

DRAYTON PARISH COUNCIL

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

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

In Attendance: Amy Pinkham, Interim Parish Clerk & RFO, 0 members of the public.

Meeting Opened: 7:00pm

MINUTES

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllr. Brown, Cllr. Crotch and Cllr. Lee.

2. DECLARATIONS OF INTEREST

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

Cllr. Everett declared a non-registerable interest in planning application 2024/2467 as a neighbouring property to his home address and noted that he would abstain from the vote under item 6aviii.

3. MINUTES

b) To receive minutes of the meeting of the Council held on 8th August 2024 for approval [DPC1].

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.

Cllr. Everett noted he had no concerns or objections to planning application 2024/2467.

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

It was reported that double yellow lines would be extended on School Road to alleviate parking concerns near Drayton Infant School.

In relation to works on Carter Road it was confirmed that Hopkins Homes would appoint developers to begin works as soon as possible.

It was noted that the government had informed Norfolk County Council that the devolution deal secured in principal in December 2023 had been halted.

In response to a query by Cllr. Morgan, Cllr. Adams confirmed that the grass bank outside 8 Taverham Road was the responsibility of the property owner and not Norfolk County Council.

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

No report.

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

No report.

e) **To receive reports from any other public bodies.**

No report.

5. MATTERS ARISING

a) **To receive updates on Council matters arising from previous meetings [DPC2].**

Council received the report with no further comments.

Further to Beat Manger Brett Peyton's report at the August meeting of the Council regarding concerns of speed and parking on School Road, Sgt. Alex Wright had confirmed there were plans to provide a high visibility presence on the morning of 24th September around school drop off time, concentrating their efforts on speeding and dangerous parking with the aim to educate members of the public and improve road safety.

b) **To receive feedback on Town and Parish Council Forum held on 10th September 2024.**

It was noted that no notes from the Town and Parish Council Forum had been received at the time of the meeting and would be circulated to Council members upon receipt.

6. PLANNING MATTERS

a) **To consider response to planning applications as follows:**

- i. **TPO BD0672:** The Rectory 46 School Road, Whiteacre 42 School Road, 44 School Road & Stower Grange Hotel School Road, NR8 6EF

Council **AGREED** to submit no comments.

- ii. **TPO 2024/2327:** 60 Howell Road, NR8 6BU.

Council **AGREED** to submit no comments.

- iii. **2024/2240:** 4 Sheridan Close, NR8 6RW.

Council **AGREED** to submit no comments.

- iv. **2024/2250:** Land East of 27 Manor Farm Close.

Council **AGREED** to submit no comments.

- v. **2024/2289:** Works to TPO Tree at 2 Carter Road.

Council **AGREED** to submit no comments.

- vi. **2024/1768:** Drayton Hall, NR8 6DP.

Council **AGREED** to Support the application.

- vii. **TPO 2024/2334:** 1 Drayton Lodge Park, NR8 6AT.

Council **AGREED** to submit no comments.

- viii. **2024/2467:** 2 Manor Farm Close, NR8 6EE.

Council **AGREED** to submit no comments.

b) **To note planning decisions by South Norfolk and Broadland District Council as follows:**

- i. **2024/1620:** Drayton and St. Faiths Medical Practice – Approved (delegated).

- ii. **TPO 2024/2327:** 60 Howell Road, NR8 6BU – Exempt Tree Works (Delegated).

- iii. **2024/1783:** 8 Badgers Brook Road, NR8 6EY – Refusal (Delegated).

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- iv. **2024/1925:** 18 Pond Lane, NR86PP – Approval with conditions (delegated).
- v. **2023/3115:** Land adjacent Brick Farm School Road – Approval with conditions (Delegated).

Council noted planning decisions by South Norfolk and Broadland District Council.

7. 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 August 2024 [DPC5].

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

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

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

d) To receive External Auditors report and notice of conclusion of audit [DPC7].

Council noted the report for publication on the Parish Council website.

8. FINANCE & GENERAL PURPOSES COMMITTEE

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

Noted.

b) To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure for Q1 and consider recommendations for action [DPC8].

Council noted the report confirming there were no recommendations for action. Council made no further comments.

9. OPEN SPACES & PROPERTY COMMITTEE

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

Noted.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

a) To receive minutes of the Committee held on 15th August 2024 [DPC9].

Council received the minutes with no further comments or questions.

b) To note winners of the 2024 Garden Competition [DPC10].

Council noted that a brief presentation was held before the meeting to award the winners of the 2024 Garden Competition. Council noted a special thanks to Matthew Steel from the Taverham Nursery and Garden Centre for their kind voucher donation.

11. STAFFING COMMITTEE

a) To receive minutes of the Committee held on 29th August 2024 [DPC11].

Council received the minutes with no further comments or questions.

b) To consider recommendation for revised Job Descriptions and delegate authority for appointment of internal candidates [DPC12].

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Council **AGREED** to adopt the revised job description for the role of Parish Clerk and Responsible Financial Officer as presented and to advertise internally.

Council **AGREED** to delegate authority to the Staffing Committee, on this occasion only, to appoint internal candidates.

Council **AGREED** to adopt the revised job description for the role of Deputy Clerk and Facilities Manager as presented and to advertise externally.

It was noted that while it had been agreed by the Staffing Committee to advertise the role of Deputy Clerk and Facilities Manager on LinkedIn it had been confirmed this was not possible due to requirements that Council was unable to meet at this time. It was noted the external vacancy would be advertised as otherwise agreed by the Staffing Committee.

12. OTHER MATERS FOR DISCUSSION AND DECISION

a) To consider draft timeline for the Christmas Lights Switch On event [DPC13].

Cllr. Morgan fed back that he believed the Christmas Lights Switch on event was not well organised and that a better use of Council funds could be used towards providing community meals to help reduce loneliness and isolation for residents during the Christmas Period.

Cllr. Morgan was advised that a proposal to hold a new event would need to be considered at a future Council meeting as a separate agenda item.

Council **AGREED** to hold the Christmas Lights Switch on event on Thursday 28th November 2024 and convene the Council budget meeting on the 5th December 2024.

Council **AGREED** to adopt the draft plan for the event presented and to the following further details; to play background music using a quality PA system ensuring a sound check is completed ahead of the event, to include Christmas Tree lights only to operate between 7:00am-8:30am and 03:00pm – 10:30pm, to replace festoon lights for the 2025 event, to request Anthony to install the chocks to support the Christmas Tree, to invite St Johns Ambulance to attend the event, to ensure the halogen lights are charged prior to the event, to book the Christmas tree collection in good time, to appoint a simple catering option to reduce queue times for members of the public. It was noted that 2 or 3 large banners to advertise the event would be preferred subject to available resources.

Council **AGREED** to delegate authority for the Clerk to organise the event per the draft plan and further details discussed at the meeting and report back following confirmation of event details.

13. EXCHANGE OF INFORMATION

a) To note update from the Norwich Western Link Liaison Group.

It was reported that the A47 duelling was approved for Easton to North Tuddenham and Blofield to North Burlingham and that the estimated completion date was summer 2027.

The Council noted that the consultation period had closed, and the project was still planned to proceed subject to addressing concerns raised by Natural England.

b) To note any other matters raised.

That the South Norfolk Village Clusters Housing Allocation Plan (VCHAP) will be published between 9am on Monday 12th August and 5pm on Monday 7 October 2024 and available for comment. For more information please visit www.southnorfolkandbraodland.gov.uk/vchap

14. UPCOMING MEETING DATES

- a) 3rd October 2024 Staffing Committee meeting.
- b) 10th October 2024 Parish Council meeting.

Meeting Closed: 7:40pm

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