

MINUTES OF DRAYTON PARISH COUNCIL MEETING

held on Thursday 7th January 2021 at 7pm

This meeting was held virtually 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 and members of the public can join the meeting online via ZOOM.

Present: Cllrs J Anderson, C Brown, A Crotch, G Everett (chair), N Quinsey, A Taylor, K Thompson.
Mrs Sarah Hunt (Clerk), Mr K Owen (Finance Assistant)

County Councillor T Adams, District Councillor Foulger and 3 members of the public were present.

The Chairman welcomed everyone to the first meeting of 2021 and shared with the meeting the recent passing of Mrs Diane Wilkinson. Mrs Wilkinson was a valued member of the community, a long-time support for the Parish Council and will be sadly missed.

1. Apologies and consideration of acceptance for absence.

Cllr Keith Morgan – technical issues. Cllr Karen Wilson – alternative commitment. Apologies ACCEPTED.

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

Cllr G Everett declared an interest in point 7.2.

3. The minutes from Full Council Meeting held on Thursday 3rd December 2020 were AGREED as a true and correct record and will be signed by the Chair in due course.

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

The Thorpe Marriott/Taverham/Drayton COVID support group is shortly opening a temporary foodbank to build on the services they offered during 2020. Support is being sought immediately for a £360.00 purchase of a shed to store food. This may be in hand. There is a trolley for collections in Tesco's. This will work with families who may not be on benefits but are still in need. Cllr Adams will check that no planning is necessary for siting of the shed.

The Council expressed its support in principle, and the organisers were invited to write to the Clerk with specific requests from the Council. The Village Hall has offered to be a distribution point. The Parish Council expressed that they would be pleased to offer Longdale Pavilion if this is suitable.

5. To receive any reports:

5.1 County Councillor Tony Adams agreed to investigate why the trees from Fakenham Road by the bus stop have not yet been replaced. Report to next meeting.

5.2 District Councillor Mr A Crotch reported that the EDP has reported that Drayton Surgery is administering the vaccine from next week.

District Cllr R Foulger reported that the 19 Low Road application has addressed the issues leading to the first refusal. It appears that the Safer Neighbourhood Panel meetings will commence again shortly.

5.3 Police. The newsletter has been circulated. Cllrs Crotch and Taylor attended a very good parish council/police meeting where they were led to believe that the SNAP meetings would resume imminently.

6. Clerk's report

All **NOTED**.

6.1 Opening of Bank accounts: See separate agenda item.

6.2 Land Registration – ongoing. Delays being experienced at Land Registry office.

6.3 Storage of Parish Council minutes. Sarah Hunt has completed this item.

6.4 Operation London Bridge – All items required now purchased. Document outlining protocols to be forwarded to all councillors in the New Year.

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- 6.5 Chris Binns and Victor Ray Mortlock have been written to and thanks expressed as their time as councillors.
- 6.6 The hedgehog gate has been reinstated at Longdale and the residents have been sent a letter explaining decision.
- 6.7 Facebook data for month: People reached 3.4k Engagements: 455 Likes 20.

7. Planning

- 7.1 To consider planning applications:
20202272 – Tree Tops 19 Low Road. Erection of two storey rear extension. It was **RESOLVED** that the Council make no comment or objection.

Cllr Everett left the meeting and item 7.2 was chaired by Vice Chairman Cllr Crotch.

- 7.2 20200640 – Land at Manor Park. Amendments to Erection of 267 Dwellings with associated vehicular access, landscaping, open space, car parking and pedestrian links. These amendments take the form of:-
- Revised plans and response to highways.
- It was **RESOLVED** that the Council make no comment or objection.

Cllr Everett re-joined the meeting and continued to Chair.

Item 11 was taken at this point.

8. Finance and Governance

- 8.1 The bank reconciliation was **RECEIVED** and **APPROVED** by Councillors. Mr Ken Owen was thanked for his consistent and ongoing work and accuracy in all matters.
- 8.2 The list of payments and receipts was **AGREED** as presented. The authorised signatories confirmed to the meeting that the payment verification process has been undertaken in accordance with Financial Regulations 6.5.
- Mr K Owen was able to confirm to the meeting that Unity Bank had adopted the practice of telephoning to confirm the details were accurate for all new payees being set up by the Council. This verification is not ongoing, and Councillors are aware of the need to check the bank details for payments. Cllr Quinsey will be commencing quarterly Internal Control checks alongside Mr Owen when conditions allow.

DRAYTON PARISH COUNCIL

Receipts & Payments for Information at January 2021 Parish Council Meeting

Vouchers: Receipts: 34 - 37

Vouchers: Payments: 371 - 408

Voucher	Cost Code/Description	Supplier	Net	VAT	Total	CHQ/BACS/DD
INCOME						
1. Precept						
2. General Finance						
36	Wayleave - KGV	UK Power Networks	4.60		4.60	CHQ
3. Environment & Amenities						

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5. Open Spaces & Property

34	Hire of 3G Facility - Quarterly Hire	Absolute Sport & Leisure	0.00		0.00	Void
35	Grass Pitch Hire - 2nd Instalment	DCS Rapid FC	242.00	0.00	242.00	BACS
37	Hire of 3G Facility - Quarterly Hire	Absolute Sport & Leisure	833.33	166.67	1000.00	Void
			1075.33	166.67	1242.00	

6. Staffing Committee

8. Communications Committee

TOTAL

1,079.93 333.34 1,246.60

EXPENDITURE

1. Precept

2. General Finance

371	Service Charge - 26 Aug to 20 Nov 20	Sharprint Ltd	82.12	16.43	98.55	BACS
373	Electricity Charges LD - Nov 20	EDF Energy	110.48	5.52	116.00	DD
374	Advertising	Just Regional	195.00	39.00	234.00	BACS
381	Electricity Charges KGV	British Gas	136.11	6.81	142.92	DD
382	Office 365 Licence	Anglian Internet	22.60	4.52	27.12	DD
384	Grant	Drayton Drewray	301.00	0.00	301.00	BACS
389	Corporate Card Monthly Fee - Clerk	Lloyds Bank	3.00	0.00	3.00	DD
390	Corporate Card Monthly Fee - RH	Lloyds Bank	3.00	0.00	3.00	DD
392	Drill Bits	Toolstation	10.90	2.18	13.08	CC
394	Samsung Case	SDTEK Direct	12.49	2.50	14.99	CC
396	Cleaning Materials	B&Q	15.00	0.00	15.00	CC
399	Internal Audit Fee	Trevor Brown	250.00	0.00	250.00	BACS
400	Mobile Phone Top Up	EE	21.38	4.28	25.66	DD
401	Internet/Telephone Chgs KGV 9 Dec 20 - 8 Jan 21	Zen Internet Ltd	36.83	7.37	44.20	DD
			1,199.91	88.61	1,288.52	

3. Environment & Amenities

387	Grass Cutting Parish Church - 2020	Garden Guardian Ltd	1,753.00	350.60	2,103.60	BACS
388	Tulip Bulbs for FCMP	J Parkers Wholesale	138.45	27.69	166.14	CC
395	Hose Clips - Rubbish Bins	B&Q	10.94	0.00	10.94	CC
398	Slimline Grit Bin	Glasdon UK Ltd	148.19	29.64	177.83	BACS
408	Litter and Dog bins - 21 Feb 20 - 31 Mar 21	Broadland District Council	1,126.00	0.00	1,126.00	BACS
			3,176.58	407.93	3,584.51	

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5. Open Spaces & Property

372	Batteries for Defibrillator	Community Heatbeat	335.00	67.00	402.00	BACS
375	Asbestos Survey	Asbestos Survey Solutions Ltd	780.00	156.00	936.00	BACS
376	Barrier at KGV and LD - 2 - 29 Nov 20	Norse Commerical Services Ltd	560.00	112.00	672.00	BACS
383	Norfolk FA Goal Post Check	Norfolk County FA	300.00	60.00	360.00	BACS
385	Grass Cutting - Nov 20	Garden Guardian Ltd	1,149.44	229.89	1,379.33	BACS
386	3g Surface Costs - Nov 20	Garden Guardian Ltd	275.79	55.16	330.95	BACS
391	Dusk to Dawn Light - L/Dale	Toolstation	41.66	8.33	49.99	CC
393	Chain Attachment	UK Tool Centre	16.70	3.33	20.03	CC
397	Links - 3G Padlocks	B&Q	4.14	0.00	4.14	CC
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			3,462.73	691.71	4,154.44	

6. Staffing Committee

377	Employees Tax and NI payments - Nov 20	HMRC	668.27	0.00	668.27	BACS
378	Employer NI Contributions - Nov 20	HMRC	259.99	0.00	259.99	BACS
379	Employee NPF Contributions - Nov 20	Norfolk Pension Fund	234.46	0.00	234.46	BACS
380	Employer NPF Contributions - Nov 20	Norfolk Pension Fund	866.11	0.00	866.11	BACS
402/403/ 405/407	Salaries - Dec 20	Staff	3,376.68	0.00	3,376.68	BACS
404	Working From Home - Nov 20	Employee 2	26.00	0.00	26.00	BACS
406	Mileage - 9 Nov - 4 Dec 20	Employee 4	82.13	0.00	82.13	BACS
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			5,513.64	0.00	5,513.64	

8. Earmarked Reserves Expenditure

TOTALS	<hr/>	13,352.86	1,188.25	14,541.11
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BANK TRANSFERS

13-Dec-20	Unity Trust Bank - Instant Access Deposit Account to Current Account	5,000.00
18-Dec-20	Unity Trust Bank - Instant Access Deposit Account to Current Account	5,000.00
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		10,000.00

Value of Postage Stamps in hand	76.99	76.99
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- 8.3 Opening of alternative bank accounts following withdrawal of accounts by Nationwide and Hampshire Trust. Cllr Quinsey is investigating Barclays availability and will report back at the next meeting.
- 8.4 Discretionary grant for the period of Lockdown 2. It was **RESOLVED** that the Clerk apply for the Lockdown 2 grant. **PROPOSED** Cllr Crotch, seconded Cllr Everett. To next agenda for update and to consider any future grants available.

9. Correspondence

None

It was agreed that the meeting would extend for a further 30 minutes.

10. General Matters

- 10.1 The following Working Group membership was **RESOLVED**.
3G at Longdale: Cllrs Anderson, Brown, Crotch, Everett. To meet annually.
Strategic Plan: Cllrs Crotch, Everett, Taylor, Thompson, Quinsey, Wilson. All Councillors welcomed.
Burial Ground: Disbanded.
PROPOSED Cllr Everett, seconded Cllr Anderson
- 10.2 It was **RESOLVED** to subscribe to Parish Online at an annual cost of £261. This resolution included any necessary support to ensure that the initial set up of the resource carried no expectation for the Clerk to spend additional time for data input. This may be resourced utilising other staff, Mr Ken Owen offered to be involved, Councillors, and if necessary outside support. Once the initial time investment was made in the set up it was accepted this would be a time-saving tool for the Parish Office. To be reviewed on renewal.
PROPOSED Cllr Crotch, seconded Cllr Brown.
- 10.3 Norwich Western Link Rd. Cllr Everett updated the meeting. The Dualling of the A47 scheduled to complete mid 2025. NDR scheduled to complete end 2025.
- 10.4 It was **RESOLVED** that all Councillors can have read access only to the Scribe software and that a full council training session be taken in due course at a cost of £100.00. **PROPOSED** Cllr Brown, seconded Cllr Taylor. The website carries training videos. Cllrs to be aware that they are not to involve themselves in the running of the finances, this is to enable questions to be answered by checking information independently. Training course to be booked once Councillors have accessed the software and familiarised themselves. Staff to be invited to the training course.
- 10.5 It was **RESOLVED** to adopt the new trees to be planted along Drayton High Road. **PROPOSED** Cllr Anderson, seconded Cllr Quinsey.

11. Governance

- 11.1 The minutes of committee meetings held on 10th December 2020 & 4th January 2021 were received by the meeting.
- 11.2 To consider resolution of any recommendations from Internal Auditors report. Councillors expressed that they were very impressed with the Internal Audit report. It was **RESOLVED** to accept all recommendations.
Proposed Cllr Everett, seconded Cllr Brown.
- 11.3 It was **RESOLVED** to accept the recommendations regarding budgets for each committee. **PROPOSED** Cllr Everett, seconded Cllr Taylor.
It was **RESOLVED** to call an additional meeting to consider the precept for 2021/22. **PROPOSED** Cllr Quinsey, seconded Cllr Everett. This to be the only non-statutory item on the agenda. This to take place when the Responsible Financial Officer is available to Clerk the meeting as Councillors had outstanding questions that could not be answered during this meeting by those present. Cllr Quinsey to set the date of the meeting with the RFO/Clerk to ensure that those necessary can all be present.

12. Exchange of Information / Matters for next agenda.

Exchange of information:

Cllrs Everett and Taylor were thanked for working so hard and bringing the PPE face screens into the Parish and distributing to organisations in need.

Next Agenda:

Thorpe Marriot/Taverham/Drayton COVID support group – To consider any requests, possible grants, and means of support.

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Flooding at Florence Carter; Councillors **AGREED** that the next agenda would carry an item to ratify that emergency fencing and a gate lock had been installed to secure and make safe the affected area. Fencing hired in if necessary. Maintenance Operative to take instant action under Health and Safety.
Environment and Highways Committee: To review membership.

13. Date of next meeting – Extra Ordinary meeting to be set.

Open Spaces – Thursday 28th January 2021 at 7pm.

Full Council - Thursday 4th February 2021 at 7pm.

Governance – Thursday 11th February 2021 at 7pm.

It was agreed that the meeting would extend for a further 30 minutes.

The Chair considered 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 and the Clerk attending made a verbal declaration that there were no other persons are present who could hear, see, or record the proceedings.

14. Staffing

The meeting received and noted minutes of meeting dated 1st December 2020.

Cllr Quinsey updated the meeting on matters under discussion. The next meeting will take place on the 21st January.

The meeting closed at 22.00