

Minutes of the meeting of Drayton Parish Council held on **10th April 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

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

Meeting Opened: 7:00pm

1. APOLOGIES

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

None.

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].**

None.

3. MINUTES

- a) **To receive minutes of the meeting of the Council held on 13th March 2025 for approval [Pg5-9].**

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

4. PUBLIC FORUM

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

A number of highways and transport issues were noted for reporting to the relevant authority.

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

It was confirmed that County Council Elections would not be held again in Norfolk and Suffolk and that Mayoral elections would take place in 2026. Councillors for the new authority would be elected in 2028.

Regarding Local Government Reorganisation (LGR) it was believed that a 3 unitary would not meet the government criteria and that a 1 or 2 unitary would be more likely.

Regarding School Road Closure between 6th May 2025 – 21st May 2025, it was noted that UKPN had been quick to respond and very accommodating to meet the concerns of the residents. It was confirmed that the relevant bus companies had been notified of the closure and alternative bus routes and stops had been agreed.

Council noted it's thanks to Cllr. T. Adams on behalf of the residents of Drayton for his work on the matter and ensuring concerns were addressed to cause as little disruption as possible.

In response to a query raised under the public forum, Cllr. T. Adams confirmed her would investigate the need for repairs to the footpath outside the Red Lion.

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

Locally, Cllr. A. Crotch attended the Thorpe Marriot Village Hall (TMVH) Annual General Meeting and reported that while finances were challenging, as with many village halls, THVH was looking at ways to increase their income and requested the Council promote the use of the bottle banks on their behalf.

It was reported that parking issues regarding statutory offroad vehicles on Longdale continued to be reported to the Police and the DVLA and awaiting a response.

It was noted that the Police Beat Manager, Local Highways Engineer and UKPN Engineer were hoping to be in attendance at School Road during the road closure between 6th May 2025 – 21st May 2025.

Regarding district matters, it was noted as disappointing that another Broadland Service Improvement and Efficiency Committee Meeting had been cancelled.

Regarding Devolution and Local Government Reorganisation (LGR), it was noted as good to see Broadland District Council's support for a Mayoral Combined Authority but disappointing to see support for a 3 unitary.

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

None.

e) To receive reports from any other public bodies.

None.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg10-11].

Council received the report with no further comments or questions.

b) To receive feedback on Town and Parish Council Summit held on 2nd April 2025.

The Summit was well attended and provided an overview on Devolution and Local Government Reorganisation (LGR). The potential impact on local Council's and the possibility of further devolved powers was discussed including the need for training and financial support should smaller parishes be required to deliver additional services. Local Council's were advised that further devolved powers was not confirmed at this time.

Broadland District Council confirmed further stakeholder engagement would follow in due course and Council noted it would be beneficial to invite representatives from Broadland District Council to the Parish to discuss Devolution and LGR once there were more details available.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

- i) **2024/3517:** R G Carter Limited, NR8 6AH (amended)

Council **AGREED** to submit no comments.

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

- i) **2025/0204:** 6 Vawdrey Road, NR8 6EL – Works to TPO trees – Approval in part, refusal in part (Delegated)
- ii) **2024/3598:** 6 Fakenham Road, NR8 6PW – Approval with Conditions (Delegated)

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg12-13].

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

It was noted that the Cambridge and Deposit Scheme statements were outstanding and the year-end balance would be reconfirmed at the May meeting.

b) To receive list of receipts and approved payments for March 2025 [Pg14-19].

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

c) To receive list of payments for authorisation [Pg20-21].

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

8. FINANCE & GENERAL PURPOSES COMMITTEE**a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

9. OPEN SPACES & PROPERTY COMMITTEE**a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

10. ENVIRONMENT & HIGHWAYS COMMITTEE**a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

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

Noted.

12. OTHER MATTERS FOR DISCUSSION AND DECISION**a) To receive draft annual parish meeting agenda and invitees for approval [Pg22-23].**

Council **AGREED** the annual parish meeting agenda and invitees as presented subject to inclusion of the Horticultural Society and Bowls Club. It was noted that organisations such as village halls could forward the invitation to clubs attending their facilities should they wish.

b) To note correspondence from Cabinet Member for Highways, Transport and Infrastructure regarding the Norwich Western Link and consider a response [Pg24-25].

Council **AGREED** for Norfolk County Council to make use of the Council's letter and wording publicly and attribute it to the Parish Council.

c) To note consultation on Norfolk and Suffolk Devolution and consider response [Pg26-32].

Council **AGREED** to submit a response as follows:

Question 1: Agree

Question 2: Neither agree nor disagree

Question 3: Agree

Question 4: Neither agree nor disagree

Question 5: Don't know

Question 6: Don't know

Question 7: Disagree.

Council **AGREED** to endorse Broadland District Council's narrative response to Question 7 and incorporate the penultimate paragraph into the Council's response.

- d) **To note correspondence from Leader of Norfolk County Council regarding Local Government reorganisation [Pg33-35].**

Council noted the correspondence with no further questions or comments.

- e) **To consider request to write to Drayton Junior School and Drayton Infant School regarding School Road Closure.**

It was confirmed that the Police had been in touch with the schools encouraging parents and carers to walk to school during the closure and Council **AGREED** no further input from Council was required. It was noted that Council had not yet received formal correspondence from the statutory authority confirming the road closure during the period 6th May 2025 – 21st May 2025 and that the notification would be publicised on the Council website and Facebook upon receipt.

13. EXCHANGE OF INFORMATION

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

It was noted that proposed improvement works to the footpath between Sheridan Close and Taverham Road remained under consideration by the Environment & Highways Committee pending completion of construction works by a neighbouring property.

14. UPCOMING MEETING DATES

- a) **Finance & General Purposes Committee 24th April 2025**
- b) **Annual Parish Meeting 1st May 2025**
- c) **Environment & Highways Meeting 1st May 2025**
- d) **Annual meeting of the Parish Council 15th May 2025**

Council noted the date of the next Council meeting dates.

Meeting closed: 8:09pm

DRAYTON PARISH COUNCIL

Paper	DPC2a: Declarations of Interest.
Meeting	Council
Date	10 th April 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Declarations of Interests</u></p> <p>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.</p> <p>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.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item directly relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>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.</p> <p>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.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
Recommendation	
Council is asked to note the paper for information.	

Interests Flowchart

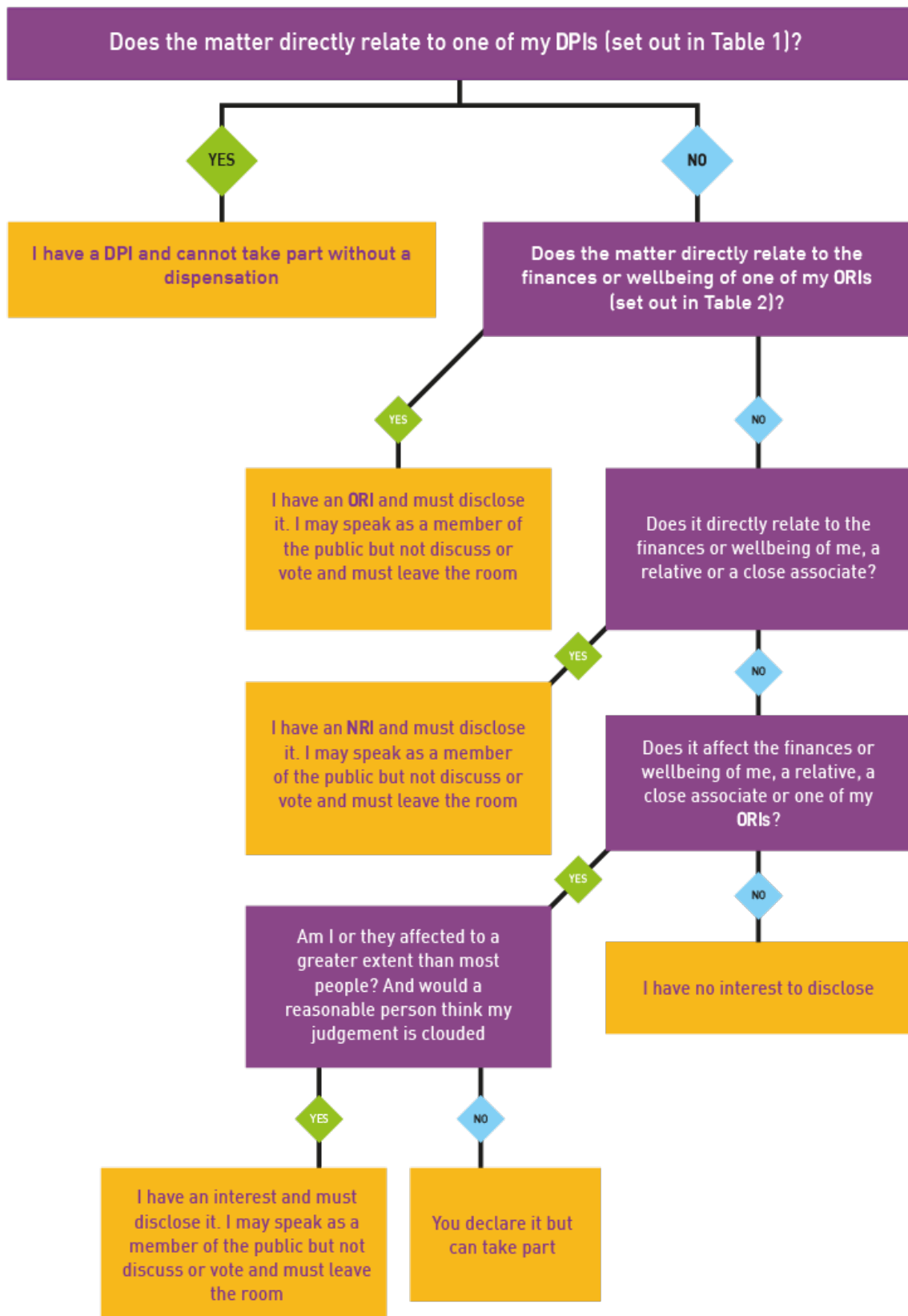


Table 1: Disclosable Pecuniary Interests

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 Registrable 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

DRAYTON PARISH COUNCIL

Paper	DPC3a: To receive minutes for approval.
Meeting	Council
Date	10 th April 2025
Author	Parish Clerk & RFO
Summary	
<p>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.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none">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 13th March 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Vice-Chair), G. Everett (Chair), T. Lee, A. Taylor and S. White.

In attendance: Amy Pinkham; Parish Clerk & RFO, 3 members of the public.

Meeting Opened: 7:00pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. H. Kisby, K. Morgan, J. Edwards-Smith and N. Quinsey.

2. DECLARATIONS OF INTEREST

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

Cllr. A. Crotch declared a non-pecuniary interest under item 6a) due to the proximity of the property in the planning application to their home address.

3. MINUTES

a) To receive minutes of the meeting of the Council held on 13th February 2025 for approval [DPC1].

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

4. PUBLIC FORUM

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

A number of highways and transport issues were noted for reporting to the relevant authority.

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

It was confirmed that School Road would be closed at the junction to Manor Farm Close from 6th May 2025 to 21st May 2025 to install additional electricity supply at the Doctors Surgery. It was noted that concerns regarding bus access had been raised with Norfolk County Council and UKPower Networks to allow buses to continue to operate at certain times throughout the closure.

It was reported that the issue of standing water at the Winners Walk junction was ongoing and would continue to be followed up with Highways. It was noted the area was extremely slippery when icy and works were encouraged to be carried out as soon as possible.

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

Locally, it was noted that the District Council Member grant was issued to the Bob Carter Centre towards new sports equipment and thanks were noted by the Chairman of the Bob Carter Centre for the support received.

A local resident was operating a Neighbourhood Watch Scheme in Drayton who was seeking support from Council and the item may wish to be considered at the next meeting of the Environment & Highways Committee.

It was disappointing to see the appeal under item 12e) for planning application 2023/2395 and District Cllr. A. Crotch continued to object to the application.

It was reported that Broadland District Council was scheduled to consider the interim plan for Local Government Reorganisation, with a three unitary being proposed as the preferred model at this stage.

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

None.

e) To receive reports from any other public bodies.

None.

5. MATTERS ARISING

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

Council received the report with no further comments or questions.

b) To receive feedback on Town and Parish Council Forum held on 4th March 2025 [DPC3].

It was reported that a Devolution consultation issued by Government on 17th February 2025 was open for comment. The consultation was seeking views on the proposal to form a Mayoral Combined County Authority for the Local Government areas of Norfolk County Council and Suffolk County Council. The proposed response from Broadland District Council was scheduled for consideration at its March meeting and the consultation together with Broadland's response would be circulated to Drayton Parish Council for consideration for a response at its April meeting.

Council was advised that Broadland District Council would be hosting an in-person summit on 2nd April to engage key stakeholders on the indicative plan for Local Government Reorganisation. Council members wishing to attend as a representative for Drayton Parish Council were asked to send their expressions of interest to the Parish Clerk.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2025/0379: West Lodge, 24 Fakenham Road, NR8 6PR - Works to TPO trees

Council **AGREED** to submit no comments.

ii) 2025/0538: 41 School Road, NR8 6EG – Works to TPO trees

Council **AGREED** to submit no comments.

iii) 2025/0390: Land at Manor Farm Close, NR8 6EE

Council **AGREED** to submit no comments.

iv) 2025/0392: 15 Manor Farm Close, NR8 6EE

Council **AGREED** to submit no comments.

v) 2025/0439: 71 Hall Lane, NR8 6DP

Council **AGREED** to submit no comments.

vi) 2025/0589: Community Rooms John Gale Court

Council **AGREED** to support the application.

vii) 2024/3598: 6 Fakenham Road, NR8 6PW – revised drawings submitted

Council **AGREED** to support the application.

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

i) 2024/3027: Land Adj. Brick Farm School Road – Approved (Delegated)

ii) 2025/0014: Hill House, Hall Lane, NR8 6HH – Approved (Delegated)

iii) 2025/0063: 93 School Road, NR8 6EN – Approval in part, refusal in part (Delegated)

iv) 2025/0089: 4 Bradshaw Road, NR8 6DJ – Approval with Conditions (Delegated)

v) 2024/2250: Land East of 27 Manor Farm Close – Approval with Conditions (Delegated)

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

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

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

b) To receive list of receipts and approved payments for February 2025 [DPC5].

Council received the list of receipts and approved payments. It was clarified that the two payments to Just Drayton & Taverham were to advertise the Christmas Lights Switch on and the annual Christmas message.

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

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

8. FINANCE & GENERAL PURPOSES COMMITTEE

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

Noted.

9. OPEN SPACES & PROPERTY COMMITTEE

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

Noted.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

a) To receive minutes of the Committee held on 6th February 2025 [DPC7].

It was confirmed that recommendations for amendment to Committee Terms of Reference were scheduled for approval by Council at the Annual Meeting of the Parish Council in May.

It was clarified under Item 9 that the estimated cost of £12,000 for a TRO represented the cost for each speed limit change request and not the overall cost.

11. STAFFING COMMITTEE

a) To receive minutes of the Committee held on 20th February 2025 [DPC8].

Council received the minutes with no further comments or questions.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

a) To consider recommendation from the Community Events Advisory Group for 80th Anniversary of VE Day commemorations [DPC9].

Council **AGREED** to commemorate the 80th Anniversary of VE Day as recommended by the Group.

b) To consider nominal hire charge fee for trading at Longdale [DPC10].

Council **AGREED** a nominal hire charge fee of £10.00 per evening session. It was noted that Terms and Conditions would be produced for consideration at a further meeting.

c) To consider response to preliminary inquiry from WHP Telecoms Ltd. regarding 5g upgrade at NR8 6PT [DPC11].

Council **AGREED** to submit no comments.

d) To consider request for donation to support registered charities, Headway Norfolk + Waveney and Marie Curie [DPC12].

Council **AGREED** to decline the request for donation from Marie Curie and Headway Norfolk + Waveney. It was noted that the direct benefit for the residents of Drayton could not be clearly

identified but Council would continue to consider requests for donations as they were received on a case-by-case basis.

- e) **To note appeal against refusal for planning application ref. 2023/2395 and consider a response [DPC13].**

Council noted the appeal and **AGREED** to make no further comments or amendments to its previous objection to the application. Council noted it continued to object to the application on the same grounds.

- f) **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 12g.**

Council **AGREED** not to pursue S1(2) of the Public Bodies Act 1960 and would seek further advice and guidance on whether individual quotes were considered commercially sensitive.

- g) **To consider quote for repair works at Longdale for approval [DPC14].**

Council **AGREED** to accept the quote for works as presented.

13. EXCHANGE OF INFORMATION

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

Fly tipping was noted for reporting to the relevant authority.

It was noted there was a dip in the entrance to KGV and required further investigation for repair works.

14. UPCOMING MEETING DATES

- a) **Parish Council meeting Thursday 10th April 2025.**

Council noted the date of the next Parish Council meeting.

Meeting closed: 8:43pm

DRAYTON PARISH COUNCIL

Paper	DPC5a: To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	10 th April 2025
Author	Parish Clerk & RFO
Summary	
<p>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.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none">1. The meeting date2. The minute reference3. The agenda item4. The resolution5. Status update <p>The Clerks Report on Committee 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.</p> <p>If the item requires a substantial paper for discussion and decision by Council the item will appear under its own agenda item.</p> <p>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.</p>	
Recommendation	
Council is asked to note the matters arising for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
13.03.2025	3a)	To receive minutes of the meeting of the Council held on 13th February 2025 for approval	The minutes were AGREED as an accurate record of the meeting and signed by the Chairman.	Complete: Approved minutes published on council website.
13.03.2025	6avi)	To consider response to planning application 2025/0589	Council AGREED to support the application.	Complete: Local planning authority informed via email 14th March 2025.
13.03.2025	6avii)	To consider response to planning application 2024/3598	Council AGREED to support the application.	Complete: Local planning authority informed via email 14th March 2025.
13.03.2025	12a)	To consider recommendation from the Community Events Advisory Group for 80th Anniversary of VE Day commemorations	Council AGREED to commemorate the 80th Anniversary of VE Day as recommended by the Group.	Complete: Letter sent to St. Margarets Church 14th March 2025. VE Day flag ordered. No plans for a service.
13.03.2025	12b)	To consider nominal hire charge fee for trading at Longdale	Council AGREED a nominal hire charge fee of £10.00 per evening session. It was noted that Terms and Conditions would be produced for consideration at a further meeting.	Complete: Vendor notified and confirmed they would not be returning due to low turnout. Terms and Conditions delegated for action by OSP.
13.03.2025	12g)	To consider quote for repair works at Longdale for approval	Council AGREED to accept the quote for works as presented.	Ongoing: Contractor notified to proceed with works. Works scheduled for completion 14th April. Pending confirmation of completion.

DRAYTON PARISH COUNCIL

Paper	DPC7a: To receive Bank Reconciliation for approval.
Meeting	Council
Date	10 th April 2025
Author	Parish Clerk & RFO
Summary	
<p>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.</p> <p>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.</p> <p>Per section 2.2 of the Council's adopted Financial Regulations, the Chairman is appointed to verify monthly bank reconciliations for all accounts. The Chairman shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.</p>	
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)

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		1,074,163.36
	ADD Receipts 01/04/2024 - 31/03/2025		285,251.21
	SUBTRACT Payments 01/04/2024 - 31/03/2025		1,359,414.57
			250,927.39
	Cash in Hand 31/03/2025 (per Cash Book)		1,108,487.18
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Credit Card 31/03/2025	0.00	
	Skipton Community Saver 10 A 31/03/2025	87,941.77	
	Nationwide Instant Saver Issue 8 31/03/2025	126,819.43	
	Cambridge Building Society 31/03/2025	125,000.00	
	BDC Parish Deposit Scheme 31/03/2025	91,971.16	
	Unity Trust Bank - Instant Access (l 31/03/2025	637,222.49	
	Unity Trust Bank 31/03/2025	39,532.33	
			1,108,487.18
	Less unrepresented payments		
			1,108,487.18
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,108,487.18
	A = B Checks out OK		

DRAYTON PARISH COUNCIL

Paper	DPC7b: To receive list of receipts and payments.
Meeting	Council
Date	10 th April 2025
Author	Parish Clerk & RFO
Summary	
<p>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.</p> <p>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.</p> <p>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.</p>	
Recommendation	
Council is asked to receive list of receipts and approved payments.	

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-03-2025 and 31-03-2025)

1 April 2025 (2024-2025)

Cost Centre 1. Income

Code Number		13 Income on Investment									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
87	31/03/2025			Unity Trust Bank - I		Interest paid on Bank Account	Unity Trust Bank	X	3,986.78		3,986.78
Subtotal for Code:							Income on Investment		£3,986.78		£3,986.78
Code Number		14 Miscellaneous									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
84	07/03/2025	2024-2025/126		Unity Trust Bank		Lease Charge R G Carter Bowls Club	R G Carter Bowls Club	E	400.00		400.00
Subtotal for Code:							Miscellaneous		£400.00		£400.00
Code Number		21 Insurance Bowls Club Reimburse									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
85	07/03/2025	2024-2025/125		Unity Trust Bank		Insurance reimbursement Bowls Club	R G Carter Bowls Club	E	190.00		190.00
Subtotal for Code:							Insurance Bowls Club Reimburs		£190.00		£190.00
Code Number		53 Pavilion Hire									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
81	13/03/2025	2024-2025/130		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	199.40		199.40
82	13/03/2025	2024-2025/131		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	199.40		199.40
Subtotal for Code:							Pavilion Hire		£398.80		£398.80
Code Number		55 3G Income									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
78	19/03/2025	2024-2025/108		Unity Trust Bank		3G Pitch Hire	Taverham Gladiators	S	80.65	16.15	96.80
79	19/03/2025	2024-2025/133		Unity Trust Bank		3G Pitch Hire	David Marrable	S	95.83	19.17	115.00
80	19/03/2025	2024-2025/102		Unity Trust Bank		3G Pitch Hire	Drayton Hurricanes	S	77.00	15.40	92.40
83	11/03/2025	2024-2025/129		Unity Trust Bank		3G Pitch Hire	Stuart Brunton-Douglass	S	134.17	26.83	161.00
86	31/03/2025			Unity Trust Bank		3G Pitch Bookings	Stripe	S	180.60	36.12	216.72
Subtotal for Code:							3G Income		£568.25	£113.67	£681.92
Subtotal for Cost Centre:							1. Income		5,543.83	113.67	5,657.50
TOTALS									£5,543.83	£113.67	£5,657.50

1 April 2025 (2024-2025)

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-03-2025 and 31-03-2025)

Cost Centre 1. Income

Code Number		14 Miscellaneous									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
488	26/03/2025	19917		Unity Trust Bank		Wheeled Goals	MH Goals Ltd	S	3,000.00	600.00	3,600.00
Subtotal for Code:							Miscellaneous		£3,000.00	£600.00	£3,600.00
Subtotal for Cost Centre:							1. Income		3,000.00	600.00	3,600.00

Cost Centre 2. Finance & General Purposes

Code Number		27 Utiliites & Services									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
478	17/03/2025	Credit Card		Credit Card		Mobile Data	Lebara Mobile	S	4.12	0.83	4.95
479	17/03/2025	Credit Card		Credit Card		Mobile Data	Lebara Mobile	S	1.23	0.25	1.48
480	17/03/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
481	03/03/2025	27580		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	196.00	39.20	235.20
482	18/03/2025	802114546		Unity Trust Bank		Electricity Charges LD	British Gas	S	145.05	29.01	174.06
483	24/03/2025	952081		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	48.95	9.79	58.74
489	28/03/2025	813246100		Unity Trust Bank		Electricity Charges KGV	British Gas	S	504.02	100.80	604.82
Subtotal for Code:							Utiliites & Services		£903.49	£180.71	£1,084.20

Code Number		201 Stationery & Software									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
452	13/03/2025	504863		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	37.43	7.49	44.92
484	12/03/2025	47392		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	136.00	27.20	163.20
Subtotal for Code:							Stationery & Software		£173.43	£34.69	£208.12

Code Number		204 Subscriptions									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
460	13/03/2025	21305		Unity Trust Bank		Annual Subscription	Norfolk Parish Training Support	E	555.00		555.00
Subtotal for Code:							Subscriptions		£555.00		£555.00

Code Number		215 Bank Charges									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
469	17/03/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
470	17/03/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
476	17/03/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
486	31/03/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	0.30		0.30
490	31/03/2025			Unity Trust Bank		Service Charge	Unity Trust Bank	E	11.70		11.70
Subtotal for Code: Bank Charges									£21.00		£21.00

Code Number		284 Website									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
453	13/03/2025	2048		Unity Trust Bank		Website Development & Support	Steve Jackman Training & Support	E	750.00		750.00
Subtotal for Code: Website									£750.00		£750.00

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-03-2025 and 31-03-2025)

1 April 2025 (2024-2025)

												Subtotal for Cost Centre:	2. Finance & General Purposes	2,402.92	215.40	2,618.32
Cost Centre	3. Environment & Highways															
Code Number		304 Parish Partnerships														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
455	13/03/2025	16592		Unity Trust Bank		SAM2 Device	Westcotec	S	3,710.00	742.00	4,452.00					
							Subtotal for Code:	Parish Partnerships	£3,710.00	£742.00	£4,452.00					
							Subtotal for Cost Centre:	3. Environment & Highways	3,710.00	742.00	4,452.00					
Cost Centre	5. Open Spaces & Property															
Code Number		57 Play Area														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
456	13/03/2025	099787		Unity Trust Bank		Swing Chains	HAGS SMP	S	136.70	27.34	164.04					
471	17/03/2025	Credit Card		Credit Card		Algae Remover	Amenity Choice	S	71.30	14.26	85.56					
472	17/03/2025	Credit Card		Credit Card		Play Area Repairs	Wickes	S	6.46	1.29	7.75					
							Subtotal for Code:	Play Area	£214.46	£42.89	£257.35					
Code Number		58 Sports Facilities														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
477	17/03/2025	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.59		1.59					
							Subtotal for Code:	Sports Facilities	£1.59		£1.59					
Code Number		501 Pavilion Maintenance														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
454	13/03/2025	None		Unity Trust Bank		Electrical Works LD	Peter Stanger	E	1,500.00		1,500.00					
457	13/03/2025	23588		Unity Trust Bank		Defibrillatrs Pads LD & KGV	The Community Heartbeat Trust	S	273.95	54.79	328.74					
458	13/03/2025	24138		Unity Trust Bank		Defibrillator Pads for DVH	The Community Heartbeat Trust	S	131.95	26.39	158.34					
473	17/03/2025	Credit Card		Credit Card		Toilet Seats for pavilion	Wickes	S	21.67	4.33	26.00					
							Subtotal for Code:	Pavilion Maintenance	£1,927.57	£85.51	£2,013.08					
Code Number		503 Grounds Maintenance														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
450	13/03/2025	524		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,514.71	302.94	1,817.65					
461	13/03/2025	533		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,514.71	302.94	1,817.65					
474	17/03/2025	Credit Card		Credit Card		Grass Seed	Boston Seeds	E	49.00		49.00					
474	17/03/2025	Credit Card		Credit Card		Grass Seed	Boston Seeds	S	4.99	1.00	5.99					
							Subtotal for Code:	Grounds Maintenance	£3,083.41	£606.88	£3,690.29					
Code Number		504 Security														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
475	17/03/2025	Credit Card		Credit Card		Spare bin keys	Wheelie Bin Warehouse	S	13.00	2.60	15.60					
							Subtotal for Code:	Security	£13.00	£2.60	£15.60					

Listing of Payments in each Code for All Cost Centres
(Between 01-03-2025 and 31-03-2025)

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
451	13/03/2025	525		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	340.60	68.12	408.72
462	13/03/2025	534		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	340.60	68.12	408.72
Subtotal for Code: 3G Surface Maintenance									£681.20	£136.24	£817.44
Subtotal for Cost Centre: 5. Open Spaces & Property									5,921.23	874.12	6,795.35

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
463	31/03/2025			Unity Trust Bank		EE Tax & NI	HMRC	X	1,883.18		1,883.18
464	31/03/2025			Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	374.17		374.17
468	31/03/2025			Unity Trust Bank		Take-home pay	Staff	X	4,281.39		4,281.39
Subtotal for Code: Salaries									£6,538.74		£6,538.74

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
467	31/03/2025			Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,503.92		1,503.92
Subtotal for Code: Employer Pension Contributions									£1,503.92		£1,503.92

Code Number 68 Staff Training & Development

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
459	13/03/2025	21246		Unity Trust Bank		Staff Training	Norfolk Parish Training and Support	E	80.00		80.00
Subtotal for Code: Staff Training & Development									£80.00		£80.00

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
465	31/03/2025			Unity Trust Bank		Mileage & Allowance	Staff	X	218.86		218.86
Subtotal for Code: Expenses/Mileage									£218.86		£218.86

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
485	06/03/2025	None		Unity Trust Bank		HR Consultancy	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
Subtotal for Code: Consultancy Services									£100.00	£20.00	£120.00

Code Number 8531 Employer NI Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
466	31/03/2025			Unity Trust Bank		ER NI	HMRC	X	588.53		588.53
Subtotal for Code: Employer NI Contributions									£588.53		£588.53
Subtotal for Cost Centre: 6. Staffing									9,030.05	20.00	9,050.05

Cost Centre 8. Earmarked Reserves

Code Number 80 CIL Expenditure

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

Listing of Payments in each Code for All Cost Centres

(Between 01-03-2025 and 31-03-2025)

1 April 2025 (2024-2025)

487	26/03/2025	19917	Unity Trust Bank	Wheeled Goals	MH Goals Ltd	S	-7,144.75	-1,428.95	-8,573.70
488	26/03/2025	19917	Unity Trust Bank	Wheeled Goals	MH Goals Ltd	S	4,144.75	828.95	4,973.70
Subtotal for Code:					CIL Expenditure		£-3,000.00	£-600.00	£-3,600.00
Subtotal for Cost Centre:					8. Earmarked Reserves		-3,000.00	-600.00	-3,600.00
TOTALS							£21,064.20	£1,851.52	£22,915.72

DRAYTON PARISH COUNCIL

Paper	DPC7c: To receive list of payments for authorisation.
Meeting	Council
Date	10 th April 2025
Author	Parish Clerk & RFO
Summary	
<p>Per 5.2 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.</p>	
Recommendation	
Council is asked to receive the list of payments for authorisation.	

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
12	Utiiliites & Services	10/04/2025		Unity Trust Bank		Rates for KGV	Broadland District Council	X	1,602.96		1,602.96
6	Stationery & Software	10/04/2025		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	22.05	4.41	26.46
15	Stationery & Software	10/04/2025		Unity Trust Bank		Annual Subscription	Starboard Systems Ltd	S	777.60	155.52	933.12
11	Subscriptions	10/04/2025		Unity Trust Bank		Annual Subscription	NALC	E	678.50		678.50
13	Street Lighting Maintenance	10/04/2025		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
8	Street Scene Maintenance	10/04/2025		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services	S	108.80	21.76	130.56
9	Grounds Maintenance	10/04/2025		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,514.71	302.94	1,817.65
5	Grounds Maintenance	10/04/2025		Unity Trust Bank		Flowerbed Sign	Wensum Print	S	35.00	7.00	42.00
4	Security	10/04/2025		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	896.00	179.20	1,075.20
7	Security	10/04/2025		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	992.00	198.40	1,190.40
10	3G Surface Maintenance	10/04/2025		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	340.60	68.12	408.72
1	Pest Control	10/04/2025		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
2	Pest Control	10/04/2025		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
3	Pest Control	10/04/2025		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
14	Cyclical Payments	10/04/2025		Unity Trust Bank		Domain Management	Openstrike	E	125.00		125.00
Total									7,649.91	1,048.69	8,698.60

DRAYTON PARISH COUNCIL

Paper	DPC12a: Draft Annual Parish Meeting Agenda
Meeting	Council
Date	10 th April 2025
Author	Parish Clerk & RFO
Summary	
<u>Background</u> <p>The Local Government Act 1972 sets out that for every parish, there shall be a parish meeting for the purpose of discussing parish affairs. While the term ‘parish affairs’ has no statutory definition, it provides an opportunity for electors to have their say on anything which they consider important to the people of the parish.</p> <p>The annual parish meeting must be scheduled by the Parish Council and meet the following requirements:</p> <ul style="list-style-type: none">• Shall be held annually between 1st March and 1st June• Shall not commence earlier than 6 o’clock in the evening• Shall not be held in premises used for the supply of alcohol <p>The date of the 2025 Annual Parish meeting was agreed by the Council at the January 2025 meeting and is scheduled to take place on 1st May at 6:30pm in King George V Pavilion.</p> <p>Public notice must be given not less than 7 clear days before the meeting date and must specify the time and place, the business to be transacted and signed by the person or persons convening the meeting.</p> <p>It is typical for the Chairman of the Parish Council to convene the meeting, and if present, must preside the meeting. It is also typical for Parish Councillors to attend and speak as necessary.</p> <p>Full details on Parish Meeting rules and regulations can be found here: https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III</p> <u>Proposal</u> <p>Each year, Drayton Parish Council typically invites local community organisations to attend and present a brief account of its activities from the past year and any future plans. The following list draws on previous groups invited to participate and Councillors are asked to review and make recommendations for amendment as appropriate:</p> <ol style="list-style-type: none">1. Women’s Institute2. The Way Church / The Trinity Church / St Margaret’s Church / The Methodist Church3. Drayton Village Hall / Thorpe Marriott Village Hall4. Bob Carter Centre5. Teen Challenge6. Drayton Youth Football Club / Drayton Cricket Club7. Drayton Scout Group8. Drayton Junior School / Drayton Infant School <p>A copy of the draft agenda is also attached.</p>	
Recommendation	
Council is asked to consider the list of invitees and any additional groups or organisations for inclusion in the list and approve the draft agenda for publication.	



Notice of the Annual Parish Meeting

The Annual Parish meeting for the electors of Drayton Parish will be held on **Thursday 1st May 2025, 6:30pm** at King George V Pavilion, Drayton High Road, Drayton, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend.

G. Everett

Chairman, Drayton Parish Council

Date of Issue: 12nd April 2025

AGENDA

1. Welcome from the Chairman.
2. To receive minutes of the Annual Parish meeting held on 28th May 2024 for approval.
3. To receive reports from community representatives and organisations.
4. Public opportunity for questions to Councillors.

DRAYTON PARISH COUNCIL

Paper	DPC12b: To note correspondence regarding Norwich Western Link and consider a response
Meeting	Council
Date	10 th April 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>At the February 2025 meeting of the Council it was agreed to write to Norfolk County Council in support of the Norwich Western Link.</p> <p>The attached letter was sent to Norfolk County Council on 3rd March 2025 and the response received from Cabinet Member for Highways, Transport and Infrastructure, Cllr Graham Plant is provided below for consideration by Council.</p> <p><u>Proposal</u></p> <p>To consider request from Cabinet Member for Highways, Transport and Infrastructure to make use of the Council's letter and wording publicly and attribute it to the Parish Council. The Clerks name, role and contact details would be excluded from any publication.</p> <p><u>Correspondence Received 10th March 2025</u></p> <p><i>Dear Amy,</i></p> <p><i>Many thanks for your letter of 3 March, and to the whole of Drayton Parish Council for your support for our Norwich Western Link project. I understand that traffic congestion and rat-running are already significant issues in your and other communities in the area, and that this will only get worse with planned growth. I'm sorry that this is the experience of your residents and I want to reassure you that the Norwich Western Link remains a priority project for the county council.</i></p> <p><i>We have had constructive initial discussions with the Department for Transport regarding the future of the project and we are committed to continue working together to tackle the growing transport and traffic problems to the west of Norwich. I hope to be able to provide a further update shortly on the next steps.</i></p> <p><i>I think it's important that the views of local communities are heard in relation to this project and the transport issues in the area so would you and the parish council be happy for us to potentially make use of the letter and the wording used in it publicly and attribute it to the parish council at some point please? We wouldn't share your name, role or the contact details in the letter.</i></p> <p><i>Many thanks again and we will continue to keep your parish council informed on the future of the Norwich Western Link project.</i></p> <p><i>Best wishes,</i></p> <p><i>Graham</i></p> <p><i>Cllr Graham Plant</i></p> <p><i>Cabinet Member for Highways, Transport and Infrastructure</i></p> <p><i>Norfolk County Council</i></p>	
Recommendation	
Council is asked to consider the request and agree a response.	



Drayton Parish Council

Parish Office
King George Fifth Playing Field
Drayton High Road
Drayton, Norwich,
NR8 6AW
Telephone: 01603 864492 / 07512327458
Email: office@draytonparishcouncil.gov.uk

03/03/2025

Dear Sir/Madam,

RE: Support for the Norwich Western Link

Drayton Parish Council has been a long-standing supporter of the NWL project. Although disappointed that the planning application has been withdrawn, the Council understands the difficult position within which NCC finds itself.

The Council would like to impress upon you the significant impact that the absence of this vital infrastructure could have on traffic and congestion in Drayton, particularly considering the growing population in the area.

The village of Drayton already experiences traffic congestion due to the lack of a direct link between the NDR and the A47 west of Norwich and the Marriotts Park housing development is set to exacerbate these issues in Drayton. With c 1500 additional homes being built in Taverham, traffic through Drayton on roads such as School Road, Costessey Lane, Hall Lane and Low Road, will only increase.

These roads already struggle to cope with existing volumes, particularly during peak hours where congestion leads to rat-running through residential streets which were never designed to accommodate such high levels of traffic.

The Norwich Western Link could provide a much-needed solution by completing the missing section of road and diverting through traffic away from Drayton and other local communities. With the current programme of dualling the A47 to the west of Norwich, the Norwich Western Link will provide Norwich with a full dual carriageway orbital road making it easier to access all routes North, South, East and West of Norwich.

The Council also wishes to highlight the potential environmental impact on the River Wensum, a biological SSSI protected site and a special area of conservation, that may be damaged everyday by the increased traffic as a result of no viable alternative routes for vehicles.

The Council offers NCC it's continued and full support for the NWL to cut traffic congestions, reduce journey times, improve air quality for communities and support the growth ambition of the Government.

Amy Pinkham
Parish Clerk and RFO
Drayton Parish Council

DRAYTON PARISH COUNCIL

Paper	DPC12c: To consider response to devolution consultation.
Meeting	Council
Date	10 th April 2025
Author	Parish Clerk & RFO
Summary	
<u>Purpose of the Report</u> To assist Council in considering submitting a corporate response to the open consultation on Norfolk and Suffolk Devolution.	
<u>Background</u> In December 2024, the government published the English Devolution White Paper . The paper set out plans to move power out of Westminster and back to local communities, ensuring that every part of England is covered by devolution: the transfer of powers and funding from national to local government. The local council leaders from Norfolk County Council and Suffolk County Council have since written to government expressing their interest in taking forward devolution within their area through the establishment of a Mayoral Combined County Authority , with the first election for a Mayor taking place in May 2026. Before taking a decision on whether to proceed with the making of the necessary legislation, the government is seeking views from interested parties, including those who live and work in the area.	
<u>Norfolk and Suffolk Devolution Consultation</u> The consultation seeks views on the effect of establishing a Mayoral Combined County Authority in the area. It includes questions on the proposed geography and how the Combined County Authority will make decisions, together with questions on the effects of working across this geography. The consultation can be accessed from the government website using the link below and will close on 13 th April 2025 at 11:59pm. https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution	
<u>Proposal</u> It is recommended that Council submit a corporate response to the consultation.	
<u>Considerations</u> Broadland District Council unanimously approved a draft response to the consultation presented at its meeting held on 20 th March with no material amendments. A copy of the response is attached to aid discussion and full papers can be accessed from the Broadland website using the link below (See item 11, pg 67): https://democracy.southnorfolkandbroadland.gov.uk/ieListDocuments.aspx?CId=142&MIId=925&Ver=4 In addition to a corporate response, Councillors may submit individual responses should they wish to do so.	
Recommendation	
Council is asked to consider the proposal to submit a corporate response to the consultation.	

DRAFT Response to N&S MCCA Consultation

For each question, you can provide the following answers:

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know
- prefer not to say

You will also be invited to explain your answers.

Question 1: To what extent do you agree or disagree that establishing a Mayoral Combined County Authority over the proposed geography will deliver benefits to the area?

Agree

We fully support the proposal for Norfolk (and Suffolk) to have control over funds and powers devolved from the Government, as we believe that it should be those who have a deeper understanding of our area and communities, are best positioned to make decisions. However, we do disagree with the principles and governance model of a Mayoral Combined County Authority (see question 2) and the Governments approach to linking Devolution with Local Government Reorganisation (see question 5).

We do not disagree that Norfolk should have more control of devolved funding – quite the opposite; we believe that Norfolk should have maximum devolution, involving and engaging all principal authorities.

Norfolk's city, borough and district councils are the powerhouses and engine rooms for delivery across the county, working collaboratively, effectively and at pace to improve the lives of our communities. We believe that in the interim period between establishment of the MCCA and LGR taking place, all principal authorities in the area should have a seat at the table at the MCCA Board, alongside the Mayor.

Question 2: To what extent do you agree or disagree with the proposed governance arrangements for the Mayoral Combined County Authority?

Disagree

The Devolution Deal proposes that only Norfolk County Council and Suffolk County Council will control decisions related to the area via constituent membership (4 x seats). The proposed Deal also states that there will only be 4-non constituent members (so that's only 2 per County area, which for Norfolk represents nearly a million people). Voting rights of non-constituent members is at the discretion of the MCCA.

Whilst we understand this is an interim model whilst LGR takes places, this model would grant decision-making authority for a period of time until LGR is finalised, solely to Norfolk County Council and Suffolk County Council, 2 of the region's 14 principal authorities. We believe a more inclusive governance structure is needed, one that involves a wider selection of the borough, city, and district councils in the decision-making process. This approach would better utilise the expertise of all local leaders in the interim period, ensuring improved outcomes for residents. District councils in England are responsible for delivering 86 out of 137 essential local government services. As the authorities for housing and planning, we hold significant influence over devolution efforts and act as vital connectors between local government tiers, government agencies, and the community. We appreciate in due course LGR may incorporate these elements, but they need to be integrated at the design and setup phase. We must prevent Strategic Authorities from being too remote and have local distinctiveness in their 'DNA' - you can best assure this by empowering the borough, city, and district councils to be strong participants from the outset. Alongside this, we strongly believe that when the Shadow Unitary Authorities are established, they too should have a seat at the table at the MCCA Board as they will become constituent councils post vesting day.

At present, the proposed number of non-constituent members of 2 per county, which is stated in the consultation could be “representatives of an organisation; for example, a district council, local NHS trust, the Police and Crime Commissioner, or a local registered provider” – could lead to a scenario of only 1 district representative per County (or even none). In Norfolk, the strength of our County is its diversity – from communities to demographics to the economy. We are concerned that this model would simply ignore the importance of ensuring equal representation from our rural, urban and coastal areas.

We would request that Government consider agreeing:

1. The number of non-constituent members (per County) be increased to ensure equal representation for our rural, urban and coastal areas. A minimum of half the non-constituent members should be from the borough, city, and district councils.

2. That non-constituent members be automatically given voting rights on issues which directly affect their area (if they are a Principal Authority) or require the use of their resources or capacity to deliver.

Question 3: To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined County Authority will support the economy of the area?

Agree

The wider geography of Norfolk and Suffolk can bring together the economic strengths of both Counties in a coordinated approach. This could help align key priorities like infrastructure development, skills training, and business support across the two counties, fostering a more cohesive and efficient economic strategy.

Norfolk and Suffolk have areas (coastal, urban, rural) with varying levels of economic activity and prosperity. Devolution and a combined authority approach (with the right partners around the table), could help target investment and resources in the more rural or economically disadvantaged areas, creating a more balanced economic development across the entire region. This could help reduce inequalities and support more sustainable growth in all areas.

This could enable the prioritisation and targeting of policy interventions in areas that will deliver local, regional and national strategic objectives including growth and regeneration benefits. This might include focussed interventions where markets are insufficiently coordinated, require infrastructure investments or have complex value chains.

This approach would need to take account of and consolidate local strengths, specialisms, clusters, places, and types of economic activity – especially in the cases of capital-intensive and FDI-driven investments, where national and international visibility as well as local capability/capacity are critical success factors.

There are risks which would need to be managed by working across such a wide geography in terms of economic growth. While some parts of Norfolk and Suffolk, particularly urban areas like Norwich and Ipswich, may see significant economic benefits from an MCCA, smaller towns and rural areas (such as some areas in Broadland) might not receive the same level of focus or investment. This could exacerbate regional inequalities, with some areas experiencing more rapid growth than others. There needs to be effective balancing of need across the region, recognising the strengths of the area, but also the investment required to support certain parts of the region to grow and ensure that all communities within the region benefit equitably from economic policies.

Question 4: To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined County Authority will improve social outcomes in the area?

Disagree

Whilst we agree that devolution might help improve social outcomes across the region to a point, there are also wider factors which need to be considered by Government across the wider public sector which will vastly improve social outcomes for communities.

Working across Norfolk and Suffolk, we can see that partnership working could lead to better coordination of services such as housing, growth and strategic planning which have a direct effect on social outcomes. However, it is the role of the principal authorities in the area (the districts, city and borough councils, and unitary councils in the future), who work closest to the communities and deliver those services which have a direct and lasting impact on social outcomes (housing, **education**, early help and prevention, **social care**, **public health** etc). Therefore, we see getting local government right as being the first pillar to driving better outcomes locally. As outlined elsewhere in our consultation response, we believe that local government should be truly local and this should be a driving factor in LGR. Alongside this, we believe that Government should look at public service reform, not just LGR and devolution, because public services are interconnected and require a broader, more holistic approach to effectively meet the social needs of communities and individuals. Focusing solely on LGR and devolution might address some issues, but it may miss the broader systemic challenges that impact public services as a whole.

Critically, whilst “working across” a geography can have benefits, and has been a feature of previous ways of working, what will make the most substantial difference to improving social outcomes is the significant transfer of powers and funding to local areas and local communities, and the commitment to new and substantial investment in local areas. Co-working alone will not yield the kinds of change the Government is seeking, and we feel strongly that the focus should be on what powers and what funding is being devolved rather than geography alone.

Question 5: To what extent do you agree or disagree that working across the proposed geography through a Mayoral Combined County Authority will improve local government services in the area?

Disagree

We agree that in order to see large scale economic benefit from a Devolution Deal, a broader geography is required. However, this geography needs to work in sync and be proportionate to the Local Government arrangements which sit alongside it. For Devolution to be successful, we need the right size and scale of authorities across both Counties, as these authorities will need to work in collaboration with the MCCA

and also be close enough to the communities they serve in order to ensure effective representation of views and need.

Whether an MCCA improves local government services depends on its design, leadership, and the specific local context. If LGR is well-executed and designed at the right size and scale, we can see that it could lead to significant improvements, but if poorly implemented, it could lead to an imbalance in strategy and service delivery.

We call on Government to ensure through its LGR policy, to keep local government truly local and avoid creating ‘mega councils’ which are neither close to the community or capable of delivering locally responsive services. Improvement to services should be the focus of both LGR and Devolution – and not short-term arbitrary savings through simplistic merging of areas.

Critically, yes “working across” a geography can have benefits, and has been a feature of previous ways of working. However, what will make the most substantial difference to improving local government services is the significant transfer of powers and funding to local areas and local communities, and the commitment to new and substantial investment in local areas. Local Government is structurally underfunded, and addressing this needs to be part of any positive solution. Co-working alone through an MCCA will not yield the kinds of change the Government is seeking, and we feel strongly that the focus should be on what powers and what funding is being devolved rather than geography.

Question 6: To what extent do you agree or disagree that working across the proposed geography through a Mayoral Combined County Authority will improve the local natural environment and overall national environment?

Agree

Working across a broader geography could improve both the local and national environment if it allows for more effective coordination of environmental initiatives, resource pooling, and long-term and strategic environmental planning. A stronger collective voice for the region on environmental advocacy could support in creating a unified approach, reflecting the regional environmental identity and integrating approaches to the environment, with housing, economic development and transportation.

It is also recognised that the broader geography, collectively, has a leading UK role to play in net-zero ambitions and in the export of UK skills, capabilities and technologies – with all-energy strengths that encompass offshore wind, North Sea hydrocarbon transition, CCUS, hydrogen, solar and nuclear newbuild. This also presents opportunities to drive local growth, economic and social regeneration and individual outcomes, aligning with national policy objectives to ‘identify and support clean energy industrial sectors with the greatest growth potential’ and ‘consider where sectors and relevant capabilities are located to identify clusters that can drive growth’.

However, how successful this could be, depends on ensuring that hyper local environmental needs are not overlooked and that policies are implemented equitably across the entire geography. There may be disparities in the focus areas needed at a local level and we know across Norfolk and Suffolk, the environmental challenges are vastly different, therefore often needing a more localised focus.

Achieving the right size and scale of local government who are close to the communities they serve, through the process of LGR, can help alleviate these issues.

Question 7: To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined County Authority will support the interests and needs of local communities and reflect local identities?

Disagree

While the MCCA could have the potential to support the needs of local communities through coordinated efforts and stronger regional advocacy, it depends on how well the balance is struck between regional planning and local identity. If not managed carefully, there is a risk that smaller communities may feel underrepresented or ignored.

We believe that working across the wider geography of Norfolk and Suffolk could amplify the region's voice, allowing for more resources and political influence to be directed towards shared regional needs. This can create a unified approach to regional issues like transportation, housing, and economic development, which could be beneficial for local communities. The wider geography may also support common issues that affect multiple communities more effectively and with a more holistic view.

However, it needs to be recognised that a good balance between the strategic authority and local councils needs to be achieved, in order to avoid any sense of loss of local control, dilution of local representation or risk of inequality.

Smaller communities such as those in our area in Broadland, may feel that their unique needs and identities are overlooked in favour of broader regional priorities. This may become even more so, if the Strategic Authorities focus becomes too dominated by larger, more populous, and urban areas. There is also a risk that local communities may feel disconnected from decision-making processes, particularly if they do not share the same concerns as the regional Mayor and decision-making board. This could undermine the sense of local identity and individual community needs.

Achieving the right size and scale of local government who are close to the communities they serve, through the process of LGR, can help alleviate these issues.

DRAYTON PARISH COUNCIL

Paper	DPC12d: Local Government Reorganisation
Meeting	Council
Date	10 th April 2025
Author	Parish Clerk & RFO
Summary	
<u>Purpose of the Report</u> The purpose of the report is to note correspondence received from Leader of Norfolk County Council, Cllr. Kay Mason Billig, regarding Local Government Reorganisation (attached).	
<u>Background</u> In the context of the English Devolution White Paper published in December 2024, the Government has called for local government reorganisation in Norfolk and other areas where two tier systems of county and district councils will be replaced by one tier (unitary authorities) of local government, to run all local services in the area. The Minister of State for Local Government and English Devolution wrote to all Norfolk Leaders on 5th February 2025 inviting them to work with other council leaders in the area to develop a proposal for Local Government Reorganisation.	
<u>Local Government Reorganisation</u> Typically, this involves reducing how many tiers of councils there are in any given area and setting up single or 'unitary' councils which deliver all local public services. The following types of proposals for a single tier of local government are as follows: Type A: A single tier of local authority covering the whole of the county Type B: A single tier of local authority covering an area that is currently a district, or two or more districts Type C: A single tier of local authority covering the whole of the county, or one or more districts in the county; and one or more relevant adjoining areas Combined proposal: a proposal that consists of two or more Type B proposals, two or more Type C proposals, or one or more Type B proposals and one or more Type C proposals. On 17 th March 2025, Norfolk County Council approved their interim plan for Local Government Reorganisation. On Thursday 20 th March 2025, Broadland District Council approved their interim plan for Local Government Reorganisation. Detailed proposals are required by 26 th September 2025 and Drayton Parish Council can expect to receive future consultation opportunities and/or stakeholder engagement from Norfolk County Council and Broadland District Council for consideration.	
<u>Proposal</u> There is no immediate call to action required and Council is asked to note correspondence from Norfolk County Council that future consultation and/or stakeholder engagement regarding local government reorganisation will follow.	
Recommendation	
Council is asked to note correspondence received for information.	

KMB/SM

Tel: 01603 223201

17 March 2025

By Email

Dear Colleague,

Thank you for all the dedicated work you do in our towns and villages across Norfolk.

You may well be aware that the Government has called for local government reorganisation, with the county and district councils across England replaced by unitary authorities – running all services in their area.

I believe that this presents an opportunity for a fresh look at how services are provided in neighbourhoods - and of course town and parish councils are crucial to this, being rooted in the community.

I am really interested in your views and ideas, as we start to shape detailed plans over the next few months. For example, there may be some services currently provided by the district and county councils that your council would like to be more involved in, or you may have thoughts about how neighbourhoods can have a greater say about the services in their area.

I think that people in Norfolk deserve to have the most cost effective and efficient form of local government, with strong links to our communities. I believe we can achieve that, by working together.

This is a once in a generation opportunity to redesign local government, to make it effective and efficient, as well as community-focussed.

You may be aware that the County and District councils were asked by Government to submit an interim plan this month. Norfolk County Council's submission, attached to this email, highlights a range of potential benefits from having a unitary council system, including:

- ensuring strong local links, through close working with town and parish councils, or local boards.
- ending confusion – so people know who delivers services in their area and who to contact when they need them;
- delivering value for money – fewer sets of senior officers, councillors and council headquarters would free up money to put back into the services people need;
- joining up existing services, to make them more effective – such as bin collection and waste disposal and enabling housing and social care to work together more closely;

Initial calculations show we can save millions of pounds that can be reinvested in better services, if we do this right.

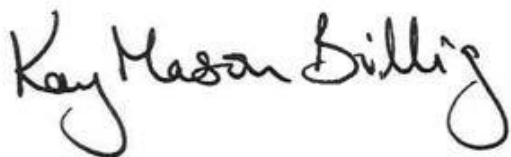
We are determined to be guided by the data to develop the best possible proposal, to submit to Government in September. To make sure we get it right we want to understand what is important to local people in your area, and hear from you about what your council thinks we need to know. That's why I'm keen to engage with you over the coming weeks and you should be hearing from my officers soon.

If you have any initial questions and thoughts, please do feel free to contact the team at lgr@norfolk.gov.uk.

In the meantime, you can find updates on local government reorganisation and devolution on our website at www.norfolk.gov.uk/devolution. You will also find a useful overview of devolution and local government reorganisation attached to this letter, which will be soon be published in our latest edition of Your Norfolk magazine.

I will keep you updated and really look forward to working with you.

Yours sincerely,

A handwritten signature in black ink that reads "Kay Mason Billig". The signature is written in a cursive, flowing style.

Cllr Kay Mason Billig
Leader of the Council