

DRAYTON PARISH COUNCIL MEETING MINUTES

Monday 26th September 2022 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

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

Clerk: S Hawken

County Councillor: T Adams.

District Councillor: A Crotch, Drayton North.

Members of the public: 2 members of the public were present.

1. Apologies and consideration for approval of absence.

No apologies absence were received.

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

Cllr Crotch declared a non-pecuniary interest in item 8, Streetlights.

Cllr Crotch declared an interest for item 7a, planning application 20221273 Drayton Drewray, Reepham Road, Drayton, NR8 6QS.

Cllr Crotch declared a non-pecuniary interest in item 10b regarding the provision of feedback for the Norwich Western Link Consultation.

3. To receive and agree minutes from the Parish Council Meetings held on Thursday 11th August 2022. The Council APPROVED the minutes from the meeting on Thursday 11th August 2022.

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

Two members of the public reported high levels of anti-social behavior on Longdale playing field with reference to the persistent kicking of a football against the section of fence line which borders their properties and those neighboring. The residents have spoken to the individuals responsible and the Police regarding the matter, however the incidences continue. The members of the public requested that the Parish Council liaise with the local beat manager on their behalf and check the CCTV.

Two members of the public also reported that the generators used by the coordinators of the Larry Gray Fair were running too late and were causing a disturbance to them and their neighbours. They asked for consideration next year that the generators are silenced earlier so that they do not disturb the nearby residential properties.

The two members of the public left the meeting at 7.28pm.

5. To receive any reports:

- a. County Councillor: T Adams

The consultation with the Norfolk Homes development in Drayton (Church Farm) regarding through traffic on Carter Road continues. It was highlighted that a condition of the original planning application was that the traffic calming measures would be agreed and be in place prior to the first occupancy.

The yellow lines on Pond Lane which have been mistakenly extended by the contractor to Norfolk County Council will be removed. They will be restored in line with the traffic order for that area.

The resurfacing of Winners Walk has not yet been addressed and will be raised with Norfolk County Council again.

Joint discussions are underway to improve the service offered by Taverham Surgery and Drayton Surgery.

b. District: Cllr A Crotch, Drayton North.
Cllr Crotch made the following comments:

The planning application for Drayton Drewray will be determined by a planning committee, as the application has been submitted by Broadland District Council.

All residents in Drayton will be able to access the food waste disposable initiative.

With regards to dog fouling, a public space protection order now means that Broadland District Council Officers can prosecute those who allow their dogs to foul. Additional signage is available from Broadland District Council to deter dog fouling.

The Food Innovation Centre is soon to be open. The scheme, funded through the EU, Broadland District Council and Government to provide a hub for growing foods in a sustainable way, with the aim of supplying and supporting businesses locally.

With regards to the Traveller encampment near Reepham Road, the residents have left of their own accord following liaison with Broadland District Council. A large amount of fly-tipping has been found in situ. This is on highways land; Cllr Crotch will investigate who will be dealing with the removal.

c. Police
No comments from the Police were received.

d. Tree Wardens
To be passed to Environment and Highways committee for future meetings.

Action: Clerk

6. Clerk's Report and Matters Arising

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

- a. Defibrillator installation and training courses. Installation will take place the week beginning the 31st October with two subsequent free training courses planned for members of the public.
- b. Longdale play area re-paint. Quotes for the re-paint are in the process of being obtained with a view to complete the work in early Spring 2023.
- c. Bike rack installation near Florence Carter Memorial Park. Work complete – Racks installed onto a concrete plinth next to Pond Lane.
- d. Sign-post Norwich Western Link Pre-Planning Application Consultation.
- e. Forthcoming training courses with NPTS for Councillors. Hand-out provided.
- f. Proposals for King George V play area. Designs displayed in the Pavilion for Councillors and members of the public to view.
- g. Christmas Light event planning meeting. First meeting held on 26th September 2022, with a proposal to hold this year's event on 1st December 2022, at Florence Carter Memorial Park, starting at 5pm.

- h. Use of King George V Pavilion for Police Community Surgery. Attendance to the meeting was poor. It was noted that the previous SNAP meetings were extremely useful. Greater support from Parish Council to advertise surgeries.
- i. Update on Green Lanes car park re-surfacing. Re-surfacing is complete and the two-way signage has been installed. White lines yet to be completed.

7. Planning

- a. To consider planning applications as follows:

20221252 Drayton Old Lodge, 146 Drayton High Road, Drayton, NR8 6AN. Non-Material Amendment. Non-material amendment of 20180236 - phasing plan. The Council AGREED to make no comments on this application.

20221273 Drayton Drewray, Reepham Road, Drayton, NR8 6QS To create a car park for walkers and cyclist to use. The car park will be surround by an earth bund and a height barrier will be installed to control the type of vehicle that can use the space. The earth bund will be created using the excavated surface of the car park, information boards and signage will be installed. In the future car park machines may be installed. The Council AGREED to make the following comments: Support the carpark with a barrier but no facility to charge carpark users. 6 in support, with 3 abstentions.

20221396 125 Drayton High Road, Drayton, NR8 6BD. Works to TPO Trees. G1 Scots Pine - remove ivy 1m band to allow for reinspection. Remove major deadwood. Crown raise to 5m over highway for vehicular clearance. 2 x Pine Trees - reduce over extended lateral limbs over highway back to pruning points as per annotated photographs provided to alleviate end weight on weak unions. The Council AGREED to make the following comments: The Council would like to leave the decision to that of the tree officers.

- b. Planning decisions:

20220991 8 Highfield Road, Drayton, NR8 6ER. Pitched roof garage to the side and flat roof extension to the rear. Erection of porch to the front. Full Approval.

20221123 2 Sheridan Close, Drayton, NR8 6RW. Proposed first floor extension. Full Approval.

20220987 6 George Drive, Drayton, NR8 6ED. Front porch changed and extended to match other properties and rear extension changed (Amended 20212126). Full Approval.

20221179 Seagavin, Brickfarm Lane, School Road, Drayton, NR8 6HJ. Proposed single story rear extension, front porch & loft conversion. Full Approval.

8. Streetlights

- a. Update on the transfer of street lighting from Broadland District Council to DPC. Awaiting the rectification of issues on the asset register, as well as an update on the progress of upgrades to the footway lights.

9. Finance and Governance

- a. To receive and approve bank reconciliation. The Council RECEIVED and APPROVED the bank reconciliation.
- 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 received and APPROVED the list of receipts and payments.
- c. To receive the revised AGAR form following feedback from External Auditor. The Council RECEIVED the revised AGAR and acknowledged the response from the External Auditor.
 - d. To receive and approve the proposal for Internal Audit Services for the 2022/23 year. The Council APPROVED the proposal for Internal Audit Services for the year 2022/23.

Action: Clerk

- e. Request from MIND for the hire of King George V Pavilion. It was AGREED to charge a reduced rate for registered charities. It was AGREED to charge £10.00 for up to 6 hours once a week, for registered charities, to be reviewed at the end of the financial year. 7 in favour with 2 against.

Action: Clerk

- f. To receive and approve the quote for the Christmas Lights event. The Council received and APPROVED the quote for TTJones to support the Christmas Lights event. The Council further APPROVED an overall budget for the Christmas Lights Event of up to the maximum remaining in the community event fund.

Action: Clerk

10. Environment and Highways Committee

- a. Consider quote for watering of trees at Florence Carter Memorial Park. No further action.
- b. Provide feedback for the Norwich Western Link Consultation. The Council provided comments regarding the Pre-Planning Application Consultation. The Clerk is to submit the comments on behalf of the Council.

Action: Clerk

11. Open Spaces and Property Committee

- a. To update on the use of the pitches at King George V Playing Field and Longdale. The re-opening of the pitches has been staggered to best support the regeneration of the ground given the dry conditions over the summer. With advice from the grounds contractor, play on both Longdale and King George V Playing Field has resumed, with reduced fixtures agreed with the occupying teams. It was noted that there is no dedicated girls team in Drayton.
- b. Clerk's decision to re-open the pitches at Longdale. It was noted that the decision to resume play on Longdale was made by the Clerk and not in conjunction with the Chair of the Open Spaces and Property Committee.

The Council APPROVED to extend the meeting by 30 minutes.

12. Exchange of Information / Matters for next agenda.

The death of Ron Halliday was acknowledged. Ron was previously the Bob Carter Centre Manager and also District Councillor. The Council wished to express their sympathy and support to his family.

With regards to Thorpe Marriott Village Hall, concern was expressed regarding the funds requested for maintenance. The Committee will be unable to hold a Christmas Event this year due to a lack of funds available.

13. Dates for next meetings:

6th October 2022 Open Spaces and Property Committee Meeting
13th October 2022 Parish Council Meeting
20th October 2022 Staffing Committee Meeting
Minutes – 26th September 2022

27th October 2022 Governance Committee Meeting
10th November 2022 Parish Council Meeting
17th November 2022 Environment and Highways Committee Meeting
24th November 2022 Parish Council Meeting – Budget
8th December 2022 Parish Council Meeting

14. Staffing Committee

The Council 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.

- a. To update on staffing matters.

The Clerk left the meeting at 2112.

- b. To approve to the contract for the Clerk and Locum Clerk.

The Clerk returned to the meeting at 2137.

The Council APPROVED to extend the meeting until 2145.

The Council APPROVED the contract for the Clerk and RFO.

Meeting was closed at 2142.

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
 (Between 12-08-2022 and 26-09-2022)

Cost Centre 1. Income

Code Number	22 VAT Refund									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
28	26/08/2022		Unity Trust Bank		VAT Reclaim	HMRC	R		114.61	114.61
Subtotal for Code: VAT Refund									114.61	114.61
Subtotal for Cost Centre: 1. Income									114.61	114.61

Cost Centre 3. Environment & Highways

Code Number	31 NCC Highways Verges									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
30	07/09/2022		Unity Trust Bank - I	BACS	Grass Verge Cutting Contribution	Norfolk County Council	S	5,960.89	1,192.18	7,153.07
Subtotal for Code: NCC Highways Verges									1,192.18	7,153.07
Subtotal for Cost Centre: 3. Environment & Highways									1,192.18	7,153.07

Cost Centre 5. Open Spaces & Property

Code Number	51 Grass Pitch Hire									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
23	22/08/2022		Unity Trust Bank		Hire KGV Football Pitch & Changing Fa	Costessey U14s	E	650.00		650.00
24	22/08/2022		Unity Trust Bank		Hire KGV Football Pitch & Changing Fa	Costessey U14s	E	-650.00		-650.00
29	01/09/2022		Unity Trust Bank	BACS	Hire KGV Football Pitch & Changing Fa	Costessey Football Club	E	325.00		325.00
Subtotal for Code: Grass Pitch Hire									325.00	325.00
Code Number	504 Security									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
31	09/09/2022		Unity Trust Bank	BACS	CCTV Repairs	T Bell	E	60.00		60.00
Subtotal for Code: Security									60.00	60.00
Subtotal for Cost Centre: 5. Open Spaces & Property									385.00	385.00

TOTALS £6,346.89 £1,308.79 £7,655.68

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 12-08-2022 and 26-09-2022)

Cost Centre 2. Governance

Code Number 27 Utilities & Services										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
176	15/08/2022		Unity Trust Bank	DD	Broadband and Telephone Charges	EE	S	22.84	4.57	27.41
177	16/08/2022		Unity Trust Bank	DD	Broadband and Telephone Charges	Zen Internet Ltd	S	38.51	7.70	46.21
186	25/08/2022		Unity Trust Bank	DD	Broadband and Telephone Charges	O2	S	35.74	7.15	42.89
194	08/09/2022		Unity Trust Bank	BACS	Waste Clearance	Norwich Waste Disposal	S	179.00	35.80	214.80
198	07/09/2022		Unity Trust Bank	DD	Electricity Charges KGV	British Gas	L	43.66	2.18	45.83
197	30/08/2022		Unity Trust Bank	DD	Electricity Charges	EDF Energy	L	-124.08	8.08	-116.00
198	30/08/2022		Unity Trust Bank	DD	Electricity Charges	EDF Energy	L	110.48	5.52	116.00
199	31/08/2022		Unity Trust Bank	DD	Electricity Charges	EDF Energy	L	110.48	5.52	116.00
206	15/09/2022		Unity Trust Bank	DD	Mobile Phone	EE	S	22.84	4.57	27.41
207	16/09/2022		Unity Trust Bank	DD	Broadband and Telephone Charges	Zen Internet Ltd	S	37.03	7.41	44.44
215	25/09/2022		Unity Trust Bank	DD	Mobile Phone	O2	S	35.74	7.15	42.89
Subtotal for Code: Utilities & Services								£512.23	£95.65	£607.88
Code Number 28 Handyman Equipment										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
210	15/09/2022		Unity Trust Bank	DD	Bolts & Nuts	Tradepoint	S	9.18	1.84	11.02
Subtotal for Code: Handyman Equipment								£9.18	£1.84	£11.02
Code Number 201 Stationery & Software										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
205	12/09/2022		Unity Trust Bank	DD	Office 365 Licence	Anglian Internet	S	22.60	4.52	27.12
Subtotal for Code: Stationery & Software								£22.60	£4.52	£27.12
Code Number 204 Subscriptions										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
179	16/08/2022		Unity Trust Bank	DD	Zoom Video Licence	Zoom Video Communications	S	99.92	19.98	119.90
Subtotal for Code: Subscriptions								£99.92	£19.98	£119.90
Code Number 215 Bank Charges										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
180	16/08/2022		Unity Trust Bank	DD	Bank Charges	Lloyds Bank	X	6.00		6.00
208	16/09/2022		Unity Trust Bank	DD	Bank Charges	Lloyds Bank	E	3.00		3.00
209	16/09/2022		Unity Trust Bank	DD	Bank Charges	Lloyds Bank	E	3.00		3.00
Subtotal for Code: Bank Charges								£12.00		£12.00
Code Number 284 Website										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
178	16/08/2022		Unity Trust Bank	DD	Domain Name Renewal	Fasthosts Internet Ltd	S	11.99	2.40	14.39
Subtotal for Code: Website								£11.99	£2.40	£14.39
Subtotal for Cost Centre: 2. Governance								667.92	124.39	792.31

Cost Centre 3. Environment & Highways

Drayton Parish Council
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 (Between 12-08-2022 and 26-09-2022)

Code Number		31 NCC Highways Verges								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
217	26/09/2022		Unity Trust Bank	BACS	Highway Grass Cutting	Garden Guardian Ltd	S	745.38	149.08	894.46
Subtotal for Code: NCC Highways Verges								£745.38	£149.08	£894.46

Code Number		35 Tree Maintenance								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
221	26/09/2022		Unity Trust Bank	BACS	Tree Maintenance FCMP	Plantscape	S	900.00	180.00	1,080.00
Subtotal for Code: Tree Maintenance								£900.00	£180.00	£1,080.00

Code Number		8522 Street Lighting Energy & Maintenance								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
203	12/09/2022		Unity Trust Bank	BACS	Street Lighting Repairs	T T Jones Electrical Ltd	S	8,050.00	1,610.00	9,660.00
204	12/09/2022		Unity Trust Bank	BACS	Street Lighting Repairs	T T Jones Electrical Ltd	S	1,247.92	249.58	1,497.50
Subtotal for Code: Street Lighting Energy & Maint								£9,297.92	£1,859.58	£11,157.50
Subtotal for Cost Centre: 3. Environment & Highways								10,943.30	2,188.66	13,131.96

Cost Centre 5. Open Spaces & Property

Code Number		59 Pavilion Consumables								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
182	16/08/2022		Unity Trust Bank	DD	Hand Towels	Medsave	S	36.47	7.30	43.77
183	16/08/2022		Unity Trust Bank	DD	Toilet Rolls	Lorrolls.com Ltd	S	107.40	21.48	128.88
184	16/08/2022		Unity Trust Bank	DD	Disposable Gloves	Tradepoint	S	25.33	5.07	30.40
Subtotal for Code: Pavilion Consumables								£169.20	£33.85	£203.05

Code Number		501 Pavilion Maintenance								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
181	16/08/2022		Unity Trust Bank	DD	Padlock	Wickes	S	36.67	7.33	44.00
202	12/09/2022		Unity Trust Bank	BACS	Repairs Longdale	Forget Me Not Painting & Decorating	E	1,190.00		1,190.00
211	16/09/2022		Unity Trust Bank	DD	Toilet Rolls	ASDA	S	17.83	3.57	21.40
212	16/09/2022		Unity Trust Bank	DD	Paint etc for Longdale	Tradepoint	S	10.29	2.08	12.35
213	16/09/2022		Unity Trust Bank	DD	Maintenance Accessories	Toolstation	S	5.48	1.10	6.58
214	16/09/2022		Unity Trust Bank	DD	Batteries for Clock	Tradepoint	S	11.81	2.36	14.17
Subtotal for Code: Pavilion Maintenance								£1,272.08	£16.42	£1,288.50

Code Number		503 Grounds Maintenance								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
195	08/09/2022		Unity Trust Bank	BACS	Goal post sockets & lids	A K Deeba	S	390.00	78.00	468.00
218	26/09/2022		Unity Trust Bank	BACS	Grass Cutting	Garden Guardian Ltd	S	1,260.67	252.13	1,512.80
Subtotal for Code: Grounds Maintenance								£1,650.67	£330.13	£1,980.80

Code Number		504 Security								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
185	16/08/2022		Unity Trust Bank	DD	Keys for lockable post - KGV	Broadland (UK) Ltd	S	7.75	1.55	9.30
216	26/09/2022		Unity Trust Bank	BACS	Barrier at KGV and LD	Norse Commercial Services Ltd	S	886.00	179.20	1,075.20

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 12-08-2022 and 26-09-2022)

						Subtotal for Code:	Security	£903.75	£180.75	£1,084.50
Code Number	511 3G Surface Maintenance									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
219	28/09/2022		Unity Trust Bank	BACS	3g Surface Costs	Garden Guardian Ltd	S	296.17	59.23	355.40
						Subtotal for Code:	3G Surface Maintenance	£296.17	£59.23	£355.40
Cost Centre 6. Staffing Committee						Subtotal for Cost Centre:	5. Open Spaces & Property	4,291.87	820.38	4,912.25
Code Number	61 Salaries									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
187	31/08/2022		Unity Trust Bank	BACS	Tax and NI, employees	HMRC	X	906.79		906.79
188	31/08/2022		Unity Trust Bank	BACS	Salary	Employee 9	X	758.59		758.59
189	31/08/2022		Unity Trust Bank	BACS	Salary	Employee 7	X	16.00		16.00
190	31/08/2022		Unity Trust Bank	BACS	Salary	Employee 4	X	737.98		737.98
192	31/08/2022		Unity Trust Bank	BACS	Salary	Employee 8	X	1,872.81		1,872.81
193	08/09/2022		Unity Trust Bank	BACS	Pension Clerk EER/EEI	Norfolk Pensaion Fund	X	1,274.01		1,274.01
						Subtotal for Code:	Salaries	£5,566.18		£5,566.18
Code Number	68 Training									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
201	02/09/2022		Unity Trust Bank	BACS	Training Course	Norfolk Parish Training Support	E	104.00		104.00
						Subtotal for Code:	Training	£104.00		£104.00
Code Number	601 Expenses/Mileage									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
191	31/08/2022		Unity Trust Bank	BACS	Mileage	Employee 4	E	51.75		51.75
						Subtotal for Code:	Expenses/Mileage	£51.75		£51.75
Code Number	602 Consultancy Services									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
200	06/09/2022		Unity Trust Bank	SO	Consultancy Support	Personnal & Advice Solutions Ltd	S	100.00	20.00	120.00
220	26/09/2022		Unity Trust Bank	BACS	Admin Fee	Norfolk Parish Training Support	E	192.68		192.68
						Subtotal for Code:	Consultancy Services	£292.68	£20.00	£312.68
Subtotal for Cost Centre:						6. Staffing Committee	6,014.61	20.00		6,034.61
						TOTALS		£21,917.70	£2,953.43	£24,871.13