410	28/02/2023			Unity Trust Bank		Mileage	Employee 4	E	82.58		82.58
		Subtotal for Code: Expenses/Mileage							£82.58		£82.58

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
433	17/02/2023			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
		Subtotal for Cost Centre: 6. Staffing Committee							5,683.90	20.00	5,703.90

Cost Centre 8. Earmarked Reserves and CIL Expenditure

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
80 ER: CIL Expenditure											
Vchr.											
431	09/03/2023	2829		Unity Trust Bank		concrete pads for picnic bench & bins	NR11 Groundworks & Civil Engineerin	S	2,814.75	562.95	3,377.70
		Subtotal for Code: ER: CIL Expenditure							£2,814.75	£562.95	£3,377.70
		Subtotal for Cost Centre: 8. Earmarked Reserves and CIL							2,814.75	562.95	3,377.70

TOTALS **£9,851.40** **£784.10** **£10,635.50**