Minutes of the meeting of Drayton Parish Council held on **Thursday 9th April 2026, 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, N. Quinsey, A. Taylor and R. Turner.

In attendance: Amy Pinkham; Parish Clerk & RFO, 2 members of the public.

Meeting Opened: 7:14pm

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 [Pg 1-4].**

      None.
3. **MINUTES**
   a) **To receive minutes of the meeting of the Council held on 12th March 2026 for approval [Pg 5-10].**

      The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.
4. **PUBLIC FORUM**
   a) **To receive any questions or comments from members of the public.**

      The Treasurer of Drayton Drewray Relief in Need Charity attended to clarify the status of the charity following the recent reports regarding a partnership with the Norfolk Wildlife Trust. It was confirmed that the land purchased by Norfolk Wildlife Trust was a separate parcel of land and was not connected to the Charity. The Treasurer advised that they were seeking a meeting with both Broadland District Council and the Norfolk Wildlife Trust to ensure all parties had a shared understanding of the situation. The Treasurer had also been in contact with Just Regional to issue a corrective statement to the community.
      It was noted that the Treasurer would be unable to attend the Annual Parish Meeting but had agreed to submit a written report for attendees. The Charity intends to hold an Annual General Meeting and was advised to contact the Council Office regarding room hire.

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

      As his last meeting as County Councillor for Drayton, Cllr. T. Adams noted his thanks to Council members for their time in support of the parish and indicated he may attend the next meeting alongside the newly appointed Councillor by way of a handover.

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

It was clarified that the land known as "Drayton Drewrary and Dole Plantation", as registered with HM Land Registry, had been sold by the previous landowner to the Norfolk Wildlife Trust. It was further clarified that the land owned by the Drayton Drewrary Relief in Need Charity was entirely separate, and that this distinction had been the source of some local confusion. Broadland District Council was continuing to look at options for car parking for the Country Park off the NDR and was awaiting a response from Norfolk County Council. It was noted that Cllr. A. Crotch had requested a visit from Norfolk Wildlife Trust to visit Drayton and discuss plans for the Country Park and the newly purchased land.
Regarding Local Government Reorganisation, it was noted that Norwich City Council carried a significant level of debt and concerns were raised regarding the potential impact on local residents as part of any Council tax equalisation process. In addition, clarification was sought on how the calculations for the Greater Norwich Local Plan (GNLP) 5-year land supply would be affected, particularly where sites are located across current district boundaries. Concerns were raised that boundary changes may result in a loss of key areas from Broadland's land supply, potentially impacting future planning considerations.
An update was provided on the change of ownership of Stower Grange and Cllr. A. Crotch was continuing efforts to contact the owner to better understand planned usage for the property. While it was noted as a positive to see the site brought back into use, concerns were raised regarding reported usage for gatherings, parties and DIY Weddings and the potential impact on nearby residents.

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

None.

e) To receive reports from any other public bodies.

None.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg 11-13].

Council received the report with no further questions. Further to item 9d) of the report, Council members were encouraged to attend the upcoming meeting of the Playing Fields & Property Committee scheduled for Thursday 16th April where the Committee would be considering a recommendation on the preferred option for the KGV refurbishment.

b) To note the next meeting of the Town and Parish Council Forum is scheduled for Tuesday 14th April at 2:00pm.

Noted.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2025/3817: 35 Riverdene Mews, NR8 6XX.

Council **AGREED** to submit no comments.

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

i) 2025/3962: 69 School Road, NR8 6EQ - Approval with Conditions (Delegated).

ii) 2025/4013: 19 Hurn Road, NR8 6DD - Approval with Conditions (Delegated).

iii) 2026/0524: 3 Littlewood, NR8 6FB - Approval in part, refusal in part (Delegated).

Council noted the planning decisions by Broadland District Council. It was further noted that Planning permission had been granted for application Ref. 2026/0020 relating to Keift & Sons Bulbs. Conditions and restrictions had been imposed as part of the approval, and the Parish Council's representations were considered to be of value in the decision-making process.

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg 14-15].

The Chair verified and signed the bank reconciliation as evidence of verification. It was noted that the Nationwide, Skipton, Cambridge and Broadland Deposit Scheme statements were outstanding and the year-end balance would be reconfirmed at the May meeting.

b) To receive list of receipts and approved payments for March 2026 [Pg 16-22].

Council received the list of receipts and payments with no further questions. It was clarified that some suppliers may receive two payments in a single month due to the timing of the direct debit collection and that each payment is recorded individually to maintain a clear audit trail.

c) To receive list of payments for authorisation [Pg 23-24].

Council authorised the list of payments to be made.

8. FINANCE & GENERAL PURPOSES COMMITTEE

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

Noted.

9. PLAYING FIELDS & PROPERTY COMMITTEE

a) To receive minutes of the extraordinary meeting of the Committee held on 4th March 2026 [Pg 25-27].

Council received the minutes with no further comments or questions.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

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

Noted.

11. STAFFING COMMITTEE

a) To receive minutes of the Committee held on 5th March 2026 [Pg 28-30].

Council received the minutes with no further comments or questions.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

a) To consider request from Thorpe Marriott Village Hall Committee for nominations for 2026-27 Parish Council Representative Trustee [Pg 31].

Council **AGREED** to nominate Cllr. J. Anderson as Parish Council Repetitive Trustee for Thorpe Marriott Village Hall Committee.

b) To consider renewal quotes for electricity at KGV and Longdale [Pg 32-34].

Council **AGREED** to delegate authority to the Parish Clerk to secure the best available price on a 2-year deal.
It was queried whether solar panels could be considered at Longdale to further reduce energy costs and whether the Playing Fields & Property Committee could consider as part of the next budget exercise.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

Council noted Cllr. T. Adams long standing service as County Councillor and representation in Drayton since 2005 with utmost thanks.
Further to the resignation of former Cllr. T. Lee, it was confirmed by Broadland District Council that no election request was received for the casual vacancy and the Council may now proceed to co-option to fill the vacancy.
Council requested an update report from Beat Manager PC Brett Peyton for the next meeting.
It was noted that a potential breach of planning conditions relating to the GP Surgery had been referred to the local planning authority and that no determination had yet been made.
The South Norfolk and Broadland Help Hub Team would be at Drayton Village Hall on Friday 24th April between 10:00am – 3:30pm, providing advice and support to local residents.
A Let's Talk Buses event at the Forum was scheduled to take place on Thursday 16th April between 10:00am – 3:00pm, providing an opportunity to talk to local bus companies regarding bus timetables and services.
A History Talk at St. Margarets Church was scheduled to take place on Saturday 25th April 2026 from 10:00am – 12:30pm and all were invited to attend.
Cllr. G. Everett notified Council of his intention to stand down as Chair at the May 2026 meeting and noted the various milestones during his time in office. A note of thanks was passed on to council members and the Clerks for their support over the years.

14. UPCOMING MEETING DATES

a) Playing Fields & Property Committee Thursday 16th April 2026.

b) Finance & General Purposes Committee Thursday 30th April 2026.

c) Annual Parish Meeting 7th May 2026.

d) Parish Council meeting Thursday 14th May 2026.

Noted.

Meeting Closed: 8:03pm

DRAYTON PARISH COUNCIL

Paper	**DPC2a:** Declarations of Interest.
Meeting	Council
Date	9th April 2026
Author	Parish Clerk & RFO

Summary

Declarations of Interests

All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.

At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.

Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.

You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.

If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.

For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.

Dispensation Requests

In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.

Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.

For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.

Recommendation

Council is asked to note the paper for information.

Interests Flowchart

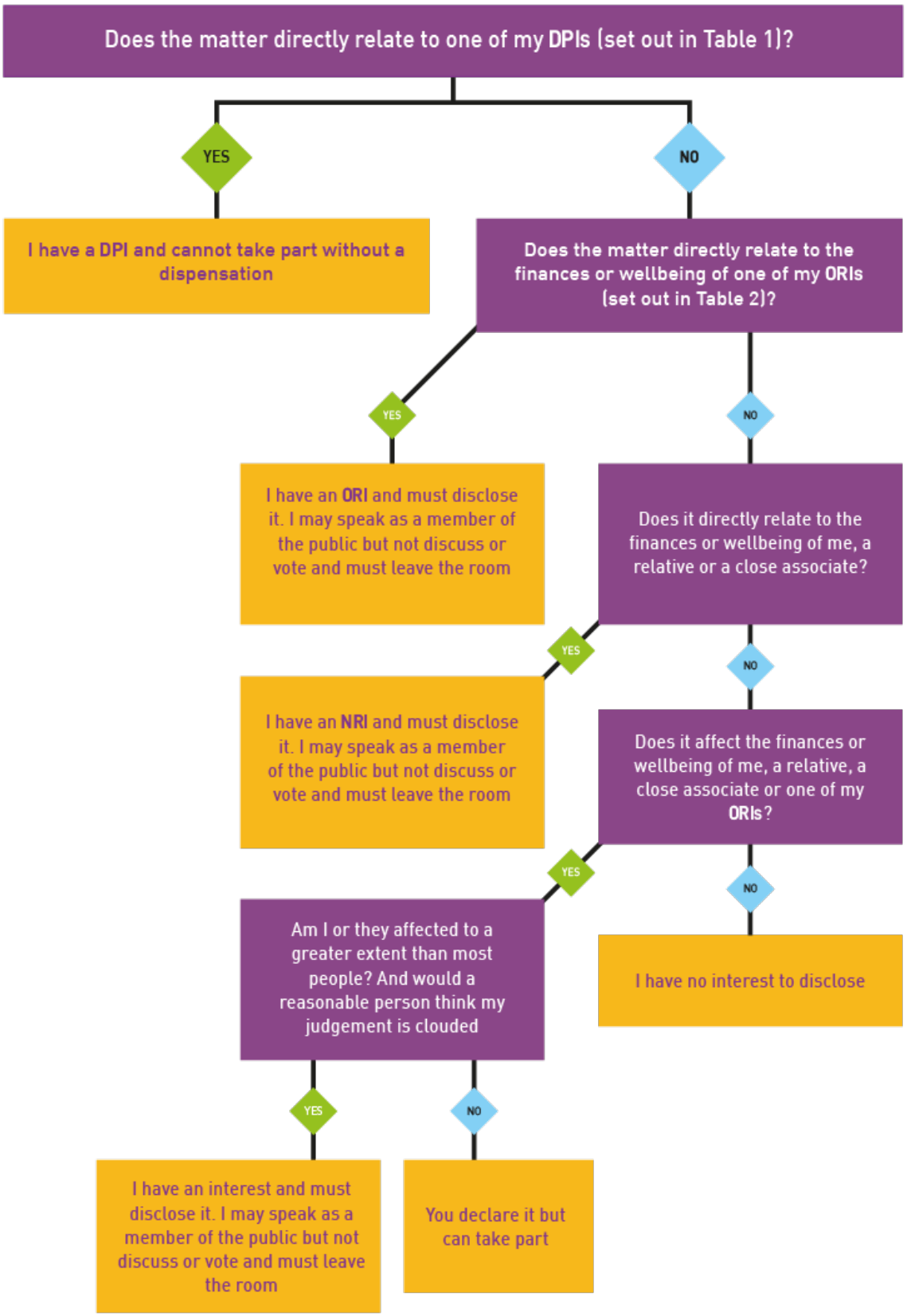

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Paper	**DPC3a:** To receive minutes for approval.
Meeting	Council
Date	9th April 2026
Author	Parish Clerk & RFO

Summary

Per section 12 of the Council's adopted Standing Orders, Council members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.

The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.

A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

Confirmed minutes shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

For information

Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors who are present and the names of councillors who are absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
vi. if there was a public participation session;
vii. and the resolutions made.

Recommendation

Council is asked to confirm the accuracy of the minutes of the last meeting of the Council.

Minutes of the meeting of Drayton Parish Council held on **Thursday 12th March 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Vice-Chair), G. Everett (Chair), H. Kisby, A. Taylor and R. Turner.

In attendance: Amy Pinkham; Parish Clerk & RFO, 1 member of the public.

Meeting Opened: 7:01pm

1. **APOLOGIES**

   a) **To receive apologies and consider acceptance for absence.**

   Apologies received and accepted for Cllr. K. Morgan, N. Quinsey and J. Edwards-Smith.

2. **DECLARATIONS OF INTEREST**

   a) **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg 1-4].**

   None.

3. **MINUTES**

   a) **To receive minutes of the meeting of the Council held on 12th February 2026 for approval [Pg 5-10].**

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

4. **PUBLIC FORUM**

   a) **To receive any questions or comments from members of the public.**

   No comments.

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

   It was noted that the drains around the Drayton Triangle and the traffic lights had now been cleared, including those on Drayton High Road, but that the drain on the approach to Binney Road had not yet been addressed. Drains on Pond Lane had been cleared, but those on Hall Lane and School Road remained outstanding. In addition, regarding the Wooden bollards, originally reported at Christmas, it was confirmed there was a backlog of jobs affecting installation.

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

   A resident had raised concerns regarding a recent increase in their business rates. It was explained that business properties were subject to periodic revaluation, and it was anticipated that the latest review was expected to result in more properties becoming liable for rates following earlier valuations that took place during the COVID period.

Regarding the upcoming County elections, it was noted that postal votes require renewal every three years and the number of residents renewing had reduced. Broadland District Council had written to residents three times over the past nine months to remind them to renew.
In relation to Local Government Reorganisation (LGR), a House of Commons Library briefing had suggested the introduction of mandatory Neighbourhood Area Committees to strengthen local input; it was expected that parish councils may bear much of the responsibility, with parish councillors potentially being co-opted onto these committees.
Members were also informed of a Neighbourhood Policing meeting taking place in Hellesdon on Monday 16th March at 6pm.

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

None.

e) To receive reports from any other public bodies.

None.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg 11-13].

Council received the report with no further questions. Further to the report, it was confirmed that the grant payment to RG Carter Bowls Club had been authorised and that while the CCTV equipment was installed at Green Lanes it was noted that the solar panel was not operating as expected and was being investigated by the supplier.

b) To note no meeting of the Town and Parish Council Forum held since the last meeting.

Noted.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2026/0511: 14 Bradshaw Road, NR8 6DJ.

Council **AGREED** to submit no comments.

ii) 2023/0691: Land West of Manor Farm Close.

Council **AGREED** to submit no objections but requested consideration of further sustainability features such as EV charging points and/or solar panels and to seek clarity on requirements for affordable housing raised by the Housing Enabling Officer. It was noted that the Council supported the environmental quality teams comments.

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

i) 2025/3818: Brickyard Farm, Hall Lane, NR8 6HH – Approval with Conditions (Delegated).

ii) 2025/0053: 31 Littlewood, NR8 6FB – Approval with Conditions (Delegated).

iii) 2025/3424: Priscilla Bacon Charity Shop – Approval with Conditions (Delegated).

iv) 2026/0253: 34 Walsingham Drive, NR8 6FZ – Approval with Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg 14-15].

The Chair verified and signed the bank reconciliation as evidence of verification.

b) To receive list of receipts and approved payments for February 2026 [Pg 16-20].

Council received the list of receipts and payments with no further comments. It was clarified that entry 408 for New Streetlight Inspections related to the pending transfer of Streetlights from the Norfolk Homes Site and was not a recurring payment.

c) To receive list of payments for authorisation [Pg 21-22].

Council authorised the list of payments to be made.

8. FINANCE & GENERAL PURPOSES COMMITTEE

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

Noted.

9. PLAYING FIELDS & PROPERTY COMMITTEE

a) To receive minutes of the Extraordinary Committee held on 18th December 2025 [Pg 23-25].

Council received the minutes with no further comments or questions.

b) To receive draft minutes of the Committee held on 26th February 2026 [Pg 26-29].

Council received the minutes with no further comments or questions.

c) To confirm the name for the play area owned by Drayton Parish Council on School Road [Pg 30-31].

It was clarified that the Commons Act 2006 did not have provision for formally renaming a registered village green for preference or cosmetic reasons and Council **AGREED** to adopt the name as it appeared on the Commons Register as "Florence Carter Playground".
It was noted that the play area would be referred to as "Florence Carter Playground" in all Council related documents moving forward including the Neighbourhood Plan.
It was noted that the wooden sign at Florence Carter Playground would be retained it in its current format.

d) To consider recommendation to approve the KGV Pavilion Refurbishment Project Scheme of Delegation [Pg 114-118].

Council **AGREED** to adopt the KGV Pavilion Refurbishment Project Scheme of Delegation as presented subject to confirmation of the total project budget and spending limits to be agreed at a future meeting of the Council.
It was noted that the appointed Project Management & Cost Consultancy team were currently reviewing costings for the project and would be presented for consideration by Council in due course.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

a) To receive minutes of the Committee held on 5th February 2026 [Pg 32-35].

Council received the minutes with no further comments or questions.

11. STAFFING COMMITTEE

a) To note meeting of the Committee held on 5th March 2026.

Noted.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

a) To appoint vacant council position on the Neighbourhood Plan Advisory Group [Pg 36-38].

Council **AGREED** to appoint Cllr. R. Turner to the Neighbourhood Plan Advisory Group.

b) To receive update from Neighbourhood Plan Advisory Group [Pg 39-106].

Council received the update from the Neighbourhood Plan Advisory Group with no further questions.
Feedback from Collective Community Planning noted that the Group was moving at pace due to the responsiveness of Group members and the Clerk and Council noted its thanks for the work undertaken to date.
Comments and feedback on the draft Neighbourhood Plan were recorded under separate cover for consideration at the next meeting of the Group.

c) To consider arrangements for the Annual Parish Meeting [Pg 119-121].

Council **AGREED** to hold the Annual Parish Meeting at the Teen Challenge Auditorium and to include an advert in the upcoming Just Drayton and Taverham newsletter.
It was noted that the leaflet would be updated to include the full address including the what three words location and to note free parking available.

d) To note the review of the Greater Norwich Local Plan and Call for Sites [Pg 107].

It was noted that the Council had not been notified of any further details regarding sites that may have been proposed through the current Call for Sites within the area and that the Neighbourhood Plan Group currently had no recommendations to allocate sites.

e) To consider grant application from Ambers Army [Pg 108-112].

Council **AGREED** to award a grant up to £500 subject to receipt for storage solutions under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.

13. EXCHANGE OF INFORMATION

a) To note resignation of former Cllr. Anthony Lee [Pg 113].

Noted.

b) To note any other matters raised.

None.

14. UPCOMING MEETING DATES

DRAFT

a) **Parish Council meeting Thursday 9th April 2026.**

Noted.

Meeting Closed: 8:26pm

DRAFT

Paper	**DPC5a:** To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	9th April 2026
Author	Parish Clerk & RFO

Summary

It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.

Matters arising shall include a record of the following:

1. The meeting date
2. The minute reference
3. The agenda item
4. The resolution
5. Status update

The Clerks Report on Council matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.

If the item requires a substantial paper for discussion and decision by Council the item will appear under its own agenda item.

Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.

Recommendation

Council is asked to note the matters arising for information.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
14.08.2025	10d)	To consider recommendation to apply for second phase of funding for Norfolk County Council bus shelter funding scheme	Council **AGREED** up to £10,000 expenditure for the application as recommended by the Committee. Council **AGREED** to allocate the expenditure from CIL.	**Ongoing:** Installation of 6 new bus shelters is complete. Refurbishment of Pendlesham Rise bus shelter scheduled for 7th April 2026.
12.02.2026	12a)	To consider grant application from R G Carter Bowls Club	Council **AGREED** to award a grant of £800 for plumbing works under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.	**Complete:** Payment made.
12.03.2026	3a)	To receive minutes of the meeting of the Council held on 12th February 2026 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.	**Complete:** Approved minutes uploaded to Parish Council website.
12.03.2026	6ai-ii)	To consider response to planning applications as follows:	Application ref 2026/0511: 14 Bradshaw Road, NR8 6DJ: Council **AGREED** to submit no comments.	**Complete:** No further action required.
			Aplication ref 2023/0691: Land West of Manor Farm Close: Council **AGREED** to submit no objections but requested consideration of further sustainability features such as EV charging points and/or solar panels and to seek clarity on requirements for affordable housing raised by the Housing Enabling Officer. It was noted that the Council supported the environmental quality teams comments.	**Complete:** Response submitted via email 16th March 2026.
12.03.2026	9c)	To confirm the name for the play area owned by Drayton Parish Council on School Road	Council **AGREED** to adopt the name as it appeared on the Commons Register as “Florence Carter Playground”.	**Complete:** Internal Records and NHPlan updated accordingly.
12.03.2026	9d)	To consider recommendation to approve the KGV Pavilion Refurbishment Project Scheme of Delegation	Council **AGREED** to adopt the KGV Pavilion Refurbishment Project Scheme of Delegation as presented subject to confirmation of the total project budget and spending limits to be agreed at a future meeting of the Council.	**Ongoing:** Pending receipt of recommendation from PFP on the preferred option for refurbishment.
12.03.2026	12a)	To appoint vacant council position on the Neighbourhood Plan Advisory Group	Council **AGREED** to appoint Cllr. R. Turner to the Neighbourhood Plan Advisory Group.	**Complete:** Cllr. R. Turner added to membership and distribution list for the Committee.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
12.03.2026	12c)	To consider arrangements for the Annual Parish Meeting	Council **AGREED** to hold the Annual Parish Meeting at the Teen Challenge Auditorium and to include an advert in the upcoming Just Drayton and Taverham newsletter.	**Complete:** Auditorium booked, advert updated to include full address details and free parking available and submitted to Just Drayton & Taverham.
12.03.2026	12e)	To consider grant application from Ambers Army	Council **AGREED** to award a grant up to £500 subject to receipt for storage solutions under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.	**Ongoing:** Amber's Army notified of award of grant. Payment pending receipt of amount due.

Paper	**DPC7a:** To receive Bank Reconciliation for approval.
Meeting	Council
Date	9th April 2026
Author	Parish Clerk & RFO

Summary

Bank reconciliations within Parish Councils involves comparing the council's financial records with the bank statement to ensure that both are accurate and consistent. This process helps identify discrepancies, such as missing transactions, bank charges, or direct debits and ensures the council's financial records are up-to-date and accurate.

Drayton Parish Council has a number of different bank accounts which need to be reconciled individually. All bank accounts are reconciled to provide a comprehensive check on the overall bank position.

The Chair shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.

Per section 2.6 of the Council's adopted Financial Regulations, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts and will sign and date the reconciliations quarterly for reporting to the Finance & General Purposes Committee.

Recommendation

Council is asked to receive the bank reconciliation for approval.

Drayton Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2026			
	Cash in Hand 01/04/2025			1,118,311.56
	ADD			
	Receipts 01/04/2025 - 31/03/2026			337,932.54
				1,456,244.10
	SUBTRACT			
	Payments 01/04/2025 - 31/03/2026			319,424.27
A	**Cash in Hand 31/03/2026** (per Cash Book)			**1,136,819.83**
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2026	0.00	
	Credit Card	31/03/2026	0.00	
	Skipton Community Saver 10 A	28/02/2026	87,941.77	
	Nationwide Instant Saver Issue 8	28/02/2026	129,550.21	
	Cambridge Building Society	28/02/2026	128,471.14	
	BDC Parish Deposit Scheme	28/02/2026	95,593.62	
	Unity Trust Bank - Instant Access (I	31/03/2026	651,479.86	
	Unity Trust Bank	31/03/2026	43,783.23	
				1,136,819.83
	Less unpresented payments			
				1,136,819.83
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,136,819.83**
	A = B Checks out OK			

Paper	**DPC7b:** To receive list of receipts and payments.
Meeting	Council
Date	9th April 2026
Author	Parish Clerk & RFO

Summary

The list of receipts and payments is a financial report produced by Scribe that provides a structured presentation of receipts and payments, sub-totalled for each code for all Cost Centres. The report is accompanied by the relevant invoices for information.

Drayton Parish Council produce reports for the previous full calendar month which include authorised payments from the previous meeting and regular payments (approved annually) taken by Direct Debit and/or Standing Order.

The report is valuable for understanding the overall records in detail and provides an opportunity for Council members to query receipts and payments and/or code allocation.

Recommendation

Council is asked to receive list of receipts and approved payments.

Drayton Parish Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-03-2026 and 31-03-2026)

Cost Centre 1. Income

Code Number 13 Income on Investment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
128	31/03/2026	None		Unity Trust Bank - I		Interest paid on Bank Account	Unity Trust Bank	X	3,342.79		3,342.79
							Subtotal for Code: Income on Investment		£3,342.79		£3,342.79

Code Number 14 Miscellaneous

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
121	24/03/2026	2025-2026/180		Unity Trust Bank		Lease Charge R G Carter Bowls Club	R G Carter Bowls Club	E	415.20		415.20
							Subtotal for Code: Miscellaneous		£415.20		£415.20

Code Number 53 Pavilion Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
117	12/03/2026	2025-2026/175		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	250.00		250.00
118	12/03/2026	2025-2026/179		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	250.00		250.00
119	12/03/2026	2025-2026/183		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	200.00		200.00
120	12/03/2026	2025-2026/184		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	200.00		200.00
							Subtotal for Code: Pavilion Hire		£900.00		£900.00

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
109	02/03/2026	2025-2026/141		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.08	13.42	80.50
110	02/03/2026	2025-2026/142		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.08	13.42	80.50
111	02/03/2026	2025-2026/140		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.08	13.42	80.50
112	03/03/2026	2025-2026/181		Unity Trust Bank		3G Pitch Hire	Matthew Nunn	E	86.00		86.00
113	03/03/2026	2024-2025/128		Unity Trust Bank		3G Pitch Hire	Drayton Youth Football Club	S	180.00	36.00	216.00
115	03/03/2026	2025-2026/139		Unity Trust Bank		3G Pitch Hire	Taverham Under 7's	S	67.08	13.42	80.50
116	05/03/2026	2025-2026/181		Unity Trust Bank		3G Pitch Hire	Matthew Nunn	E	10.00		10.00
122	24/03/2026	2025-2026/145		Unity Trust Bank		3G Pitch Hire	Sara Arend	S	72.83	14.57	87.40
123	24/03/2026	2025-2026/158		Unity Trust Bank		3G Pitch Hire	Football Fun Factory	S	57.72	11.53	69.25
124	26/03/2026	2025-2026/143		Unity Trust Bank		3G Pitch Hire	Drayton Wildcats Under 9's	S	57.50	11.50	69.00
125	27/03/2026	2024-2025/106		Unity Trust Bank		3G Pitch Hire	Football Fun Factory	S	244.99	49.01	294.00
126	31/03/2026	2025-2026/143		Unity Trust Bank		3G Pitch Hire	Drayton Wildcats Under 9's	S	57.49	11.51	69.00
127	31/03/2026	None		Unity Trust Bank		3G Pitch Bookings	Stripe	E	153.60		153.60
							Subtotal for Code: 3G Income		£1,188.45	£187.80	£1,376.25
							Subtotal for Cost Centre: 1. Income		5,846.44	187.80	6,034.24

Cost Centre 8. Earmarked Reserves

Code Number 8539 3G Deposits

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
114	03/03/2026	2025-2026/182		Unity Trust Bank		3G Pitch Deposit	Matthew Nunn	E	9.60		9.60
							Subtotal for Code: 3G Deposits		£9.60		£9.60

Drayton Parish Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-03-2026 and 31-03-2026)

Subtotal for Cost Centre:	8. Earmarked Reserves	9.60		9.60
TOTALS		**£5,856.04**	**£187.80**	**£6,043.84**

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-03-2026 and 31-03-2026)

Cost Centre 2. Finance & General Purposes

Code Number 27 Utiliites & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
468	16/03/2026	credit card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
469	16/03/2026	credit card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
471	16/03/2026	credit card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
472	16/03/2026	credit card		Credit Card		Tablet Data	Lebara Mobile	E	2.05		2.05
473	02/03/2026	32684		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
474	03/03/2026	966896		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	56.03	11.21	67.24
475	05/03/2026	810411075		Unity Trust Bank		Electricity Charges KGV	British Gas	S	493.65	98.73	592.38
480	24/03/2026	808789571		Unity Trust Bank		Electricity Charges KGV	British Gas	L	142.95	7.14	150.09
							Subtotal for Code: Utiliites & Services		£906.04	£159.37	£1,065.41

Code Number 28 Handyman Equipment & Consumables

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
460	16/03/2026	Credit Card		Credit Card		Wheelbarrow	Austen Group Ltd.	S	54.16	10.83	64.99
463	16/03/2026	credit card		Credit Card		Handyman consumables	Screwfix	S	38.01	7.61	45.62
							Subtotal for Code: Handyman Equipment & Consu		£92.17	£18.44	£110.61

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
447	12/03/2026	511685		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	56.74	11.34	68.08
451	12/03/2026	220348		Unity Trust Bank		Printing/Copies	Sharprint Ltd	S	76.17	15.23	91.40
461	16/03/2026	credit card		Credit Card		Printer Paper	Norwich Office Supplies	S	24.80	4.95	29.75
477	12/03/2026	54436		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
481	30/03/2026	801575		Unity Trust Bank		Printer Lease	CF Corporate	S	148.00	29.60	177.60
							Subtotal for Code: Stationery & Software		£500.21	£100.02	£600.23

Code Number 212 Grants

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
478	12/03/2026	None		Unity Trust Bank		Grant Payment	R G Carter Bowls Club	E	800.00		800.00
							Subtotal for Code: Grants		£800.00		£800.00

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
458	16/03/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
459	16/03/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
466	16/03/2026	credit card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
483	31/03/2026	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	0.60		0.60
484	31/03/2026	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	13.00		13.00
							Subtotal for Code: Bank Charges		£22.60		£22.60

Code Number 8522 Street Lighting Energy

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-03-2026 and 31-03-2026)

479	20/03/2026	15086826		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	704.51	140.90	845.41
							Subtotal for Code: Street Lighting Energy		£704.51	£140.90	£845.41
							Subtotal for Cost Centre: 2. Finance & General Purposes		3,025.53	418.73	3,444.26

Cost Centre 3. Environment & Highways

Code Number 36 Street Scene Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
445	12/03/2026	2701005661		Unity Trust Bank		Waste Clearance	Broadland District Council	S	1,976.00	395.20	2,371.20
446	12/03/2026	931053		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services Ltd	S	108.80	21.76	130.56
							Subtotal for Code: Street Scene Maintenance		£2,084.80	£416.96	£2,501.76

Code Number 38 Green Lanes

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
449	12/03/2026	560		Unity Trust Bank		CCTV Green Lanes	TPI Security	S	1,450.00	290.00	1,740.00
							Subtotal for Code: Green Lanes		£1,450.00	£290.00	£1,740.00
							Subtotal for Cost Centre: 3. Environment & Highways		3,534.80	706.96	4,241.76

Cost Centre 5. Playing Fields & Property

Code Number 58 Sports Facilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
467	16/03/2026	credit card		Credit Card		LD Smart Padlock	Igloohome	E	1.49		1.49
							Subtotal for Code: Sports Facilities		£1.49		£1.49

Code Number 501 Pavilion Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
462	16/03/2026	credit card		Credit Card		Batteries for Defibrillator	Community Heatbeat	S	413.00	82.60	495.60
464	16/03/2026	credit card		Credit Card		Cleaning Consumables for Pavilions	Trade Point	E	15.00		15.00
465	16/03/2026	credit card		Credit Card		Cleaning Consumables for Pavilions	Trade Point	E	16.00		16.00
							Subtotal for Code: Pavilion Maintenance		£444.00	£82.60	£526.60

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
441	12/03/2026	721		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
443	12/03/2026	733		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
482	30/03/2026	None		Unity Trust Bank		FCMP Waste Clearance	Load & Go	E	300.00		300.00
							Subtotal for Code: Grounds Maintenance		£3,450.94	£630.18	£4,081.12

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
442	12/03/2026	722		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
444	12/03/2026	734		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
							Subtotal for Code: 3G Surface Maintenance		£705.04	£141.00	£846.04
							Subtotal for Cost Centre: 5. Playing Fields & Property		4,601.47	853.78	5,455.25

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-03-2026 and 31-03-2026)

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
485	31/03/2026	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,182.06		1,182.06
486	31/03/2026	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	386.10		386.10
490	31/03/2026	None		Unity Trust Bank		Take-home pay	Staff	X	5,179.10		5,179.10
						Subtotal for Code:	Salaries		£6,747.26		£6,747.26

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
489	31/03/2026	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,518.14		1,518.14
						Subtotal for Code:	Employer Pension Contributions		£1,518.14		£1,518.14

Code Number 68 Staff Training & Development

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
470	16/03/2026	credit card		Credit Card		SLCC CiLCA	SLCC Enterprises Ltd	E	495.00		495.00
						Subtotal for Code:	Staff Training & Development		£495.00		£495.00

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
487	31/03/2026	None		Unity Trust Bank		Mileage & Allowance	Staff	X	232.46		232.46
						Subtotal for Code:	Expenses/Mileage		£232.46		£232.46

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
476	06/03/2026	17769		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

Code Number 8531 Employer NI Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
488	31/03/2026	None		Unity Trust Bank		ER NI	HMRC	X	824.43		824.43
						Subtotal for Code:	Employer NI Contributions		£824.43		£824.43
						Subtotal for Cost Centre:	6. Staffing		9,917.29	20.00	9,937.29

Cost Centre 8. Earmarked Reserves

Code Number 80 CIL Expenditure

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
452	12/03/2026	2106		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	3,762.00	752.40	4,514.40
453	12/03/2026	2044		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	6,818.00	1,363.60	8,181.60
454	12/03/2026	2045		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	6,305.00	1,261.00	7,566.00
455	12/03/2026	2046		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	5,383.00	1,076.60	6,459.60
456	12/03/2026	2047		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	5,026.00	1,005.20	6,031.20
						Subtotal for Code:	CIL Expenditure		£27,294.00	£5,458.80	£32,752.80

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-03-2026 and 31-03-2026)

Code Number 8534 Projects

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
448	12/03/2026	14		Unity Trust Bank		Room Hire	Drayton Village Hall	E	57.00		57.00
457	12/03/2026	0858		Unity Trust Bank		NHPlan Consultant	Collective Community Planning	S	3,700.00	740.00	4,440.00
							Subtotal for Code: Projects		£3,757.00	£740.00	£4,497.00

Code Number 8535 Pitch Improvements

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
450	12/03/2026	33437		Unity Trust Bank		Grounds Maintenance Training	Grounds Management Association	S	118.34	23.66	142.00
							Subtotal for Code: Pitch Improvements		£118.34	£23.66	£142.00
							Subtotal for Cost Centre: 8. Earmarked Reserves		31,169.34	6,222.46	37,391.80

TOTALS £52,248.43 £8,221.93 £60,470.36

Paper	**DPC7c:** To receive list of payments for authorisation.
Meeting	Council
Date	9th April 2026
Author	Parish Clerk & RFO

Summary

Per 6.10 of the Council's adopted Financial Regulations, the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council.

The authorised schedule shall be initialled below the last item by the person Chairing the meeting.

Recommendation

Council is asked to receive the list of payments for authorisation.

Drayton Parish Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1	Street Scene Maintenance	09/04/2026		Unity Trust Bank		Waste Clearance	Broadland District Council	S	1,235.00	247.00	1,482.00
2	Subscriptions	09/04/2026		Unity Trust Bank		Payroll Services	NALC	S	216.00	43.20	259.20
3	Stationery & Software	09/04/2026		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	58.72	11.75	70.47
4	Play Area	09/04/2026		Unity Trust Bank		Play Area Cleaning	External Solutions Norfolk	S	2,500.00	500.00	3,000.00
5	Utiliites & Services	09/04/2026		Unity Trust Bank		Rates for KGV	Broadland District Council	X	1,568.00		1,568.00
6	Stationery & Software	09/04/2026		Unity Trust Bank		Scribe Annual Subscription	Starboard Systems Ltd	S	948.00	189.60	1,137.60
7	Website	09/04/2026		Unity Trust Bank		Website Development & Suppo	Steve Jackman Training &	E	220.00		220.00
8	Subscriptions	09/04/2026		Unity Trust Bank		Annual Subscription	Norfolk Parish Training Sup	S	575.00	115.00	690.00
9	Street Lighting Maintenance	09/04/2026		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
10	Security	09/04/2026		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	952.00	190.40	1,142.40
11	Pavilion Maintenance	09/04/2026		Unity Trust Bank		Repair outdoor light	Peter Stanger	E	80.00		80.00
12	Stationery & Software	09/04/2026		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	56.72	11.35	68.07
13	Community Newsletter	09/04/2026		Unity Trust Bank		Newsletter	Just Regional	S	210.00	42.00	252.00
14	Projects	09/04/2026		Unity Trust Bank		Neighbourhood Plan	C. C. Planning	S	350.00	70.00	420.00
15	Projects	09/04/2026		Unity Trust Bank		Neighbourhood Plan	C. C. Planning	S	2,450.00	490.00	2,940.00
16	CIL Expenditure	09/04/2026		Unity Trust Bank		KGV Project Management	Greyfriars Cost Manageme	S	3,728.58	745.72	4,474.30
17	Grounds Maintenance	09/04/2026		Unity Trust Bank		Probation Service Toilets	Drayton Village Hall	E	10.00		10.00
18	Consultancy Services	09/04/2026		Unity Trust Bank		HR Consultancy	Council HR and Governanc	S	1,300.00	260.00	1,560.00
19	Security	09/04/2026		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,054.00	210.80	1,264.80
								Total	**17,618.71**	**3,148.16**	**20,766.87**

Paper	**DPC9a:** To receive minutes for information.
Meeting	Council
Date	9th April 2026
Author	Parish Clerk & RFO

Summary

Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only.

Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.

Recommendation

Council is asked to note receipt of the minutes of the Committee meeting.

Meeting of the Extraordinary Playing Fields & Property Committee held on **Wednesday 4th March 2026, 2:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, A. Crotch (Chair), G. Everett, and N. Quinsey

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager and 4 members of the public.

Meeting opened: 2:03pm

1. **To receive apologies and consider acceptance for absence.**

   Apologies received and accepted for Cllrs. C. Brown and K. Morgan
   The Committee **AGREED** to suspend standing orders.

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

   None

3. **To receive any questions or comments from members of the public.**

   None

4. **To receive an introductory presentation regarding the KGV Pavilion Project from appointed Project Management and Cost Consultancy Contractor Greyfriars.**

   The Greyfriars Director introduced the Trainee Project Manager and Trainee Quantity Surveyor. Apologies from the Project Manager were noted. The Committee was then presented with an overview of the project scope and project plan from concept to completion, an outline of added social value for the Drayton Community and suggested next steps.

5. **To consider any options outlined within the presentation for next steps in regards to the KGV Pavilion Project.**

   The Committee noted the advice regarding the benefits of establishing delegated authority and forming a Project Advisory Group. However, it was acknowledged that delegated authority to approve expenditure could not be confirmed until the Council had agreed the project scope and associated budget.

   The Committee discussed the impact of building works on regular hirers, the importance of prioritising sustainability given rising energy costs, and potential opportunities to support local contractors and tradespeople.

   It was noted that planning permission was likely to be required, particularly for any extension to the changing rooms.

   The Committee confirmed that the primary focus of the refurbishment should be on quality rather than speed of delivery.

   The Committee **AGREED** to pursue the next steps as follows:

   1. Development of Scheme of delegation for recommendation to Council.
   2. Greyfriars to present two refurbishment options and associated costing for consideration. The Committee to consider options and make recommendation to Council as appropriate.

3. Council to confirm the scope of the project (preferred refurbishment option), associated budget, and delegated authority regarding expenditure.

6. To consider delegation arrangements and determine an appropriate supporting Project Scheme of Delegation.

The Committee received a draft Scheme of Delegation for consideration and review. The Committee **AGREED** to recommend the KGV Pavilion Project Scheme of Delegation to Council as presented, subject to the recorded amendments.

7. To note exchange of information.

None.

8. To note the date and time of the next meeting is scheduled to take place on Thursday 16th April 2026 at 7pm at King George V Pavilion.

Noted.

Meeting closed: 3:31pm

DRAFT

Paper	**DPC11a:** To receive minutes for information.
Meeting	Council
Date	9th April 2026
Author	Parish Clerk & RFO

Summary

Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only.

Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.

Recommendation

Council is asked to note receipt of the minutes of the Committee meeting.

Minutes of the Staffing Committee held on **Thursday 5th March 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, H. Kisby and N. Quinsey (Chair).

In attendance: Amy Pinkham; Parish Clerk & RFO, no members of the public present.

Meeting Opened: 7:00pm

1. **To receive apologies and consider acceptance for absence.**

   Apologies received and accepted for Cllr. A. Taylor.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg 1-4].**

   None.

3. **To receive minutes of the meeting of the Staffing Committee held on 20th November 2025 for approval [Pg 5-7].**

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

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

   None.

5. **To receive Clerk's Report on Committee matters arising from previous meetings [Pg 8-10].**

   The Committee received the report with no further questions or comments.

6. **To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg 11-13].**

   The Committee received the report with no further questions or comments.

7. **To note confirmation of Employer Pension Rates payable for three years beginning 1 April 2026 [Pg 14-17].**

   The Committee received the report with no further questions or comments.

8. **To note termination of contract with Personnel Advice & Solutions Ltd. and consider quotes for HR services [Pg 18-61].**

   The Committee **AGREED** to appoint contractor A on a 5-year term.

9. **To note exchange of information.**

   It was noted that on a recent occasion an employee had worked a 12-hour day. Committee members reiterated the importance of adherence to the requirements of the Working Time Regulations 1998, including ensuring appropriate rest breaks during the working day and a minimum rest period of 11 hours between the end of one working day and the commencement of the next.

10. **Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item(s) 11-13.**

The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 11-13.

11. To receive and agree outcomes from the Parish Ranger's annual appraisal [Pg 62-68].

The Committee **AGREED** the outcomes as presented including an administrative amendment to the Job Description to more accurately reflect existing duties performed in relation to the management of the Parish Noticeboards.

12. To receive update on staff leave of absence and agree cover arrangements [Pg 69-71].

The Committee received the update and **AGREED** the cover arrangements as presented including delegating authority to the Parish Clerk to engage temporary cover for the period of absence in line with the Committees Terms of Reference.

13. To receive update on staff Training.

The Committee noted arrangements for staff training and professional development with details recorded under separate cover.

14. To note the date and time of the next meeting is scheduled to take place on 25th June 2026 at 7pm at KGV.

Noted.

Meeting closed: 7:37pm

DRAFT

Paper	**DPC12a:** Thorpe Marriott Village Hall Representative Trustee 2026-27
Meeting	Council
Date	9th April 2026
Author	Parish Clerk & RFO

Summary

Background

Thorpe Marriott Village Hall Committee is seeking a Representative Trustee from Drayton Parish Council for 2026-27.

The Committee will appoint representatives and the Parish Council is asked to put forward nominations for consideration by the Committee.

For more information on the role of the trustee please contact the Village Hall using the contact details available here:

https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/1006511/contact-information

For information

The appointed nominee for 2025-26 was Cllr. Jeffrey Anderson.

Recommendation

Council is asked to put forward nominations for a Representative Trustee from Drayton Parish Council for consideration by Thorpe Marriott Village Hall Committee.

Paper	**DPC12b:** Energy Renewal Quotes.
Meeting	Council
Date	9th April 2026
Author	Parish Clerk & RFO

Summary

Background

Council is asked to consider the attached energy renewal quotes for both Longdale Pavilion and KGV Pavilion, with current contract end dates of 31st December 2026 and 16th February 2027 respectively.

The recommendation to consider renewal at this stage follows advice from the Council's energy broker, Utility Aid, in light of current conditions in global energy markets. Ongoing volatility in wholesale gas prices is continuing to impact electricity pricing. As a result, prices are expected to remain unpredictable in the short to medium term.

Securing a renewal agreement at this time may provide greater financial certainty and help protect the Council against future price increases.

Renewal options are attached for consideration, with Yu Energy returning the most competitive offer.

For Information

Prices are subject to change, as Utility Aid work within a live market environment where rates can fluctuate.

Shorter contract terms are available; however, Utility Aid generally recommends a minimum term of 24 months in order to secure the most competitive rates and best overall value.

Recommendation

Council is asked to consider energy renewal quotes for approval.

Quotation Summary

Energy Type	Meter Location	Meter Type	Quantity
Electricity	See Attached Quotation	Electricity : 03 Profile	2

Annual Consumption

Day	Night	Eve/Wknd	Total
12,520	0	8,038	20,558

Supplier Offers

Current Estimated Annual Spend	£5,591.87
Yu Energy, Term:16/02/2029, Product:Fixed, Fuel:NHH	£5,867.88
Estimated Annual Increase	£276.02
Estimated Percentage Increase	-4.94%
SSE, Term:16/02/2029, Product:SSE Protect, Fuel:NHH	£6,260.10
Estimated Annual Increase	£668.24
Estimated Percentage Increase	-11.95%
Ecotricity, Term:16/02/2029, Product:Fixed, Fuel:NHH	£6,511.01
Estimated Annual Increase	£919.15
Estimated Percentage Increase	-16.44%

Yu Energy, Term:16/02/2029, Product:Fixed, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
1012740223482	Long Dale Drayton Norwich NR	01/01/2027	22.384	0	0	0	195.630	Pence per day	5,908	0	0	5,908	£2,036.50
1012739127765	King George Playing Fld Drayto	17/02/2027	25.738	0	17.478	0	198.550	Pence per day	6,612	0	8,038	14,650	£3,831.39

SSE, Term:16/02/2029, Product:SSE Protect, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
1012740223482	Long Dale Drayton Norwich NR	01/01/2027	23.689	0	0	0	209.106	Pence per day	5,908	0	0	5,908	£2,162.81
1012739127765	King George Playing Fld Drayto	17/02/2027	26.665	0	19.455	0	211.071	Pence per day	6,612	0	8,038	14,650	£4,097.29

Ecotricity, Term:16/02/2029, Product:Fixed, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
1012740223482	Long Dale Drayton Norwich NR	01/01/2027	23.980	0	0	0	232.510	Pence per day	5,908	0	0	5,908	£2,265.40
1012739127765	King George Playing Fld Drayto	17/02/2027	27.270	0	19.790	0	233.370	Pence per day	6,612	0	8,038	14,650	£4,245.61