

# DRAYTON PARISH COUNCIL MEETING

Held on Thursday 9<sup>th</sup> 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 12<sup>th</sup> 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



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 23<sup>rd</sup> February, Open Spaces and Property meeting on the 2<sup>nd</sup> March, for ratification at the Parish Council Meeting on the 9<sup>th</sup> 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



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 1<sup>st</sup> 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 19<sup>th</sup> January 2023. The Council received the minutes.

- b) To agree the Hire Charges for the 2023/24. **DEFER** to OSP 2<sup>nd</sup> March 2023.

- c) To agree the Contract for Absolute Sport and Leisure. **DEFER** to OSP 2<sup>nd</sup> 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 25<sup>th</sup> May. Annual Meeting of the Parish Council on the 18<sup>th</sup> May.

Swap the 7<sup>th</sup> and 14<sup>th</sup> December.

**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**.

**Action: Clerk**

**13) Staffing Committee**

- a) To receive the minutes of the Staffing Committee meeting on Thursday 26<sup>th</sup> 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.

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 6<sup>th</sup> February 2023. The Council **APPROVED** the working group recommendation to move the event to Sunday 7<sup>th</sup> 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.

- 21) Dates for next meetings:

23<sup>rd</sup> February 2023 Environment & Highways Committee Meeting

2<sup>nd</sup> March Open Spaces and Property Committee Meeting

9<sup>th</sup> March 2023 Parish Council Meeting

23<sup>rd</sup> March 2023 Governance Committee Meeting

27<sup>th</sup> April 2023 Open Spaces and Property Meeting – Feasibility Study Report

Meeting closed at 2135.

Signed:



Chairman



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

**Cost Centre 2. Governance**

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 373	09/02/2023	234459		Unity Trust Bank		New IT for office	Norfolk Copiers	S	999.00	199.80	1,198.80
Subtotal for Code: Office Equipment											£1,198.80
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>27 Utilities &amp; Services</b>											
Vchr. 372	16/01/2023	39770377		Unity Trust Bank		Broadband and Telephone Charges	Zen Internet Ltd	S	39.19	7.84	47.03
375	20/01/2023	11476419		Unity Trust Bank		Water Charges - Longdale	Wave Utilities	E	135.20		135.20
376	23/01/2023	11487938		Unity Trust Bank		Water Charges - KGV	Wave Utilities	E	17.73		17.73
377	09/02/2023	INV-18575		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	179.00	35.80	214.80
378	25/01/2023	18383969		Unity Trust Bank		Mobile Phone	O2	S	35.74	7.15	42.89
392	07/02/2023	957951180		Unity Trust Bank		Electricity Charges KGV	British Gas	S	367.49	73.49	440.98
397	16/01/2023			Unity Trust Bank		Electricity Charges LD	Smartest Energy	E	322.00		322.00
398	16/01/2023	V0206593931		Unity Trust Bank		Mobile Phone	EE	S	22.84	4.57	27.41
Subtotal for Code: Utilities & Services											£1,248.04
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>28 Handyman Equipment</b>											
Vchr. 381	17/01/2023			Unity Trust Bank		Handyman New Equipment	Tradepoint	S	18.27	3.66	21.93
Subtotal for Code: Handyman Equipment											£18.27
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>201 Stationery &amp; Software</b>											
Vchr. 396	09/02/2023	SP221256		Unity Trust Bank		Photocopies	Sharpink Ltd	S	233.30	46.66	279.96
Subtotal for Code: Stationery & Software											£279.96
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>204 Subscriptions</b>											
Vchr. 395	09/02/2023	33UC020-0003		Unity Trust Bank		Parish Online Subscription	Parish Online	S	261.00	52.20	313.20
Subtotal for Code: Subscriptions											£313.20
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>208 Community Event</b>											
Vchr. 394	09/02/2023	12851		Unity Trust Bank		Christmas Tree	T T Jones Electrical Ltd	S	1,080.00	216.00	1,296.00
Subtotal for Code: Community Event											£1,296.00
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>215 Bank Charges</b>											
Vchr. 379	17/01/2023			Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
383	17/01/2023			Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
Subtotal for Code: Bank Charges											£6.00
Subtotal for Cost Centre: 2. Governance											3,716.76

**Cost Centre 3. Environment & Highways**

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

Code Number	36 Street Scene Maintenance	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 374	09/02/2023	928028		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services Ltd	S	182.00	36.40	218.40
							Subtotal for Code: Street Scene Maintenance		£182.00	£36.40	£218.40
<b>Cost Centre</b>	<b>5. Open Spaces &amp; Property</b>						Subtotal for Cost Centre: 3. Environment & Highways		182.00	36.40	218.40

Code Number	59 Pavilion Consumables	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 380	17/01/2023			Unity Trust Bank		Cleaning Consumables for Pavilions	Medisave	S	97.92	19.58	117.50
							Subtotal for Code: Pavilion Consumables		£97.92	£19.58	£117.50

Code Number	504 Security	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 382	17/01/2023			Unity Trust Bank		Combination Padlock	Tradepoint	S	50.00	10.00	60.00
							Subtotal for Code: Security		£50.00	£10.00	£60.00
<b>Cost Centre</b>	<b>6. Staffing Committee</b>						Subtotal for Cost Centre: 5. Open Spaces & Property		147.92	29.58	177.50

Code Number	61 Salaries	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 384	31/01/2023			Unity Trust Bank		Salary	Employee 8	X	1,464.97		1,464.97
							Employee 10	X	1,319.83		1,319.83
							Employee 4	X	803.72		803.72
							Employee 7	X	928.00		928.00
							Subtotal for Code: Salaries		£4,516.52		£4,516.52

Code Number	63 Employer NI Contributions	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 390	31/01/2023			Unity Trust Bank		Tax and NI, employer	HMRC	X	955.50		955.50
							Subtotal for Code: Employer NI Contributions		£955.50		£955.50

Code Number	65 Employer Pension Contributions	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 391	31/01/2023			Unity Trust Bank		Employer NPF Contributions	Norfolk Pension Fund	X	1,414.81		1,414.81
							Subtotal for Code: Employer Pension Contributic		£1,414.81		£1,414.81

Code Number	68 Training	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 393	09/02/2023	19989		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	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 387	31/01/2023			Unity Trust Bank		Mileage	Employee 4	E	64.80		64.80
							Employee 7	E	91.80		91.80

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

Subtotal for Code: Expenses/Mileage	£156.60
Subtotal for Cost Centre: 6. Staffing Committee	7,079.43

**Cost Centre 8. Earmarked Reserves and CIL Expenditure**

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
399	09/02/2023	4173		Unity Trust Bank		Bench for School Road	Realise Futures Eco Furniture	S	619.29	123.86	743.15
							Subtotal for Code: ER: CIL Expenditure		£619.29	£123.86	£743.15
							Subtotal for Cost Centre: 8. Earmarked Reserves and CIL		619.29	123.86	743.15

**TOTALS .....** **£11,745.40** **£637.01** **£12,582.41**