

DRAYTON PARISH COUNCIL

MEETING MINUTES

MINUTES of the Parish Council Meeting held on Thursday 13 July 2023 at 7.00 pm at Kind George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

Councillors Present: Cllrs G Everett, A Crotch , J Anderson, C Brown, N Quinsey, A Taylor, H Kisby

In attendance: Sara Campbell (Locum Clerk), District Cllr P Auber (Drayton South), County Cllr T Adams and 1 member of the public

1. Apologies and consideration of acceptance for absence:

Apologies were received and accepted from Cllr S White.

2. Members' declarations of interest and requests for dispensations

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form, then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects.

1. Your wellbeing or financial position
2. That of your family or close friends
3. That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

Cllr Everett declared an Other Interest in item 9J.

3. To receive and agree minutes from the Meeting of the Parish Council held on Thursday 8th June 2023:

The minutes of the Parish Council meeting held on Thursday 8th June 2023 were received and **APPROVED** by the Council.

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

The Chairman reminded the Council and the members of the public of Council Standing Orders.

One member of the public wished to bring to the Council's attention the feelings of several parishioners regarding the issues of noise from flights arriving and departing Norwich Airport.

- The airport opened in 1939 (84 years), therefore anyone moving to the area knew it was there.
- It is an asset for residents.
- Technology has improved and engines are much quieter now.
- Many residents fly from Norwich for their holidays as Norwich is much easier than a 2 hour drive to Stansted.

Cllr Anderson asked the parishioner “ Is noise less than 10 years ago? The parishioner’s response was “yes”.

The Council will discuss this at Agenda item 9h.

5. To receive any reports:

Cllr Adams agreed Norwich Airport is an asset to the area.

County Councillor – Tony Adams reported:

- Had received emails suggesting there had been 3 accidents outside Dominoes it was thought due to speeding traffic, however, the police had undertaken a speed check and speed was not an issue, problem was poor layout. Richard Pearson, Highways Engineer has referred to the Safety Team.
- Pond Lane residents – next steps:
 - Investigate 20 mph at junction of School Road/Fakenham Road - Richard Pearson, Highways Engineer responded that there is no scope for traffic to speed, only 2 recorded traffic collisions.
 - Double yellow lines Pond Lane/School Road to be repainted in next few months.
 - Exit/Entry parking outside play area. Exit on junction Pond Lane – Richard Pearson, Highways Engineer will need to get more advice as this will increase the traffic movements onto Pond Lane.
- Meeting with Cllr Everett and Cllr Crotch and the Property Manager at Carters to discuss the parking concerns in Drayton. Could remove the restrictions at the back and side of Barclays Bank? Also, took the opportunity to point out Barclays looking shabby, this is scheduled for improvements.

District Councillor – Paul Auber (Drayton South)

- Asked what is happening at Drayton Brewery? As the gates are locked.
 - The land is owned by four separate parties one being NCC. NCC are trying to sell the land to Broadland to link with Broadland Country Park but one owner not willing to sell. NCC have grassed and fenced their area off.
- Plans for speed checks on School Road.
- Suters Pond owned by Broadland –information has been received that this has dried up and is looking bad. Cllr Taylor reported that she walked there recently, and the pond is looking healthy. Cllr Crotch added that Jamie Henry is looking at enhancing the area.

- A47 passed the judicial review.

District Councillor – Adrian Crotch (Drayton North)

- The bus on School Road due to end this Saturday 15th July 2023.
- The bus stops have been cleaned but the bus flags need cleaning. Environment and Highways Committee previously agreed flags cleaned 6 monthly.
- Gave his thanks to Beat Officer Brett Payton for his support at Longdale dealing with the anti-social behaviour.
- The Economic Success meeting to discuss Broadland Country Park was cancelled.

District Councillor Crotch updated the meeting with some Drayton statistics:

No. of Residents:	2,985 Majority female
Majority of homes occupied by:	1 or 2 people
Average life expectancy:	77
Reasons for hospitalisation:	Hip/stroke/cardiac arrest
32% of Year 6 students are obese	
12.6% of 15 year olds smoke	
70 households are struggling to pay fuel bills	
2,047 homes planned for Drayton	
Carbon dioxide emissions better than England average	

6. Clerks Report and Matters Arising:

- AGAR uploaded.
- Steve Jackman has been appointed to support the website until June 2024.

7. Planning:

a) To consider planning applications as follows:

- i. **Application Ref: 2023/1470** – To enlarge existing dormers, addition of French doors with triangulated window above the rear elevation and full height windows and triangulated window to the front elevation at the Manor House, 23 Manor Farm Close, Drayton, Norfolk. NR8 6EE

Council Opinion: APPROVED by Broadland District Council

- ii. **Application Reg: 2023/1552** – To create a brickweaved parking space 30 m2 with dropped kerb at 4 Sidney Bunn Way, Drayton, Norfolk. NR8 6BQ

Council Opinion: Cllr Crotch proposed the council object due to the lack of green space and trees, this is a new development it is too early to start making changes. The dropped kerb is on a bend.

Cllr Taylor and Cllr Anderson commented that this would get vehicles off the road.

Councillors took a vote on the proposal, 4 voted in agreement with the proposed objection, 3 against the objection. Objection carried.

If planning is approved by the Local Planning Authority, the Council would like a drainage gully incorporated into the approval.

- iii. **Application Ref: 2023/1783** – Retention of garage conversion including new front entrance, window and pitched roof. Raised rear decking at 6 Bellomonte Crescent, Drayton, Norfolk. NR8 6EJ
Council Opinion: - No objections or comments.

b) Planning decisions:

- ii. Paper circulated.

8. Finance

a) To receive and approve bank reconciliation.

The Council received and unanimously **APPROVED** the bank reconciliation for June 2023.

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:

With the exception of voucher 121 which is an expense of Drayton Village Hall and therefore needs re-invoicing, the Council unanimously **APPROVED** the receipts and payments.

9. Correspondence:

a) To note report of invasive species at Green Lanes and action taken:

Report noted.

b) To note invitation to bid for Parish Partnership 2024/25 and to consider delegation of bid proposal to the Environment & Highways committee:

AGREED to delegate to the Environment & Highways committee, any Member is welcome to make comments.

c) To consider invitation to participate in the D-Day 80th Anniversary:

AGREED to participate.

d) To consider bid proposals for Green Lanes improvement works from the Conservation Volunteers for approval:

AGREED improvement work on third flight of steps. Meet with the Chair of Environment and Highways Committee to consider boardwalk. Delegate authority to the Chairman of Environment and Highways and Open Spaces and Property Committee to consider improvement works at Longdale.

e) To note reports received of anti-social behaviour at Tesco's car park:

Beat Officer Brett Payton has spoken with the Tesco Manager. Tesco have put a sign up regarding the anti-social behaviour, stating a Section 59 Order will be issued to seize any offending vehicle.

f) To approve additional watering of trees by Plantscape for the remainder of the 2023 contract as required:

It was unanimously **AGREED** to delegate authority to the Environment and Highways committee and Clerk to spend up to £750.00 to water

trees at Florence Carter Memorial Park if required and the water bowser cannot be used.

g) To receive an update on the Norwich Western Link:

Graham Plant – Highways Chair, said there is no Plan B, the road will be built. No further meetings have been arranged.

h) To consider a meeting with Taverham Parish Council and the Managing Director of Norwich Airport concerning aircraft noise:

Any such meeting would be arranged by Managing Director of Norwich Airport.

i) To note response from Broadland District Council regarding Suters Drive Pond:

Councillors noted report.

j) To consider request to Hopkins Homes to remove streetlight 17 at Manor Farm development:

Following discussions 6 Councillors **AGREED** to ask the **Clerk** to write to Hopkins Homes and ask for the light to be removed. Cllr Everett abstained from the vote.

10. Environment and Highways Committee: No update

11. Open Spaces and Property Committee:

a) To consider the following recommendations from the Committee:

i. To approve CIL expenditure for one Penalty Shootout Kick Wall:

Councillors unanimously **AGREED** to £2,550.20 (excl. VAT) to be spent from CIL money to provide a penalty shootout kick wall.

b) To receive an update on anti-social behaviour at Longdale Park:

Beat Officer Brett Peyton issued 3 Section 59 Orders. All residents have been sent a letter by Brett inviting them to a meeting at Longdale to explain what has happened. No complaints in the last week so the noise has improved.

There is a gap between the hedge and the locked gate that mopeds can get through, it would help to block this with a bollard to stop vehicular access.

Consider putting up Section 59 signs.

Clerk to get quotes to fill the gap between the hedge and gates with concrete posts and signs the same as the ones displayed at Tesco.

12. Governance Committee:

a) To receive draft minutes of the Governance Committee held on 15th June 2023:

Noted.

b) To consider the following recommendations from the Committee:

i. To approve the standardised Terms of Reference for adoption by all Standing Committees of the Council:

APPROVED.

- ii. **To approve the revised Terms of Reference for the Governance Committee:**
APPROVED the Terms of Reference for the current Governance Committee including the name change to Finance & General Purposes Committee.
- iii. **To approve a 12 month trial of Microsoft Business Basic Licenses for all Councillors and revised approach for document sharing:**
APPROVED.
- iv. **To approve a new Earmarked Reserve for streetlighting including a funds transfer from the General Fund of £90,069.99**
APPROVED.
- v. **To recommend a review of the Reserves Balance by all committees at their next meeting in preparation for budget setting for the 2024/25 financial year.**
Noted.
- vi. **To allocate Policy Holders to Committees and introduce an initial 3 year review period for all policies:**
APPROVED.
- vii. **To approve reporting receipts and payments by calendar month:**
APPROVED.

Agenda items 14. & 15. moved to discuss here, however for the purpose of these minutes they are kept in number order.

- 13. Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of 13. for the Council to discuss staffing matters.**
APPROVED.

21:00 - Suspend Standing Orders to continue discussions.

a) To consider the following recommendations from the Staffing Committee:

- i. **To approve administrative staffing hours**
It is proposed to increase the total hours worked from 47 to 48 to enable both staff to work 24 hours a week. It was envisaged that the Parish Council Office would be open 5 days a week from 9.00 am – 3.00 pm subject to operational requirements **APPROVED.**
- ii. **To approve contractual hours for the Assistant Clerk:**
Current contracted hours are 22 per week propose to increase to 24 from September. **APPROVED.**
- iii. **To approve the NJC Scale Point for the Assistant Clerk:**
It is proposed to increase the Assistant Clerk 4 SCP's, Cllr Anderson proposed the increase takes effect from 1/8/2023. Unanimously **APPROVED.** It was noted that the normal annual increment would be applied at the anniversary of the appointment of the Assistant Clerk.

14. Exchange of Information / Matters for next agenda:

Date for Christmas tree light switch on.

Employment of gardener to deal with the weeds coming up at Florence Garden.

Bus service School Road ending Saturday 15th July 2023, ask for residents to write to Council to support why a bus is required. Agenda – To consider support for alternative bus route in Drayton.

15. Dates for next meetings:

10 August 2023 – Parish Council Meeting

Meeting closed at: 21:33 pm.

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 09-06-2023 and 13-07-2023)

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Subtotal for Code: S137 £14.98 £3.00 £17.98											
215 Bank Charges											
Vchr. 116	30/06/2023			Unity Trust Bank		Service Charge	Unity Trust Bank	E	31.95		31.95
139	16/06/2023			Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
146	16/06/2023			Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
Subtotal for Code: Bank Charges										£37.95	
284 Website											
Vchr. 131	13/07/2023	1994		Unity Trust Bank		Website Development & Support	Steve Jackman Training & Support	X	198.00		198.00
148	16/06/2023			Unity Trust Bank		Website Hosting & Domain	Wix	S	27.00	5.40	32.40
Subtotal for Code: Website										£225.00	£5.40
8522 Street Lighting Energy											
Vchr. 123	13/07/2023	07350523		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	396.10	79.22	475.32
Subtotal for Code: Street Lighting Energy										£396.10	£79.22
8523 Street Lighting Maintenance											
Vchr. 151	13/07/2023	13018		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	122.00	24.40	146.40
Subtotal for Code: Street Lighting Maintenance										£122.00	£24.40
Subtotal for Cost Centre: 2. Governance										6,482.45	258.95
Cost Centre 3. Environment & Highways											
31 NCC Highways Verges											
Vchr. 126	13/07/2023	64		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	819.88	163.98	983.86
Subtotal for Code: NCC Highways Verges										£819.88	£163.98
35 Tree Maintenance											
Vchr. 128	13/07/2023	ps12330e		Unity Trust Bank		Tree Maintenance	Plantscape	S	450.00	90.00	540.00
Subtotal for Code: Tree Maintenance										£450.00	£90.00
36 Street Scene Maintenance											
Vchr. 121	13/07/2023	2707800217		Unity Trust Bank		Waste Clearance	Broadland District Council	Z	206.38		206.38
130	13/07/2023	20750		Unity Trust Bank		Noticeboard Maintenance	Noticeboard Company	S	72.00	14.40	86.40
137	13/07/2023	928520		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services Ltd	S	99.00	19.80	118.80
141	16/06/2023			Unity Trust Bank		Noticeboard Maintenance	B&Q	S	23.70	4.74	28.44
142	16/06/2023			Unity Trust Bank		Noticeboard Magnets	Burning	S	12.70	2.54	15.24
Subtotal for Code: Street Scene Maintenance										£413.78	£41.48
Subtotal for Cost Centre: 3. Environment & Highways										1,683.66	295.46
Subtotal for Cost Centre: 3. Environment & Highways										1,979.12	

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 09-06-2023 and 13-07-2023)

Cost Centre 5. Open Spaces & Property			
Code Number	Invoice No	Minute	Bank
Vchr. 144	16/06/2023	59 Pavilion Consumables	Unity Trust Bank
		Description: Cleaning Consumables for Pavilions	
		Supplier: ASDA	
		Subtotal for Code: Pavilion Consumables	
		Net	35.50
		Vat	7.10
		Total	42.60
			£35.50
			£7.10
			£42.60
Code Number 502 Play Area Inspections			
Vchr. 120	13/07/2023	71552	Unity Trust Bank
		Description: Play Area Inspections	
		Supplier: RoSPA	
		Subtotal for Code: Play Area Inspections	
		Net	288.00
		Vat	57.60
		Total	345.60
			£288.00
			£57.60
			£345.60
Code Number 503 Grounds Maintenance			
Vchr. 124	13/07/2023	54	Unity Trust Bank
		Description: Grass Cutting	
		Supplier: The Garden Guardian Ltd	
		Subtotal for Code: Grounds Maintenance	
		Net	1,459.03
		Vat	291.81
		Total	1,750.84
			1,459.03
			291.81
			1,750.84
Vchr. 133	13/07/2023	35363	Unity Trust Bank
		Description: Skip Hire	
		Supplier: AKS Skip Hire Services Ltd	
		Subtotal for Code: Grounds Maintenance	
		Net	220.00
		Vat	44.00
		Total	264.00
			220.00
			44.00
			264.00
Vchr. 134	13/07/2023	15923	Unity Trust Bank
		Description: FCMP works	
		Supplier: Lloyd Southon	
		Subtotal for Code: Grounds Maintenance	
		Net	680.00
		Vat	136.00
		Total	816.00
			680.00
			136.00
			816.00
Vchr. 135	13/07/2023	15423	Unity Trust Bank
		Description: Grounds Maintenance KGV	
		Supplier: Lloyd Southon	
		Subtotal for Code: Grounds Maintenance	
		Net	180.00
		Vat	36.00
		Total	216.00
			180.00
			36.00
			216.00
Vchr. 136	13/07/2023	002	Unity Trust Bank
		Description: FCMP works	
		Supplier: Drayton Hall Teen Challenge	
		Subtotal for Code: Grounds Maintenance	
		Net	500.00
		Vat	507.81
		Total	£3,546.84
			£500.00
			£507.81
			£3,546.84
Code Number 504 Security			
Vchr. 122	13/07/2023	eg003221	Unity Trust Bank
		Description: Barrier at KGV and LD	
		Supplier: Norse Commercial Services Ltd	
		Subtotal for Code: Security	
		Net	992.00
		Vat	198.40
		Total	1,190.40
			992.00
			198.40
			1,190.40
Code Number 511 3G Surface Maintenance			
Vchr. 125	13/07/2023	55	Unity Trust Bank
		Description: Longdale 3G surface clean	
		Supplier: The Garden Guardian Ltd	
		Subtotal for Code: 3G Surface Maintenance	
		Net	316.83
		Vat	63.37
		Total	380.20
			316.83
			63.37
			380.20
Code Number 512 Floodlight Maintenance			
Vchr. 143	16/06/2023		Unity Trust Bank
		Description: Maintenance Accessories	
		Supplier: Screwfix	
		Subtotal for Code: Floodlight Maintenance	
		Net	19.55
		Vat	3.91
		Total	23.46
			19.55
			3.91
			23.46
Cost Centre 6. Staffing Committee			
Code Number	Invoice No	Minute	Bank
Vchr. 103	30/06/2023	61 Salaries	Unity Trust Bank
		Description: Salary	
		Supplier: Employee 4	
		Subtotal for Code: Salaries	
		Net	900.60
		Vat	1,297.61
		Total	1,654.47
			900.60
			1,297.61
			1,654.47
Vchr. 104	30/06/2023		Unity Trust Bank
		Description: Salary	
		Supplier: Employee 10	
		Subtotal for Code: Salaries	
		Net	1,297.61
		Vat	1,654.47
		Total	455.64
			1,297.61
			1,654.47
			455.64
			1,654.47
Vchr. 105	30/06/2023		Unity Trust Bank
		Description: Salary	
		Supplier: Employee 8	
		Subtotal for Code: Salaries	
		Net	1,654.47
		Vat	455.64
		Total	£4,308.32
			1,654.47
			455.64
			1,654.47
Vchr. 106	30/06/2023		Unity Trust Bank
		Description: Tax and NI, employer	
		Supplier: HMRC	
		Subtotal for Code: Salaries	
		Net	455.64
		Vat	838.19
		Total	5,529.10
			455.64
			838.19
			5,529.10

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
 (Between 09-06-2023 and 13-07-2023)

Cost Centre 1. Income				Supplier				Vat Type		Net		Vat		Total	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier								
Vchr. 13	30/06/2023			Unity Trust Bank		Interest paid on Bank Account	Unity Trust Bank		E	1,970.02				1,970.02	
							Subtotal for Code: Income on Investment			£1,970.02				£1,970.02	
							Subtotal for Cost Centre: 1. Income			1,970.02				1,970.02	
Cost Centre 5. Open Spaces & Property				Supplier				Vat Type		Net		Vat		Total	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier								
Vchr. 8	14/06/2023	2023-2024/69		Unity Trust Bank		Hire KGV Pavilion	The Mustangs Country Band		E	28.50				28.50	
Vchr. 11	30/06/2023	2023-2024/68		Unity Trust Bank		Hire KGV Pavilion	Slimming World		E	190.00				190.00	
							Subtotal for Code: Pavilion Hire			£218.50				£218.50	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier								
Vchr. 10	20/06/2023	2023-2024/67		Unity Trust Bank		Lease	Absolute Sport and Leisure		S	1,449.25		289.85		1,739.10	
							Subtotal for Code: 3G Income			£1,449.25		£289.85		£1,739.10	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier								
Vchr. 9	19/06/2023	2023-2024/66		Unity Trust Bank		Hire KGV Playing Field & Pavilion	Drayton Cricket Club		E	1,336.50				1,336.50	
							Subtotal for Code: Cricket Hire			£1,336.50				£1,336.50	
							Subtotal for Cost Centre: 5. Open Spaces & Property			3,004.25		289.85		3,294.10	
Cost Centre 8. Earmarked Reserves and CIL Expenditure				Supplier				Vat Type		Net		Vat		Total	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier								
Vchr. 12	23/06/2023	S06/20180598		Unity Trust Bank		Work at Green Lanes	Broadland District Council		E	3,935.81				3,935.81	
							Subtotal for Code: S106			£3,935.81				£3,935.81	
							Subtotal for Cost Centre: 8. Earmarked Reserves and CIL			3,935.81				3,935.81	
TOTALS										£8,910.08		£289.85		£9,199.93	