

Minutes of the meeting of Drayton Parish Council held on **Thursday, 12th December 2024, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, A. Crotch (Vice-Chair), J. Edwards-Smith, G. Everett (Chair), H. Kisby, T. Lee, N. Quinsey, A. Taylor and S. White.

In attendance: Amy Pinkham; Parish Clerk & RFO

Meeting opened: 7:00pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllr. K. Morgan and C. Brown.

2. DECLARATIONS OF INTEREST

a) To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.

None.

3. MINUTES

a) To receive minutes of the meeting of the Council held on 14th November 2024 for approval [DPC1].

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

b) To receive minutes of the budget meeting of the Council held on 5th December 2024 for approval [DPC2].

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

4. PUBLIC FORUM

a) To receive any questions or comments from members of the public on matters on the agenda.

No member of the public present.

b) To receive report from County Councillor: Cllr. T. Adams.

Regarding Carter Road, it was noted that the road closure signs were not compliant with highways regulations and would be updated as soon as possible and that arrangements for keys for the drop down bollards would be determined and reported at a future meeting of the Council.

It was noted that the English Devolution White Paper was due to be published on 16th December and that an update on the impact for Parish Councils, if any, would be reported in due course.

In response to a query raised by District Cllr. Adrian Crotch regarding water laying on the junction at Winners Walk, County Cllr. Tony Adams confirmed he would follow up with Highways.

c) To receive report from District Councillor for Drayton North: Cllr. A. Crotch.

It was reported that Broadland District Council was undertaking a boundary commission review, to review the wards and balance of residents to each Councillor to see if they were correctly balanced.

Locally it was noted that parking enforcement appeared to be in operation at the Thorpe Marriott Car Park, the Square, following reports of recent fines.

d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.

No report received.

e) To receive reports from any other public bodies.

Council received a report from PC Brett Peyton noting a reduced rate in calls for Anti Social Behaviour (ASB) by 73% demonstrating the success of targeting efforts in addressing community concerns including; increased foot patrols in hotspot areas to deter ASB, addressing underlying issues through engagement with individuals causing ASB, Issuing Out of Court Disposals such as Community Protection Warnings and Community Protection Notices and finally working closely with District Cllr. Adrian Crotch to resolve drug related concerns in the area.

2. MATTERS ARISING

a) To receive updates on Council matters arising from previous meetings [DPC3].

Council received the report with no further questions or comments.

b) To note the next meeting of the Town and Parish Council Forum is scheduled for Tuesday 7th January 2025 at 1:00pm.

Noted.

3. PLANNING MATTERS

a) To consider response to planning applications as follows:

- i) 2024/2975:** Land North of Drayton High Road East of Sidney Bunn Way The Lodge Drive (Works to TPO trees)

Council **AGREED** to submit no comments.

- ii) 2024/3401:** Mevagissey 21 Hurn Road, NR8 6DD

Council **AGREED** to submit no comments.

- iii) 2024/3428:** Land adjacent Bradshaw Road (Works to TPO Trees)

It was noted that Broadland has since approved the application.

- iv) 2024/3517:** 11 Drayton High Road, NR8 6AH

Council **AGREED** to submit no comments.

b) To note planning decisions by Broadland District Council as follows:

- i) 2024/1653:** Land at Manor Park – Approval with no Conditions (delegated)

- ii) 2024/2467:** 2 Manor Farm Close, NR8 6EE – Approval with Conditions (delegated)

- iii) 2024/2817:** Drayton and St. Faiths Medical Practice, 8 Manor Farm Close, NR8 633 – Approved (Delegated)

- iv) 2024/3238:** The Woodlands, 65 Hall Lane, NR8 6DP – Approval with Conditions (Delegated)

- v) **2024/2689:** 20 Layton Close, NR8 6EB – Approval with Conditions (Delegated)
- vi) **2024/3266:** 3 Drayton Lodge Park, NR8 6AT (Works to TPO trees) – Approval with Conditions (Delegated)

Council noted the planning decision by Broadland District Council.

4. FINANCIAL MATTERS

a) **To receive bank reconciliation for approval [DPC4].**

The Chairman verified and signed the bank reconciliation as evidence of verification in accordance with 2.2 of Council's adopted Financial Regulations.

b) **To receive list of receipts and approved payments for November 2024 [DPC5].**

Council received the list of receipts and approved payments with no further comments or questions.

c) **To receive list of payments for authorisation [DPC6].**

Council received and authorised the list of payments to be made.

d) **To receive the Internal Audit Engagement Letter for signing [DPC7].**

Council received the Internal Audit Engagement Letter which was signed by the Parish Clerk.

5. FINANCE & GENERAL PURPOSES COMMITTEE

a) **To note no meeting of the Committee since the last meeting of the Council.**

Noted.

6. OPEN SPACES & PROPERTY COMMITTEE

a) **To note no meeting of the Committee since the last meeting of the Council.**

Noted.

7. ENVIRONMENT & HIGHWAYS COMMITTEE

a) **To note no meeting of the Committee since the last meeting of the Council.**

Noted.

8. STAFFING COMMITTEE

a) **To note no meeting of the Committee since the last meeting of the Council.**

Noted.

9. OTHER MATTERS FOR DISCUSSION AND DECISION

a) **To consider proposal to write to the rate payer for the empty property on the corner of Pond Lane and School Road to tend to the upkeep and maintenance of the property [DPC8].**

Council **AGREED** to write to the rate payer requesting the upkeep and maintenance of the property and to enquire as to the future plans for the building.

10. EXCHANGE OF INFORMATION

a) **To note any other matters raised.**

A note of thanks to the Parish Clerk was made by Council for their role in maintaining Council and Committee meetings during the recent recruitment period.

Local Carol Services were scheduled as follows; Methodist Church Sunday 15th December at 3:00pm, The Way Church Friday 20th December at 7:30pm and St. Margarets Sunday 22nd at 6:30pm.

11. UPCOMING MEETING DATES

- a) **Parish Council meeting Thursday 16th January 2025.**

Meeting closed: 7:37pm

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-11-2024 and 30-11-2024)

4 December 2024 (2024-2025)

Cost Centre 1. Income

Code Number		14 Miscellaneous											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier		Vat Type	Net	Vat	Total	
45	13/11/2024	None		Unity Trust Bank		VAT Reclaim	HMRC		X	2.38		2.38	
Subtotal for Code:							Miscellaneous			£2.38		£2.38	
Code Number		22 VAT Refund											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier		Vat Type	Net	Vat	Total	
45	13/11/2024	None		Unity Trust Bank		VAT Reclaim	HMRC		R		5,422.12	5,422.12	
Subtotal for Code:							VAT Refund				£5,422.12	£5,422.12	
Code Number		53 Pavilion Hire											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier		Vat Type	Net	Vat	Total	
41	20/11/2024	2024-2025/112		Unity Trust Bank		Hire KGV Pavilion	Slimming World		E	199.40		199.40	
Subtotal for Code:							Pavilion Hire			£199.40		£199.40	
Code Number		55 3G Income											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier		Vat Type	Net	Vat	Total	
38	20/11/2024	2024-2025/103		Unity Trust Bank		3G Pitch Hire	Drayton Youth Football Club		S	110.00	22.00	132.00	
39	14/11/2024	2024-2025/114		Unity Trust Bank		3G Pitch Hire	Josh Rutley		S	87.50	17.50	105.00	
40	12/11/2024	2024-2025/108		Unity Trust Bank		3G Pitch Hire	Taverham Gladiators		S	80.67	16.13	96.80	
42	20/11/2024	2024-2025/117		Unity Trust Bank		3G Pitch Hire	Rob Dack		S	44.00	8.80	52.80	
43	21/11/2024	2024-2025/102		Unity Trust Bank		3G Pitch Hire	Drayton Hurricanes		S	77.00	15.40	92.40	
44	30/11/2024	None		Unity Trust Bank		3G Pitch Bookings	Stripe		S	236.02	47.21	283.23	
Subtotal for Code:							3G Income			£635.19	£127.04	£762.23	
Subtotal for Cost Centre:							1. Income				836.97	5,549.16	6,386.13
TOTALS											£836.97	£5,549.16	£6,386.13

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-11-2024 and 30-11-2024)

4 December 2024 (2024-2025)

Cost Centre 2. Finance & General Purposes

Code Number		26 Office Equipment									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
313	28/11/2024	716307		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	242.85	48.57	291.42
Subtotal for Code:							Office Equipment		£242.85	£48.57	£291.42
Code Number		27 Utiliites & Services									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
309	18/11/2024	3931581		Unity Trust Bank		Electricity Charges LD	Smartest Energy	L	298.38	14.92	313.30
310	19/11/2024	947407		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	48.95	9.79	58.74
312	27/11/2024	33907734		Unity Trust Bank		Mobile Phone	O2	S	47.21	9.44	56.65
329	11/11/2024	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
330	11/11/2024	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
Subtotal for Code:							Utiliites & Services		£402.78	£35.81	£438.59
Code Number		28 Handyman Equipment									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
322	11/11/2024	Credit Card		Credit Card		Umbrella	Go Outdoors	S	11.67	2.33	14.00
323	11/11/2024	Credit Card		Credit Card		Handyman equipment	B&Q	S	14.43	2.89	17.32
324	11/11/2024	Credit Card		Credit Card		Saw & Stand	Toolstation	S	95.82	19.16	114.98
Subtotal for Code:							Handyman Equipment		£121.92	£24.38	£146.30
Code Number		201 Stationery & Software									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
300	14/11/2024	502289		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	40.09	8.01	48.10
307	12/11/2024	45085		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	136.00	27.20	163.20
328	11/11/2024	Credit Card		Credit Card		A3 Paper	Currys PC World	E	15.99		15.99
Subtotal for Code:							Stationery & Software		£192.08	£35.21	£227.29
Code Number		204 Subscriptions									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
308	14/11/2024	None		Unity Trust Bank		Data Protection Act	Information Commissioners Office	X	35.00		35.00
Subtotal for Code:							Subscriptions		£35.00		£35.00
Code Number		205 Insurance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
302	14/11/2024	02909		Unity Trust Bank		Insurance Premium	Clear Councils	X	26.14		26.14
Subtotal for Code:							Insurance		£26.14		£26.14
Code Number		208 Community Event									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
316	18/11/2024	Credit Card		Credit Card		Padlock Charger & Xmas Signage	B&Q	S	16.64	3.33	19.97
319	11/11/2024	Credit Card		Credit Card		Xmas Tree Support	Ebay	S	16.99	3.40	20.39
Subtotal for Code:							Community Event		£33.63	£6.73	£40.36

Listing of Payments in each Code for All Cost Centres
(Between 01-11-2024 and 30-11-2024)

Code Number		212 Grants									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
305	14/11/2024	None		Unity Trust Bank		Remembrance Day Wreath	Royal British Legion	X	25.00		25.00
						Subtotal for Code:	Grants		£25.00		£25.00

Code Number		215 Bank Charges									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
314	30/11/2024	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	11.10		11.10
315	18/11/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
325	11/11/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
326	11/11/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
Subtotal for Code:						Bank Charges			£20.10		£20.10

Code Number		8522 Street Lighting Energy									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
311	21/11/2024	11915896		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	612.77	122.55	735.32
						Subtotal for Code:	Street Lighting Energy		£612.77	£122.55	£735.32
						Subtotal for Cost Centre:	2. Finance & General Purposes		1,712.27	273.25	1,985.52

Cost Centre 3. Environment & Highways

Code Number		31 NCC Highways Verges									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
296	14/11/2024	466		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

Code Number		36 Street Scene Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
297	14/11/2024	2701003423		Unity Trust Bank		Waste Clearance	Broadland District Council	S	1,913.60	382.72	2,296.32
299	14/11/2024	929803		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services Ltd	S	108.80	21.76	130.56
301	14/11/2024	2701003486		Unity Trust Bank		Waste Clearance	Broadland District Council	S	1,196.00	239.20	1,435.20
Subtotal for Code:							Street Scene Maintenance		£3,218.40	£643.68	£3,862.08
Subtotal for Cost Centre:							3. Environment & Highways		4,099.77	819.95	4,919.72

Cost Centre 5. Open Spaces & Property

Code Number		58 Sports Facilities									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
316	18/11/2024	Credit Card		Credit Card		Padlock Charger & Xmas Signage	B&Q	S	15.83	3.17	19.00
327	11/11/2024	Credit Card		Credit Card		LD Smart Padlock	IglooHome	E	1.56		1.56
						Subtotal for Code:	Sports Facilities		£17.39	£3.17	£20.56

Code Number		501 Pavilion Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
303	14/11/2024	5461		Unity Trust Bank		Fire Equipment Service - KGV	Fire Assess and Extinguish	S	31.00	6.20	37.20

Listing of Payments in each Code for All Cost Centres
(Between 01-11-2024 and 30-11-2024)

304	14/11/2024	5462		Unity Trust Bank		Fire Equipment Service - LD	Fire Assess and Extinguish	S	93.00	18.60	111.60
317	18/11/2024	Credit Card		Credit Card		Replacement Taps @ KGV	Wolseley	S	100.00	20.00	120.00
318	11/11/2024	Credit Card		Credit Card		Tap Spanner	Wickes	S	4.62	0.93	5.55
320	11/11/2024	Credit Card		Credit Card		Toilet Brush	B&Q	S	10.00	2.00	12.00
321	11/11/2024	Credit Card		Credit Card		Toilet Odour Control	Toolstation	S	8.49	1.70	10.19
Subtotal for Code: Pavilion Maintenance									£247.11	£49.43	£296.54

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
294	14/11/2024	457		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,514.71	302.94	1,817.65
Subtotal for Code: Grounds Maintenance									£1,514.71	£302.94	£1,817.65

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
298	14/11/2024	4648		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	992.00	198.40	1,190.40
Subtotal for Code: Security									£992.00	£198.40	£1,190.40

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
295	14/11/2024	458		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	340.60	68.12	408.72
Subtotal for Code: 3G Surface Maintenance									£340.60	£68.12	£408.72
Subtotal for Cost Centre: 5. Open Spaces & Property									3,111.81	622.06	3,733.87

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
331	29/11/2024	None		Unity Trust Bank		Take-home pay	Staff	X	4,805.27		4,805.27
332	29/11/2024	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,476.49		1,476.49
333	29/11/2024	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	370.92		370.92
Subtotal for Code: Salaries									£6,652.68		£6,652.68

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
335	29/11/2024	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,530.13		1,530.13
Subtotal for Code: Employer Pension Contribution:									£1,530.13		£1,530.13

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
336	29/11/2024	None		Unity Trust Bank		Mileage & Allowance	Staff	X	267.81		267.81
Subtotal for Code: Expenses/Mileage									£267.81		£267.81

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
306	06/11/2024	None		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

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-11-2024 and 30-11-2024)

4 December 2024 (2024-2025)

Code Number		8531 Employer NI Contributions									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
334	29/11/2024	None		Unity Trust Bank		ER NI	HMRC	X	604.26		604.26
Subtotal for Code:							Employer NI Contributions		£604.26		£604.26
Subtotal for Cost Centre:							6. Staffing		9,154.88	20.00	9,174.88
TOTALS									£18,078.73	£1,735.26	£19,813.99