

DRAYTON PARISH COUNCIL MEETING MINUTES

Held on Thursday 10th November 2022 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

In attendance: Cllrs G Everett (Chair), N Quinsey, J Anderson, A Taylor, H Kisby, A Crotch.
1 member of the public present.

Clerk: S Hawken

1. Apologies and consideration for approval of absence.

Apologies for absence were received and accepted for C Brown, J Edward-Smith and K Morgan.

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

No declarations.

3. To receive and agree minutes from the Parish Council Meetings held on Thursday 13th October 2022. The minutes were received and **AGREED** 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 has raised concerns regarding the proposed future usage for the old Barclays Bank building being a fast-food outlet or similar.

5. To receive any reports:

a. **County Councillor:** Tony Adams

With reference to the comments made by the member of the public regarding concerns for the proposed future usage of the old Barclays Bank, nothing has been heard or discussed of this nature.

Flooding in the centre of Drayton continues to be an issue; predominantly near to the mini-roundabout at the junction of School Road and Hall Lane following periods of sustained rainfall. Often the surface water drains are blocked, as well as the drains on higher ground which leads to recurring flooding of the road and footpaths. It was suggested that the drains need to be cleared more regularly to prevent this from happening in the future.

The abandoned vehicle in the centre of the village has now been removed.

Cllr Anderson enquired as to the progress on Winners Walk. Deferred to the next meeting.

b. **District:** Cllr A Crotch, Drayton North & Cllr R Foulger, Drayton South
Not present.

c. **Police.**

Not present. Information sent to be read on behalf of Sgt Marrison:

Your new Beat Manager PC Brett PEYTON will be starting on the 30th November and I'll bring him in to make introductions. The Police will be in attendance for the Christmas Light switch on in Drayton on the 1st December.

6. Clerk's Report and Matters Arising

To update on current matters, and report on progress of items from previous meetings.

a. Christmas Lights Switch On Event.

Prior to the Parish Council Meeting, an informal meeting was held to discuss the planning for the Christmas Lights Switch On Event which will be held on Thursday 1st December at 5pm at Florence Carter Memorial Playing Field, Drayton. Those attending are encouraged to walk, though limited parking will be available for those less able at the Bob Carter Centre and on School Road by St Margaret's Church.

b. Defibrillator installation at Drayton Village Hall. The installation of the defibrillator is complete and is registered on the Circuit. In the New Year 2023, two courses for the local community will be offered free of charge

c. Gate posts repair/replacement at King George V Playing Field. Speak to Fields in Trust regarding ownership of the gates. Defer to OSP on 28th November.

Cllr Crotch arrived at 7.22pm.

Item 5b.

District: Cllr A Crotch, Drayton North: Broadland District Council have announced that EV charging points being installed in approximately 10 Council owned car parks across the District. Reminder to parishes that the Parish Partnership Scheme can be used towards the installation of EV charge points.

'Warm Spaces Grant' and the 'Keep It Going Grant' are still available, and several churches locally have been successful in obtaining a grant.

7. Planning

a. To consider planning applications as follows:

20221478 36 Bradshaw Road, Drayton, NR8 6DJ. Rear single storey extension and garage conversion. The Council unanimously **AGREED** to make no comments.

20221661 Broadland Northway/Drayton Lane/Brewery Lane Roundabout, Horsford. Non-illuminated sponsorship signs x 4. The Council unanimously **AGREED** to strongly object the application on the basis of TS3 of the Development Management DPD Highway Safety policy, in that it will cause a visibility obstruction and distraction on the roundabout. All in favour, 1 abstention.

20221708 21 Coleman Close, Drayton, NR8 6BG. Non-material amendment of planning permission 20220840 - plans. The Council unanimously **AGREED** to make no comments.

20220455 Land between Fir Covert Road and Reepham Road Taverham. (see attachment for AMENDED PLAN application description). Resubmit comments from original email. The comments were unanimously **AGREED** by the Council.

b. Planning decisions:

20221404 Land adjacent to School Road, Drayton. Continued temporary consent for continued use of land & temporary standing of 2 shipping containers to accommodate a charity shop with associated car parking, access & landscaping. Full Approval.

20220219 Land off Drayton High Road, Drayton. Details for conditions 3, 6 & 20 of 20170212 - Materials, Binder course & foul water strategy. Full Approval.

8. Streetlights

- a. Update on the transfer of street lighting from Broadland District Council to DPC. Drayton Parish Council are now in full ownership. Contract has been set-up with NPower for the unmetered supply of energy. TT Jones have completed the LED upgrades with some concrete columns still to be replaced.

The Council is pursuing the investigation of the potential overcharge for Drayton Parishioners through the special expense with Broadland District Council.

Request for Norfolk County Council to investigate the operating hours of the lights owned by them and whether or not they are dimmable during silent hours.

Action: Clerk

9. Finance and Governance

- a. To receive and approve bank reconciliation. **APPROVED.**
- b. To receive and ratify approval of a list of receipts and payments in accordance with the budget. To include any additional receipts/payments prior to meeting. The Council **APPROVED** the list of receipts and payments with the exception of V758.
Action: Clerk
- c. To receive the Internal Audit Report up to 30th September 2022. The Council received the Internal Audit Report.
- d. Community Events:
King's Coronation Event 6th May 2023 at King George V Playing Field. Date **APPROVED.**
- e. To receive the options and approve as desired, the S106 payment from the Norfolk Homes development. Question raised as to what specifically the S106 funds can be spent on. With reference to the meeting in March 2022 and the visit from Broadland Officers, confirmation was received from the developer and the S106 officer that the S106 money could be spent on a play area. It was **AGREED** to go with option 1 to accept an early payment of the contribution, to the end of quarter 2. All in favour with 1 abstention.

Action: Clerk

10. Governance Committee

- a. To receive the minutes from the meeting held on 27th October 2022. The minutes were received by the Council.

11. Environment and Highways Committee

- a. To receive the minutes from the meeting held on 29th September 2022. The minutes were received by the Council.

12. Exchange of Information / Matters for next agenda.

To note at 1100 there will be a minute's silence on 11th November 2022.

To set a future date for a Strategy Meeting.

13. Dates for next meetings:

17th November 2022 Environment and Highways Committee Meeting

24th November 2022 Parish Council Meeting

28th November 2022 Open Spaces and Property Meeting (Visit from Sutcliffe Play)

(1st December 2022 Christmas Light Switch On Event)

(5th December 2022 Meeting with S106 Officer from Broadland) Hilary

8th December 2022 Parish Council Meeting

14. Staffing Committee

- a. To receive the minutes of the Staffing Meeting held on 20th October 2022.
The minutes were received by the Council.

Meeting closed. 8.43pm

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 14-10-2022 and 10-11-2022)

Cost Centre 2. Governance**Code Number 27 Utilites & Services**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
236	28/10/2022		Unity Trust Bank	DD	Electricity Charges	EDF Energy	L	110.48	5.52	116.00
244	15/10/2022		Unity Trust Bank	DD	Mobile Phone	EE	S	22.84	4.57	27.41
251	20/10/2022		Unity Trust Bank	DD	Water Charges	Wave Utilities	Z	92.27		92.27
252	23/10/2022		Unity Trust Bank	DD	Water Charges - KGV	Wave Utilities	Z	66.64		66.64
254	17/10/2022		Unity Trust Bank	DD	Broadband and Telephone Charges	Zen Internet Ltd	S	37.55	7.51	45.06
256	25/10/2022		Unity Trust Bank	DD	Mobile Phone	O2	S	35.74	7.15	42.89
257	10/11/2022		Unity Trust Bank	BACS	Waste Clearance	Norwich Waste Disposal	S	179.00	35.80	214.80
266	04/11/2022		Unity Trust Bank	DD	Electricity Charges KGV	British Gas	L	130.66	6.53	137.19
268	10/11/2022		Unity Trust Bank	BACS	Fire Equipment Service - KGV	Fire Assess and Extinguish	S	90.00	18.00	108.00
269	10/11/2022		Unity Trust Bank	BACS	Fire Equipment Service - LD	Fire Assess and Extinguish	S	90.00	18.00	108.00
272	10/11/2022		Unity Trust Bank	BACS	External Auditors Fee	PFK Littlejohn LLP	S	800.00	160.00	960.00
Subtotal for Code: Utilites & Services								£1,655.18	£263.08	£1,918.26

Code Number 201 Stationery & Software

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
245	17/10/2022		Unity Trust Bank	DD	Stationery	Tesco Online	S	7.92	1.58	9.50
Subtotal for Code: Stationery & Software								£7.92	£1.58	£9.50

Code Number 212 Grants

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
271	10/11/2022		Unity Trust Bank	BACS	Grant	Drayton Parocial Church Council	X	1,525.00		1,525.00
Subtotal for Code: Grants								£1,525.00		£1,525.00

Code Number 215 Bank Charges

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
246	17/10/2022		Unity Trust Bank	DD	Bank Charges	Lloyds Bank	E	3.00		3.00
250	17/10/2022		Unity Trust Bank	DD	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	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
273	10/11/2022		Unity Trust Bank	BACS	Advertising	Just Regional	S	195.00	39.00	234.00
Subtotal for Code: Community Newsletter								£195.00	£39.00	£234.00
Subtotal for Cost Centre: 2. Governance								3,389.10	303.66	3,692.76

Cost Centre 3. Environment & Highways**Code Number 35 Tree Maintenance**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
258	10/11/2022		Unity Trust Bank	BACS	Tree Maintenance FCMP	Plantscape	S	720.00	144.00	864.00
Subtotal for Code: Tree Maintenance								£720.00	£144.00	£864.00

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Code Number 8523 Street Lighting Captial

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
275	10/11/2022		Unity Trust Bank	BACS	Street Lighting Repairs	T T Jones Electrical Ltd	S	14,656.00	2,931.20	17,587.20
Subtotal for Code: Street Lighting Captial								£14,656.00	£2,931.20	£17,587.20
Subtotal for Cost Centre: 3. Environment & Highways								15,376.00	3,075.20	18,451.20

Cost Centre 5. Open Spaces & Property**Code Number 59 Pavilion Consumables**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
247	17/10/2022		Unity Trust Bank	DD	Cleaning Materials	ASDA	S	8.99	1.80	10.79
Subtotal for Code: Pavilion Consumables								£8.99	£1.80	£10.79

Code Number 501 Pavilion Maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
249	17/10/2022		Unity Trust Bank	DD	Doors & Accessories	B&Q	S	6.12	1.23	7.35
Subtotal for Code: Pavilion Maintenance								£6.12	£1.23	£7.35

Code Number 503 Grounds Maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
248	17/10/2022		Unity Trust Bank	DD	Keys	Broadland (UK) Ltd	S	7.92	1.58	9.50
Subtotal for Code: Grounds Maintenance								£7.92	£1.58	£9.50

Code Number 514 Pest Control

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
274	10/11/2022		Unity Trust Bank	BACS	Mole Control Playing Fields	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								173.03	34.61	207.64

Cost Centre 6. Staffing Committee**Code Number 61 Salaries**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
259	31/10/2022		Unity Trust Bank	BACS	Salary	Employee 4	X	738.20		738.20
261	31/10/2022		Unity Trust Bank	BACS	Salary	Employee 7	X	1,000.00		1,000.00
263	31/10/2022		Unity Trust Bank	BACS	Salary	Employee 8	X	1,396.85		1,396.85
264	31/10/2022		Unity Trust Bank	BACS	Pension Clerk EER/EEI	Norfolk Pension Fund	X	785.82		785.82
265	31/10/2022		Unity Trust Bank	BACS	Tax and NI, employees	HMRC	X	798.71		798.71
Subtotal for Code: Salaries								£4,719.58		£4,719.58

Code Number 601 Expenses/Mileage

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
260	31/10/2022		Unity Trust Bank	BACS	Mileage	Employee 4	E	70.65		70.65
262	31/10/2022		Unity Trust Bank	BACS	Mileage	Employee 7	E	76.50		76.50
Subtotal for Code: Expenses/Mileage								£147.15		£147.15

Code Number 602 Consultancy Services

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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267	06/11/2022	Unity Trust Bank	SO	Consultancy Support	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
					<u>Subtotal for Code:</u>	Consultancy Services	£100.00	£20.00	£120.00
					<u>Subtotal for Cost Centre:</u>	6. Staffing Committee	4,966.73	20.00	4,986.73

Cost Centre 8. Earmarked Reserves and CIL Expenditure

Code Number 80 ER: CIL Expenditure

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
270	10/11/2022		Unity Trust Bank	BACS	Concrete for Bike Racks	A K Deeba	S	1,460.00	292.00	1,752.00
					<u>Subtotal for Code:</u>	ER: CIL Expenditure		£1,460.00	£292.00	£1,752.00
					<u>Subtotal for Cost Centre:</u>	8. Earmarked Reserves and CIL		1,460.00	292.00	1,752.00
TOTALS								£25,364.86	£3,725.47	£29,090.33

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 11-10-2022 and 10-11-2022)

Cost Centre 1. Income

Code Number		603 CIL Income		Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute	Bank							
38	21/10/2022		Unity Trust Bank		CIL Receipt	Broadland District Council	X	107,184.02		107,184.02
Subtotal for Code: CIL Income								£107,184.02		£107,184.02
Subtotal for Cost Centre: 1. Income								107,184.02		107,184.02
TOTALS								£107,184.02		£107,184.02