

MINUTES OF DRAYTON PARISH COUNCIL MEETING

held on Thursday 2nd July 2020 at 7pm.

The meeting was held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 via ZOOM.

Present: Cllrs J Anderson, C Binns, C Brown, A Crotch, G Everett (chair), K Morgan, N Quinsey.
District Councillor R Foulger, County Councillor A Adams and two members of the public.
Clerked: Mrs Sarah Hunt

31. Apologies and consideration of acceptance for absence.
It was **RESOLVED** to accept apologies from Cllr K Wilson.
32. Members' declarations of interest and requests for dispensations.
Cllr Morgan declared a personal interest in Planning Application 20201136 –the applicant is a customer and friend. He did not debate or vote on the matter.
33. It was **RESOLVED** agree the minutes from Full Council Meeting held on 4th June 2020. These will be signed by the chair as a true and correct record.
34. To receive any questions from members of the Public.
A presentation was received with regard to traffic concerns on Carter Road. Police have recently been in attendance and have issued tickets to traffic using it as a through road.
35. To receive any reports:
 - 35.1 County Councillor A. Adams reported that there was nothing at present that can be done with regard to Carter Road. There is highway work to be done shortly on the junction Costessey Lane/Drayton High Road to address pothole problems.
 - 35.2 District Councillor A. Crotch, Drayton North reported Officers Planning feedback on current applications. Parishioners had raised antisocial behaviour at Longdale and also the groups of people training which is in excess of the six allowed. Police have not been present and Longdale has been removed from the list of priorities.
 - 35.3 District Councillor R. Foulger, Drayton South has been trying to arrange a SNAP (Safer Neighbourhood Action Panel) meeting at which the issues at Longdale will be raised. Planning Officers feedback was shared with the meeting.
 - 35.4 Police. No report received.
36. To report on progress on items from previous meetings. No decisions may be taken.
 - 36.1 To receive confirmation that the Chair has signed the bank reconciliation. Noted.
 - 36.2 The older laptop has been upgraded to windows 10 with no loss of data. Noted.
 - 36.3 Risk Assessments on equipment/buildings remain outstanding. C Brown/CLERK
 - 36.4 The Clerk and Cllrs G Everett and N Quinsey attended the 'Engaging your Community' training. Noted.
 - 36.5 The new website is now operational, the old website has been taken down. Noted.
 - 36.6 To receive confirmation that both manholes at KGV are now repaired. Noted.
37. Covid
Cllr Crotch gave an update from the COVID-19 Community Meeting held on Wednesday 17th June. The leaflets have now been produced and are being distributed.
Next meeting 15th July at 7pm via ZOOM. Joining link available from the Clerk.

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- 37.1 It was **RESOLVED** that the play equipment will be open on the 4th July 2020 in all three locations in Drayton. The Clerk must ensure that the Risk Assessment recommendations are followed and correct signage erected. All safety checks must be documented.
- 37.2 The Broadland 'Confidence Campaign' was reviewed. It was **RESOLVED** to apply for the banner, lamp post signs and posters only.

38 Finance and Governance.

- 38.1 The bank reconciliation was **RECEIVED** and **AGREED**. To be signed by the Chair.
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|----------------------------|-------------|
| BDC Parish Deposit Scheme | £86,163.36 |
| Unity Trust Instant Access | £224,686.17 |
| Unit Trust Savings | £5,423.88 |
| Total bank balance | £311,221.31 |
- 38.2 The list of payments (vouchers 72-125) totalling £13,297.55 and receipts totalling £1,341.77 (VAT Refund) were **RECEIVED** and **AGREED**. The authorised signatories confirmed that the payment verification process has been undertaken in accordance with Financial Regulations 6.5.
- 38.3 It was **RESOLVED** to delegate to Open Spaces Committee the authority to spend up to £10,000 undertake the replacement of the most critical length of fencing at Longdale.
- 38.4 The completed Internal Audit for the financial year 2019-2020 was **RECEIVED** by the meeting. The RFO advised the meeting that if £200,000 on income or expenditure is exceeded in the 2020/21 year then the accounts will need to change to income and expenditure from receipts and payments commencing 1st April 2021. To governance for discussion.
- 38.5 The Annual Governance Statement for 2019-2020 was **AGREED** by Council and signed by the Chair.
- 38.6 The Statement of Accounts for 2019-2020 was **AGREED** by Council and signed by the chair.
- 38.7 The Governance minutes from 25th June 2020 were **RECEIVED** by the meeting.
- 38.8 To consider recommendations.
- 38.8.1 The Council **AGREED** to adopt the Virtual meeting policy as presented.
- 38.8.2 The Council **AGREED** the Terms of Reference as presented.
- 38.8.3 The Council **AGREED** the Grants and Donations policy as presented.
- 38.8.4 That the Council open three bank savings accounts: Nationwide Instant Access, Cambridge Building Society Saver Account, Hampshire Trust 45-day account. That each be opened with the minimum deposit. That balances be raised to £50,000 in each account once satisfactorily opened. That signatories be Cllrs: Anderson, Crotch, Everett, Quinsey.

39 Staffing.

- 39.1 The minutes from the Staffing committee meeting held on Thursday 18th June 2020 were received by the meeting.
- 39.2 To consider recommendations:
- 39.2.1 The Council **AGREED** to adopt the Unplanned or Long-Term Sickness Absence Policy.
- 39.2.2 Pay review to be taken at the end of the meeting.

40 Planning.

- To consider and respond to planning applications received from Broadland District Council:
- 40.1 Planning Application 20200640 – Manor Park, Drayton. Amended plans. No Comment.
- 40.2 Planning Application 20201196 – 2 The Shires, Drayton, NR8 6EX. Relocate an existing fence within a boundary. No comment.
- 40.3 Planning Application 20201136 – 14 Fakenham Road, NR8 6PN. Change of use from residential to Class A2 office with parking to rear. Enlarged windows and to frontage and signage. To object citing the same objections as Highways concerning parking provision and Highways.
- 40.4 Planning Application 20201140 – Swallowvale, 31 Low Road, Drayton, NR8 6AA. Single storey front extension. No objection to be sent.
- 40.5 Planning Application 20201125 – 19 Winners Walk, Drayton, NR8 6YP. Erection of single storey extension to front. To express concerns regarding loss of parking and no turning head within the property. Endorse Highways concerns.

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40.6 Planning Application 20201167 – 37 Walsingham Drive, Drayton, NR8 6FZ. Proposed two storey side extension. Objection to be sent – GC4, affecting neighbouring properties also lack of parking given increase in bedrooms on the property.

41 Bicycle Racks.

Referred to Environment and Highways Committee. Clerk to bring proposal to September meeting.

42 Registration of Parish Owned Land.

Spire Solicitors LLP hold deeds on behalf of the Parish Council. Once they are able to get into their office they will send a list of the contents of that file.

43 Correspondence.

Parishioner	Highways matters – Carter Road.	Noted.
Email – L Gray	Confirmation that the Fun Fair will arrive at Longdale 27 th July to 3 rd August.	Noted and discussed.

Funfair: All COVID secure guidelines to be met. Insurance to be provided. The entrance to the playground to be roped off as last year. No access to pavilion. All residents to be notified. The booking not to be confirmed until all paperwork is provided.

44 Environment and Highways Committee.

44.1 Minutes of Environment and Highways Committee meeting held on Thursday 11th June 2020 were **RECEIVED**.

44.2 Terms of Reference as recommended **AGREED** with the addition that the meeting will be quorate with 3 members present.

45. IT was **AGREED** to delegate temporary authority to the Clerk to comply with H M Government’s instructions and to be able to arrange official and working group meetings relating to Covid-19 matters without reference and for this arrangement to be reviewed at the September 2020 meeting.

46. Exchange of Information.

The Bob Carter centre is re-opening with a one-way system, card payments, no sports facilities and no bar standing.

It has been reported that fishing is taking place in Suter pond.

The Broadland Confidence campaign has posters available for download.

The paper bank has been removed from Longdale.

47. Matters for next Agenda.

None.

The next Full Parish Council meeting will be Thursday 6th August 2020 at 7pm.

It was **RESOLVED** 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.

Members attending each made a verbal declaration that no other persons were present who could hear, see, or record the proceedings.

48. Pay Review.

It was **RESOLVED** to approve the pay review as recommended by Staffing Committee following external post assessment.

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