DRAYTON PARISH COUNCIL

Council members are summoned to attend a meeting of Drayton Parish Council to be held on **Thursday, 13th August 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend and can access supporting papers by scanning the QR code or visiting our website www.draytonparishcouncil.gov.uk

Amy Pinkham

Parish Clerk & RFO

Date of Issue: 6th August 2026

AGENDA

Page

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

2. DECLARATIONS OF INTEREST

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

3. MINUTES

a) To receive minutes of the meeting of the Council held on 9th July 2026 for approval. **5-10**

4. PUBLIC FORUM

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

b) To receive report from County Councillor: Cllr. J. Butler.

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

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

e) To receive reports from any other public bodies.

5. MATTERS ARISING

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

b) To note next meeting of Town and Parish Council Forum scheduled for September 2026.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2026/1816: Church Rooms Saint Margarets Church.

ii) 2026/1914: 69 Hall Lane – TPO Dead/Dangerous Tree notification.

iii) 2026/2131: 5 Manor Farm Close, NR8 6EE – Non material amendment of 20212330.

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

i) 2026/1270: Land at Manor Park, Approval of details – Approved (Delegated).

ii) 2026/1588: 5 Delane Rad, NR8 6DL - Approval with Conditions (Delegated).

Council Members: Cllrs. J. Anderson (Vice-Chair), C. Brown, A. Crotch (Chair), J. Edwards-Smith, G. Everett, R. Fish, H. Kisby, K. Morgan, N. Quinsey, A. Taylor, R. Turner and J. Wilson.

iii) 2026/1769: 1 Badgers Brook Road, NR8 6EY – Prior Approval not Required (Delegated).

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval. **14-15**

b) To receive list of receipts and approved payments for July 2026. **16-21**

c) To receive list of payments for authorisation. **22-23**

8. FINANCE & GENERAL PURPOSES COMMITTEE

a) To receive minutes of the Committee held on 30th July 2026. **24-27**

b) To consider recommendation for proposed corrective action in response to the 2025-26 Internal Audit Year-End Report. **28**

c) To consider recommendation for proposed amendments to Council's bank mandate. **29**

d) To consider recommendation to adopt proposed amendments to Councillor Code of Conduct as presented. **30-45**

9. PLAYING FIELDS & PROPERTY COMMITTEE

a) To receive minutes of the Committee held on 16th July 2026. **46-48**

10. ENVIRONMENT & HIGHWAYS COMMITTEE

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

11. STAFFING COMMITTEE

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

12. OTHER MATTERS FOR DISCUSSION AND DECISION

a) To receive correspondence from Broadland District Council regarding the Broadland Country Park Pathways project and consider a response. **49-51**

b) To note vacancy on Finance & General Purposes Committee and consider appointment of any new members and Chair to the Committee. **52**

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

14. UPCOMING MEETING DATES

a) Environment & Highways Committee Thursday 3rd September 2026.

b) Parish Council meeting Thursday 10th September 2026.

Council Members: Cllrs. J. Anderson (Vice-Chair), C. Brown, A. Crotch (Chair), J. Edwards-Smith, G. Everett, R. Fish, H. Kisby, K. Morgan, N. Quinsey, A. Taylor, R. Turner and J. Wilson.

DRAYTON PARISH COUNCIL

Paper	**DPC2a:** Declarations of Interest.
Meeting	Council
Date	13th August 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

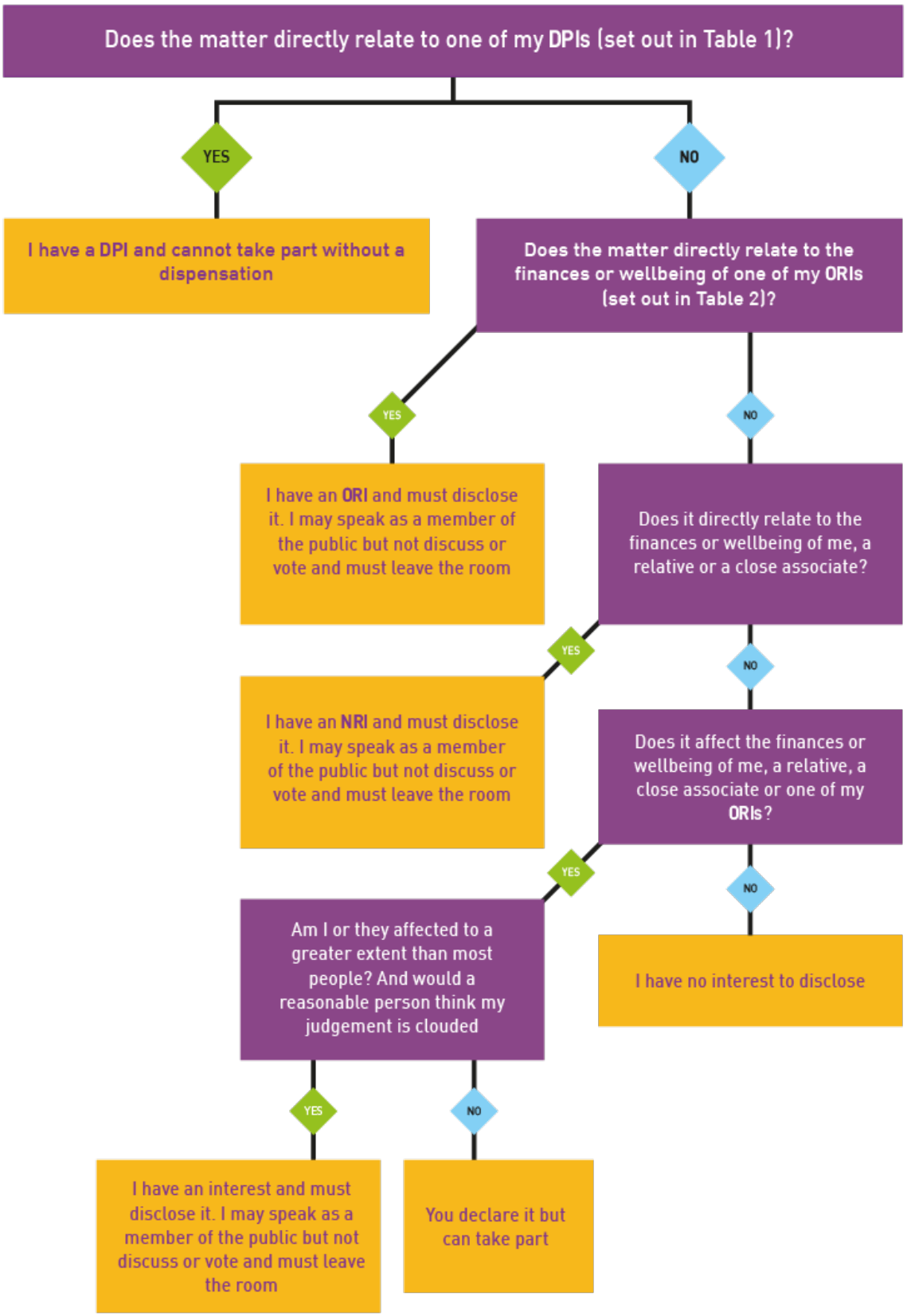

Table 1: Disclosable Pecuniary Interests

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	13th August 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 9th July 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson (Vice-Chair), C. Brown, A. Crotch (Chair), J. Edwards-Smith, G. Everett, R. Fish, H. Kisby, K. Morgan, N. Quinsey, A. Taylor and J. Wilson.

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

Meeting Opened: 7:03pm

1. **APOLOGIES**

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

   Apologies received and accepted for Cllr. R. Turner.

2. **DECLARATIONS OF INTEREST**

   a) **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

   Cllr. A. Crotch declared that he was predisposed but not predetermined, in relation to agenda item 6aii).
   Cllr. A. Crotch and Cllr. J. Anderson declared an Other Registerable Interest under item 12d) as interim Treasurer and Trustee of Thorpe Marriott Village Hall respectively.

3. **MINUTES**

   a) **To receive minutes of the meeting of the Council held on 11th June 2026 for approval [Pg5-10].**

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

   b) **To receive minutes of the extraordinary meeting of the Council held on 25th June 2026 for approval [Pg11-13].**

   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 Chair of Thorpe Marriott Village Hall attended in respect of item 12d) to introduce themselves and provide background information on the grant application.

   b) **To receive report from County Councillor: Cllr. J. Butler.**

   Further to the report circulated, Councillors received an update on the Norwich Western Link. It was noted that the scheme remained a priority and that officers were undertaking the initial feasibility work. The River Wensum remained a key constraint, with a number of potential route options currently under consideration.
   Whilst not directly related to the Western Link, it was noted that the Council had previously raised concerns regarding traffic and parking on School Road and that these issues could worsen if the scheme did not proceed. It was agreed that the Clerk would send the Council's previous correspondence on School Road to County

Councillor J. Butler for information. Councillors were also asked to forward any relevant information regarding the Western Link to the Clerk for consolidation and forwarding to County Councillor J. Butler.
Further to the circulated report, it was noted that Norfolk Recycling Centres would resume accepting electrical waste from 12 July. The Council was encouraged to promote Norfolk County Council's guidance on the safe storage of electrical items and batteries to residents.
It was confirmed that the Highways Local Member Fund would not continue and that funding would instead be redirected towards highways maintenance.
Further to outstanding highways issues, it was confirmed that the bollards outside the Junior School had now been installed.

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

Locally, it was reported that District Cllr. A. Crotch had recently attended the Trinity Church coffee morning and thanked those involved.
Regarding the planning enforcement investigation regarding the gate between the Doctors' Surgery and Church Farm, it was reported that Broadland District Council had confirmed there was no planning condition or Section 106 obligation requiring the gate to remain open and had therefore closed the case.
An update was also provided on planning enforcement, confirming that planning officers do not carry out unannounced site visits, although the enforcement team has the power to do so where appropriate.
At the recent SNAP meeting, District Cllr. A. Crotch raised concerns regarding the lack of a visible police presence in the community and at local meetings. It was noted that policing resources were being directed towards other priorities, noting that Norfolk Police were experiencing issues with urban explorers accessing the Bennell Care Home site.

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

Council noted there was no report from District Councillor P. Auber and requested an update for the next meeting.

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 [Pg14-17].

Council received the report with no further questions or comments.

b) To receive feedback on Town and Parish Council Forum held on 8th July 2026.

It was noted that there was no meeting of the forum held on 8th July 2026 and the date of the next meeting would be confirmed in due course.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2026/1650: Land South of Drayton High Road East of Sidney Bunn Way.

Council **AGREED** to submit no comments.

ii) 2026/1357: Marriott's Park, land between Fir Covert Road and Reepham Road.

Council **AGREED** to submit no comments.

iii) **2026/1588:** 5 Delane Road, NR8 6DL.

Council **AGREED** to submit no comments.

iv) **2026/1678:** 46 Howell Road, NR8 6BU – Works to TPO trees.

Council **AGREED** to submit no comments.

v) **2026/1769:** 1 Badgers Brook Road, NR8 6EY.

Council **AGREED** to submit no comments.

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

i) **2026/1033:** 5 Drayton Grove, NR8 6PU – Approval with Conditions (Delegated).

ii) **2025/2835:** Drayton Hall, 73 Hall Lane, NR8 6DP – Approval with Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg18-19].

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

b) To receive list of receipts and approved payments for June 2026 [Pg20-24].

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

c) To receive list of payments for authorisation [Pg25-26].

Council authorised the list of payments to be made including an additional payment to Clubspark for the annual license fee at £1,368.00.

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 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 4th June 2026 [Pg27-31].

Council received the minutes with no further questions or comments.

11. STAFFING COMMITTEE

a) To receive minutes of the Committee held on 25th June 2026 [Pg32-34].

Council received the minutes with no further questions or comments.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

a) To consider scheduling a number of Parish Council meetings at a suitable alternative venue in Drayton North.

Council considered a proposal to schedule a number of Parish Council meetings at an alternative venue in Drayton North to ensure residents in all areas of the parish had an opportunity to attend at their convenience.
It was noted this could also prove a useful exercise for considering alternative venues in preparation for the KGV Pavilion refurbishment when temporary office accommodation may be required.
Council **AGREED** to schedule occasional meetings at alternative venues in Drayton North. It was noted that the Finance & General Purposes Committee could include costings in the draft budget for 2027-28.

b) To note the re-opening of the Call for Sites for the Greater Norwich Local Plan [Pg35].

Noted.

c) To consider response to correspondence received from Age UK Norfolk [Pg36-38].

Council **AGREED** to submit no response, noting it was unable to identify direct benefit to users within the Parish under Section 137. It was noted that the Community Events Group was looking into organising a lunch for older residents and that the Group may wish to reach out to Age UK to combine efforts under the 'Together This Summer' campaign.

d) To consider grant application received from Thorpe Marriott Village Hall for approval [Pg39-43].

Council agreed to discuss item 12d) after item 4e).
Cllrs. A. Crotch and J. Anderson left the room at 7:30pm.
In the absence of both the Chair and Vice Chair, Council appointed Cllr. A. Taylor as interim Chair for item 12d).
Council **AGREED** to award a grant of £350 for leaflet printing and distribution costs to raise the profile of the Hall, under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.
Cllr. A. Crotch and Cllr. J. Anderson returned to the meeting at 7:35pm.

e) To consider appointment of new members to Standing Committees of the Council [Pg44].

Council **AGREED** to appoint Cllrs. R. Fish and J. Wilson to the Environment & Highways Committee.

f) To note Broadland District Council are now accepting nominations for the 2026 Broadland Community Awards [Pg45].

Noted.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

Regarding local events it was noted that the next Coffee morning at the Bob Carter Centre would take place on 31st July 10:00am to 11:30am, Way Church coffee morning would take place on Friday between 10:30am and midday and that the St. Margarets Church Coffee morning may be postponed while building works are taking place.
Cllr. N. Quinsey requested on behalf of a resident for the continuation of the Speed Awareness Sign on Fakenham Road by Tesco to be considered at the next meeting of the Environment & Highways Committee.

DRAFT

Cllr. J. Anderson submitted apologies for next meeting of the Finance & General Purposes Committee.
Cllrs. N. Quinsey, A. Crotch and A. Taylor volunteered to support Cllr. R. Turner to distribute leaflets to the Church Farm estate for the upcoming Neighbourhood Plan Regulation 14 consultation.
It was noted that a bicycle had been left chained to he bus stop by Morgan's Motors for over a week.
Councillors were asked to report any highways matters to the Clerk to follow up outside of the meeting.

14. UPCOMING MEETING DATES

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

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

c) **Parish Council meeting Thursday 13th August 2026.**

Council noted the dates of the next Council meetings.

Meeting Closed: 8:03pm

DRAFT

Paper	**DPC5a:** To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	13th August 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
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.	**Complete:** Payment submitted under item 7c) for authorisation.
25.06.2026	4a)	To consider recommendation for the appointment of Architectural Services for the KGV Pavilion Refurbishment project	Council **AGREED** to award the contract for Architectural Services for the KGV Pavilion Refurbishment project to Contractor A, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.	**Ongoing:** Successful bidders notified and references recieved. Contract to be signed and award notice issued on Find a Tender. Unsuccessful bidders notified.
25.06.2026	4b)	To consider recommendation for the appointment of Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project	Council **AGREED** to award the contract for Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project to Contractor A, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.	**Ongoing:** Successful bidders notified and references recieved. Contract to be signed and award notice issued on Find a Tender. Unsuccessful bidders notified.
25.06.2026	4c)	To consider recommendation for the appointment of Structural & Civil Engineering Services for the KGV Pavilion Refurbishment project	Council **AGREED** to award the contract for Structural & Civil Engineering Services for the KGV Pavilion Refurbishment project to Contractor C, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.	**Ongoing:** Successful bidders notified and references recieved. Contract to be signed and award notice issued on Find a Tender. Unsuccessful bidders notified.
25.06.2026	5a)	To consider application(s) received for casual vacancies for appointment by co-option	Council **AGREED** to co-opt John Wilson as Parish Councillor for Drayton South. Council **AGREED** to co-opt Richard Fish as Parish Councillor for Drayton South.	**Complete:** Onboarding complete.
09.07.2026	3a)	To receive minutes of the meeting of the Council held on 11th June 2026 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.	**Complete:** Minutes uploaded to Council website.
09.07.2026	3b)	To receive minutes of the extraordinary meeting of the Council held on 25th June 2026 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.	**Complete:** Minutes uploaded to Council website.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
09.07.2026	6a)	To consider response to planning applications 2026/1650, 2026/1357, 2026/1588, 2026/1678, 2026/1769.	Council **AGREED** to submit no comments.	**Complete:** No further action required.
09.07.2026	12a)	To consider scheduling a number of Parish Council meetings at a suitable alternative venue in Drayton North.	Council **AGREED** to schedule occasional meetings at alternative venues in Drayton North. It was noted that the Finance & General Purposes Committee could include costings in the draft budget for 2027-28.	**Complete:** Item passed to Finance & General Purposes Committee as part of the 2027-28 Budget Exercise.
09.07.2026	12c)	To consider response to correspondence received from Age UK Norfolk	Council **AGREED** to submit no response, noting it was unable to identify direct benefit to users within the Parish under Section 137.	**Complete:** No further action required.
09.07.2026	12d)	To consider grant application received from Thorpe Marriott Village Hall for approval	Council **AGREED** to award a grant of £350 for leaflet printing and distribution costs to raise the profile of the Hall, under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.	**Complete:** Award of grant notified and paid 14th July 2026.
09.07.2026	12e)	To consider appointment of new members to Standing Committees of the Council	Council **AGREED** to appoint Cllr. R. Fish and J. Wilson to the Environment & Highways Committee.	**Complete:** Committee Clerk notified and Cllrs added to Committee distribution list.

Paper	**DPC7a:** To receive Bank Reconciliation for approval.
Meeting	Council
Date	13th August 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 31/07/2026			
	Cash in Hand 01/04/2026			1,147,365.54
	ADD			
	Receipts 01/04/2026 - 31/07/2026			155,759.01
				1,303,124.55
	SUBTRACT			
	Payments 01/04/2026 - 31/07/2026			108,469.48
A	**Cash in Hand 31/07/2026** (per Cash Book)			**1,194,655.07**
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2026	0.00	
	Unity Trust Bank	30/06/2026	87,905.50	
	Unity Trust Bank - Instant Access (I	30/06/2026	654,647.12	
	BDC Parish Deposit Scheme	30/06/2026	99,156.40	
	Cambridge Building Society	30/06/2026	130,976.68	
	Nationwide Instant Saver Issue 8	30/06/2026	131,677.50	
	Skipton Community Saver 10 A	30/06/2026	90,291.87	
	Credit Card	30/06/2026	0.00	
				1,194,655.07
	Less unpresented payments			
				1,194,655.07
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,194,655.07**
	A = B Checks out OK			

Paper	**DPC7b:** To receive list of receipts and payments.
Meeting	Council
Date	13th August 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 01-07-2026 and 31-07-2026)

Cost Centre 1. Income

Code Number 22 VAT Refund

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
49	31/07/2026	None		Unity Trust Bank		VAT Reclaim	HMRC	R		7,480.72	7,480.72
							Subtotal for Code: VAT Refund			£7,480.72	£7,480.72

Code Number 51 Grass Pitch Hire

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
45	30/07/2026	2026-2027/208		Unity Trust Bank		Hire Longdale Playing Field	Larry Gray Funfair	E	670.00		670.00
							Subtotal for Code: Grass Pitch Hire		£670.00		£670.00

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
35	01/07/2026	2026-2027/202		Unity Trust Bank		3G Pitch Hire	Mark Herrick	E	696.00		696.00
37	07/07/2026	2026-2027/191		Unity Trust Bank		3G Pitch Hire	Gavin Ratcliffe	E	80.00		80.00
42	22/07/2026	2026-2027/227		Unity Trust Bank		3G Pitch Hire	Kyle Dugdale	E	336.00		336.00
44	24/07/2026	2026-2027/187		Unity Trust Bank		3G Pitch Hire	Sean Middleton	E	100.80		100.80
48	31/07/2026	None		Unity Trust Bank		3G Pitch Bookings	Stripe	E	436.83		436.83
							Subtotal for Code: 3G Income		£1,649.63		£1,649.63
							Subtotal for Cost Centre: 1. Income		2,319.63	7,480.72	9,800.35

Cost Centre 8. Earmarked Reserves

Code Number 8539 3G Deposits

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
34	01/07/2026	2026-2027/203		Unity Trust Bank		3G Pitch Hire	Mark Herrick	E	69.60		69.60
36	02/07/2026	2026-2027/199		Unity Trust Bank		3G Pitch Hire	Drayton Jets U11	E	57.60		57.60
38	21/07/2026	2026-2027/218		Unity Trust Bank		3G Pitch Hire	Chris Brown	E	67.20		67.20
39	21/07/2026	2026-2027/220		Unity Trust Bank		3G Pitch Hire	Chris Brown	E	67.20		67.20
40	21/07/2026	2026-2027/222		Unity Trust Bank		3G Pitch Hire	Chris Brown	E	67.20		67.20
41	21/07/2026	2026-2027/226		Unity Trust Bank		3G Pitch Hire	Sara Arend	E	43.20		43.20
43	22/07/2026	2026-2027/216		Unity Trust Bank		3G Pitch Hire	Richard Kerslake	E	69.60		69.60
46	31/07/2026	2026-2027/201		Unity Trust Bank		3G Pitch Hire	Gavin Dunmow	E	67.20		67.20
47	08/07/2026	2026-2027/206		Unity Trust Bank		3g Refund	Matthew Nunn	E	-9.60		-9.60
							Subtotal for Code: 3G Deposits		£499.20		£499.20
							Subtotal for Cost Centre: 8. Earmarked Reserves		499.20		499.20

TOTALS	**£2,818.83**	**£7,480.72**	**£10,299.55**

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-07-2026 and 31-07-2026)

Cost Centre 2. Finance & General Purposes

Code Number 26 Office Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
161	16/07/2026	Credit Card		Credit Card		Fan	B&Q	S	82.50	16.50	99.00
161	16/07/2026	Credit Card		Credit Card		Fan	B&Q	S	-82.50	-16.50	-99.00
						Subtotal for Code:	Office Equipment				

Code Number 27 Utiliites & Services

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
148	01/07/2026	979740		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	60.12	12.02	72.14
149	02/07/2026	808878651		Unity Trust Bank		Electricity Charges KGV	British Gas	L	204.29	10.21	214.50
154	20/07/2026	16769991		Unity Trust Bank		Water Charges LD	Wave Utilities	E	80.11		80.11
156	22/07/2026	812098595		Unity Trust Bank		Electricity Charges LD	British Gas	S	84.31	16.86	101.17
157	23/07/2026	16783651		Unity Trust Bank		Water Charges KGV	Wave Utilities	E	69.95		69.95
170	16/07/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	5.75	1.15	6.90
171	16/07/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
172	16/07/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
173	16/07/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
						Subtotal for Code:	Utiliites & Services		£516.89	£42.73	£559.62

Code Number 28 Handyman Equipment & Consumables

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
165	16/07/2026	Credit Card		Credit Card		Weedkiller	PLG Farm Supplies	S	20.00	4.00	24.00
						Subtotal for Code:	Handyman Equipment & Consu		£20.00	£4.00	£24.00

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
140	09/07/2026	515049		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	190.77	38.16	228.93
151	10/07/2026	56794		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
167	16/07/2026	Credit Card		Credit Card		Postage	Post Office Ltd	E	6.37		6.37
						Subtotal for Code:	Stationery & Software		£391.64	£77.06	£468.70

Code Number 212 Grants

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
147	09/07/2026	2093		Unity Trust Bank		Grant Payment	R G Carter Bowls Club	E	250.00		250.00
153	14/07/2026	None		Unity Trust Bank		Grant	Thorpe Marriott Village Hall	E	350.00		350.00
						Subtotal for Code:	Grants		£600.00		£600.00

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
159	31/07/2026	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	13.00		13.00
160	16/07/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
162	16/07/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
168	16/07/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-07-2026 and 31-07-2026)

						Subtotal for Code:	Bank Charges		£22.00		£22.00
Code Number	**8522 Street Lighting Energy**											
Vchr.	**Date**	**Invoice No**	**Minute**	**Bank**	**Payment Ref.**	**Description**	**Supplier**	**Vat Type**	**Net**	**Vat**	**Total**
155	21/07/2026	15914063		Unity Trust Bank		Electricity Charges Streetlights	NPower	L	411.94	20.60	432.54
						Subtotal for Code:	Street Lighting Energy		£411.94	£20.60	£432.54
Code Number	**8523 Street Lighting Maintenance**											
Vchr.	**Date**	**Invoice No**	**Minute**	**Bank**	**Payment Ref.**	**Description**	**Supplier**	**Vat Type**	**Net**	**Vat**	**Total**
141	09/07/2026	596		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
						Subtotal for Code:	Street Lighting Maintenance		£106.69	£21.34	£128.03
						Subtotal for Cost Centre:	2. Finance & General Purposes		2,069.16	165.73	2,234.89
Cost Centre	**3. Environment & Highways**											
Code Number	**31 NCC Highways Verges**											
Vchr.	**Date**	**Invoice No**	**Minute**	**Bank**	**Payment Ref.**	**Description**	**Supplier**	**Vat Type**	**Net**	**Vat**	**Total**
138	09/07/2026	793		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	1,034.46	206.89	1,241.35
						Subtotal for Code:	NCC Highways Verges		£1,034.46	£206.89	£1,241.35
						Subtotal for Cost Centre:	3. Environment & Highways		1,034.46	206.89	1,241.35
Cost Centre	**5. Playing Fields & Property**											
Code Number	**57 Play Area**											
Vchr.	**Date**	**Invoice No**	**Minute**	**Bank**	**Payment Ref.**	**Description**	**Supplier**	**Vat Type**	**Net**	**Vat**	**Total**
166	16/07/2026	Credit Card		Credit Card		Play Area Repairs	Sutcliffe Play	S	106.00	21.20	127.20
						Subtotal for Code:	Play Area		£106.00	£21.20	£127.20
Code Number	**58 Sports Facilities**											
Vchr.	**Date**	**Invoice No**	**Minute**	**Bank**	**Payment Ref.**	**Description**	**Supplier**	**Vat Type**	**Net**	**Vat**	**Total**
152	10/07/2026	25592		Unity Trust Bank		Annual License Fee	Clubspark	S	1,140.00	228.00	1,368.00
169	16/07/2026	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.51		1.51
						Subtotal for Code:	Sports Facilities		£1,141.51	£228.00	£1,369.51
Code Number	**501 Pavilion Maintenance**											
Vchr.	**Date**	**Invoice No**	**Minute**	**Bank**	**Payment Ref.**	**Description**	**Supplier**	**Vat Type**	**Net**	**Vat**	**Total**
163	16/07/2026	Credit Card		Credit Card		Outside Tap Repairs	B&Q	E	3.58		3.58
164	16/07/2026	Credit Card		Credit Card		Sink Repairs	Toolstation	S	8.52	1.70	10.22
						Subtotal for Code:	Pavilion Maintenance		£12.10	£1.70	£13.80
Code Number	**503 Grounds Maintenance**											
Vchr.	**Date**	**Invoice No**	**Minute**	**Bank**	**Payment Ref.**	**Description**	**Supplier**	**Vat Type**	**Net**	**Vat**	**Total**
136	09/07/2026	787		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,681.03	336.21	2,017.24
						Subtotal for Code:	Grounds Maintenance		£1,681.03	£336.21	£2,017.24
Code Number	**504 Security**											
Vchr.	**Date**	**Invoice No**	**Minute**	**Bank**	**Payment Ref.**	**Description**	**Supplier**	**Vat Type**	**Net**	**Vat**	**Total**

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-07-2026 and 31-07-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
139	09/07/2026	2001475		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,054.00	210.80	1,264.80
144	09/07/2026	2001714		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,020.00	204.00	1,224.00
							Subtotal for Code: Security		£2,074.00	£414.80	£2,488.80

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
137	09/07/2026	787		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	376.13	75.23	451.36
							Subtotal for Code: 3G Surface Maintenance		£376.13	£75.23	£451.36
							Subtotal for Cost Centre: 5. Playing Fields & Property		5,390.77	1,077.14	6,467.91

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
174	31/07/2026	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,174.86		1,174.86
175	31/07/2026	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	386.10		386.10
179	31/07/2026	None		Unity Trust Bank		Take-home pay	Staff	X	5,186.30		5,186.30
							Subtotal for Code: Salaries		£6,747.26		£6,747.26

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
178	31/07/2026	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,315.73		1,315.73
							Subtotal for Code: Employer Pension Contributions		£1,315.73		£1,315.73

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
150	08/07/2026	0007		Unity Trust Bank		Lone Worker Device	Safepoint	S	19.98	4.00	23.98
176	31/07/2026	None		Unity Trust Bank		Mileage & Allowance	Staff	X	256.51		256.51
							Subtotal for Code: Expenses/Mileage		£276.49	£4.00	£280.49

Code Number 8531 Employer NI Contributions

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
177	31/07/2026	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		9,163.91	4.00	9,167.91

Cost Centre 8. Earmarked Reserves

Code Number 607 Play Area Enhancements

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
158	30/07/2026	21079		Unity Trust Bank		New Signage	This is Effective	S	1,034.00	206.80	1,240.80
							Subtotal for Code: Play Area Enhancements		£1,034.00	£206.80	£1,240.80

Code Number 8528 KGV Project - S106

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
143	09/07/2026	1163		Unity Trust Bank		KGV Project Management	Greyfriars Cost Management Ltd.	S	2,485.72	497.14	2,982.86

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-07-2026 and 31-07-2026)

						Subtotal for Code:	KGV Project - S106		£2,485.72	£497.14	£2,982.86
Code Number		**8534 Projects**									
Vchr.	**Date**	**Invoice No**	**Minute**	**Bank**	**Payment Ref.**	**Description**	**Supplier**	**Vat Type**	**Net**	**Vat**	**Total**
142	09/07/2026	69		Unity Trust Bank		Room Hire	Drayton Village Hall	E	57.00		57.00
145	09/07/2026	0904		Unity Trust Bank		Neighbourhood Plan	Collective Community Planning	S	1,083.00	216.60	1,299.60
146	09/07/2026	52066		Unity Trust Bank		Regulation 14 Consultation Leaflet	Norwich Print Solutions	E	245.00		245.00
							Subtotal for Code:	Projects	£1,385.00	£216.60	£1,601.60
							Subtotal for Cost Centre:	8. Earmarked Reserves	4,904.72	920.54	5,825.26
							TOTALS		**£22,563.02**	**£2,374.30**	**£24,937.32**

Paper	**DPC7c:** To receive list of payments for authorisation.
Meeting	Council
Date	13th August 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 (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
180	Grants	13/08/2026		Unity Trust Bank		Grant	Amber's Army	E	500.00		500.00
181	Grounds Maintenance	13/08/2026		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,681.03	336.21	2,017.24
182	3G Surface Maintenance	13/08/2026		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	376.13	75.23	451.36
183	NCC Highways Verges	13/08/2026		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	1,034.46	206.89	1,241.35
184	Play Area Inspections	13/08/2026		Unity Trust Bank		Play Area Inspections	RoSPA	S	321.00	64.20	385.20
185	Security	13/08/2026		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,045.50	209.10	1,254.60
186	Stationery & Software	13/08/2026		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	76.66	15.33	91.99
187	Projects	13/08/2026		Unity Trust Bank		NHPlan Leaflet	Just Regional	S	255.00	51.00	306.00
188	KGV Project - S106	13/08/2026		Unity Trust Bank		KGV Project Management	Greyfriars Cost Manageme	S	2,485.72	497.14	2,982.86
189	KGV Project - S106	13/08/2026		Unity Trust Bank		KGV Architectectural Services	Fabric First Architects Limit	S	1,750.00	350.00	2,100.00
190	KGV Project - S106	13/08/2026		Unity Trust Bank		Asbestos Clearance	Anglian Demolition & Asbe	S	10,000.00	2,000.00	12,000.00
191	Member Training	13/08/2026		Unity Trust Bank		Councillor Training	Norfolk Parish Training Sup	S	68.00	13.60	81.60
192	Member Training	13/08/2026		Unity Trust Bank		Councillor Training	Norfolk Parish Training Sup	S	68.00	13.60	81.60
193	Green Lanes	13/08/2026		Unity Trust Bank		Himalayan Balsam Control	The Conservation Voluntee	S	720.00	144.00	864.00
194	Grounds Maintenance	13/08/2026		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,681.03	336.21	2,017.24
195	3G Surface Maintenance	13/08/2026		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	376.13	75.23	451.36
196	NCC Highways Verges	13/08/2026		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	1,034.46	206.89	1,241.35
							Total		**23,473.12**	**4,594.63**	**28,067.75**

Paper	**DPC8a:** To receive minutes for information.
Meeting	Council
Date	13th August 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 Finance & General Purposes Committee held on **Thursday 30th July 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. A. Crotch, G. Everett (Chair) and A. Taylor.

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

Meeting Opened: 7:00pm

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

   Apologies received and accepted for Cllrs. J. Anderson and R. Turner.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

   None.

3. **To receive minutes of the meeting of the Finance & General Purposes Committee held on 30th April 2026 for approval [Pg5-8].**

   The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair subject to amendment of typographical error under item 20.

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

   Under item 9, thanks were shared to staff regarding the outcome of the internal audit.
   Under item 12, the reserve management approach for Playgrounds was noted with interest including how residents pay for facilities used in the parish.
   Under item 18, concerns were raised regarding how a revised protocol might work in practice noting that the existing protocol for non-committee members to leave for confidential items provided clear consistent governance for all committees.

5. **To receive Clerk's Report on matters arising from previous meetings of the Committee [Pg9-12].**

   The Committee received the report with no further questions. It was noted the guidance on public participation would be uploaded to the website as soon as possible and would be removed from the outstanding items upon completion.

6. **To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q1 [Pg13-16].**

   The Committee received the report with no recommendations for further action.

7. **To note verification of bank reconciliations for all accounts for Q1 [Pg17].**

   The Committee received the report with no further questions. Following the last meeting it was confirmed that Cllr. R. Turner now had view only access to Scribe.

8. **To receive the Internal Audit Action Plan for monitoring status of agreed corrective action [Pg18-19].**

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

9. **To receive year-end internal audit report and consider recommendations for corrective action for approval by Council [Pg20-46].**

   The Committee **AGREED** to recommend the proposed corrective action as presented for approval by Council including both the cyber insurance and risk monitoring quote. Regarding comment 3 the Committee **AGREED** to seek further clarification from the internal auditor on the benefits of obtaining a market valuation.

10. **To review the effectiveness of internal audit arrangements and consider [re] appointment of internal auditor [Pg47-57].**

    In considering the review of effectiveness of internal audit arrangements and the proposed internal audit plan for 2026-27 supplied, the Committee confirmed the arrangements for internal audit remained effective and **AGREED** to re-appoint Mrs. V. Waples to undertake the internal audit for the year ending 31st March 2027.

11. **To receive notes and actions arising from the Community Events Advisory Group meetings held on 26th May 2026 and 15th July 2026 and consider recommendations [Pg58-63].**

    The Committee received the notes and actions arising with no further comments or questions.

12. **To review Earmarked Reserve levels for 2027-28 budget exercise [Pg64-69].**

    The Committee **AGREED** to recommend the proposed approach for Earmarked Reserves for Streetlighting and Play Area Enhancements as presented in the draft 2027-28 budget for consideration and approval by Council.
    It was noted that the Earmarked Reserve for Play Area Enhancements was allocated to the Playing Fields & Property Committee who would have an opportunity to review the recommended approach at its October 2026 meeting.

13. **To consider proposals for new projects for the following financial year [Pg70-75].**

    The Committee **AGREED** the proposals for inclusion as presented including additional costs for alternative meeting room costs as recommended by Council.

14. **To review banking arrangements including bank mandates and consider recommendations for amendment for approval by Council [Pg76].**

    Following a request from Cllr. G. Everett to be removed as signatory for all Council accounts, the Committee **AGREED** to recommend that Cllr. A. Taylor be added as a signatory for all accounts and that Cllr. G. Everett be removed as a signatory from all accounts. It was noted that, to ensure sufficient resilience and continuity in the event of councillor or staff changes that, Cllr. G. Everett would remain a signatory until confirmation had been received that Cllr. A. Taylor had been added to all accounts.

15. **To review Councillor Code of Conduct and make recommendations for amendment for approval by Council [Pg77-94].**

    The Committee **AGREED** to recommend amendments to the Councillor Code of Conduct as presented for approval by Council.
    It was noted that the review reinforced the importance of the Code of Conduct and that this could be highlighted when presenting the proposed amendments to Council for approval.

16. To consider quotes for Streetlighting Maintenance contract for appointment [Pg95-108].

The Committee **AGREED** to appoint contractor B on a 5-Year term. It was noted that the Clerk would arrange a meeting with the contractor to discuss a streetlighting replacement programme to further support the approach for management of the Earmarked Reserve for streetlights.
The Committee **AGREED** to extend the meeting for 15 minutes.
It was noted that it would be helpful to confirm arrangements for the transfer of lights from Hopkins Homes to Drayton Parish Council as the lighting authority under the s38 agreement and any other arrangements agreed between the Council and the developer.
The Committee **AGREED** to extend the meeting by a further 15 minutes.

17. To consider Councillor recruitment planning.

The Committee noted that the Annual Council Newsletter had successfully resulted in the co-option of two new councillors and that an election/co-option strategy would be beneficial in helping ensure the Council maintain its full complement of councillors.
The item was deferred to the next meeting to allow for a full discussion.

18. To consider protocol for Councillor attendance at Committee meetings considering confidential items where they are not a Committee member [Pg109-110].

The Committee **AGREED** to discuss the item after item 5.
Following a review of the advantages and disadvantages presented the Committee **AGREED** to propose no changes to the protocol for Councillor attendance at Committee meetings considering confidential items where they are not a committee member.

19. To note exchange of information.

That the Committee would consider a policy for Councillor training at a future meeting.
That the Committee would review attendance protocols for committee members at a future meeting.
That Cllr. G. Everett would be resigning from the Finance & General Purposes Committee.
It was noted that the Committee vacancy and appointment of a new Chair would be presented at the next meeting of the Council for consideration.

20. To note the date and time of the next meeting is scheduled to take place on Thursday 29th October at 7pm at King George V Pavilion.

Noted.

Meeting closed: 9:26pm

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Paper	**DPC8b:** Year-End Internal Audit Report
Meeting	Council
Date	13th August 2026
Author	Parish Clerk & RFO

Summary

Background

The Year-End Internal Audit was conducted by V. S. Waples on 27th May 2026. A copy of the report was received by Council at the June 2026 meeting.

The report was reviewed by the Finance & General Purposes Committee at the July 2026 meeting and the Committee recommends the following corrective action to be taken in response to the report.

Recommendation 1 [pg9]: A review of the insurance cover indicates that the current policy does not include cyber insurance nor are there provisions for the recovery of lost or corrupted data and cover for operational expense if a cyber incident occurs. Council might wish to consider whether appropriate cyber insurance should be in place to provide financial protection against cyber threats, and covers costs related to data breaches, legal liabilities, and recovery efforts.

Committee Response: To add cyber insurance provision including cyber risk monitoring to the Council's Insurance Policy with Clear Councils at an annual cost of £715.69.

Comment 2 [pg16]: [Regarding Investment Policy] Council might wish to ensure that the supporting documentation references the steps taken by the Council to assess any counterparty for any such investments and satisfy themselves that the sum invested is not subject to unreasonable risk.

Committee Response: To amend Section 1 of the Council's Investment Policy to include the following:

When considering short term investment with any counterparty, the Council will record its assessment of the institution, including consideration of its regulatory status, financial standing, applicable protection arrangements, investment terms and the level of risk to public funds. The Council will ensure that the amount invested is proportionate and does not expose Council funds to unreasonable risk.

A template FGP Cover Paper will be drafted for use by the Committee when considering any short-term investments.

Comment 3 [pg16]: Whilst there is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost, to avoid renovation and improvement work being separately recorded on the asset register and in these exceptional circumstances only, it may be prudent to obtain a market value supplied by a qualified surveyor.

Committee Response: Clerk to seek further advice and guidance from internal auditor for consideration at a later date.

Recommendation

Council is asked to consider the Committees recommended corrective action to be taken for approval.

DRAYTON PARISH COUNCIL

Paper	**DPC8c:** Annual Review of Banking Arrangements
Meeting	Council
Date	13th August 2026
Author	Parish Clerk & RFO

Summary

Background

At the July 2026 meeting, the Finance & General Purposes Committee reviewed the Council's banking arrangements including bank mandates, in line with regulation 6.1 of the Council's Financial Regulations.

Recommendation

Following a request from Cllr. G. Everett to be removed as signatory for all Council accounts, the Committee agreed to recommend Cllr. A. Taylor be added as a signatory for all accounts and Cllr. G. Everett be removed as a signatory from all accounts.

It was noted that, to ensure sufficient resilience and continuity in the event of councillor or staff changes that, Cllr. G. Everett would remain a signatory until confirmation had been received that Cllr. A. Taylor had been added to all accounts.

Banking arrangements were considered compliant with the Council's Financial Regulations and Internal Controls and no further amendments were recommended for approval by Council.

Recommendation

Council is asked to note completion of the annual review undertaken by the Finance & General Purposes Committee and consider the recommendation for a change of signatories for all Council accounts for approval.

Paper	**DPC8d:** Review of Code of Conduct
Meeting	Council
Date	13th August 2026
Author	Parish Clerk & RFO

Summary

Background

In line with Drayton Parish Council's Document Review Schedule, the LGA Model Code of Conduct, was reviewed by the Finance & General Purposes Committee at its July 2026 meeting.

Summary of Changes

The code is a template for Local Authorities to adopt in whole and/or with amendments to take into account local circumstances.

The Code has been updated to include a standardised Cover Sheet and Document Change History. A detailed summary of changes is included and changes made relate to distinctions in the Code which apply to Parish Councils.

Recommendation

Council is asked to consider the recommendation of the Finance & General Purposes Committee to adopt the Code of Conduct as presented.

Code of Conduct

Drayton Parish Council

Policy Holder: Finance & General Purposes Committee

Version 1.1

Approval Date:	13th August 2026	**Approval Route:**	Council
Next Review Date:	+4 Years	**Document Holder:**	Finance & General Purposes Committee

Document Change History

This is version 1.1 of the Code of Conduct and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

It is the responsibility of the reader to familiarise themselves with this version of the document.

This document is subject to revision and is maintained electronically. Electronic copies are version controlled and printed copies are not subject to this control.

Summary of Changes

Version 1.1 August 2026	
Ref.	**Change**
Pg 3	Amended to refer to the District Council's Monitoring Officer and to seek guidance from Clerk.
Pg 5	Item 4.1biv3 – Monitoring Officer replaced with Parish Clerk.
Pg 7	Item 8.4 – Amended to refer to the District Council's Monitoring Officer.
Pg 7	Item 9.1 regarding Appendix B – Amended to refer to the Parish Clerk.
Pg 7 & 8	Item 10.2 and 10.3 – Amended to refer to the District Council's Monitoring Officer.
Pg 10	Item 5 removed as it relates to Cabinet which is a District matter.
Pg 11	Item 10 removed as it relates to Cabinet which is a District matter.
Pg 14 & 15	Appendix C removed as relates to recommendations and aren't included in the Code.

Local Government Association
Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit- for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;
b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services,

including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your District Council's Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

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Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any

reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- **a. given to me in confidence by anyone**
- **b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - **i. I have received the consent of a person authorised to give it;**
  - **ii. I am required by law to do so;**
  - **iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - **iv. the disclosure is:**
    1. **reasonable and in the public interest; and**
    2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
    3. **I have consulted the Parish Clerk prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions,

documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

a. act in accordance with the local authority's requirements; and

b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer of the District Council.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Parish Clerk.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons

who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the District Council's Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the District Council's Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the District Council's Monitoring Officer for guidance.

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Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (**Disclosable Pecuniary Interests**) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (**Other Registerable Interests**).

"**Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which ***affects*** –
    a. your own financial interest or well-being;
    b. a financial interest or well-being of a relative or close associate; or
    c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

    you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter (referred to in paragraph 8 above***) affects*** the financial interest or well-being:
    a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
    b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

    You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

    If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

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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 thecouncillor 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
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

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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	**DPC9a:** To receive minutes for information.
Meeting	Council
Date	13th August 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 Playing Fields & Property Committee held on **16th July 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown (arrived 19:04), A. Crotch (Chair), N. Quinsey, A. Taylor, R. Turner.

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager

Meeting Opened: 7:00pm

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

   None.

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 Playing Fields & Property Committee held on 16th April 2026 for approval. [Pg.5-8]**

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

4. **To receive notes and actions arising of the meeting of the KGV Pavilion Refurbishment Project Advisory Group held on 21st May 2026. [Pg. 9-12]**

   Noted.

5. **To receive notes and actions arising of the meeting of the KGV Pavilion Refurbishment Project Advisory Group held on 18th June 2026. [Pg. 13-16]**

   Noted.

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

   None.

7. **To receive Clerk's Report on matters arising from previous meetings of the Committee. [Pg. 17-20]**

   The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager regarding updated playing field signage, Larry Gray Fair arrangements, Longdale goal cage repairs, pitch bookings, 3G pitch goal nets, play area gates, the purchase of a replacement zip wire seat and RoSPA Play Area Reports.
   The Committee discussed grass pitch use and requested that enquiries were made with Drayton Youth Football Club regarding whether match start times could be staggered to ease parking issues at King George V and Longdale Playing Fields.

8. **To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q1. [Pg. 21-22]**

   The Committee noted the update and requested that budgeted income be presented against actual income for future meetings.

9. **To consider proposals for new projects for the following financial year. [Pg. 23-26]**

DRAFT

The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to explore costs for: annual zip wire service, new floodlights for KGV and Longdale grass pitches, solar panels for Longdale Pavilion roof, KGV enhancements (fenceline improvements and widening of main entrance).

10. **To review hire charges and particulars for all fees and charges for income and make a recommendation for approval by Council. [Pg.27-29]**

    The Committee considered the Hire Charge Schedule Review as presented and **AGREED** to recommend the 6.7% increase for approval by Council as part of the annual budget-setting exercise.

11. **To receive annual update on pitch maintenance programme at Longdale. [Pg. 30-31]**

    The Committee received the report and noted the update.

12. **To consider tender exercise for 3G Pitch Surface Replacement. [Pg.32-33]**

    The Committee noted that the 3G pitch was not compliant with the FA recommended pitch sizes, but there was consensus that resurfacing works were required and should therefore proceed as planned.
    The Committee considered the tender exercise for 3G Pitch Surface Replacement and **AGREED** to proceed with option 2 as presented, with invited contractors to be determined by the Proper Officer.

13. **To consider the request from R G Carter Bowls Club regarding permission to install club name signage on the gable end of the Bowls Club building. [Pg.34-36]**

    The Committee **AGREED**, under the terms of the lease, to provide written consent to permit R G Carter Bowls Club to erect signage as requested.

14. **To consider the response from Norfolk County Council regarding the Thorpe Marriott Tree Planting Programme. [Pg. 37-42]**

    The Committee **AGREED** to request a site meeting to discuss the suitability of locations of recently planted trees at Thorpe Marriott.

15. **To note exchange of information**

    That quotes for Longdale Car Park Refurbishment Consultancy services had been sought.

16. **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) [ITEM 17].**

17. **To conduct annual review of Lease Agreement, fees and charges for RG Carter Club and consider recommendations for approval by Council. [Pg.43-45]**

    The Committee received the report and noted the update.

18. **To note the date and time of the next meeting is scheduled to take place on Thursday 15th October 2026 at 7pm at King George V Pavilion.**

    Noted

    Meeting Closed: 20:30pm

DRAFT

Paper	**DPC12a:** Broadland Country Park Pathways Project
Meeting	Council
Date	13th August 2026
Author	Parish Clerk & RFO

Summary

Background

On 9th July 2026, Council received correspondence from Broadland District Council to seek support in relation to the 'Broadland Country Park (BCP) Pathways Project'.

The BCP Pathways Project represents the missing link in delivering a continuous 14km off-road walking and cycling route between Norwich city centre and the new Broadland Country Park visitor facility. The project aims to improve access and connectivity, support safer and more inclusive travel for residents and visitors and better connect communities with local amenities and green spaces, creating a valuable asset for everyday active travel.

Broadland plans to approach the Greater Norwich Growth Board (GNGB) for grant funding and applications require demonstration of stakeholder liaison, support and where feasible, funding partnerships.

As one of the 4 Parishes on the route, Broadland is seeking a written letter of support for the project and confirmation of whether the Council would consider allocating any Green Infrastructure funding towards the project, however small.

For Information

Drayton Parish Council has an unallocated Green Infrastructure Balance of approximately £4,500.

Further information on the project is attached for information.

Recommendation

Council is asked to consider a response to Broadland District Council.

Broadland Country Park Access Improvement Project

Project overview

Broadland District Council is developing a project to improve access across the expanded Broadland Country Park area, including the Drayton Drewray land recently purchased by Norfolk Wildlife Trust and existing routes across Felthorpe Common, which is owned by the Felthorpe Fuel Allotment Trust.

The project will focus on improving existing Public Rights of Way and informal routes, creating a clearer and more accessible path network for walkers, cyclists and other users. The proposals form part of the next phase of improvements to Broadland Country Park, following the development of the new cafe and visitor facility.

What is proposed

The project would improve approximately 2.8km of paths across five sections, using existing Public Rights of Way and existing or permissive routes wherever possible. The proposals include:

- Path surfacing and localised repairs to improve degraded or uneven sections.
- Boardwalk sections where ground conditions are wet or environmentally sensitive.
- Seating, picnic areas, signage and wayfinding to make the route easier and more welcoming to use.
- Drainage improvements and vegetation management to support long-term route resilience.
- Further survey and design work, including arboricultural, ecological, topographical and site investigation input, to inform the final scheme.

Why the project is needed

The scheme addresses existing access issues, including wet, uneven and seasonally inaccessible paths, fragmented route connections and poor wayfinding. Some routes are difficult to navigate or become impassable because of poor ground conditions and watercourses, which limits their use by local residents, walkers, dog walkers and cyclists.

The project would also help manage current informal use of the area by creating clearer and more resilient paths. This would help guide visitor movement, reduce pressure on sensitive habitats and support the recovery and protection of ground flora and regenerating vegetation.

Wider connections and community benefits

A key aim of the project is to help complete a continuous 14km off-road route between Norwich City Centre and the new Broadland Country Park cafe and visitor facility. This would improve links between Broadland Country Park, Thorpe Marriott Greenway, Marriott's Way and Sweet Briar Marshes, strengthening the wider green infrastructure network.

Overall, the project would provide a more reliable and attractive access network for local communities, supporting health and wellbeing, active travel and access to nature. It would also help ensure the enlarged Broadland Country Park can continue to serve existing residents and future growth across Greater Norwich.

Stakeholder awareness: We would welcome the Parish Council's awareness of the project at this early stage and will continue to keep local stakeholders informed as the proposals are refined through the design, consent and delivery stages.

- Route is circa 2,250 meters
- Includes a number of very wet and undulating areas
- Mainly follows PROW but may need to deviate where existing routes have been lost

Paper	**DPC12b:** Finance & General Purposes Committee Membership and Chair
Meeting	Council
Date	13th August 2026
Author	Parish Clerk & RFO

Summary

Background

At the July 2026 meeting, the Chair of the Finance & General Purposes Committee, Cllr. G. Everett, noted his resignation from the Committee.

In line with the Council's adopted Standing Orders, Council is invited to consider the appointment of any new members to the Committee and appoint a new Chair.

For Information

Terms of Reference for the Finance & General Purposes Committee can be found on the Council website and vacancies for the Committee are summarised below for information:

- **Maximum Seats:** 7
- **Current Membership:** Cllrs. A. Crotch, A. Taylor, J. Anderson and R. Turner.
- **Vacancies:** 3

Recommendation

Council is asked to consider:

1. The appointment of any new members to the Finance & General Purposes Committee
2. The appointment of a new Chair to the Finance & General Purposes Committee