DRAYTON PARISH COUNCIL MEETING

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

Members in attendance: Cllrs G Everett (Chair), A Crotch, K Morgan, J Edward-Smith, A Taylor, H Kisby, C Brown, S White.

1 member of the public was present.

- 1) Apologies and consideration for approval of absence. Apologies were received and **APPROVED** for Cllrs N Quinsey and J Anderson.
- 2) Co-option of new members. To receive and consider applications for co-option to Council. Co-options papers were received, **APPROVED** and signed for Cllr Susan White. 5 Cllrs in favour with 2 abstentions.
- 3) Members' declarations of interest and requests for dispensations. None declared.
- 4) To receive and agree minutes from the Parish Council Meeting held on Thursday 12th January 2023. The minutes were received and **APPROVED** by the committee.
- 5) To receive any questions or comments from members of the Public on matters on the agenda.

A member of the public enquired as to who is responsible for the hedges and the verges on Fakenham Road, specifically in the vicinity of 44 Fakenham Road. Cllr Adams confirmed that Highways has responsibility for the state of the paths and the verges.

Action: Cllr Adams

Opposite the junction of Carter Road there are 3 garages which do not have a dropped curb. The member of the public wished to question whether or not this was considered during the planning phase and if anything can be done to rectify this.

Action: Cllr Adams

- 6) To receive any reports:
 - a) County Councillor: Tony Adams
 With regards to the consultation on Carter Road, the votes have been counted but are
 awaiting verification. The results will be sent to the Clerk as soon as possible.
 With regards to the trees on Fakenham Road, Norse have been to site to trim the trees
 to a satisfactory standard. The trees outside Tesco remain the responsibility of Tesco
 Superstore. The Parish Council will need to pursue this with Tesco.

Action: Clerk

b) District: Cllr A Crotch, Drayton North GNGB programme of spend was reviewed with everything which was currently in the programme. The schemes range in scope and cost. It is recommended that Parish Councillors read the report.

Email addresses for Broadland require updating on the website following the change over from Broadland to 'South Norfolk and Broadland'.

Members of the travelling community who had arrived locally have been extremely cooperative and have moved on without issue.

No comments on Suter Drive planning application.

Cllr R Foulger, Drayton South. With regards to the lack of affordable housing in the Minutes – 9th February 2023 - Page 1 of 4

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David Rice Site, Cllr Foulger assured that application are considered inline with policy advice and the bounds of the development.

c) Police. Not present.

7) Clerk's Report and Matters Arising

Elections will be held on 4th May. Councillors have been provided with copies of the paperwork. Members of the public who are interested in becoming a Councillor are encouraged to contact the Clerk for more information.

Completed nominations must be hand delivered (does not need to be the candidate) to the Returning Officer, Broadland District Council / South Norfolk District Council, Horizon Centre (annex), Broadland Business Park, Peachman Way, Norwich, NR7 0WF and can be submitted on any work day from Friday 17 March until 4pm on Tuesday 4 April, 2023 between the hours of 9 am to 4 pm.

Sutcliffe Play. Awaiting an update for the start of the works. Ambition is for the play area and snagging to be complete in time for the Coronation Event.

8) Planning

- a) To consider planning applications as follows:
 - i) 20230106 6 Suter Drive, Drayton, NR8 6UU. 2 storey rear extension and first floor side and rear extension. No comments.
 - ii) 20230074 Former David Rice Hospital, Drayton High Road, Drayton, NR8 6BN.
 Approval Of Details Reserved By Condition: Condition 4 (Phases 2 & 4) (Details of External Materials), 7 (Contamination), condition 11 (Provision for On-site Parking during Construction), condition 17 (Part C) (Archaeological Site Investigation & Post Investigation Assessment), condition 18 (Flood Risk & Drainage Details), condition 19 (Flood Risk Details), condition 20 (Water Drainage Strategy) & condition 26 (Finished Floor Level Details) of planning permission 20212012. No comments.
 - iii) 20230100 Former David Rice Hospital, Drayton High Road, Drayton, NR8 6BN. Non-material amendment of planning permission 20201185 to improve and increase by 25 sqm the internal area of Plot 12 and alterations to the roofs of Plots 2, 3, 4, 6, 8, 10, 11 and 12. No comments.
- b) Planning decisions: None.

9) Finance

- a) To receive and approve bank reconciliation. APPROVED.
- 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. APPROVED. The Council wished not to receive any late payments other than in emergency situations. Invoices received up the point of the agenda being issued only.

Action: Assistant Clerk & RFO

c) To receive tenders for Grounds Maintenance and Grass Verge Maintenance and approve appointment. **DEFER** contract to be considered by the Environment and Highways Committee on 23rd February, Open Spaces and Property meeting on the 2nd March, for ratification at the Parish Council Meeting on the 9th March. Request to extend the current contract with Garden Guardian the end of April 2023.

Action: Clerk, Assistant Clerk and RFO

d) To receive and approve quote for electricity provider at King George V Playing Field

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Pavilion. The Council APPROVED the quote from British Gas Lite for a 12 month fixed price period. The Council wished to note that this needs to be discussed as part of the Governance Committee in future prior to full Council.

Action: Assistant Clerk and RFO

e) To receive the cost appreciation for the Christmas tree at Florence Carter Memorial Park. Consider options for a permanent tree for Christmas 2023. DEFER to Environment and Highway Committee Meeting, and the following March Parish Council Meeting.

Action: Assistant Clerk and RFO

10) Environment and Highways Committee

a) Approval of new member to the Committee. Cllr Sue White expressed an interest to join the Environment and Highways Committee. APPROVED.

Action: Clerk

- b) To receive and approve the contract for tree works following the tree survey. APPROVED. The Council wanted to note that tree works needed to be completed by the 1st March 2023 because of nesting.
- c) To receive and approve options for the removal of the boardwalk at Green Lane by the Norwich Fringe Project. The Council APPROVED Option 2 for the removal of the rotten boardwalk at £3500.

Action: Clerk

11) Open Spaces and Property Committee

a) To receive the minutes of the Open Spaces and Property Committee meeting on Thursday 19th January 2023. The Council received the minutes.

b) To agree the Hire Charges for the 2023/24. DEFER to OSP 2nd March 2023.

- c) To agree the Contract for Absolute Sport and Leisure. DEFER to OSP 2nd March 2023.
- d) To update on forthcoming meetings with stakeholders. More information to follow now that the Sports Consultancy have been approved to undertake the feasibility study for the re-vamp or refurbishment of the Pavilion at King George V Playing Field.

12) Governance Committee

a) To receive and approve the meeting schedule for 2023/24. The Council proposed to make the following amendments: Merge the Annual Parish Meeting and Environment and Highways Committee on the 25th May. Annual Meeting of the Parish Council on the 18th May. Swap the 7th and 14th December.

Action: Clerk

Action: Clerk

Chairman extended the meeting by 15 minutes.

b) To receive and approve the model Code of Conduct as recommended by the LGA and Broadland District Council. The Council proposed to remove 'Best practice 15' on page 15 as it does not apply with Parish Council Practices. APPROVED.

13) Staffing Committee

- a) To receive the minutes of the Staffing Committee meeting on Thursday 26th January 2023. The minutes were received by the Council.
- b) To receive and approve recommendations for the Council opening hours. Feedback that Council would like the Office to be open 3 days a week. DEFER to Staffing Committee following feedback.

Action: Clerk

c) To request feedback on the scope of the Maintenance Operative role. DEFER back to Committees for consideration.

Action: Clerk

d) To receive and approve the Staff Appraisals Policy. Paragraph 3 refers to managers.

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Amend to read Chair of Staffing Committee. APPROVED.

14) Discuss planting at Florence Carter Memorial Playing Field and delegate to a committee. **DEFER** to Open Spaces and Property Committee.

Action: Clerk

- 15)To appoint a new member for the Thorpe Marriot Village Hall Committee. Cllr Anderson was APPROVED as the representative for the Thorpe Marriot Village Hall Committee.
- 16) To receive and approve recommendations from the King's Coronation Working Group on 6th February 2023. The Council **APPROVED** the working group recommendation to move the event to Sunday 7th May 2023.

17) To discuss the proposed land for sale at Green Lane. The Council declined to accept the offer and are not interested in purchasing the land.

18) To agree dates and location for defibrillator training in Drayton. Clerk to circulate dates.

Action: Clerk

19) To discuss and agree a date for the visit to Drayton Hall. Enquire as to the dates available.

20) Exchange of Information / Matters for next agenda.

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21) Dates for next meetings:

23rd February 2023 Environment & Highways Committee Meeting
2nd March Open Spaces and Property Committee Meeting
9th March 2023 Parish Council Meeting
23rd March 2023 Governance Committee Meeting
27th April 2023 Open Spaces and Property Meeting – Feasibility Study Report

Meeting closed at 2135.

Signed:

Chairman

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Listing of Receipts in each Code for All Cost Centres 2023) **Drayton Parish Council**

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£6,770.39

£5,166.89

£1,603.50

TOTALS

Listing of Payments in each Code for All Cost Centres (Between 13-01-2023 and 09-02-2023) **Drayton Parish Council**

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Listing of Payments in each Code for All Cost Centres (Between 13-01-2023 and 09-02-2023) **Drayton Parish Council**

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Page				Unity Irust Bank		Mileage	Employee 7	Ш	91.80	0	91.80
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Listing of Payments in each Code for All Cost Centres (Between 13-01-2023 and 09-02-2023) **Drayton Parish Council**

£156.60	7,079.43			Vat Total	123.86 743.15	£123.86 £743.15	123.86 743.15
£156.60	7,079.43			Net	619.29	£619.29	619.29
penses/Mileage	6. Staffing Committee			Vat Type	Eco Furniture S	: CIL Expenditure	imarked Reserves and Cil
Subtotal for Code; Expenses/Mileage	Subtotal for Cost Centre: 6. St			Supplier		Subtotal for Code: ER: CIL Expenditure	Subtotal for Cost Centre: 8. Earmarked Reserves and Cli
	03)			Description	Bench for School Road		63
				Cheq. No.			
		Cost Centre 8. Earmarked Reserves and CIL Expenditure	liture	Bank	Unity Trust Bank		
		erves and	80 ER: CIL Expenditure	Minute			
		narked Rese	80 ER: C	Invoice No Minute	4173		
		e 8. Earr	mber	Date	399 09/02/2023		
		Cost Centr	Code Number	Vchr.	389		

£12,582.41

£837.01

£11,745,40

TOTALS

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