

DRAYTON PARISH COUNCIL MEETING MINUTES

Thursday 13th June 2024

A minute's silence was held prior to the meeting in memory of ex District and Parish Councillor
Mr Viktor Ray Mortlock.

Held on **Thursday 13th June 2024, 7:00pm at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW**, for the purpose of transacting the business outlined in the agenda below.

2 members of the public were present.

Cllr Auber also made comments as a member of the public.

1. To receive apologies and consider acceptance for absence. Apologies for absence have been received from Cllrs. Taylor, White, Morgan, Edwards-Smith, Quinsey, Crotch. The Council received and approved the absence requests.
2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation. None declared.
3. To receive and approve the minutes of the Annual Meeting of the Parish Council on Thursday 9th May 2024. The minutes were received and approved by the Council.
4. To receive any questions or comments from members of the public on matters on the agenda. A member of the public wished to raise the cutting of the verges and areas which do not appear to be cut. Drayton sign on the Fakenham Road requires cleaning. Bus signs require cleaning also. Would like to understand what is happening with respect to the damage Perspex on a bus shelter. The path between Drayton High Road and Green Lanes is very overgrown. Beryl Bikes are still being left all over the Parish. Is there anything which can be done to encourage users to leave them in the correct place.

The Clerk confirmed that she will liaise with the member of the public outside of the meeting to determine which areas are the responsibility of the Parish Council, the contractor and Norfolk County Council.

5. To receive any reports:

- a) County Councillor: Cllr. T. Adams. Update on Carter Road. Work will commence on the 23rd October for the constructive phase and will take no more than 4 weeks. Question as to whether or not PC Brett Peyton has carried out another survey on Hall Lane. It was highlighted that the volume of traffic is the concern, and not just the speed. It was confirmed that all of the traffic calming measures recommended for Halle Lane have been put in place.
- b) District Councillor Drayton North: Cllr. A. Crotch. Not present.
- c) District Councillor Drayton South: Cllr. P. Auber
Stower Grange will become residential units.
Noise at the Red Lion has been addressed and hopefully will not cause any further issues. Larger events have been cancelled. Events will be mindful of neighbouring residential properties.
Willow tree to be felled in Pond Lane.
NWL Planning documents are published online.
Street cleaning is the responsibility of the District Council. A complaint has been submitted regarding the state of the roads. The drains are also blocked which needs addressing.
- d) Police. Not present.

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6. To receive the Clerks Report and updates on matters arising from previous meetings. Update on the Town and Parish Council Forum. Key themes were recruitment
 7. To consider response to planning applications as follows:
 - a) 2024/1345 - 52 George Drive Drayton Norfolk NR8 6DT. No comments.
 - b) 2024/1365 - 16 Vawdrey Road Drayton Norfolk NR8 6EL. No comments.
 - c) 2024/1341 - Drayton And St Faiths Medical Practice 8 Manor Farm Close Drayton Norfolk NR8 6EE. No requirement to comment.
 - d) 2024/1355 - Drayton And St Faiths Medical Practice 8 Manor Farm Close Drayton Norfolk NR8 6EE. No comments.
 - e) 2024/1482 - 29 Carter Road Drayton Norfolk NR8 6DY. No comments.
 8. To note planning decisions by South Norfolk and Broadland District Council
 - a) 2024/0604 - Tree Tops 19 Low Road Drayton Norfolk NR8 6AA.
 - b) 2024/1199 - 15 Drayton Lodge Park Drayton Norfolk NR8 6AT.
 - c) 2024/0830 - 21 Cator Road Drayton Norfolk NR8 6ET.The Council noted the planning decisions.
 9. To receive bank reconciliation for approval. Approved.
 10. To receive list of receipts and approved payments for May 2024. Approved. It was noted that the bus shelter clean had been carried out. Clerk to follow up.
 11. To receive list of payments for authorisation for approval. Approved.
 12. To receive the Annual Governance and Accountability Return Briefing. Received.
 13. To receive the Annual Internal Audit Report and consider any recommendations for action. Received. The Council wished to note that all recommendations from the previous report have been completed, and thanked the Clerk and Assistant Clerk for their work.
 14. To receive the Annual Governance Statement for consideration of approval. Approved and signed by the Chair of the Council and Parish Clerk.
 15. To receive the Account Statements and supporting documents for consideration of approval. Approved and signed by the Chair of the Council.
 16. To consider approval of dates set for the Notice of Public Rights. Approved.
 17. To consider approval of Reserve Transfer. Approved.
 18. To consider reports and recommendations from Finance & General Purposes Committee. The recommendations from the committee were as follows:
The Council approved the recommendations.
 - a) To receive minutes of meeting held on 25th April 2024
 19. To consider reports and recommendations from Environment & Highways Committee
 - a) None received. The Council noted the minutes.
 20. To receive reports and recommendations from Open Spaces & Property Committee
 - a) Update on the 3G Pitch Management.
 21. To receive reports and recommendations from Staffing Committee
 - a) To receive the minutes from the meeting on Thursday 23rd May 2024. Received.
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Council Members in attendance: Cllrs. J, Anderson, C. Brown, G. Everett (Chair), H.Kisby, T. Lee.

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b) Update on the Parish Ranger Schedule and recommendation to Committees.

22. To consider other matters for discussion and decision

- a) Planning Application for the NWL has been submitted. Members of the public are now able to comment. Deadline for comment is the 18th July 2024.
- b) Standard of the grass cutting is poor at present across the Parish. Lots of sections seem to have been missed. Clerk is requested to speak to the contractor.
- c) Maintenance of the play equipment at Florence Carter Memorial Park.

23. To note exchange of information

24. To note the dates for the next meetings

17th June 2024 – Open Spaces and Property Committee Meeting - KGV Project

4th July 2024 – Open Spaces and Property Committee Meeting

11th July 2024 – Parish Council Meeting

25th July 2024 – Finance and General Purposes Committee Meeting

8th August 2024 – Parish Council Meeting

Meeting closed at 7.56pm

Signed:

Chairman of the Council

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-05-2024 and 31-05-2024)

Cost Centre 2. Finance & General Purposes

Code Number		26 Office Equipment		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Invoice No	Minute	Bank	Credit Card															
74	16/05/2024	Credit Card		Credit Card				Computer monitor	Comet	Office Equipment	S		61.62	12.32	73.94					
Subtotal for Code:																£61.62	£12.32	£73.94		

Code Number 27 Utilities & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
54	01/05/2024	7414591		Unity Trust Bank		Electricity Charges KGV	British Gas	L	283.54	14.18	297.72	
57	15/05/2024	3584151		Unity Trust Bank		Electricity Charges LD	Smartest Energy	L	259.05	12.95	272.00	
58	16/05/2024	45331244		Unity Trust Bank		Broadband and Telephone Charges	Zen Internet Ltd	S	37.08	7.42	44.50	
60	28/05/2024	30421719		Unity Trust Bank		Mobile Phone	O2	S	48.59	9.72	58.31	
61	30/05/2024	24189		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	228.75	45.75	274.50	
62	31/05/2024	7683471		Unity Trust Bank		Electricity Charges KGV	British Gas	L	251.11	12.56	263.67	
71	16/05/2024	Credit Card		Credit Card		Phone Data	Lebara Mobile	Z	1.98		1.98	
73	16/05/2024	Credit Card		Credit Card		Tablet Data	Lebara Mobile	Z	4.95		4.95	
Subtotal for Code:										£1,115.05	£102.58	£1,217.63

Code Number 28 Handyman Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
67	16/05/2024	Credit Card		Credit Card		Handyman New Equipment	B&Q	S	14.56	2.91	17.47	
Subtotal for Code:										£14.56	£2.91	£17.47

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
56	10/05/2024	41596		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	136.00	27.20	163.20	
75	16/05/2024	Credit Card		Credit Card		Adobe Annual Subscription	Adobe	S	198.96	39.79	238.75	
76	16/05/2024	Credit Card		Credit Card		Adobe Annual Subscription	Adobe	S	198.96	39.79	238.75	
Subtotal for Code:										£533.92	£106.78	£640.70

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
63	16/05/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
69	16/05/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
77	16/05/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
Subtotal for Code:										£9.00	£9.00

Code Number 8522 Street Lighting Energy

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
59	22/05/2024	10485452		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	301.72	60.34	362.06	
Subtotal for Code:										£301.72	£60.34	£362.06
Subtotal for Cost Centre:										2,035.87	284.93	2,320.80

Cost Centre 3. Environment & Highways

Drayton Parish Council
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 (Between 01-05-2024 and 31-05-2024)

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
31 NCC Highways Verges											
Vchr. 42	09/05/2024	279		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	881.37	176.27	1,057.64
							Subtotal for Code: NCC Highways Verges		£881.37	£176.27	£1,057.64
35 Tree Maintenance											
Vchr. 65	16/05/2024			Credit Card		Tree Guard at FCMP	PLG Farm Supplies	S	10.80	2.16	12.96
							Subtotal for Code: Tree Maintenance		£10.80	£2.16	£12.96
36 Street Scene Maintenance											
Vchr. 43	09/05/2024	929282		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services Ltd	S	105.88	21.18	127.06
							Subtotal for Code: Street Scene Maintenance		£105.88	£21.18	£127.06
							Subtotal for Cost Centre: 3. Environment & Highways		996.05	199.61	1,197.66
5. Open Spaces & Property											
57 Play Area											
Vchr. 66	16/05/2024			Credit Card		No ball Games Sign FCMP	Glendening Signs	S	45.75	9.15	54.90
							Subtotal for Code: Play Area		£45.75	£9.15	£54.90
501 Pavilion Maintenance											
Vchr. 68	16/05/2024			Credit Card		Remove Moss from KGV Wall	Wickes	S	22.09	4.41	26.50
							Subtotal for Code: Pavilion Maintenance		£22.09	£4.41	£26.50
503 Grounds Maintenance											
Vchr. 40	09/05/2024	269		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,409.03	281.81	1,690.84
45	09/05/2024	1		Unity Trust Bank		Planting at FCMP	Gary Twinn Garden Design & Constru	E	696.00		696.00
64	16/05/2024			Credit Card		LD Bollard Repair	Wickes	S	15.83	3.17	19.00
70	16/05/2024			Credit Card		FCMP Flowerbed Project - Topsoil	Baileys of Norfolk	S	152.00	30.40	182.40
72	16/05/2024			Credit Card		FCMP Flowerbed Project Skip Hire	AKS Skip Hire Services Ltd	S	190.00	38.00	228.00
							Subtotal for Code: Grounds Maintenance		£2,462.86	£353.38	£2,816.24
511 3G Surface Maintenance											
Vchr. 41	09/05/2024	270		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
							Subtotal for Cost Centre: 5. Open Spaces & Property		2,847.53	430.31	3,277.84
6. Staffing											

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-05-2024 and 31-05-2024)

Code Number			61 Salaries											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
46	31/05/2024			Unity Trust Bank		Salary	Employee 4	X	862.32		862.32			
47	31/05/2024			Unity Trust Bank		Salary	Employee 10	X	1,974.74		1,974.74			
48	31/05/2024			Unity Trust Bank		Salary	Employee 8	X	1,712.66		1,712.66			
49	31/05/2024			Unity Trust Bank		EE Tax & NI	HMRC	X	948.00		948.00			
50	31/05/2024			Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	351.24		351.24			
							Subtotal for Code: Salaries		£5,848.96		£5,848.96			
Code Number			65 Employer Pension Contributions											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
53	31/05/2024			Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,374.52		1,374.52			
							Subtotal for Code: Employer Pension Contributions:		£1,374.52		£1,374.52			
Code Number			601 Expenses/Mileage											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
51	31/05/2024			Unity Trust Bank		Mileage	Employee 4	X	112.96		112.96			
							Subtotal for Code: Expenses/Mileage		£112.96		£112.96			
Code Number			602 Consultancy Services											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
55	07/05/2024			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			
Code Number			8529 Locum Clerk Services											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
44	09/05/2024	929366		Unity Trust Bank		Staff Cover	Heritage Contract Services Ltd	S	120.75	24.15	144.90			
							Subtotal for Code: Locum Clerk Services		£120.75	£24.15	£144.90			
Code Number			8531 Employer NI Contributions											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
52	31/05/2024			Unity Trust Bank		ER NI	HMRC	X	493.34		493.34			
							Subtotal for Code: Employer NI Contributions		£493.34		£493.34			
							Subtotal for Cost Centre: 6. Staffing		8,050.53	44.15	8,094.68			

TOTALS **£13,931.98** **£959.00** **£14,890.98**

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
 (Between 01-05-2024 and 31-05-2024)

Cost Centre	1. Income	53 Pavilion Hire		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute								
Vchr. 7	28/05/2024	2024-2025/87		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	152.00		152.00
8	28/05/2024	2024-2025/90		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	152.00		152.00
						Subtotal for Code: Pavilion Hire			£304.00		£304.00
						Subtotal for Cost Centre: 1. Income			304.00		304.00
TOTALS									£304.00		£304.00

Drayton Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
78	13/06/2024		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,514.71	302.94	1,817.65
79	13/06/2024		Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	340.60	68.12	408.72
80	13/06/2024		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	881.37	176.27	1,057.64
82	13/06/2024		Unity Trust Bank		Barrier at KGV and LD	Norse Commercial Services	S	960.00	192.00	1,152.00
87	13/06/2024		Unity Trust Bank		Payroll Services	NALC	S	324.00	64.80	388.80
88	13/06/2024		Unity Trust Bank		Annual License Fee	Clubspark	S	1,140.00	228.00	1,368.00
83	13/06/2024		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
84	13/06/2024		Unity Trust Bank		Structural & Electrical Testing	T T Jones Electrical Ltd	S	667.80	133.56	801.36
85	13/06/2024		Unity Trust Bank		Replacement Streetlight	T T Jones Electrical Ltd	S	1,871.62	374.32	2,245.94
81	13/06/2024		Unity Trust Bank		Internal Audit Fee	Trevor Brown	E	482.70		482.70
92	13/06/2024		Unity Trust Bank		Electricity Charges LD	Smartest Energy	L	522.90	26.15	549.05
91	13/06/2024		Unity Trust Bank		Water Supply at FCMP	Drayton Village Hall	E	150.00		150.00
89	13/06/2024		Unity Trust Bank		LD Smart Padlock	IglooHome	S	141.64	28.34	169.98
86	13/06/2024		Unity Trust Bank		Website Development & Suppr	Steve Jackman Training & .	E	210.00		210.00
90	13/06/2024		Unity Trust Bank		Skip Hire	Jays Total Waste Managerr	S	110.00	22.00	132.00
94	13/06/2024		Unity Trust Bank		Barrier at KGV and LD	Norse Commercial Services	S	992.00	198.40	1,190.40
93	13/06/2024		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	469.91	93.98	563.89
Total								10,929.25	1,938.88	12,868.13

