

DRAYTON PARISH COUNCIL MEETING MINUTES

Held on Thursday 11th April 2024, 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

Present: Cllrs G Everett (Chairman), A Crotch, N Quinsey, J Anderson, J Edwards-Smith, A Taylor, H Kisby, C Brown and K Morgan.

In attendance: Sarah Hawken, Parish Clerk
4 members of the public were present.

1. Apologies and consideration for approval of absence.

Apologies received and accepted for Cllr White and Cllr Lee.

2. Members' declarations of interest and requests for dispensations. Cllr Anderson declared an interest in item 10b as Chairman of the Bob Carter Centre. Cllrs Everett, Anderson and Kisby all declared a non-pecuniary interest in 7a(viii).

3. To receive and agree minutes from the Meeting of the Parish Council held on Thursday 14th March 2024. Council noted the request from Cllr Crotch to amend the wording to more accurately reflect his commentary at item 5b, second paragraph, to read: 'The Conservative Group had proposed that BDC continues its support for the NWL project, however this was voted against by the ruling coalition administration'. The Council then agreed the minutes.

Cllr Crotch requested that it be noted that on the minutes of the Parish Council Meeting on 11th January 2024 under item 5 there is an inaccuracy in that he 'hoped' that officers and cabinet members from Broadland would be addressing this matter, not that they 'were'.

Cllr N Quinsey arrived at 7.08pm

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

2 members of the public said they would like to speak. The Chairman reminded those present that there would be no debate at this time.

A member of the public made the following comments with respect to item 7a(viii) planning application 2024/0882 (paraphrased): As the first lease holders of The Square at Thorpe Marriott, we are extremely concerned for the proposal to develop an area of the carpark for the purpose of residential dwellings. We found out at 2pm today about the Parish Council Meeting where it would be considered. We have not been informed of the proposal and have seen no notices regarding the planning application in the area. We have several observations as to why the development would be detrimental to the area. The positioning of the building as proposed would affect the amount of light coming into our business frontage. We currently have a very strong client base and attract alot of custom from passing traffic. This development would prevent our business from being seen from the road which would affect business. We have heard that the client has reported the carpark is only 30% utilised which is not true. The car park is often full, with some users having to park on the road due to the carpark being at full capacity. Further restricting the carpark would only increase the problem of having cars parked on the roadside. Visually, it does not fit with the other buildings or shops. There are concerns for the impact the development would have on the pedestrian safety. The development would spoil the view over to the park area. We are surprised that we haven't received any correspondence from Broadland District Council regarding the planning application as we would be directly affected.

Another member of the public, a trustee of the Thorpe Marriott Church spoke on behalf of herself as she hadn't had time to consult with the Committee: Agree with all previous comments, and that the development would not be beneficial to the area. I believe that the parking percentage is down because of the issues with respect to paying for parking and the restrictions imposed, but that the under utilisation reportedly mentioned by the applicant is not true. The Square has formed the heart of the local community for many years and the Council should be supporting the long-standing

businesses. It is an essential part of the existing infrastructure, and this proposal doesn't not fit with the surrounding area. The other shop owners and the pub proprietors had no idea regarding this application and Broadland have not advised anyone or the submission of the planning application.

The Clerk confirmed that the deadline for responses to Broadland District Council is the 24th April 2024.

5. To receive any reports:

- a) County Councillor: Cllr T Adams
Commented that he was involved in changes to The Square as a Taverham District Councillor, and a number of parking issues were implemented historically which to his knowledge have not been resolved. If he can provide any advice regarding the planning application process, he is happy to help.
He has contacted the property manager for an update on the future proposal for the old Barclays Bank building, but no response has been received. He has written to the company who have been paying the rates on the building, however no one can provide any information at this stage.
- b) District: Cllr A Crotch, Drayton North. The Public Space Protection order is live across Broadland. This helps to protect people from unwanted noise and activity such as people continually sounding horn their horn, using threatening language or driving aggressively for example. The order is in force across the district and the local beat officer is keen to use it.
- c) Cllr P Auber, Drayton South. Enquired as to the issues that Drayton has with respect to fly tipping. Green Lanes seems to be the most problematic area. There is a plan to deal with fly tipping from a district level. Junction of Hall Lane and Reepham Road is another location where fly tipping is regularly reported.
- d) Police. No comments.

The Chairman proposed to address item 7a(viii) next for the benefit of the members of the public present. All in favour.

Item 7a (vii) **Application Number 2024/0882:** Car Park, The Square, Drayton, Norfolk. Proposal: Erection of 2 x first floor flats with ground floor garages, associated parking and bin store provision.

Cllr Crotch opened the discussion with the following points as summarised:

- Disappointed to hear there apparently hasn't been notification from Broadland District Council. It is thought that the planning officers deemed that the Church was too far away from the development site to be individually notified, although apparently everyone else has been informed, and the application is on display.
- Acknowledged the ongoing issues at the site with respect to parking; there are insufficient spaces for the level of activity at peak times.
- The Highways department at Norfolk County Council are aware that an increased number of cars are being forced to park on the surrounding roads especially when events are on.
- Acknowledged that the area is appreciated for its provision of community facilities with lots of amenities, and the enjoyment of the local residents. Recognised the concerns that the new development could potentially takeaway from the hub of Thorpe Marriott.
- Highlighted the concern that this may be the start of more development in the area.
- The current infrastructure layout does not appear to support further residential development.
- As presented, the development could potentially obscure visibility of the shops and businesses from the road.
- Concerns for the Highways considerations; in particular the vision splay as you pull out to turn right out of The Square as well as the access for larger vehicles such as lorries making deliveries.
- The application wasn't clear regarding the positioning of footpaths which needs to be clarified for the safety of pedestrians. It also isn't clear how the proposed new residents of the new dwellings would access their own parking. It is assumed that they would need to gain access through the carpark, unless they park on the roadside which would be equally dangerous.
- Personally, cannot support the application as it is not in keeping with the local area and is detrimental to the local community and existing infrastructure.

Cllr Anderson as a member of the Thorpe Marriott Village Hall Committee, fully support the points made by the members of the public and Cllr Crotch. He commented that the treatment of the Church and others within The Square had not been becoming of a community member. Significant funds have been spent during recent months in hiring a solicitor in an attempt to help resolve ongoing issues, particularly with respect to parking, but still to no avail. Communication with the developer has always been difficult when trying to resolve issues.

The Chairman asked each of the Councillors for any final thoughts, with all confirming they support the comments raised by the members of the public as well as the Cllrs aforementioned, and would object the planning application.

The Council agreed to strongly object to the application. With reference to the Development Management DPD 2015 Policy GC4, regarding design, with particular reference to number 4; the detrimental impact on the neighbouring properties, amenities and businesses. The Council wants to support the existing community, appearance and character of the area, and avoid further impact on neighbouring roads with respect to parking. This agreement was unanimously supported by all Council members.

Cllr Crotch wished to inform the Council that he is minded to call for the application to be considered by the Planning Committee, if the officers recommendation is for approval.

6. Clerk's Report and Matters Arising

- a) Update from Town and Parish Council Forum. The key information from the forum has been disseminated to Councillors by email. Councillors are requested to email the Clerk with any questions.
- b) Planting at Florence Carter Memorial Park. Planting will be undertaken by students from Drayton Church of England Junior School on Friday 26th April with the support of the contractor. Work on the overall park will complete by the end of April 2024.
- c) Damaged Streetlight update. Insurance claim has been submitted and paid to Drayton Parish Council. Replacement works have been authorised and will be carried out in due course.
- d) Update on agreed attendees for the Annual Parish Meeting. All invites were sent to the agreed list following the previous Parish Council Meeting. So far, two invitees have provisionally confirmed attendance.
- e) King's Portrait. Received.

7. Planning

- a) To consider planning applications as follows:
 - i. **Application Number 2024/0503**: Works to TPO trees. Verge At The Junction Of Drayton Grove And Fakenham Road Drayton Norfolk. Proposal : T1 Monterey Cypress - Crown reduction by reducing the height from 26m to 21-22m and reducing the spread from 28m to 23-24m to 3 suitable pruning points. Clean out deadwood, remove rubbing, crossing, or split branches. Reduce branches from building as part of crown reduction. Reduce large, low limb by 3-4m to reduce end weight. Raise crown by 5m all round. Already determined.
 - ii. **Application Number 2024/0655**: 8 Highfield Road Drayton Norfolk NR8 6ER Proposal : Single storey extension to rear and re-configure existing pitched to flat roof. Timber garage to the side and porch to front. The Council agreed to make no comments.
 - iii. **Application Number 2024/0661**: Baden Costessey Lane Drayton Norfolk NR8 6HA Proposal : Single storey rear extension. The Council agreed to make no comments.
 - iv. **Application Number 2024/0685**: 3 Sheridan Close Drayton Norfolk NR8 6RW Proposal : Proposed single storey rear extension, extending 4.30m from the rear wall of the original dwelling house, with a maximum height of 3m and an eaves height of 2.70m. Already determined.
 - v. **Application Number 2024/0663**: Lawfulness Proposed. 21 Century Way Drayton Norfolk NR8 6GZ Proposal : Certificate of lawful use for a proposed loft conversion. The Council agreed to make no comments.
 - vi. **Application Number 2024/0719**: Approval of Condition Details Land At Manor Park Drayton 3 Proposal : Details of condition 18 of 20200640 - On-site parking for construction workers. The Council agreed to make the following comments. It would be preferable that it would be safer for any traffic entering the proposed carpark area to approach from the Reephams Road, rather than transiting past the Infant School and Junior School, which could be potentially hazardous.

- vii. **Application Number 2024/0604:** Tree Tops 19 Low Road Drayton Norfolk NR8 6AA Proposal : Erection of two storey rear extension. The Council agreed to make no comments.
- viii. **Application Number 2024/0882:** Car Park, The Square, Drayton, Norfolk. Proposal: Erection of 2 x first floor flats with ground floor garages, associated parking and bin store provision. Covered at a previous item.

It was noted that it would be useful to know the extent to which Broadland District Council Planning Department inform surrounding properties of planning applications.

Action: Clerk

b) To note planning decisions:

- i. **Application Number 2024/0159:** 19 Coleman Close Drayton Norfolk NR8 6BG Proposal : Single storey rear extension Decision : Approval with Conditions (Delegated) Date of decision : 14 March 2024.
- ii. **Application Number 2023/2342:** Removal/Variation of Condition Parish: Drayton Location : Drayton Old Lodge 146 Drayton High Road Drayton NR8 6AN Proposal : Variation of condition 1 of 20212274 - Amendments to approved drawings Decision : Approval with Conditions (Delegated) Date of decision : 19 March 2024
- iii. **Application Number 2024/0503:** Works to TPO trees. Location : Verge At The Junction Of Drayton Grove And Fakenham Road Drayton Norfolk Proposal : T1 Monterey Cypress - Crown reduction by reducing the height from 26m to 21-22m and reducing the spread from 28m to 23-24m to suitable pruning points. Clean out deadwood, remove rubbing, 4 crossing, or split branches. Reduce branches from building as part of crown reduction. Reduce large, low limb by 3-4m to reduce end weight. Raise crown by 5m all round. Decision : Approval with Conditions (Delegated) Date of decision : 20 March 2024
- iv. **Application Number 2024/0280:** 3 George Close Drayton Norfolk NR8 6EA, single storey rear extension, approval with conditions (delegated), date of decision: 28th March 2024

Council noted all planning decisions.

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 March 2024. The Council received the list of receipts and approved payments for the month of March 2024.
- c) To receive and approve list of payments for authorisation. The Council approved the list of payments for authorisation.

9. Correspondence. Nothing to report.

10. Other matters for discussion and decision

- a) To receive proposed date for meeting with Broadland District Council Officers regarding the Neighbourhood Plan. The date proposed will be disseminated. Councillors are requested to identify their preferred date for the meeting.
- b) To receive a grant application from the Bob Carter Centre for a new defibrillator. Cllrs raised a number of questions including the following;
 - Requirement for the defibrillator given the proximity of others in the village centre.
 - Questioned whether any funds had been raise internally.
 - Confirmation of where the defibrillator would be positioned and that it may be best placed on the outside of the Bob Carter Centre so that it can be used by all, and not just members of the centre.

The Council proposed to fully support the grant application subject to it being located outside the Bob Carter Centre and available to the whole community 24/7. 3 in favour, 6 abstentions.

It was noted that the Bob Carter Centre must carry out appropriate maintenance to ensure serviceability.

11. Environment and Highways Committee. Nothing to report.

12. Open Spaces and Property Committee.

- a) To discuss options for D-Day commemoration. 6th June 2024.

The Council discussed options for a commemorative event to mark the 80th Anniversary of D-Day. The ideas discussed were as follows:

- Gather recollections of D-Day from local residents.
- Contact the local churches to see if they are marking the occasion with a service.
- Look at historical Council meeting minutes from the 1940s. Create a memory board. Produce commemorative display and liaise with schools.
- Consider the Bob Carter Centre as a potential location for the event.
- Invite residents of local care homes to take part/attend the event.

13. Finance & General Purposes Committee.

- a) To consider recommendation to amend section 11h) of Drayton Parish Council's adopted Financial Regulations to include the use of preferred suppliers. Defer to the next Parish Council Meeting.
- b) To consider recommendation for amendment to the Internal Control Document and approve the Annual Statement of Effectiveness. The Council approved the Annual Statement of Effectiveness.
- c) To consider recommendation to approve the Neighbourhood Plan Advisory Group Terms of Reference.
It was approved to accept the recommendations.
- d) To consider recommendation to amend Drayton Parish Council's adopted Scheme of Delegation to include delegated authority for Working Groups. The Council agreed to accept the recommendation.
- e) To consider recommendation to disband the Strategy Working Group. The Council agreed to disband the Strategy Working Group.
- f) To consider recommendation to draft a 3-year Action Plan to May 2027 outlining planned approach for existing projects. The Council agreed to accept the recommendation.

To resolve that, because of the confidential nature of business to be transacted, the press and public leave the meeting for the discussion of item 14.

The Chairman proposed to extend the meeting by 15 minutes. All in favour.

14. Staffing Committee

- a) To receive and approve proposal for a temporary uplift in hours for the Assistant Clerk. The Chair of the Staffing Committee introduced the business case and the requirement. It was commented that all previous independent reports have suggested the current working hours of the office have been adequate. It was noted that the proposal has been produced internally as had not been ratified by an external organisation. It was noted that there are a number of ongoing tasks at present and that priorities need to be set by Committees. It was questioned whether the current staff members present should leave the discussion, however as the discussion was not directly about the Parish Clerk, she could stay to minute the discussion. It was commented that the Staffing Committee want to support the staff in achieving a number of legacy tasks, as well as ongoing tasks, to improve overall efficiencies. The Council proposed to accept the uplift of 10 hours per week for the Assistant Clerk as per the terms outlined. 7 in favour. 2 abstentions.

The Chairman proposed to extend the meeting by 15 minutes. All in favour.

- b) To receive and approve changes to the Maintenance Operative Role. It was reiterated that this was a discussion of the role as per the business case presented and not the current incumbent. The recommendation from the Staffing Committee is that this is role is undertaken as described, as either 2 identical split roles of 15 hours each, or as a one person role of 30 hours per week. The Council is requested to decide on the preferred option to propose to the current incumbent as part of a consultation process. The job description has been adjusted to incorporate parish online, working during daylight hours and to provide assistance at events. The role name being changed to 'Drayton Parish Ranger' is commensurate to the nature of the role and the requirement to 'roam' or 'range' the Parish completing tasks as outlined in the job

description.

The Council discussed the merit of having 2 people and the ability to job share and cover periods of absence. Acknowledged the challenges in both trying to cover an identical task list.

It was commented that this had not been incorporated into the budget as the requirement had not been confirmed or identified in time for the recent budget. Any shortfall would need to be covered by the general fund.

It was discussed that the next stage would be to consult with the current incumbent as to the proposal for the role.

The Council proposed to change the name of the role to Drayton Parish Ranger. All in favour.

The Council proposed that the role should be proposed to the current incumbent as a one person role as per the job description provided, on 30 hours per week. 4 in favour, 3 against, 2 abstentions.

15. Exchange of Information / Matters for next agenda.

Preferred list of suppliers

D-Day Commemoration

The Red Lion is starting their outside events soon. Concern from residents regarding noise.

16. Dates for next meetings:

18th April 2024 Open Spaces and Property Committee Meeting

25th April 2024 Finance and General Purposes Committee Meeting

2nd May 2024 **Annual Parish Meeting**

2nd May 2024 Environment and Highways Committee Meeting

9th May 2024 **Annual Meeting of the Parish Council**

23rd May 2024 Staffing Committee Meeting

13th June 2024 Parish Council Meeting

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-03-2024 and 31-03-2024)

10 April 2024 (2023-2024)

Cost Centre 1. Income

Code Number 13 Income on Investment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
37	31/03/2024			Unity Trust Bank - I		Interest paid on Bank Account	Unity Trust Bank	X	4,410.39		4,410.39
43	31/03/2024			Nationwide Instant		Interest paid on Bank Account	Nationwide Building Society	X	1,819.43		1,819.43
Subtotal for Code: Income on Investment									<u>£6,229.82</u>		<u>£6,229.82</u>

Code Number 14 Miscellaneous

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
38	04/03/2024	2023-2024/83		Unity Trust Bank		Lease Charge R G Carter Bowls Club	R G Carter Bowls Club	E	150.00		150.00
42	27/03/2024			Unity Trust Bank		Insurance Claim	Aviva	X	1,746.62		1,746.62
Subtotal for Code: Miscellaneous									<u>£1,896.62</u>		<u>£1,896.62</u>

Code Number 53 Pavilion Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
39	05/03/2024	2023-2024/80		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	152.00		152.00
40	05/03/2024	2023-2024/81		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	190.00		190.00
41	05/03/2024	2023-2024/86		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	152.00		152.00
Subtotal for Code: Pavilion Hire									<u>£494.00</u>		<u>£494.00</u>

Subtotal for Cost Centre: 1. Income 8,620.44 8,620.44

TOTALS £8,620.44 £8,620.44

Drayton Parish Council

2 April 2024 (2024-2025)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Stationery & Software	11/04/2024		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	55.33	11.07	66.40
2	Green Lanes	11/04/2024		Unity Trust Bank		Work at Green Lanes	A K Deebea	S	720.00	144.00	864.00
4	Utiilities & Services	11/04/2024		Unity Trust Bank		Rates for KGV	Broadland District Council	X	1,282.37		1,282.37
3	Tree Maintenance	11/04/2024		Unity Trust Bank		Tree planting KGV	Martin Plane Countryside M	E	160.00		160.00
5	Subscriptions	11/04/2024		Unity Trust Bank		Annual Subscription	Norfolk Parish Training Sup	E	545.00		545.00
6	Grounds Maintenance	11/04/2024		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,409.03	281.81	1,690.84
9	Utiilities & Services	11/04/2024		Unity Trust Bank		Payroll Services	NALC	S	300.00	60.00	360.00
10	Utiilities & Services	11/04/2024		Unity Trust Bank		Storage of Archived Document	Closed Secure Storage Ltd	S	15.60	3.12	18.72
8	Stationery & Software	11/04/2024		Unity Trust Bank		Annual Subscription	Starboard Systems Ltd	S	777.60	155.52	933.12
11	Security	11/04/2024		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	992.00	198.40	1,190.40
7	3G Surface Maintenance	11/04/2024		Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	316.83	63.37	380.20
Total									6,573.76	917.29	7,491.05

Listing of Payments in each Code for All Cost Centres
(Between 01-03-2024 and 31-03-2024)

Cost Centre 2. Finance & General Purposes

Code Number 26 Office Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
473	18/03/2024	Credit Card		Unity Trust Bank		Office Equipment	Amazon	S	20.58	4.11	24.69
473	18/03/2024	Credit Card		Unity Trust Bank		Office Equipment	Amazon	S	4.18	0.84	5.02
Subtotal for Code: Office Equipment									£24.76	£4.95	£29.71

Code Number 27 Utilites & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
456	01/03/2024	23161		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	223.75	44.75	268.50
457	04/03/2024	6891161		Unity Trust Bank		Electricity Charges KGV	British Gas	S	704.65	140.93	845.58
460	15/03/2024	3458175		Unity Trust Bank		Electricity Charges LD	Smartest Energy	L	259.05	12.95	272.00
461	18/03/2024	44605197		Unity Trust Bank		Broadband and Telephone Charges	Zen Internet Ltd	S	36.83	7.37	44.20
475	18/03/2024	Credit Card		Unity Trust Bank		Tablet Data	Lebara Mobile	Z	4.95		4.95
477	18/03/2024	Credit Card		Unity Trust Bank		Tablet Data	Lebara Mobile	Z	1.98		1.98
478	27/03/2024	29227884		Unity Trust Bank		Mobile Phone	O2	S	47.07	9.41	56.48
Subtotal for Code: Utilites & Services									£1,278.28	£215.41	£1,493.69

Code Number 28 Handyman Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
464	18/03/2024	Credit Card		Unity Trust Bank		Handyman New Equipment	Tooled-Up	S	158.29	31.66	189.95
465	18/03/2024	Credit Card		Unity Trust Bank		Handyman New Equipment	B&Q	S	22.96	4.59	27.55
471	18/03/2024	Credit Card		Unity Trust Bank		Hose Pipe	Keengarderner Ltd.	S	96.72	19.34	116.06
Subtotal for Code: Handyman Equipment									£277.97	£55.59	£333.56

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
448	14/03/2024	242984		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	28.77	5.76	34.53
459	12/03/2024	40426		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	5.00	1.00	6.00
459	12/03/2024	40426		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	117.00	23.40	140.40
474	18/03/2024	Credit Card		Unity Trust Bank		Office stationary	Amazon	S	16.58	3.32	19.90
474	18/03/2024	Credit Card		Unity Trust Bank		Office stationary	Amazon	S	5.74	1.15	6.89
474	18/03/2024	Credit Card		Unity Trust Bank		Office stationary	Amazon	S	5.82	1.17	6.99
474	18/03/2024	Credit Card		Unity Trust Bank		Office stationary	Amazon	E	5.49		5.49
474	18/03/2024	Credit Card		Unity Trust Bank		Office stationary	Amazon	E	4.19		4.19
476	18/03/2024	Credit Card		Unity Trust Bank		Office stationary	Amazon	S	8.20	1.64	9.84
Subtotal for Code: Stationery & Software									£196.79	£37.44	£234.23

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
462	18/03/2024	Credit Card		Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
472	18/03/2024	Credit Card		Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
485	28/03/2024			Unity Trust Bank		Service Charge	Unity Trust Bank	E	32.55		32.55

Listing of Payments in each Code for All Cost Centres
(Between 01-03-2024 and 31-03-2024)

485	28/03/2024			Unity Trust Bank		Service Charge	Unity Trust Bank	E	0.60		0.60
							Subtotal for Code:	Bank Charges		£39.15	£39.15

Code Number 8523 Street Lighting Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
449	14/03/2024	13281		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	138.47	27.69	166.16	
							Subtotal for Code:	Street Lighting Maintenance		£138.47	£27.69	£166.16
							Subtotal for Cost Centre:	2. Finance & General Purposes		1,955.42	341.08	2,296.50

Cost Centre 3. Environment & Highways

Code Number 35 Tree Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
452	14/03/2024	5123		Unity Trust Bank		Tree Maintenance - LD	Simon Landscaping Ltd.	S	300.00	60.00	360.00	
							Subtotal for Code:	Tree Maintenance		£300.00	£60.00	£360.00

Code Number 36 Street Scene Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
451	14/03/2024	12486		Unity Trust Bank		Bus Shelter Repair	Norwich Glass Company Ltd	S	197.15	39.43	236.58	
454	14/03/2024	10878		Unity Trust Bank		Harry Cator Memorial	Rock Solid Graphics Ltd	S	95.00	19.00	114.00	
							Subtotal for Code:	Street Scene Maintenance		£292.15	£58.43	£350.58

Code Number 38 Green Lanes

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
450	14/03/2024	5244		Unity Trust Bank		Bench Seat	Realise Futures Eco Furniture	S	350.99	70.20	421.19	
							Subtotal for Code:	Green Lanes		£350.99	£70.20	£421.19

Code Number 304 Parish Partnerships

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
453	14/03/2024	2203		Unity Trust Bank		Parish Partnership Scheme	N R ASPHALT Ltd.	S	5,385.50	1,077.10	6,462.60	
							Subtotal for Code:	Parish Partnerships		£5,385.50	£1,077.10	£6,462.60
							Subtotal for Cost Centre:	3. Environment & Highways		6,328.64	1,265.73	7,594.37

Cost Centre 5. Open Spaces & Property

Code Number 59 Pavilion Consumables

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
463	18/03/2024	Credit Card		Unity Trust Bank		Cleaning Consumables for Pavilions	ASDA	S	27.37	5.48	32.85	
468	18/03/2024	Credit Card		Unity Trust Bank		Cleaning Consumables for Pavilions	ASDA	S	23.75	4.75	28.50	
							Subtotal for Code:	Pavilion Consumables		£51.12	£10.23	£61.35

Code Number 501 Pavilion Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
469	18/03/2024	Credit Card		Unity Trust Bank		Handyman General Duties	B&Q	S	17.45	3.49	20.94	
470	18/03/2024	Credit Card		Unity Trust Bank		Light bulb	Wickes	S	12.50	2.50	15.00	
							Subtotal for Code:	Pavilion Maintenance		£29.95	£5.99	£35.94

Listing of Payments in each Code for All Cost Centres
(Between 01-03-2024 and 31-03-2024)

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
444	14/03/2024	247		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,409.03	281.81	1,690.84
Subtotal for Code: Grounds Maintenance									£1,409.03	£281.81	£1,690.84

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
446	14/03/2024	EG003765		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	992.00	198.40	1,190.40
455	14/03/2024	EG003833		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	928.00	185.60	1,113.60
466	18/03/2024	Credit Card		Unity Trust Bank		Keys for Drop Down Posts	Broadland (UK) Ltd	S	4.12	0.83	4.95
467	18/03/2024	Credit Card		Unity Trust Bank		New Drop Down Post	Barriers Direct	S	99.43	19.89	119.32
Subtotal for Code: Security									£2,023.55	£404.72	£2,428.27

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
445	14/03/2024	248		Unity Trust Bank		Longdale 3G suface 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

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
447	14/03/2024	SI-39943		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									3,980.48	796.12	4,776.60

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
479	28/03/2024			Unity Trust Bank		Salary	Employee 4	X	1,137.15		1,137.15
480	28/03/2024			Unity Trust Bank		Salary	Employee 10	X	1,457.67		1,457.67
481	28/03/2024			Unity Trust Bank		Salary	Employee 8	X	1,654.52		1,654.52
482	28/03/2024			Unity Trust Bank		Tax & NI	HMRC	X	803.12		803.12
483	28/03/2024			Unity Trust Bank		Pension EEs & ERs	Norfolk Pension Fund	X	1,470.64		1,470.64
Subtotal for Code: Salaries									£6,523.10		£6,523.10

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
484	28/03/2024			Unity Trust Bank		Mileage	Employee 4	X	132.99		132.99
Subtotal for Code: Expenses/Mileage									£132.99		£132.99

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
458	06/03/2024	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									6,756.09	20.00	6,776.09

Listing of Payments in each Code for All Cost Centres
(Between 01-03-2024 and 31-03-2024)

TOTALS	£19,020.63	£2,422.93	£21,443.56
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