

**DRAYTON PARISH COUNCIL
MEETING MINUTES**

**Held on Thursday 6th April 2023 at 7.00pm at King George V Pavilion, King George V Playing Field,
Drayton High Road, Drayton, NR8 6AW.**

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

In attendance: A Gallant (Assistant Clerk), 1 Member of the public.

Meeting opened: 07:12pm

1) Apologies and consideration for approval of absence.

No apologies received.

2) Members' declarations of interest and requests for dispensations.

Cllr. K. Morgan declared an interest under item 7ai) regarding planning application 2023/0583 due to his ownership to the property next door.

3) To receive and agree minutes from the Parish Council Meeting held on Thursday 9th March 2023.

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

4) To receive any questions or comments from members of the Public on matters on the agenda.

It was believed that neighboring properties relating to planning application 2023/0583 had not been notified by Broadland District Council for comment and that a number of residents objected to the application citing environmental and safety concerns.

Thanks, on behalf of Drayton Parish Council, were shared with District Cllr. R. Foulger for his service.

5) To receive any reports:

a) County Councillor: Tony Adams

In response to the lack of car parking in Drayton, County Cllr. T. Adams planned to approach the Managing Director of Carters to consider reopening the back of Barclays Bank to alleviate the issue.

Letters had been sent to residents to confirm plans for the decision taken to close Carter Road.

b) District: Cllr A Crotch, Drayton North & Cllr R Foulger, Drayton South

Thanks, on behalf of the residents of Drayton were shared with District Cllr. R. Foulger for his longevity of service.

The Communities, Housing and Planning Policy Development Panel met on the 5th April 2023 to endorse the Health and Wellbeing Partnership Strategy. The vision was to give every person in Broadland equal opportunities to live healthier, happier lives. It was noted that the integrated Care System was a good outcome for Broadland residents and the Parish Council may wish to consider links with the Mindful Towns and Villages project.

It was noted that Cllr. A. Crotch would be re-standing for Drayton North in the upcoming local elections.

Cllr. R. Foulger reported in relation to planning application 2023/0583 that following historic controversy regarding activity on the site, an investigation was carried out by the Broadland Planning Enforcement Team. The owners were advised to submit an application explaining what they wished to do in the area and is presented under item 7ai) for consideration by Council.

It was noted that any terms and conditions should be clarified prior to granting permission to ensure these are adhered to.

c) Police

No police report had been received. Cllr. G. Everett attended the Priority Setting meeting on 24th March 2023 and noted that no members of the public were in attendance. It was believed that attendance had decreased following the SNAP meetings were disbanded. District Cllr. R. Foulger agreed to contact the priority team to determine if anything could be done to further increase community engagement.

Anti-social behaviour and parking were amongst the issues discussed at the meeting and it was reported that speeding was no longer seen as an issue for the area. Cllr. G. Everett raised issues of parking outside the Drayton Junior School and the Drayton Pharmacy on Pond Lane on behalf of residents of Drayton who had raised safety concerns to Council.

It was noted that the misuse of Laughing Gas cannisters was becoming prevalent in the area and that the theft of catalyst converters had increased. Members of the public were encouraged to use doorbell cameras and to reach out to the police should they witness any police matters for reporting.

6) Clerk's Report and Matters Arising

a) King's Coronation Picnic update.

That a Zoom meeting was scheduled for Monday 17th at 7:30pm to discuss and confirm the itinerary for the day and availability for support from Council members.

It was noted that a grant of £860 had been received from the Lottery Community Fund to support costs towards the event. It was confirmed with Zurich that there were no insurance implications for the event and that a risk assessment had been drafted for the day. Food stalls included a Hog Roast and Ice Cream Van and the Bowls Club had confirmed they would be open to serve alcohol to the public.

It was noted that Drayton Cricket Club and Drayton Youth Football Club would be in attendance to promote the clubs.

b) King George V Playing Field play area update.

That work was progressing well, and completion was expected in time for the Kings Coronation event. It was noted that positive comments and feedback from members of the public had been received and that the play area would be promoted on social media following the installation of the equipment.

c) Green Lane improvement works with the Fringe Project.

It was noted that the Fringe Project would be removing the boardwalk and installing the new steps on the 19th and 20th April and that updates would be published on social media in due course.

d) Correspondence

Members of the public wishing to submit a formal response to a planning application must do so via the Broadland District Council Planning Portal and cannot be officially logged by the Parish Council. It was noted that comments received by the Clerk from members of the public regarding planning applications would be circulated to Councillors for information when considering a corporate response to the relevant planning application. It was noted that the Public Forum also provided an opportunity to receive comments and feedback from members of the public on planning applications.

7) Planning

a) To consider planning applications as follows:

i) Application Reference: 2023/0583

Cllr. K. Morgan left the meeting for discussions under item 7ai).

Council considered the application and comments received by members of the public, Highways and the Environment Quality Team. Council **AGREED** by a majority vote with one abstention from Cllr. Edward-Smith, not to object to the application subject to the following points being included as part of any planning approval; the proposed area under consideration for change of use to not be expanded beyond the area as shown in the application, vehicle access to the area remaining for agricultural use is maintained from the existing entrance on Fakenham Road, the 2 comments from Highways regarding the provision of on-site parking and vehicular turning, the 3 comments from the Environmental Quality Team regarding lighting, contamination and asbestos.

It was noted that to ensure compliance with Policy GC4(iv) of Broadland's Development Management DPD the Parish Council would like to see suitable hedging or fencing installed on top of the recently created earth banking around the compound to avoid any detrimental impact on the amenity of existing properties.

ii) Application Reference: 2023/0450

No objections or comments.

iii) Application Reference: 2023/0603

No objections or comments.

iv) Application Reference: 2023/0691

No objections or comments. Cllr. Everett abstained from the vote due to the proximity of his home address in relation to the application.

b) Planning decisions

None received.

8) Finance

a) To receive and approve bank reconciliation.

Council **AGREED** the bank reconciliation. It was noted that due to the timing of the April meeting, final bank statements for year ending 31st March 2023 were outstanding for accounts with Nationwide, Cambridge Building Society and BDC Parish Deposit Scheme and that a final bank reconciliation would be presented at the May meeting.

b) To receive and ratify approval of a list of receipts and payments in accordance with the budget. To include any additional receipts/payments prior to meeting.

Council **AGREED** the list of payments and receipts and Cllr. J. Anderson and G. Everett, as authorised signatories, confirmed that due process had been followed.

c) Review and approve the Asset Register.

That work had begun on a review of the Asset Register in preparation for the insurance renewal and would be presented at the May meeting for consideration alongside insurance quotes received.

d) Review Scribe license renewal.

Council **AGREED** to renew its Scribe license.

e) Receive insurance quotes and decide on insurer for 2023/24.

It was noted that Zurich and BHIB had been approached for insurance quotes and would be presented at the May meeting for consideration.

f) Approve the budget for the King's Coronation Picnic.

Council **AGREED** to a budget of £795.20 for the remaining costs for the event.

g) Approve 3 x internal transfers of £25,000 for the new King George V Playing Field Play Area.

Council **AGREED** to 3 internal transfers of £25,000 from the Unity Trust Instant Access Account towards the King George V Playing Field play area.

h) To consider proposal by Plantscape with respect to previous invoice.

Council **AGREED** to pay 60% of the total amount due and write to confirm that any future works should only be carried out following written approval by Council.

Action: Clerk

i) To set up a direct debit for payment to NPower for street lighting.

Council **AGREED** to set up a Direct Debit for NPower. It was noted that further clarification was required on bills received to date prior to payment.

9) Receive the agenda for the Annual Parish Meeting on the 25th May 2023.

Council **AGREED** to amend the start time to 6:30pm and to amend the wording regarding the Chairman as the Parish Council Chairman would not be appointed at the time the agenda would be published. Council **AGREED** that invites should be extended to the Trinity Church in Thorpe Marriot, the Methodist Church, both schools, the Scouts, the Taverham Litter Pickers and the Food Bank.

Action: Clerk

10) Nominate members for the Bob Carter Centre.

Cllrs J. Anderson, C. Brown, G. Everett, H. Kisby and S. White were appointed as Council representatives for the Bob Carter Centre.

11) Environment and Highways Committee.

a) To receive the minutes from the meeting on 23rd February 2023.

Noted.

12) Open Spaces and Property Committee

a) To receive the minutes of the meeting on 2nd March 2023.

Noted.

b) To receive and approve quotes for 5 yearly electrical testing at Longdale and King George V Pavilion.

It was noted that OSP had previously agreed to pursue the best value quote for electrical testing and that following clarification on the quotes received Council agreed to appoint Peter Stanger.

13) Governance Committee.

a) To approve 2 additional banking arrangements.

Council **AGREED** to set up a Community Saver Issue 10 with Skipton Building Society and a Treasurer's Savings Account with Santander.

The signatories for Drayton Parish Council remain unchanged and include, Cllr. Everett, Cllr. Crotch, Cllr. Anderson and Cllr. Quinsey. In line with the Council's Financial Regulations, the accounts shall require two authorised signatories to operate the account.

Action: Clerk

b) To approve the appointment of an Internal Auditor for the 2023/24 financial year.

Council **AGREED** to appoint Trevor Brown CPFA for the 2023/24 financial year following the recommendation from the Governance Committee.

c) To receive and approve Standing Orders 2023/24.

Council **AGREED** to accept the tracked changes and adopt the Standing Orders 2023/24 as recommended by the Governance Committee.

d) To receive and approve Financial Regulations 2023/24.

Council **AGREED** to accept the tracked changes and adopt the Financial Regulations 2023/24 as recommended by the Governance Committee.

e) To receive and approve Financial Risk Assessment.

Council **AGREED** to accept the tracked changes and adopt the Financial Risk Assessment as recommended by the Governance Committee.

f) To receive and approve Scheme of Delegation and Organisational Chart.

Council **AGREED** to adopt the Scheme of Delegation and Organisation Chart as recommended by the Governance Committee.

g) To approve the .gov.uk domain name.

Council **AGREED** to purchase the domain name www.draytonparishcouncil.gov.uk from FastHosts as recommended by the Governance Committee at a cost of £109 + VAT for the first two years of registration.

Action: Clerk

14) Staffing Committee.

a) To receive the minutes of the meeting on 16th March 2023.

Received.

b) To approve the outsourcing of Payroll.

Council **AGREED** to outsource Payroll to Norfolk ALC as recommended by the Staffing Committee for 3 employees at the non-member rate of £27.00 per month.

Action: Clerk

15) Exchange of Information / Matters for next agenda.

Council members and members of the public were reminded that voters in England would need to show photo ID to vote at polling stations in the upcoming local elections and that a Voter Authority Certificate could be applied for if no accepted photo ID was held.

Council members and members of the public were reminded that the Kings Coronation Event was scheduled to take place on Sunday 7th May at King George V Playing Field between midday and 5:00pm.

A proposal to establish a Planning Committee was made to facilitate obtaining local resident views prior to Council submitting responses to planning applications. It was noted that members of the public were able to contact the Parish Clerk and attend all Council meetings to express their views and assist Council in forming a corporate view on planning matters and for this reason a Planning Committee would not be considered at this time.

It was noted that an office in the center of Drayton could be beneficial and a proposal to consider the purchase of the old Barclays building for a Council Office was made. It was noted that any plans to purchase another site at this stage would be subject to recommendations from the feasibility study regarding upgrades/refurbishment and or rebuild of the pavilion at KGV.

16) Dates for next meetings:

17 April 2023 zoom meeting for coronation event planning.

27th April 2023 Open Spaces and Property Meeting. It was noted that the meeting would begin at 6:30pm to account for consideration of the Feasibility Study Report

18th May 2023 Annual Meeting of the Parish Council

25th May Annual Parish Meeting/Environment and Highways Committee Meeting

8th June 2023 Parish Council Meeting

15th June 2023 Governance Committee

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 10-03-2023 and 06-04-2023)

Cost Centre		2. Governance		27 Utilities & Services		28 Handyman Equipment		201 Stationery & Software		215 Bank Charges		5. Open Spaces & Property		503 Grounds Maintenance		504 Security		514 Pest Control						
Code Number	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total	Code Number	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total	
441	15/03/2023	V0208539488C		Unity Trust Bank	Mobile Phone		EE	S	22.84	4.57	27.41	442	10/03/2023	33512		Unity Trust Bank	Office 365 Licence		Anglian Internet	S	18.80	3.76	22.56	
443	27/03/2023	19495282		Unity Trust Bank	Mobile Phone		O2	S	110.96	22.19	133.15	447	16/03/2023			Unity Trust Bank	Miscellaneous For office		Amazon	S	82.88	16.59	99.47	
445	16/03/2023	40413806		Unity Trust Bank	Broadband and Telephone Charges		Zen Internet Ltd	S	57.42	11.48	68.90	Subtotal for Code: Stationery & Software												
446	16/03/2023	18193544		Unity Trust Bank	Mobile Phone		Currys PC World	S	89.00	17.80	106.80	Subtotal for Cost Centre: 2. Governance												
455	15/03/2023			Unity Trust Bank	Electricity Charges LD		Smartest Energy	L	306.67	15.33	322.00	452	16/03/2023			Unity Trust Bank	Grass Seed		Wickes	Z	33.00		33.00	
				Subtotal for Code: Utilities & Services					£586.89	£71.37	£658.26	Subtotal for Code: Grounds Maintenance												
				Subtotal for Code: Handyman Equipment					£12.83	£2.57	£15.40	Subtotal for Code: Security												
				Subtotal for Code: Stationery & Software					£101.68	£20.35	£122.03	Subtotal for Code: Pest Control												
				Subtotal for Code: Bank Charges					£6.90		£6.90	Subtotal for Code: Rabbit Fence Repair KGV PLG Farm Supplies												
				Subtotal for Cost Centre: 2. Governance					708.30	94.29	802.59	Subtotal for Code: Pest Control												
				Subtotal for Code: Security					£20.83	£4.17	£25.00	Subtotal for Code: Pest Control												
				Subtotal for Code: Pest Control					£24.99	£5.00	£29.99	Subtotal for Code: Pest Control												
				Subtotal for Code: Pest Control					£24.99	£5.00	£29.99	Subtotal for Code: Pest Control												

Drayton Parish Council
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(Between 10-03-2023 and 06-04-2023)

Cost Centre		6. Staffing Committee		5. Open Spaces & Property		78.82	9.17	87.99			
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
61 Salaries											
Vchr. 435	31/03/2023			Unity Trust Bank		Salary	Employee 8	X	1,464.77		1,464.77
436	31/03/2023			Unity Trust Bank		Salary	Employee 10	X	1,281.31		1,281.31
437	31/03/2023			Unity Trust Bank		Salary	Employee 4	X	803.52		803.52
Subtotal for Code: Salaries									£3,549.60		£3,549.60
63 Employer NI Contributions											
Vchr. 439	31/03/2023			Unity Trust Bank		Tax and NI, employer	HMRC	X	656.33		656.33
Subtotal for Code: Employer NI Contributions									£656.33		£656.33
65 Employer Pension Contributions											
Vchr. 440	31/03/2023			Unity Trust Bank		Employer NPF Contributions	Norfolk Pension Fund	X	1,259.39		1,259.39
Subtotal for Code: Employer Pension Contributio									£1,259.39		£1,259.39
601 Expenses/Mileage											
Vchr. 438	31/03/2023			Unity Trust Bank		Mileage	Employee 4	E	67.05		67.05
Subtotal for Code: Expenses/Mileage									£67.05		£67.05
602 Consultancy Services											
Vchr. 456	10/03/2023			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
Subtotal for Cost Centre: 6. Staffing Committee									5,632.37	20.00	5,652.37
TOTALS									£6,419.49	£123.46	£6,542.95

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
 (Between 10-03-2023 and 06-04-2023)

Cost Centre	1. Income	14 Miscellaneous		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Vchr.	Date	Invoice No	Minute							
54		31/03/2023				Grant	National Lottery Community Fund	X	860.00		860.00
55		31/03/2023				Streetlighting	Broadland District Council	Z	40,912.95		40,912.95
							Subtotal for Code: Miscellaneous		£41,772.95		£41,772.95
							Subtotal for Cost Centre: 1. Income		41,772.95		41,772.95
TOTALS									£41,772.95		£41,772.95