

DRAYTON PARISH COUNCIL MEETING MINUTES

Held on Thursday 24th November 2022 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

Present: Cllrs G Everett (Chair), J Anderson, J Edward-Smith, A Taylor, H Kisby, C Brown.
Parish Clerk: S Hawken
Assistant Clerk & RFO: A Gallant
Locum Clerk: A Barnes

1. **Apologies and consideration for approval of absence.** Apologies for absence were received and accepted from Cllrs A Crotch, N Quinsey and K Morgan.
2. **Members' declarations of interest and requests for dispensations.**
None.
3. **To receive any questions or comments from members of the Public on matters on the agenda.**
No members of the public were present.
4. **Budget Drafting**
 - a. Staffing Committee
 - b. Governance Committee
 - c. Environment and Highways Committee
 - d. Open Spaces and Property Committee

The Council received and **APPROVED** the Budget for 2023/24 with a precept of £186,990.

5. Finance and Governance

- a. To receive and approve a list of receipts and payments in accordance with the budget. To include any additional receipts/payments prior to meeting. The list of payments and receipts were received and **APPROVED** by the Council.
Action: Clerk
- b. To receive options for replacement office photocopier and approve delegated authority to Clerk up to a maximum spend. The Council **APPROVED** delegated authority to the Clerk to spend up to £1000 on a new photocopier.
Action: Clerk
- c. To agree a new energy contract for the electricity supply at Longdale. The Council **AGREED** to accept a 2 year fixed contract with Smartest Energy. All in favour, one abstention.
Action: Clerk

6. Dates for next meetings:

28th November 2022 Open Spaces and Property Meeting (Visit from Sutcliffe Play)
(1st December 2022 Christmas Light Switch On Event)
(5th December 2022 Meeting with S106 Officer from Broadland)
8th December 2022 Parish Council Meeting
15th December 2022 Governance Committee Meeting

Meeting closed at 8.30pm.

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
 (Between 11-11-2022 and 24-11-2022)

Cost Centre	1. Income												
Code Number	Date	22 VAT Refund	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
41	15/11/2022		Unity Trust Bank		DD	VAT Reclaim	HMRC	R		7,369.02	7,369.02		
							Subtotal for Code: VAT Refund			£7,369.02	£7,369.02		
							Subtotal for Cost Centre: 1. Income			7,369.02	7,369.02		
							TOTALS			£7,369.02	£7,369.02		

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 11-11-2022 and 24-11-2022)

Cost Centre		2. Governance		27 Utilities & Services							
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	292	16/11/2022	Unity Trust Bank	DD	Broadband and Telephone Charges	Zen Internet Ltd	S	45.70	9.14	54.84	
	294	24/11/2022	Unity Trust Bank	BACS	Waste Clearance	Norwich Waste Disposal	S	179.00	35.80	214.80	
						Subtotal for Code: Utilities & Services		£224.70	£44.94	£269.64	
Code Number		204 Subscriptions									
Vchr.	290	14/11/2022	Unity Trust Bank	DD	Data Protection Act	Information Commissioners Office	E	35.00		35.00	
						Subtotal for Code: Subscriptions		£35.00		£35.00	
Code Number		215 Bank Charges									
Vchr.	286	16/11/2022	Unity Trust Bank	DD	Bank Charges	Lloyds Bank	E	3.00		3.00	
	289	16/11/2022	Unity Trust Bank	DD	Bank Charges	Lloyds Bank	E	3.00		3.00	
						Subtotal for Code: Bank Charges		£6.00		£6.00	
						Subtotal for Cost Centre: 2. Governance		265.70	44.94	310.64	
Cost Centre		3. Environment & Highways									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	281	11/11/2022	Unity Trust Bank	BACS	Highway Grass Cutting	Garden Guardian Ltd	S	745.38	149.08	894.46	
						Subtotal for Code: NCC Highways Verges		£745.38	£149.08	£894.46	
Code Number		8523 Street Lighting Maintenance									
Vchr.	293	24/11/2022	Unity Trust Bank	BACS	Street Lighting Repairs	T T Jones Electrical Ltd	S	94.00	18.80	112.80	
						Subtotal for Code: Street Lighting Maintenance		£94.00	£18.80	£112.80	
						Subtotal for Cost Centre: 3. Environment & Highways		839.38	167.88	1,007.26	
Cost Centre		5. Open Spaces & Property									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	284	16/11/2022	Unity Trust Bank	DD	Doorbell - KGV Pavilion	Toolstation	S	16.65	3.33	19.98	
	285	16/11/2022	Unity Trust Bank	DD	Kettle	Tesco	S	15.83	3.17	19.00	
	288	16/11/2022	Unity Trust Bank	DD	Cleaning Materials	ASDA	S	28.63	5.73	34.36	
						Subtotal for Code: Pavilion Maintenance		£61.11	£12.23	£73.34	
Code Number		503 Grounds Maintenance									
Vchr.	280	11/11/2022	Unity Trust Bank	BACS	KGV Grass Maintenance	Garden Guardian Ltd	S	1,788.00	357.60	2,145.60	
	282	11/11/2022	Unity Trust Bank	BACS	Grass Cutting	Garden Guardian Ltd	S	1,309.42	261.88	1,571.30	
	287	16/11/2022	Unity Trust Bank	DD	Handyman Accessories	Tradepoint	S	11.05	2.21	13.26	
						Subtotal for Code: Grounds Maintenance		£3,108.47	£621.69	£3,730.16	

DRAYTON PARISH COUNCIL BUDGET 2023/24

Line No.	Details	2020/21		2021/22		2022/23			2023/24
		Budget	Actual to Year End	Budget	Actual to Year End	Budget	Actual to 31.10.2022	Budget Remaining	Approved Precept
	EXPENDITURE								
	Staffing Committee								
61	Gross Salaries	53,923.00	60,320.07	52,000.00	33,100.43	76,000.00	40,967.16	35,032.84	71,355.00
	Employer National Insurance	5,000.00	4,255.26	6,000.00	2,106.38	-		0.00	-
65	Employer Pensions	12,132.00	12,156.65	12,000.00	6,311.93	-		0.00	-
602	Consultancy & Contracting Staff	1,500.00	2,666.10	2,000.00	2,872.50	4,750.00	2,250.68	2,499.32	2,750.00
68	Staff Training	1,500.00	260.00	750.00	-	2,000.00	52.00	1,948.00	1,300.00
601	Expenses / Mileage	1,300.00	1,261.29	2,000.00	1,089.92	2,000.00	1,256.92	743.08	1,300.00
69	Advertising/Contingency	-	-	250.00	184.00	250.00	-	250.00	3,295.00
	Sub Total	75,355.00	80,919.37	75,000.00	45,665.16	85,000.00	44,526.76	40,473.24	80,000.00
	Governance								
26	Office Equipment	750.00	818.94	500.00	103.32	£500.00	-	500.00	£500.00
27	Utilities and Services	8,000.00	8,276.37	9,180.00	6,131.08	£10,995.00	6,191.64	4,803.36	£21,024.00
28	Handyman Equipment	500.00	1,091.42	500.00	599.54	£1,400.00	356.85	1,043.15	£500.00
	Handyman Consumables	400.00	549.23	400.00	380.32	£0.00	-	0.00	£0.00
201	Stationery & Software	1,300.00	1,680.36	1,157.00	1,255.88	£1,588.00	247.87	1,340.13	£2,086.00
	Postage	150.00	65.00	90.00	19.95	£0.00	19.95	-19.95	£0.00
204	Subscriptions	1,565.00	1,497.31	1,400.00	956.32	£1,532.00	1,374.92	157.08	£1,530.00
205	Insurance	2,900.00	3,012.99	3,100.00	3,064.69	£6,000.00	3,826.31	2,173.69	£4,840.00
206	Waste Collections	1,000.00	220.00	500.00	260.00	£0.00	-	0.00	£0.00
208	Community Event	1,000.00	1,000.00	1,000.00	310.08	£3,500.00	1,070.79	2,429.21	£3,700.00
211	S137 Payments	50.00	25.00	50.00	25.00	£25.00	-	25.00	£25.00
212	Grants	3,000.00	2,131.00	2,500.00	-	£5,000.00	550.00	4,450.00	£3,000.00
213	Chairman's Allowance	150.00	118.13	150.00	130.98	£150.00	13.33	136.67	£150.00
215	Bank Charges	200.00	144.00	200.00	84.65	£200.00	107.10	92.90	£160.00
216	Member Training	500.00	803.00	500.00	125.00	£500.00	52.00	448.00	£200.00
	Contingency	-	288.46	-	-	£5,000.00	-	5,000.00	£1,204.00
282	Community Newsletter	2,340.00	1,365.00	2,000.00	262.13	£2,800.00	753.00	2,047.00	£2,800.00
284	Website	-	1,233.99	200.00	260.08	£300.00	191.99	108.01	£300.00
8522	Street Lighting Energy	-	-	-	-	£12,500.00	-	12,500.00	£6,000.00
8523	Street Lighting Maintenance	-	2,523.00	-	-	£12,500.00	10,047.92	2,452.08	£19,000.00
	Sub Total	23,805.00	26,843.20	23,427.00	13,969.02	£64,490.00	24,803.67	24,734.25	£67,019.00
	Environment and Highways								
31	NCC Highway Verges	2,370.00	5,436.64	5,575.00	4,875.97	£5,963.00	5,217.66	745.34	£6,556.00
33	Residents Competitions	250.00	-	250.00	-	£250.00	-	250.00	£130.00
	Tree Survey	500.00	225.00	2,000.00	-	£0.00	-	0.00	£0.00
35	Tree Maintenance	2,000.00	7,627.15	4,050.00	-	£5,000.00	2,841.67	2,158.33	£5,750.00
36	Street Scene Maintenance	1,500.00	1,569.14	1,845.00	684.67	£2,300.00	91.00	2,209.00	£3,350.00
38	Green Lanes	200.00	1,899.09	200.00	-	£200.00	-	200.00	£800.00
39	New Litter / Dog / Grit Bins	500.00	356.12	500.00	394.52	£500.00	-	500.00	£500.00
	St Margaret's Churchyard	1,788.00	1,753.00	1,800.00	-	£0.00	-	0.00	£0.00
8522	Street Lighting Energy	-	-	-	-	-	-	0.00	£0.00
8523	Street Lighting Maintenance	-	-	-	-	-	-	0.00	£0.00
304	Parish Partnerships	10,000.00	32,875.00	25,000.00	-	£17,100.00	-	17,100.00	£2,376.00
	Sub Total	19,108.00	51,741.14	41,220.00	5,955.16	£31,313.00	8,150.33	23,162.67	£19,462.00
	Open Spaces and Property								
57	Play Area Repairs	800.00	401.11	800.00	1,275.71	£1,000.00	-	1,000.00	£1,000.00
58	Football Accessories	100.00	343.97	150.00	35.00	£150.00	-	150.00	£150.00
59	Pavilion Consumables	300.00	244.62	300.00	110.71	£300.00	178.19	121.81	£0.00
501	Pavilion Maintenance	2,900.00	7,409.08	2,600.00	2,938.26	£4,000.00	2,473.08	1,526.92	£4,000.00
502	Play Area Inspections	225.00	202.50	225.00	202.50	£202.50	202.50	0.00	£225.00
503	Grounds Maintenance	14,700.00	16,566.56	15,000.00	9,133.86	£16,478.00	9,294.18	7,183.82	£17,640.00
504	Security	7,500.00	7,362.00	7,600.00	4,900.00	£7,600.00	5,916.08	1,683.92	£13,140.00
505	Fire Equipment Maintenance	100.00	56.00	100.00	156.00	£100.00	-	100.00	£0.00
	Playing Field Projects	8,950.00	585.00	10,000.00	-	£0.00	-	0.00	£0.00
	CCTV	1,000.00	-	-	83.25	£0.00	-	0.00	
80	New Play Equipment KGV	-	-	-	-	£0.00	-	0.00	
	3G Accessories	200.00	95.66	100.00	-	£0.00	-	0.00	£0.00
511	3G Surface Maintenance	3,295.00	3,302.75	3,370.00	1,936.55	£3,654.00	2,053.81	1,600.19	£4,020.00
512	Floodlight Maintenance	750.00	-	750.00	-	£750.00	-	750.00	£0.00
	3G Fencing Repair	500.00	108.14	200.00	-	£0.00	-	0.00	£0.00
514	Pest Control	615.00	600.00	615.00	450.00	£600.00	300.00	300.00	£720.00
	Sub Total	41,935.00	37,277.39	41,810.00	21,221.84	£34,834.50	20,417.84	14,416.66	£40,895.00
	TOTAL EXPENDITURE	160,203.00	196,781.10	181,457.00	86,811.18	215,637.50	97,898.60	102,786.82	207,376.00
	Expenditure in Earmarked Reserves								
	Safety Surfacing Longdale	-	-	-	24,559.80	-	-	0.00	
	Goal Storage Compound	-	-	-	3,108.00	-	-	0.00	
	Community Infrastructure Levy	-	-	-	19,825.18	-	24,633.48	-24,633.48	
	Sub Total	-	-	-	47,492.98	-	24,633.48	-24,633.48	

	INCOME								
	Staffing	-	-	-	-	-	-	£0.00	-
	Sub Total	-	-	-	-	-	-	£0.00	-
	Governance								
13	Income on Investments	750.00	801.10	100.00	171.47	£200.00	612.33	-£412.33	£2,500.00
21	Insurance - Bowls Club Reimbursement	175.00	166.19	-	-	£175.00	-	£175.00	£190.00
	New Homes Bonus / Grants	1,000.00	33,314.86	-	-	£0.00	-	£0.00	£0.00
14	Miscellaneous	-	853.84	-	285.43	£0.00	285.43	-£285.43	£0.00
	Sub Total	1,925.00	35,135.99	100.00	456.90	375.00	897.76	- 522.76	2,690.00
	Environment and Highways								
	Recycling Credits	-	-	-	-	£0.00	-	£0.00	£0.00
		-	-	-	-	£0.00	-	£0.00	£0.00
31	NCC Highways Verges	2,766.00	2,792.00	2,834.00	2,825.56	£2,825.00	5,960.89	-£3,135.89	£6,556.00
	Sub Total	2,766.00	2,792.00	2,834.00	2,825.56	2,825.00	5,960.89	-£3,135.89	6,556.00
	Open Spaces and Property								
51	Grass Pitch Hire	1,859.00	2,534.00	1,984.00	1,840.00	£1,840.00	2,443.50	-£603.50	£2,400.00
53	KGV Pavilion Hire	400.00	7.00	-	60.00	£100.00	306.00	-£206.00	£1,700.00
54	Miscellaneous Income	155.00	100.00	150.00	500.00	£155.00	375.00	-£220.00	£155.00
55	3G Income	5,000.00	2,500.00	5,000.00	2,500.00	£5,100.00	2,635.00	£2,465.00	£5,610.00
56	Cricket Hire	1,097.00	325.34	1,100.00	1,153.75	£1,152.50	1,215.00	-£62.50	£1,275.00
		8,511.00	5,466.34	8,234.00	6,053.75	8,347.50	6,974.50	1,373.00	11,140.00
	USE OF EARMARKED RESERVES				47,492.98		24,633.48		
	Street Lighting from Broadland	-	-	-	-	-	-	-	-
	Transfer from CIL - PPS	-	-	-	-	-	-	-	-
	Transfer from Earmarked Reserve - Play Eqt	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	TOTAL INCOME	13,202.00	43,394.33	11,168.00	9,336.21	11,547.50	13,833.15	- 2,285.65	20,386.00
	SPECIAL EXPENSES CHARGE	43,125.00	-	51,987.00	-	-	-	-	-
	PRECEPT	163,200.00	163,200.00	163,200.00	163,200.00	186,990.00	186,990.00	-	186,990.00
	TOTAL INCOME	219,527.00	219,527.00	174,368.00	172,536.21	198,537.50	200,823.15	-	207,376.00
	EXCESS / LOSS	59,324.00	22,745.90	- 7,089.00	85,725.03	- 17,100.00	102,924.55	-	-
	Inc/Dec on Council Tax Bill	#DIV/0!		1.07%		14.58%			-2.71%
	Tax Base	1,884.00		1,864.00		1,864.00			1,916.00
	Band D	£86.62		£87.55		£100.32			£97.59
	Band D including Special Expenses	£109.51		£115.44		£100.32			