

DRAYTON PARISH COUNCIL

MEETING MINUTES

MINUTES of the Parish Council Meeting held on Thursday 8 June 2023 at 7.00 pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW

Councillors Present: Cllrs G Everett, A Crotch , J Anderson, C Brown, N Quinsey, S White, J Edwards-Smith, A Taylor, H Kisby, K Morgan

In attendance: Sara Campbell (Locum Clerk), Amy Gallant (Assistant Clerk), District Cllr P Auber (Drayton South), County Cllr T Adams and 1 member of the public

1. Apologies and consideration of acceptance for absence:

None.

2. Members' declarations of interest and requests for dispensations

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form, then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects.

1. Your wellbeing or financial position
2. That of your family or close friends
3. That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

No interests were declared.

3. To receive and agree minutes from the Annual Meeting of the Parish Council held on Thursday 18th May 2023:

The minutes of Thursday 18th May 2023 Annual Meeting of the Parish Council were received and **APPROVED** by the Council

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

The Chairman reminded the Council and the members of the public of Council Standing Orders.

One member of the public wished to ask the Council to revisit the Operational Tree Policy last reviewed in October 2021. There have been 144 trees felled at the former David Rice Hospital site with only outline

planning permission. At Florence Carter memorial park 5 replacement trees have not been maintained. Recently a memorial tree was cut flush to the ground with no knowledge of the Tree Officer. With losing trees for new developments, it is important to maintain the existing trees. The Council has a water bowser to assist with the ongoing maintenance of the trees.

The Council will discuss this at Agenda item 9.2

Agenda items 8. Finance & 11. Governance Committee were moved to discuss here, however for the purpose of these minutes they are kept in number order.

5. To receive any reports:

County Councillor – Tony Adams reported:

- There is a parking meeting for Pond Lane residents to be held on Tuesday, 13 June at Drayton Village Hall.
- The Carter Road closure is problematic, it has been approved by Highways the hold-up is with Hopkins Homes not releasing the money. Hopkins Homes have not seen the drawings likely to be a further 4 week delay.

District Councillor – Paul Auber (Drayton South)

- Broadland is now run by an alliance who have taken over from the Conservatives
- Drayton doctors surgery planning application has been approved to improve the surgery before the new development takes place. Surgery will be able to provide care for up to 25,000 patients.

District Councillor – Adrian Crotch (Drayton North)

- Broadland & South Norfolk Council have moved to the new Horizon Building, this is an energy efficient building which should provide up to £300,000 of energy savings per annum. There is potential for Thorpe Lodge to be sold.
- The Conservatives left a £20m reserve and they will be holding the new administration to account for this.

6. Clerks Report and Matters Arising:

None

7. Planning:

a) To consider planning applications as follows:

i. None

b) Planning decisions:

ii. None

8. Finance

a) To receive and approve bank reconciliation.

The Council received and unanimously **APPROVED** the bank reconciliation for May 2023.

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:

The Council unanimously **APPROVED** the receipts and payments.

c) To note the Internal Audit Report 2022/23 and approve publication on the Parish Council website:

The RFO updated the Council on the Internal Audit Report provided by Trevor Brown. The report concluded that the Clerk and RFO provide a very high standard of support to the Council. Councillors unanimously voted to the report being displayed on the Parish Council noticeboard.

d) To approve Section 1 - the Annual Governance Statement 2022/3:

Unanimously **APPROVED**.

e) To approve Section 2 – Accounting Statements 2022/23:

Unanimously **APPROVED**.

f) To approve the explanation of significant variances for submitting to the External Auditor:

Unanimously **APPROVED**.

g) To note the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return. Commencing on Monday 12 June and ending on Friday 21st July 2022.

Dates confirmed and unanimously **APPROVED**.

9. Environment and Highways Committee:

a) To receive update on Christmas tree base repair at Florence Carter Memorial Park:

This needs securing for safety – Clerk to liaise with Ali Deeba contractor for urgent repair.

b) To consider delegation of the following matter to the next meeting of the Environment & Highways Committee:

i. Verge Maintenance and contract schedule

ii. To consider tree replacements at KGV and schedule works

Unanimously agreed that items i. & ii. are discussed at Environment and Highways Committee meeting.

10. Open Spaces and Property Committee:

a) Regarding the Pavilion rebuild/refurbishment, the Committee wishes to put the following proposals to Council for consideration:

i. The committee proposed to recommend to Council that further designs are requested for the refurbishment of the existing Pavilion.

ii. The committee proposed to recommend to Council that the preferred option is for a new build over and above refurbishing the existing Pavilion.

Lengthy discussions took place which also included, in addition to the above, to consider adding an extension to extend the Bowls Club to include a meeting room and Parish Council offices.

Cllr Quinsey proposed that the Council accept i. above to request further designs for the refurbishment of the existing building, to meet FA standards also. Cllr J Anderson seconded and Cllrs voted 8 for and 2 Cllrs abstained.

b) To receive an update on the works at Florence Carter Memorial Play Park:

Work is in progress; the contractors are doing an excellent job. Tree people are currently undertaking the tree works. The Chair passed on the Councils thanks to Drayton Hall Team Challenge for such an excellent job.

The Council needs to consider the planting scheme for the flowerbeds.

The uncovered well needs to be safety check and confirmation of it's safety needs to be minuted for insurance purposes.

c) To consider proposal from the Church Fete Committee to use FCMP grounds for the annual Church Fete on 8 July:

Cllr K Morgan proposed, seconded Cllr H Kisby and unanimously agreed.

d) To note concerns raised regarding anti-social behaviour at Longdale Park:

Cllr Crotch updated the Council on the complaints from residents regarding noisy motorbikes, revving engines and loud music playing. Brett Peyton (Beat Officer) has been contacted and is investigating CCTV. This weekend the noise continued, and some aggressive behaviour was witnessed. Cllr Crotch with others spent over 45 minutes assisting with the clearing of rubbish but there was no damage to council property.

11. Governance Committee:

a) To receive draft minutes of the Governance Committee held on 23rd March 2023:

The Council received the Governance Committee minutes.

b) To consider continuation of Council website support for 2023/24:

Cllr Everett proposed the Council continue with the support provided by Steve Jackman and unanimously agreed.

12. Exchange of Information / Matters for next agenda:

Trees removed from Highways Land for E&H to consider.

To consider a meeting with Taverham Parish Council and the MD of Norwich Airport concerning the aircraft noise.

Cllr Crotch suggested inviting the Norwich Airport MD to talk at the Annual Parish Meeting.

Discuss bins at Florence Carter.

Confirmation of dates for defibrillator training at Village Hall.

13. Dates for next meetings:

15 June 2023 – Governance Committee

20 June 2023 – Staffing Committee

22 June 2023 – Open Spaces and Property Committee Meeting

13 July 2023 – Parish Council Meeting

10 August 2023 – Parish Council Meeting

Meeting closed at: 20:20 pm.

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 19-05-2023 and 08-06-2023)

Cost Centre 2. Governance**Code Number 26 Office Equipment**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
77	08/06/2023	237489		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	35.02	7.00	42.02
Subtotal for Code: Office Equipment									£35.02	£7.00	£42.02

Code Number 27 Utilites & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
73	08/06/2023			Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	179.00	35.80	214.80
74	08/06/2023			Unity Trust Bank		Electricity Charges KGV	British Gas	S	383.38	76.68	460.06
99	25/05/2023	20744753		Unity Trust Bank		Mobile Phone	O2	S	85.32	17.06	102.38
Subtotal for Code: Utilites & Services									£647.70	£129.54	£777.24

Code Number 208 Community Event

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
84	08/06/2023	SP23002826		Unity Trust Bank		First Aid Provision	St John Ambulance	S	132.00	26.40	158.40
85	08/06/2023			Unity Trust Bank		Entertainment	The Mustangs Country Band	Z	60.00		60.00
Subtotal for Code: Community Event									£192.00	£26.40	£218.40

Code Number 8524 Contingency

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
78	08/06/2023	69		Unity Trust Bank		Hire of Village Hall	Drayton Village Hall	Z	8.00		8.00
Subtotal for Code: Contingency									£8.00		£8.00

Subtotal for Cost Centre: 2. Governance **882.72** **162.94** **1,045.66**

Cost Centre 3. Environment & Highways**Code Number 31 NCC Highways Verges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
72	08/06/2023			Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	819.88	163.98	983.86
Subtotal for Code: NCC Highways Verges									£819.88	£163.98	£983.86

Code Number 38 Green Lanes

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
86	08/06/2023	3010858964		Unity Trust Bank		Work at Green Lanes	Norwich City Council	S	3,935.81	787.16	4,722.97
Subtotal for Code: Green Lanes									£3,935.81	£787.16	£4,722.97

Subtotal for Cost Centre: 3. Environment & Highways **4,755.69** **951.14** **5,706.83**

Cost Centre 5. Open Spaces & Property**Code Number 503 Grounds Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
69	08/06/2023	108903A		Unity Trust Bank		Skip Hire	AKS Skip Hire Services Ltd	S	220.00	44.00	264.00
70	08/06/2023			Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,457.78	291.56	1,749.34
Subtotal for Code: Grounds Maintenance									£1,677.78	£335.56	£2,013.34

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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71	08/06/2023	Unity Trust Bank	Longdale 3G surface clean	The Garden Guardian Ltd	S	316.83	63.37	380.20		
						Subtotal for Code:	3G Surface Maintenance	£316.83	£63.37	£380.20
						Subtotal for Cost Centre:	5. Open Spaces & Property	1,994.61	398.93	2,393.54

Cost Centre 6. Staffing Committee

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
63	31/05/2023			Unity Trust Bank		Salary	Employee 4	X	793.38		793.38
64	31/05/2023			Unity Trust Bank		Salary	Employee 10	X	1,318.11		1,318.11
65	31/05/2023			Unity Trust Bank		Salary	Employee 8	X	1,494.87		1,494.87
66	31/05/2023			Unity Trust Bank		Tax and NI, employer	HMRC	X	649.84		649.84
						Subtotal for Code:	Salaries		£4,256.20		£4,256.20

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
67	31/05/2023			Unity Trust Bank		Employer NPF Contributions	Norfolk Pension Fund	X	1,263.43		1,263.43
						Subtotal for Code:	Employer Pension Contributio		£1,263.43		£1,263.43

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
68	22/05/2023			Unity Trust Bank		Mileage	Employee 4	X	59.40		59.40
101	30/05/2023			Unity Trust Bank		Refund payment made in error	Employee 8	Z	-8.99		-8.99
						Subtotal for Code:	Expenses/Mileage		£50.41		£50.41

Subtotal for Cost Centre:	6. Staffing Committee	5,570.04	5,570.04
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Cost Centre 8. Earmarked Reserves and CIL Expenditure

Code Number 80 ER: CIL Expenditure

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
80	08/06/2023	OP/1121994		Unity Trust Bank		New Play Equipment	Sutcliffe Play	S	56,288.95	11,257.79	67,546.74
81	08/06/2023	OP/1121995		Unity Trust Bank		New Play Equipment	Sutcliffe Play	S	9,735.69	1,947.14	11,682.83
82	08/06/2023	OP/1121997		Unity Trust Bank		New Play Equipment	Sutcliffe Play	S	23,796.19	4,759.24	28,555.43
83	08/06/2023	OP/1121996		Unity Trust Bank		New Play Equipment	Sutcliffe Play	S	3,200.81	640.16	3,840.97
						Subtotal for Code:	ER: CIL Expenditure		£93,021.64	£18,604.33	£111,625.97

Code Number 8525 S106

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
80	08/06/2023	OP/1121994		Unity Trust Bank		New Play Equipment	Sutcliffe Play	S	12,168.69	2,433.74	14,602.43
						Subtotal for Code:	S106		£12,168.69	£2,433.74	£14,602.43
						Subtotal for Cost Centre:	8. Earmarked Reserves and CIL		105,190.33	21,038.07	126,228.40

TOTALS	£118,393.39	£22,551.08	£140,944.47
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Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 19-05-2023 and 08-06-2023)

Cost Centre 1. Income

Code Number 14 Miscellaneous

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	30/05/2023			Unity Trust Bank		Damaged Goal Posts	SE Brown	X	12.50		12.50
Subtotal for Code: Miscellaneous									£12.50		£12.50
Subtotal for Cost Centre: 1. Income									12.50		12.50

Cost Centre 5. Open Spaces & Property

Code Number 53 Pavilion Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	31/05/2023	2023-2024/65		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	152.00		152.00
Subtotal for Code: Pavilion Hire									£152.00		£152.00
Subtotal for Cost Centre: 5. Open Spaces & Property									152.00		152.00

TOTALS £164.50 £164.50