

DRAYTON PARISH COUNCIL MEETING MINUTES

Held on Thursday 14th December 2023 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

In attendance: Cllrs G Everett (Chairman), J Anderson, J Edwards-Smith, A Taylor and S White.

Clerk: S Hawken

7 members of the public were in attendance.

1. Apologies and consideration for approval of absence.

Apologies were received and approved from Cllrs A Crotch (DPC Member and District Councillor for Drayton North), K Morgan, N Quinsey, H Kisby, C Brown, P Auber (Drayton South District Councillor), T Adams (County Councillor) and PC Brett Peyton.

2. Members' declarations of interest and requests for dispensations.

Nothing declared.

3. To receive and agree minutes from the Meeting of the Parish Council held on Thursday 9th November 2023 and the Parish Council Budget Meeting held on 23rd November 2023.

Amendment to the Budget Meeting Minutes to remove Cllr Morgan from attendance.

The Council APPROVED the minutes of the meetings.

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

The members of the public wished to make comment with reference to item 10. As members of Drayton 1st Scout Group they said (*paraphrased*); 'We are a diverse group from 6 to 60 years old, some of whom have been with the group for many years. There are currently around 80 members with more waiting to join. The leaders have many years of experience, and enjoy supporting the development of young people by taking part in a wide range of activities such as camping, rafting and rock climbing. Such activities help to shape and mold them as individual and become the role models of the future. All adventure training requires safe equipment and items to support the training. Without it, such activities will likely cease. Therefore grant would help enable these activities for at least the next 10 years, supporting both current and future members of the organisation'.

5. To receive any reports:

- a) County Councillor: Cllr T Adams. Not present.
- b) District: Cllr A Crotch, Drayton North & Cllr P Auber, Drayton South. Not present.
- c) Police. Not present.

6. Clerk's Report and Matters Arising

- a) Christmas Light's Switch On Event. Thank you to all who supported the event, in particular the members of Drayton Junior School Choir, the caterers and helpers.
- b) Defibrillator Training. Lots of positive feedback has been received since the training with multiple requests for further sessions in 2024.
- c) LGA Code of Conduct Training for Councillors. Broadland District Council. In the new year Broadland District Council will be running training for Councilors with respect to the Code of Conduct. Councillors old and new are strongly encouraged to attend.
- d) Beryl Bike Scheme Update. No update received. Defer to next meeting.

7. Planning

- a) To consider planning applications as follows:
 - i. **Application Number: 2023/3601** 19 Saint Margarets Close Drayton Norfolk NR8 6GU
Proposal: Demolition of existing conservatory and construction of 2 storey rear extension. The Council AGREED to make the following comments. Subject to GC4 of the DM DPD, as long as there is no serious impact on the neighbouring property, the Council supports the application.
 - ii. **Application Number: 2021/2274** - Amendments to approved drawings. Drayton Old Lodge

146 Drayton High Road Drayton NR8 6AN. Proposal: Removal/Variation of Condition (S73 / S19). The Council AGREED to make no comments.

- iii. **Application Number: 2023/3658** 31 Sheridan Close Drayton Norfolk NR8 6RW. Proposal: Two-storey rear extension.
The Council AGREED to make no comments.
- a) To note planning decisions:
 - i. **Application Number: 2023/3050** Red Brick House 14 Hurn Road Drayton Norfolk NR8 6DA Proposal: Alterations and extensions to rear and front to existing dwelling and garage
Decision: Approval with Conditions (Delegated) Date of decision: 20 November 2023. The Council NOTED the planning decision.

8. Finance

- a) To receive and approve bank reconciliation. The Council received and APPROVED the bank reconciliation.
- b) To receive list of receipts and approved payments for the month of November 2023. The Council received the list of receipts and APPROVED payments for the month of November.
- c) To receive and approve list of payments for authorisation. The Council received and APPROVED the list of payments for authorisation.

9. Correspondence

- a) Parking outside Drayton Junior School and Drayton Infant School. A number of residents have contacted the Council regarding the issues with parking outside the schools particularly at drop off and pick up times. The Parish Council will continue to pass on the views to Norfolk County Council and the Police who are working with the School to improve the parking situation for the safety of all concerned.
- b) Conservation Volunteers Norfolk. Funding for the far steps at Green Lane has received approval. The volunteers will liaise with the Assistant Clerk in the new year with respect to starting works.

10. Other matters for discussion and decision

- a) To receive the Biodiversity Policy in response to the Biodiversity Duty and make recommendations. The Council considered the Policy and agreed that elements of the policy will bring about a positive change to the way the Council considers biodiversity and the environment when considering new projects. The policy is to be deferred to the Environment and Highways Committee for refinement.
- b) To receive letter from the School Council at Drayton Junior School and agree dates. A number of Cllrs volunteered to support the School Council with Thursday being the preferred day. The Clerk is to liaise with the School to confirm a date and the format for the visit.
- c) To consider Grant Application from 1st Drayton Scout Group.
It was suggested to Drayton 1st Scout to contact the District Councillors for a contribution of £1000 each towards the grant application. The Council unanimously AGREED to make up the difference to ensure that either way the Group receives the full grant as requested.

7 members of the public left the meeting at 7.28pm.

11. Environment and Highways Committee

- a) To receive the minutes of the meeting on 13th November 2023. The Council received the minutes.
- b) To approve the committee to exceed their budget line for the purchase of 9 trees. The Council clarified that there are 9 trees in total; 7 are for Florence Carter Memorial Park and 2 are for King George V Playing Field. The Council APPROVED for the committee to exceed their budget line and purchase the trees, with delegated authority to the Assistant Clerk to obtain the best quote for the desired specimens.

12. Open Spaces and Property Committee

- a) To receive the minutes of the meeting on 29th November 2023. The Council received the minutes.
- b) The Council is requested to approve a 6-year programme of works under the advice of Norfolk FA for a Pitch Maintenance for Longdale, pending funding application approval. The Council APPROVED to begin a 6-year programme of works under the advice of the FA to improve the

quality of the pitches. The Clerk is to investigate next steps for discussion at the next Open Spaces and Property Meeting.

- c) To approve an earmarked reserve at £5000 per annum starting from April 2024, with the last payment April 2029 to help fund a Pitch Maintenance Programme for Longdale, pending funding application approval. The Council agreed to monitor the figures on an annual basis against those provided. The Council APPROVED an earmarked reserve of £5000 per annum starting from April 2024 for 6 years.
- d) To approve a maximum contribution of £5135 from the Council for new goals at Longdale, pending funding application approval.
The Council APPROVED the purchase of the new goals from CIL. The Council noted that they would like to receive feedback from DYFC with respect to their growth as a local club.
- e) To approve the recommendation to pursue Project KGV Pavilion as a refurbishment project to the existing building. The Council APPROVED the recommendation to pursue Project KGV Pavilion as a substantial refurbishment project, enhancing the current building. The Council noted that this project would continue to be managed by the Open Spaces and Property Committee as part of 1 item agenda meetings
- f) To approve a maximum budget of £5240 on shrubs for Florence Carter Memorial Park. The Council APPROVED a maximum budget of £5240. The Clerk is requested to find best quote.

13. Finance & General Purposes Committee.

No updates.

14. Staffing Committee

- a) To receive the minutes from the meeting on 22nd November 2023. The Council received the minutes.
- b) To note office opening hours over the Christmas Period. The Council noted the office opening hours over the Christmas period and requested the times to be advertised on social media, notice boards and the Parish Council website.
- c) To approve the movement of the Maintenance Operative onto an NJC Contract and Payscale. The Council APPROVED the contract with effect from 1st January 2024.
- d) To approve the payment of the Essential Car User Allowance. The Council APPROVED the payment of the essential car user allowance with effect from 1st January 2024, pending confirmation of business insurance.

The Committee may consider that in accordance with the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature.

- e) To receive an update from the Staffing Committee and to approve any recommendations as required.
The Council agreed for the Staffing Committee to proceed with the writing of a business case to support changes to the role of Maintenance Operative and follow due process as advised by HR professional.

15. Exchange of Information / Matters for next agenda.

16. Dates for next meetings:

11th January 2024 Parish Council Meeting
18th January 2024 Open Spaces and Property Meeting
25th January 2024 Staffing Committee Meeting
8th February 2024 Parish Council Meeting
22nd February 2024 Environment and Highways Committee Meeting
7th March 2024 Parish Council Meeting
21st March 2024 Finance and General Purposes Committee Meeting

Meeting closed at 8.20pm

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-11-2023 and 30-11-2023)

Cost Centre 2. Finance & General Purposes

Code Number 27 Utilities & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
287	09/11/2023	1438		Unity Trust Bank		Storage of Archived Documents	Closed Secure Storage Ltd	S	15.80	3.12	18.72
305	30/11/2023	INV-22079		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	179.00	35.80	214.80
306	27/11/2023	26981091		Unity Trust Bank		Mobile Phone	O2	S	85.32	17.06	102.38
308	16/11/2023	43153997		Unity Trust Bank		Broadband and Telephone Charges	Zen Internet Ltd	S	37.08	7.42	44.50
309	15/11/2023	3282212		Unity Trust Bank		Electricity Charges LD	Smartest Energy	L	306.67	15.33	322.00
340	16/11/2023	Credit Card		Unity Trust Bank		Tablet Data	Lebara Mobile	Z	4.95		4.95
Subtotal for Code: Utilities & Services									£928.62	£78.73	£707.35

Code Number 28 Handyman Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
332	16/11/2023	Credit Card		Unity Trust Bank		Handyman New Equipment	B&Q	S	11.87	2.37	14.24
333	16/11/2023	Credit Card		Unity Trust Bank		Handyman New Equipment	Toolstation	S	108.33	21.66	129.99
334	16/11/2023	Credit Card		Unity Trust Bank		Handyman New Equipment	Wickes	S	6.45	1.30	7.75
335	16/11/2023	Credit Card		Unity Trust Bank		Handyman New Equipment	B&Q	S	28.27	5.66	33.93
Subtotal for Code: Handyman Equipment									£154.92	£30.99	£185.91

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
291	09/11/2023	240832		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	27.32	5.46	32.78
311	10/11/2023			Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	67.00	13.40	80.40
338	16/11/2023	Credit Card		Unity Trust Bank		Stationery	Amazon	S	49.21	8.68	57.89
339	16/11/2023	Credit Card		Unity Trust Bank		Refund for non delivery	Amazon	S	-21.66	-4.33	-25.99
341	16/11/2023	Credit Card		Unity Trust Bank		Printer Paper	Amazon	S	43.32	8.66	51.98
Subtotal for Code: Stationery & Software									£165.19	£31.87	£197.06

Code Number 204 Subscriptions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
310	14/11/2023	Z9181224		Unity Trust Bank		Data Protection Act	Information Commissioners Office	X	35.00		35.00
Subtotal for Code: Subscriptions									£35.00		£35.00

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
331	16/11/2023	Credit Card		Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
337	16/11/2023	Credit Card		Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
Subtotal for Code: Bank Charges									£6.00		£6.00

Code Number 282 Community Newsletter

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
294	09/11/2023	0006063		Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
Subtotal for Code: Community Newsletter									£195.00	£39.00	£234.00

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-11-2023 and 30-11-2023)

Code Number	8522	Street Lighting Energy	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	21/11/2023	IN08911653	Unity Trust Bank		Electricity Charges Streetlights	NPower	S	603.05	120.61	723.66
								£603.05	£120.61	£723.66
										Subtotal for Code: Street Lighting Energy
								1,787.78	301.20	2,088.98
										Subtotal for Cost Centre: 2. Finance & General Purposes
Cost Centre	3	Environment & Highways								
Code Number	31	NCC Highways Verges	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	09/11/2023	165	Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	819.88	163.98	983.86
								£819.88	£163.98	£983.86
										Subtotal for Code: NCC Highways Verges
Code Number	35	Tree Maintenance	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	09/11/2023	PTS1 2330f	Unity Trust Bank		Tree Maintenance	Plantscape	S	750.00	150.00	900.00
										Subtotal for Code: BH Trees & Woodlands Consultancy
								£1,075.00	£215.00	£1,290.00
Code Number	36	Street Scene Maintenance	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	09/11/2023	928778	Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services Ltd	S	99.00	19.80	118.80
								£99.00	£19.80	£118.80
										Subtotal for Code: Street Scene Maintenance
								1,993.88	398.78	2,392.66
										Subtotal for Cost Centre: 3. Environment & Highways
Cost Centre	5	Open Spaces & Property								
Code Number	57	Play Area Repairs	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	09/11/2023	0000823242	Unity Trust Bank		Repair to play areas	Wicksteed	S	178.52	35.70	214.22
								£178.52	£35.70	£214.22
										Subtotal for Code: Play Area Repairs
Code Number	59	Pavilion Consumables	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	16/11/2023	Credit Card	Unity Trust Bank		Cleaning Consumables for Pavilions	ASDA	S	17.17	3.43	20.60
								£17.17	£3.43	£20.60
										Subtotal for Code: Pavilion Consumables
Code Number	501	Pavilion Maintenance	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	09/11/2023	4825	Unity Trust Bank		Fire Equipment Service - LD	Fire Assess and Extinguish	S	67.00	13.40	80.40
										Subtotal for Code: Fire Assess and Extinguish
								31.00	6.20	37.20
								980.00	192.00	1,172.00
								£1,058.00	£211.60	£1,269.60
										Subtotal for Code: Pavilion Maintenance
Code Number	503	Grounds Maintenance	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	09/11/2023	155	Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,409.03	281.81	1,690.84
								£1,409.03	£281.81	£1,690.84
										Subtotal for Code: Grounds Maintenance

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-11-2023 and 30-11-2023)

Code Number	504 Security	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	288	09/11/2023	213191	Unity Trust Bank		Barrier at KGV and LD	Norse Commercial Services Ltd	S	960.00	192.00	1,152.00	
							Subtotal for Code: Security		£960.00	£192.00	£1,152.00	
Code Number	511 3G Surface Maintenance	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	285	09/11/2023	156	Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	316.83	63.37	380.20	
							Subtotal for Code: 3G Surface Maintenance		£316.83	£63.37	£380.20	
Code Number	514 Pest Control	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	290	09/11/2023	SI-38985	Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00	
							Subtotal for Code: Pest Control		£150.00	£30.00	£180.00	
							Subtotal for Cost Centre: 5. Open Spaces & Property		4,089.55	817.91	4,907.46	
Cost Centre	6. Staffing	Code Number	61 Salaries	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
		Vchr.	299	30/11/2023		Unity Trust Bank		Salary	Employee 4	X	1,154.52	1,154.52
			300	30/11/2023		Unity Trust Bank		Salary	Employee 10	X	1,592.67	1,592.67
			301	30/11/2023		Unity Trust Bank		Salary	Employee 8	X	1,717.32	1,717.32
			302	30/11/2023		Unity Trust Bank		Tax & NI	HMRC	X	916.39	916.39
			303	30/11/2023		Unity Trust Bank		Pension EE's & ER's	Norfolk Pension Fund	X	1,561.26	1,561.26
									Subtotal for Code: Salaries		£6,942.16	£6,942.16
Code Number	601 Expenses/Mileage	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	304	30/11/2023		Unity Trust Bank		Mileage	Employee 4	X	81.90		81.90	
							Subtotal for Code: Expenses/Mileage		£81.90		£81.90	
Code Number	602 Consultancy Services	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	312	06/11/2023	None	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		7,124.06	20.00	7,144.06	
							TOTALS		£14,995.27	£1,537.89	£16,533.16	

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-11-2023 and 30-11-2023)

Cost Centre		1. Income		14 Miscellaneous		22 VAT Refund		53 Pavilion Hire		Subtotal for Code:		Subtotal for Cost Centre:	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Supplier	Supplier	Vat Type	Net	Vat	Total
28	07/11/2023			Unity Trust Bank		Refund of Utilities Charges	British Gas			X	9.21		9.21
Subtotal for Code: Miscellaneous											£9.21		£9.21
27	08/11/2023	Q2 2023/24		Unity Trust Bank		VAT Reclaim	HMRC			R	4,041.23	4,041.23	4,041.23
Subtotal for Code: VAT Refund											£4,041.23		£4,041.23
23	01/11/2023	2023-2024/75		Unity Trust Bank		Hire KGV Pavilion	Slimming World			E	152.00		152.00
25	01/11/2023	2023-2024/74		Unity Trust Bank		Hire KGV Pavilion	Slimming World			E	190.00		190.00
26	01/11/2023	2023-2024/76		Unity Trust Bank		Hire KGV Pavilion	Slimming World			E	152.00		152.00
Subtotal for Code: Pavilion Hire											£494.00		£494.00
Subtotal for Cost Centre: 1. Income											503.21	4,041.23	4,544.44
TOTALS											£503.21	£4,041.23	£4,544.44

Drayton Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
316	14/12/2023	Utilities & Services	Unity Trust Bank		Internal Audit Fee	Trevor Brown	E	372.25		372.25
320	14/12/2023	S137	Unity Trust Bank		Remembrance Day Wreath	Royal British Legion	E	50.00		50.00
325	14/12/2023	Community Event	Unity Trust Bank		Hire of Village Hall	Drayton Village Hall	E	68.00		68.00
313	14/12/2023	Grounds Maintenance	Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,409.03	281.81	1,690.84
314	14/12/2023	3G Surface Maintenance	Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	316.83	63.37	380.20
326	14/12/2023	Contingency	Unity Trust Bank		Room Hire	R G Carter Bowls Club	E	50.00		50.00
315	14/12/2023	NCC Highways Verges	Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	819.88	163.98	983.86
317	14/12/2023	Street Scene Maintenance	Unity Trust Bank		Waste Clearance	Broadland District Council	S	221.00	44.20	265.20
319	14/12/2023	Street Scene Maintenance	Unity Trust Bank		Waste Clearance	Broadland District Council	S	1,768.00	353.60	2,121.60
322	14/12/2023	ER: CIL Expenditure	Unity Trust Bank		Kickwall	Wicksteed	S	2,550.20	510.04	3,060.24
321	14/12/2023	Stationery & Software	Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	26.36	5.27	31.63
323	14/12/2023	Community Newsletter	Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
324	14/12/2023	Pavilion Maintenance	Unity Trust Bank		Plumbing Work KGV Pavilion	THP Plumbing & Heating	S	55.00	11.00	66.00
318	14/12/2023	Security	Unity Trust Bank		Barrier at KGV and LD	Norse Commercial Services L	S	960.00	192.00	1,152.00
328	14/12/2023	New Bins	Unity Trust Bank		Litter Bins - New	Glasdon UK Ltd	S	637.64	127.53	765.17
327	14/12/2023	Football Accessories	Unity Trust Bank		Goal Nets	MH Goals Ltd	S	116.20	23.24	139.44
329	14/12/2023	ER: CIL Expenditure	Unity Trust Bank		KGV Rebuild	Daniel Connal Partnership	S	1,200.00	240.00	1,440.00
330	14/12/2023	Contingency	Unity Trust Bank		Harry Cator Memorial	Rock Solid Graphics Ltd	S	90.00	18.00	108.00
Total								10,905.39	2,073.04	12,978.43