Minutes of the meeting of Drayton Parish Council held on **Thursday 9th July 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

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

Meeting Opened: 7:03pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllr. R. Turner.

2. DECLARATIONS OF INTEREST

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

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

3. MINUTES

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

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

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

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

4. PUBLIC FORUM

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

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

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

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

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

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

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

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

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

e) To receive reports from any other public bodies.

None.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg14-17].

Council received the report with no further questions or comments.

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

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

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

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

Council **AGREED** to submit no comments.

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

Council **AGREED** to submit no comments.

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

Council **AGREED** to submit no comments.

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

Council **AGREED** to submit no comments.

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

Council **AGREED** to submit no comments.

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

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

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

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

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

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

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

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

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

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

8. FINANCE & GENERAL PURPOSES COMMITTEE

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

Noted.

9. PLAYING FIELDS & PROPERTY COMMITTEE

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

Noted.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

a) To receive minutes of the Committee held on 4th June 2026 [Pg27-31].

Council received the minutes with no further questions or comments.

11. STAFFING COMMITTEE

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

Council received the minutes with no further questions or comments.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

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

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

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

Noted.

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

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

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

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

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

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

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

Noted.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

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

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

14. UPCOMING MEETING DATES

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

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

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

Council noted the dates of the next Council meetings.

Meeting Closed: 8:03pm

DRAYTON PARISH COUNCIL

Paper	**DPC2a:** Declarations of Interest.
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Declarations of Interests

All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.

At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.

Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.

You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.

If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.

For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.

Dispensation Requests

In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.

Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.

For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.

Recommendation

Council is asked to note the paper for information.

Interests Flowchart

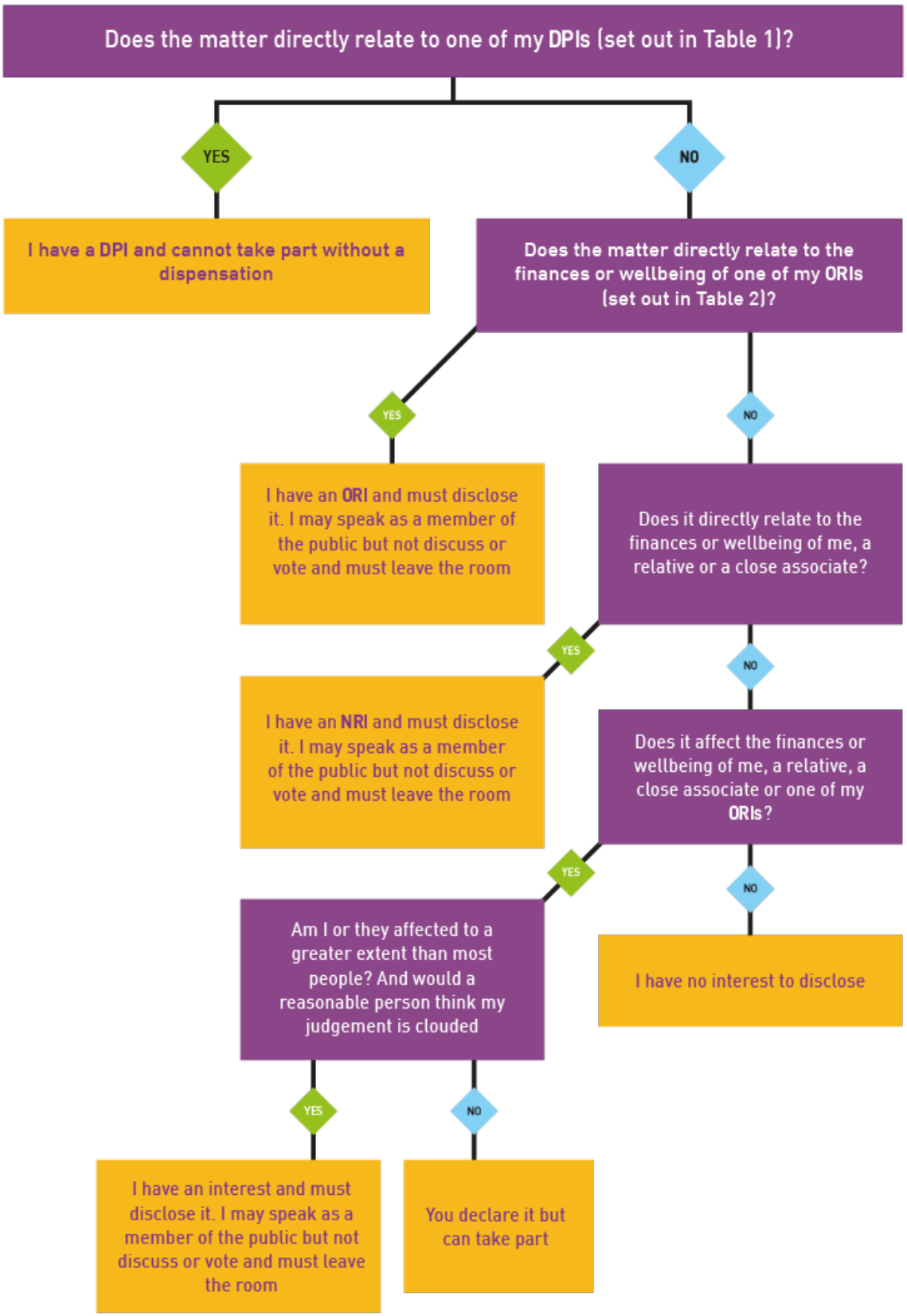


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Paper	**DPC3a:** To receive minutes for approval.
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Per section 12 of the Council's adopted Standing Orders, Council members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.

The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.

A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

Confirmed minutes shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

For information

Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors who are present and the names of councillors who are absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
vi. if there was a public participation session;
vii. and the resolutions made.

Recommendation

Council is asked to confirm the accuracy of the minutes of the last meeting of the Council.

Minutes of the meeting of Drayton Parish Council held on **Thursday 11th June 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, A. Crotch (Chair), G. Everett, H. Kisby, K. Morgan and N. Quinsey.

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

Meeting Opened: 7:00pm

1. **APOLOGIES**

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

   Apologies received and accepted for Cllr. A. Taylor, R. Turner, C. Brown and J. Edwards-Smith.

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 14th May 2026 for approval [Pg5-10].**

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

4. **PUBLIC FORUM**

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

   None.

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

   It was reported that the Norfolk County Council (NCC) Local Member Funding Schemes were currently on hold while NCC reviewed its priorities and overall financial position. The Parish Council would be notified if and when the funding schemes reopened.
   Regarding Local Government Reorganisation (LGR), it was reported that NCC had written to the Secretary of State outlining its opposition to LGR, noting that it would be costly and could have a significant detrimental effect on front line services. It was further noted that change could and should be made to reinvigorate localism within existing systems.
   Council raised a number of outstanding Highways matters, including blocked drains on School Road, the installation of new bollards outside Drayton Junior School and the replacement bollards on Hall Lane. Cllr. J. Butler agreed to follow up these matters and report back at the next meeting. Cllr. J. Butler reiterated that issues should continue to be reported through the NCC portal and escalated to him where there were recurring issues that had not been addressed.
   Council confirmed its position on the Norwich Western Link and welcomed NCC's support for progressing the project.

Council received the written report with thanks and agreed it would be a useful report to receive each month.

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

Locally it was reported that the new Chair of Thorpe Marriott Village Hall, Carol Ward, was seeking to regenerate the facility and Adrian Crotch had been appointed interim Treasurer. Efforts were being made to bring local businesses together from the Thorpe Marriott square to collectively engage with the landlord regarding concerns about the future of the premises. It was reported that the delay to the reopening of Tesco was due to matters involving the landlord.
Regarding Travellers on Reepham Road, it was reported that a court order had been required to secure their eviction and the Travellers had now moved on. It was noted that the occupation had caused considerable damage to bollards and gates, together with the accumulation of rubbish in the area.
Regarding the Marriott Park Development it was reported that Cllr. A. Crotch had spoken against the development at the previous planning meeting however, the application was subsequently approved by the Planning Committee.
It was noted that Broadland District Council had recently adopted the Women and Girls' Safety Charter providing a practical framework for the Council, businesses and community organisations to work together to address safety concerns and create environments where people feel comfortable and supported.

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

None.

e) To receive reports from any other public bodies.

Council noted the prolonged absence of police representation at meetings and raised concerns regarding recent reports of crime in Thorpe Marriott. An update was requested from Local Beat Manager, PC Brett Peyton, for the next meeting.
Cllr. A. Crotch confirmed the next SNAP meeting was scheduled for Monday 22nd June 6pm at Horsford Village Hall.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg11-14].

Council received the report with no further questions. Further to the report, the Clerk noted that repairs to the drain on Fakenham Road had been completed by Anglian Water, fixings of the new play area signage were being altered prior to release of payment, and that two expressions of interest had been received for Parish Councillor as a direct result of the Annual Newsletter and would be considered at the next meeting.

b) To receive feedback from the Town and Parish Council Forum held Tuesday 9th June 2026.

It was reported that the Greater Norwich Local Plan was being reviewed and that the current housing land supply position was approximately 4.8 years. The review was required following changes to national planning policy and updated housing need calculations. It was noted that the Government's increased housing targets were contributing to the need to reassess future housing requirements.
It was reported that the World Health Organisation was promoting the development of age-friendly communities, with a focus on supporting people to age well and ensuring

local areas meet the needs of older residents. Councillors were encouraged to share information regarding local initiatives and support available for older people with Broadland.
It was reported that Chris Giddings had been appointed as the new Police Inspector, replacing Mike Austin. It was noted that he would be hosting the next SNAP meeting.
Broadland Governance Manager, Linda Mockford, confirmed that the publication of councillors' home addresses was no longer required. Parish and District councillors' details were being updated on websites and declarations were being amended accordingly.
Regarding Local Government Reorganisation (LGR), it was noted that the order was currently before Parliament and was not expected to progress until September. It was further noted that work would continue toward implementation of LGR, despite any ongoing appeals.
Lastly, it was noted that a by-election for the Police and Crime Commissioner (PCC) would be held on 16th July following the resignation of Sarah Taylor. The successful candidate would serve the remainder of the term, which runs until May 2028.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2026/1520: 39 School Road, NR8 6EG.

Council **AGREED** to submit no comments.

ii) 2026/1224: 9 Littlewood NR8 6FB Works to TPO trees.

Council noted the application had been approved by Broadland Officers.

iii) 2026/1270: Land at Manor Park Approval of Condition Details.

Council **AGREED** to submit no comments.

iv) 2026/1033: 5 Drayton Grove NR8 6PU.

Council **AGREED** to submit a comment on the application, sharing concerns on the scale of the development in line with comments submitted by the neighbouring property.

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

i) 2026/1083: 5 Manor Farm Close, NR8 6EE – Approval with no Conditions (Delegated).

ii) 2026/1034: 4 Littlewood NR8 6FB Works to TPO trees – Approval with Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg15-16].

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

b) To receive list of receipts and approved payments for May 2026 [Pg17-22].

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

c) To receive list of payments for authorisation [Pg23-24].

Council authorised the list of payments to be made.

d) To receive the Annual Governance and Accountability Return Briefing [Pg25-26].

Council noted the briefing with thanks.

e) To receive the Annual Internal Audit Report and consider any recommendations for action [Pg27-53].

Council received the report with no further questions, noting its thanks to the Clerk and Deputy Clerk for their work towards the excellent findings within the report and **AGREED** to publish the report on the parish council website.

f) To receive the Annual Governance Statement for consideration of approval [Pg54-60].

Council received and **AGREED** the Annual Governance Statement as presented and the statement was duly signed by the Chair.

g) To receive the Annual Accounting Statements for consideration of approval [Pg61-67].

Council received and **AGREED** the Annual Accounting Statements as presented and the form was duly signed by the Chair.

h) To consider approval of dates set for the Notice of Public Rights [Pg68-71].

Council **AGREED** the dates set for the Notice of Public Rights as presented subject to amendment for the commencement period to end on Friday 24th July 2026.

8. FINANCE & GENERAL PURPOSES COMMITTEE

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

Noted.

b) To consider recommendation to adopt CCTV Policy as presented [Pg72-83].

Council **AGREED** to adopt the CCTV Policy as presented.

9. PLAYING FIELDS & PROPERTY COMMITTEE

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

Noted.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

a) To note meeting of the Committee held on 4th June 2026.

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 note no other matters for discussion and decision.

Noted.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

DRAFT

Council noted its thanks to former County Councillor Anthony Adams for his effective work to date and looked forward to working together with newly appointed County Councillor Jason Butler.
Cllr. Everett gave his apologies for the next meeting of the Council.
It was noted that the Cycle paths on Hall Lane were inaccessible and the visibility by the mini roundabout was poor and required reporting to Highways.

14. UPCOMING MEETING DATES

a) **Extraordinary Parish Council meeting Thursday 25th June 2026.**

b) **Staffing Committee Thursday 25th June 2026.**

c) **Parish Council meeting Thursday 9th July 2026.**

Council noted the dates of the next Council meetings.

Meeting Closed: 8:16pm

DRAFT

Paper	**DPC3b:** To receive minutes for approval.
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Per section 12 of the Council's adopted Standing Orders, Council members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.

The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.

A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

Confirmed minutes shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

For information

Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors who are present and the names of councillors who are absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
vi. if there was a public participation session;
vii. and the resolutions made.

Recommendation

Council is asked to confirm the accuracy of the minutes of the last meeting of the Council.

Minutes of the extraordinary meeting of Drayton Parish Council held on **Thursday 25th June 2026, 6:30pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, A. Crotch (Chair), H.Kisby, N. Quinsey and A. Taylor.

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager, 1 member of the public.

Meeting Opened: 6:30pm

1. **APOLOGIES**

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

   Apologies received and accepted for Cllrs. G. Everett, K. Morgan, J. Edwards-Smith, R. Turner and C. Brown.

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. **PUBLIC FORUM**

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

   None.

4. **PLAYING FIELDS & PROPERTY COMMITTEE**

   a) **To consider recommendation for the appointment of Architectural Services for the KGV Pavilion Refurbishment project [Pg5-29].**

   Council **AGREED** to award the contract for Architectural Services for the KGV Pavilion Refurbishment project to Contractor A, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.

   b) **To consider recommendation for the appointment of Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project [Pg30-39].**

   Council agreed to consider 5a before 4b. Standing Orders were suspended at 6:48pm to enable John Wilson to answer any questions from the Council regarding his application.
   Standing Orders were reinstated at 6:52pm.
   Council **AGREED** to award the contract for Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project to Contractor A, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.

   c) **To consider recommendation for the appointment of Structural & Civil Engineering Services for the KGV Pavilion Refurbishment project [Pg40-69].**

   Council **AGREED** to award the contract for Structural & Civil Engineering Services for the KGV Pavilion Refurbishment project to Contractor C, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.

DRAFT

d) To consider recommendation for the appointment of Asbestos removal Services for the KGV Pavilion Refurbishment project [Pg70-75].

Council **AGREED** to award the contract for Asbestos Removal Services for the KGV Pavilion Refurbishment project to Contractor 3, as recommended by the Advisory Group.
It was noted that asbestos removal causing significant impact on usage of the building would take place closer to the date of works.

5. OTHER MATTERS FOR DISCUSSION AND DECISION

a) To consider application(s) received for casual vacancies for appointment by co-option [Pg76-78].

Council **AGREED** to co-opt John Wilson as Parish Councillor for Drayton South.
Council **AGREED** to co-opt Richard Fish as Parish Councillor for Drayton South.
It was noted that declarations of acceptance of office would be signed before the next meeting of the Council.

b) To consider grant application received from RG Carter Bowls Club for approval [Pg79-86].

Council **AGREED** to award a grant up to £250, subject to receipt of required costs under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.
It was noted that the Grants Policy would be reviewed regarding recurring applications.

6. EXCHANGE OF INFORMATION

a) To note any other matters raised.

It was noted that a 4G mast is being installed at Longdale. Broadland District Council advised that the installation was within permitted development and didn't require planning permission. It was further noted that there may be an impact on Parish Council trees situated at Longdale and Cllr. Crotch advised that he would continue to monitor the situation.

7. UPCOMING MEETING DATES

a) Staffing Committee Thursday 25th June 2026.

b) Parish Council meeting Thursday 9th July 2026.

Council noted the upcoming meeting dates.

Meeting Closed: 7:18pm

DRAFT

Paper	**DPC5a:** To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.

Matters arising shall include a record of the following:

1. The meeting date
2. The minute reference
3. The agenda item
4. The resolution
5. Status update

The Clerks Report on Council matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.

If the item requires a substantial paper for discussion and decision by Council the item will appear under its own agenda item.

Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.

Recommendation

Council is asked to note the matters arising for information.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
12.03.2026	12e)	To consider grant application from Ambers Army	Council **AGREED** to award a grant up to £500 subject to receipt for storage solutions under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.	**Ongoing:** Amber's Army notified of award of grant. Payment pending receipt of amount due.
11.06.2026	3a)	To receive minutes of the meeting of the Council held on 14th May 2026 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.	**Complete:** Minutes uploaded to Council website.
11.06.2026	6a)i)	2026/1520: 39 School Road, NR8 6EG.	Council **AGREED** to submit no comments.	**Complete:** No further action required.
	6a)ii)	2026/1224: 9 Littlewood NR8 6FB Works to TPO trees.	Council noted the application had been approved by Broadland Officers.	**Complete:** No further action required.
	6a)iii)	2026/1270: Land at Manor Park Approval of Condition Details.	Council **AGREED** to submit no comments.	**Complete:** No further action required.
	6a)iv)	2026/1033: 5 Drayton Grove NR8 6PU.	Council **AGREED** to submit a comment on the application, sharing concerns on the scale of the development in line with comments submitted by the neighbouring property.	**Complete:** Response submitted via email 15th June 2026.
11.06.2026	7e)	To receive the Annual Internal Audit Report and consider any recommendations for action	Council received the report with no further questions, noting its thanks to the Clerk and Deputy Clerk for their work towards the excellent findings within the report and **AGREED** to publish the report on the parish council website.	**Complete:** Report published on Council website 12th June 2026 and submitted to external auditor 15th June 2026.
11.06.2026	7f)	To receive the Annual Governance Statement for consideration of approval	Council received and **AGREED** the Annual Governance Statement as presented and the statement was duly signed by the Chair.	**Complete:** Report published on Council website 12th June 2026 and submitted to external auditor 15th June 2026.
11.06.2026	7g)	To receive the Annual Accounting Statements for consideration of approval	Council received and **AGREED** the Annual Accounting Statements as presented and the form was duly signed by the Chair.	**Complete:** Report published on Council website 12th June 2026 and submitted to external auditor 15th June 2026.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
11.06.2026	7h)	To consider approval of dates set for the Notice of Public Rights	Council **AGREED** the dates set for the Notice of Public Rights as presented subject to amendment for the commencement period to end on Friday 24th July 2026.	**Complete:** Notice published at Council Office and on Council website 12th June 2026.
11.06.2026	8b)	To consider recommendation to adopt CCTV Policy as presented	Council **AGREED** to adopt the CCTV Policy as presented.	**Complete:** Published on Council website and Document Log updated.
25.06.2026	4a)	To consider recommendation for the appointment of Architectural Services for the KGV Pavilion Refurbishment project	Council **AGREED** to award the contract for Architectural Services for the KGV Pavilion Refurbishment project to Contractor A, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.	**Ongoing:** Successful bidders notified. Contract to be signed and award notice issued on Find a Tender subject to receipt of satisfactory references. References requested. Unsuccessful bidders notified.
25.06.2026	4b)	To consider recommendation for the appointment of Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project	Council **AGREED** to award the contract for Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project to Contractor A, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.	**Ongoing:** Successful bidders notified. Contract to be signed and award notice issued on Find a Tender subject to receipt of satisfactory references. References requested. Unsuccessful bidders notified.
25.06.2026	4c)	To consider recommendation for the appointment of Structural & Civil Engineering Services for the KGV Pavilion Refurbishment project	Council **AGREED** to award the contract for Structural & Civil Engineering Services for the KGV Pavilion Refurbishment project to Contractor C, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.	**Ongoing:** Successful bidders notified. Contract to be signed and award notice issued on Find a Tender subject to receipt of satisfactory references. References requested. Unsuccessful bidders notified.
25.06.2026	4d)	To consider recommendation for the appointment of Asbestos removal Services for the KGV Pavilion Refurbishment project	Council **AGREED** to award the contract for Asbestos Removal Services for the KGV Pavilion Refurbishment project to Contractor 3, as recommended by the Advisory Group.	**Complete:** Contractor notified and date agreed for phase 1 removal on 20th July 2026.
25.06.2026	5a)	To consider application(s) received for casual vacancies for appointment by co-option	Council **AGREED** to co-opt John Wilson as Parish Councillor for Drayton South. Council **AGREED** to co-opt Richard Fish as Parish Councillor for Drayton South.	**Ongoing:** Onboarding underway and Councillor email addresses issued. Declarations of Acceptance of Office to be signed before the July 2026 meeting.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
25.06.2026	5b)	To consider grant application received from RG Carter Bowls Club for approval	Council **AGREED** to award a grant up to £250, subject to receipt of required costs under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.	**Complete:** Hedge trimming works completed and payment issued for authorisation under agenda item 7c).

Paper	**DPC7a:** To receive Bank Reconciliation for approval.
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Bank reconciliations within Parish Councils involves comparing the council's financial records with the bank statement to ensure that both are accurate and consistent. This process helps identify discrepancies, such as missing transactions, bank charges, or direct debits and ensures the council's financial records are up-to-date and accurate.

Drayton Parish Council has a number of different bank accounts which need to be reconciled individually. All bank accounts are reconciled to provide a comprehensive check on the overall bank position.

The Chair shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.

Per section 2.6 of the Council's adopted Financial Regulations, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts and will sign and date the reconciliations quarterly for reporting to the Finance & General Purposes Committee.

Recommendation

Council is asked to receive the bank reconciliation for approval.

Drayton Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2026			
	Cash in Hand 01/04/2026			1,147,365.54
	ADD			
	Receipts 01/04/2026 - 30/06/2026			145,459.46
				1,292,825.00
	SUBTRACT			
	Payments 01/04/2026 - 30/06/2026			83,532.16
A	**Cash in Hand 30/06/2026** (per Cash Book)			**1,209,292.84**
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2026	0.00	
	Unity Trust Bank	30/06/2026	102,555.27	
	Unity Trust Bank - Instant Access (I	30/06/2026	654,647.12	
	BDC Parish Deposit Scheme	30/06/2026	99,156.40	
	Cambridge Building Society	30/06/2026	130,976.68	
	Nationwide Instant Saver Issue 8	30/06/2026	131,677.50	
	Skipton Community Saver 10 A	30/06/2026	90,291.87	
	Credit Card	30/06/2026	0.00	
				1,209,304.84
	Less unpresented payments			
				1,209,304.84
	Plus unpresented receipts			-12.00
B	**Adjusted Bank Balance**			**1,209,292.84**
	A = B Checks out OK			

Paper	**DPC7b:** To receive list of receipts and payments.
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

The list of receipts and payments is a financial report produced by Scribe that provides a structured presentation of receipts and payments, sub-totalled for each code for all Cost Centres. The report is accompanied by the relevant invoices for information.

Drayton Parish Council produce reports for the previous full calendar month which include authorised payments from the previous meeting and regular payments (approved annually) taken by Direct Debit and/or Standing Order.

The report is valuable for understanding the overall records in detail and provides an opportunity for Council members to query receipts and payments and/or code allocation.

Recommendation

Council is asked to receive list of receipts and approved payments.

Drayton Parish Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-06-2026 and 30-06-2026)

Cost Centre 1. Income

Code Number 13 Income on Investment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
33	30/06/2026	None		Unity Trust Bank - I		Interest paid on Bank Account	Unity Trust Bank	X	3,167.26		3,167.26
							Subtotal for Code: Income on Investment		£3,167.26		£3,167.26

Code Number 53 Pavilion Hire

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
27	24/06/2026	2026-2027/189		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	200.00		200.00
28	24/06/2026	2026-2027/204		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	210.00		210.00
29	24/06/2026	2026-2027/194		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	262.50		262.50
							Subtotal for Code: Pavilion Hire		£672.50		£672.50

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
21	11/06/2026			Unity Trust Bank		3g Refund	Sara Arend	E	-0.10		-0.10
23	02/06/2026	2026-2027/191		Unity Trust Bank		3G Pitch Hire	Gavin Ratcliffe	E	80.00		80.00
26	22/06/2026	2026-2027/198		Unity Trust Bank		3G Pitch Hire	Drayton Jets U11	E	576.00		576.00
30	29/06/2026	2026-2027/187		Unity Trust Bank		3G Pitch Hire	Sean Middleton	E	100.80		100.80
31	30/06/2026			Unity Trust Bank		3G Pitch Bookings	Stripe	E	312.27		312.27
32	19/06/2026			Unity Trust Bank		3G Booking Refund	Stripe	E	-47.22		-47.22
							Subtotal for Code: 3G Income		£1,021.75		£1,021.75

Code Number 56 Cricket Hire

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
24	08/06/2026	2026-2027/193		Unity Trust Bank		Hire KGV Playing Field & Pavilion	Drayton Cricket Club	E	1,590.00		1,590.00
							Subtotal for Code: Cricket Hire		£1,590.00		£1,590.00

Code Number 8527 NCC Highways Verges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
25	17/06/2026	2026-2027/195		Unity Trust Bank		Grass Verge Cutting Contribution	Norfolk County Council	E	7,290.07		7,290.07
							Subtotal for Code: NCC Highways Verges		£7,290.07		£7,290.07
							Subtotal for Cost Centre: 1. Income		13,741.58		13,741.58

Cost Centre 8. Earmarked Reserves

Code Number 8539 3G Deposits

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
22	11/06/2026	2026-2027/186		Unity Trust Bank		3G Pitch Hire	Danni Birkin	E	-12.00		-12.00
							Subtotal for Code: 3G Deposits		£-12.00		£-12.00
							Subtotal for Cost Centre: 8. Earmarked Reserves		-12.00		-12.00

TOTALS £13,729.58 £13,729.58

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-06-2026 and 30-06-2026)

Cost Centre 2. Finance & General Purposes

Code Number 26 Office Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
110	29/06/2026	0801575		Unity Trust Bank		Printer Lease	CF Corporate	S	148.00	29.60	177.60
							Subtotal for Code: Office Equipment		£148.00	£29.60	£177.60

Code Number 27 Utiliites & Services

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
103	11/06/2026	2025-2		Unity Trust Bank		Internal Audit Fee	Mrs. V. S. Waples	E	463.23		463.23
104	03/06/2026	801211894		Unity Trust Bank		Electricity Charges KGV	British Gas	L	248.41	12.44	260.85
105	05/06/2026	34088		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	206.96	41.40	248.36
109	23/06/2026	813653613		Unity Trust Bank		Electricity Charges LD	British Gas	L	109.56	5.47	115.03
111	30/06/2026	34670		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	197.00	39.40	236.40
124	16/06/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	5.75	1.15	6.90
126	16/06/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
127	16/06/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
128	16/06/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
							Subtotal for Code: Utiliites & Services		£1,243.27	£102.35	£1,345.62

Code Number 28 Handyman Equipment & Consumables

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
119	16/06/2026	Credit Card		Credit Card		saw blades	Toolstation	S	19.15	3.83	22.98
							Subtotal for Code: Handyman Equipment & Consu		£19.15	£3.83	£22.98

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
98	11/06/2026	514336		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	50.73	10.15	60.88
107	11/06/2026	56212		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	175.50	35.10	210.60
							Subtotal for Code: Stationery & Software		£226.23	£45.25	£271.48

Code Number 205 Insurance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
99	11/06/2026	2909		Unity Trust Bank		Inusrance Premium	Clear Councils	X	5,285.84		5,285.84
							Subtotal for Code: Insurance		£5,285.84		£5,285.84

Code Number 212 Grants

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
123	16/06/2026	Credit Card		Credit Card		Donation	Drayton Hall Teen Challenge	E	50.00		50.00
							Subtotal for Code: Grants		£50.00		£50.00

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
112	30/06/2026	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	0.40		0.40
115	16/06/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
120	16/06/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-06-2026 and 30-06-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
135	30/06/2026			Unity Trust Bank		Service Charge	Unity Trust Bank	E	13.00		13.00
						Subtotal for Code:	Bank Charges		£19.40		£19.40

Code Number 282 Community Newsletter

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
100	11/06/2026	14162		Unity Trust Bank		Newsletter	Just Regional	S	255.00	51.00	306.00
102	11/06/2026	51841		Unity Trust Bank		Annual Newsletter	Norwich Print Solutions	E	511.00		511.00
						Subtotal for Code:	Community Newsletter		£766.00	£51.00	£817.00

Code Number 8522 Street Lighting Energy

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
108	19/06/2026	15681970		Unity Trust Bank		Electricity Charges Streetlights	NPower	L	471.16	23.56	494.72
						Subtotal for Code:	Street Lighting Energy		£471.16	£23.56	£494.72
						Subtotal for Cost Centre:	2. Finance & General Purposes		8,229.05	255.59	8,484.64

Cost Centre 5. Playing Fields & Property

Code Number 58 Sports Facilities

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
121	16/06/2026	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.49		1.49
						Subtotal for Code:	Sports Facilities		£1.49		£1.49

Code Number 501 Pavilion Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
117	16/06/2026	Credit Card		Credit Card		Lighting repair	Screwfix	S	36.60	7.32	43.92
						Subtotal for Code:	Pavilion Maintenance		£36.60	£7.32	£43.92

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
116	16/06/2026	Credit Card		Credit Card		Bollard Repair	B&Q	E	16.00		16.00
						Subtotal for Code:	Grounds Maintenance		£16.00		£16.00
						Subtotal for Cost Centre:	5. Playing Fields & Property		54.09	7.32	61.41

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
129	30/06/2026	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,174.86		1,174.86
130	30/06/2026	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	386.10		386.10
134	30/06/2026	None		Unity Trust Bank		Take-home pay	Staff	X	5,186.30		5,186.30
						Subtotal for Code:	Salaries		£6,747.26		£6,747.26

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
133	30/06/2026	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,315.73		1,315.73
						Subtotal for Code:	Employer Pension Contributions		£1,315.73		£1,315.73

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-06-2026 and 30-06-2026)

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
106	09/06/2026	0005		Unity Trust Bank		Lone Worker Device	Safepoint	S	19.98	4.00	23.98
118	16/06/2026	Credit Card		Credit Card		PPE for Parish Ranger	The PPE Online Shop	S	59.91	11.98	71.89
131	30/06/2026	None		Unity Trust Bank		Mileage & Allowance	Staff	X	271.99		271.99
							Subtotal for Code: Expenses/Mileage		£351.88	£15.98	£367.86

Code Number 8531 Employer NI Contributions

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
132	30/06/2026	None		Unity Trust Bank		ER NI	HMRC	X	824.43		824.43
							Subtotal for Code: Employer NI Contributions		£824.43		£824.43
							Subtotal for Cost Centre: 6. Staffing		9,239.30	15.98	9,255.28

Cost Centre 8. Earmarked Reserves

Code Number 607 Play Area Enhancements

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
114	16/06/2026	Credit Card		Credit Card		New Signage	This is Effective	S	493.00	98.60	591.60
125	16/06/2026	Credit Card		Credit Card		New Signage	This is Effective	S	493.00	98.60	591.60
							Subtotal for Code: Play Area Enhancements		£986.00	£197.20	£1,183.20

Code Number 8528 KGV Project - S106

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
101	11/06/2026	1134		Unity Trust Bank		KGV Project Management	Greyfriars Cost Management Ltd.	S	2,485.72	497.14	2,982.86
							Subtotal for Code: KGV Project - S106		£2,485.72	£497.14	£2,982.86

Code Number 8533 Cyclical Payments

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
122	16/06/2026	Credit Card		Credit Card		Website Subscription	Wix	S	216.00	43.20	259.20
							Subtotal for Code: Cyclical Payments		£216.00	£43.20	£259.20
							Subtotal for Cost Centre: 8. Earmarked Reserves		3,687.72	737.54	4,425.26

TOTALS	**£21,210.16**	**£1,016.43**	**£22,226.59**

Paper	**DPC7c:** To receive list of payments for authorisation.
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Per 6.10 of the Council's adopted Financial Regulations, the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council.

The authorised schedule shall be initialled below the last item by the person Chairing the meeting.

Recommendation

Council is asked to receive the list of payments for authorisation.

Drayton Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
136	Grounds Maintenance	09/07/2026		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,681.03	336.21	2,017.24
137	3G Surface Maintenance	09/07/2026		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	376.13	75.23	451.36
138	NCC Highways Verges	09/07/2026		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	1,034.46	206.89	1,241.35
139	Security	09/07/2026		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,054.00	210.80	1,264.80
140	Stationery & Software	09/07/2026		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	190.77	38.16	228.93
141	Street Lighting Maintenance	09/07/2026		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
142	Projects	09/07/2026		Unity Trust Bank		Room Hire	Drayton Village Hall	E	57.00		57.00
143	KGV Project - S106	09/07/2026		Unity Trust Bank		KGV Project Management	Greyfriars Cost Manageme	S	2,485.72	497.14	2,982.86
144	Security	09/07/2026		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,020.00	204.00	1,224.00
145	Projects	09/07/2026		Unity Trust Bank		Neighbourhood Plan	Collective Community Plan	S	1,083.00	216.60	1,299.60
146	Projects	09/07/2026		Unity Trust Bank		Regulation 14 Consultation Lea	Norwich Print Solutions	E	245.00		245.00
147	Grants	09/07/2026		Unity Trust Bank		Grant Payment	R G Carter Bowls Club	E	250.00		250.00
								Total	**9,583.80**	**1,806.37**	**11,390.17**

Paper	**DPC10a:** To receive minutes for information.
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only.

Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.

Recommendation

Council is asked to note receipt of the minutes of the Committee meeting.

Minutes of the Environment & Highways Committee held on **Thursday 4th June 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: J. Anderson, G. Everett, H. Kisby (Chair), K. Morgan and R. Turner

In Attendance: Rachel Catto; Deputy Clerk & Facilities Manager, three members of the public.

Meeting Opened: 7:00pm

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

   No apologies were received.

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

   None.

3. **To receive minutes of the meeting of the Environment & Highways Committee held on 5th February 2026 for approval.**

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

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

   A resident suggested that a vehicle-activated speed sign displaying drivers speeds on Hall Lane may have a greater impact on driver behaviour than the current device. The resident was informed that the Parish Council's Speed Awareness Monitor (SAM2), which does display vehicle speed, would be used to monitor traffic on Hall Lane near Binney Road once the Highways Team had installed a suitable post for the device.
   It was noted that the Slow Down road sign near the Bob Carter Centre had faded and required repainting. It was confirmed that this would be reported to Norfolk County Council (NCC).
   It was requested that Drayton Parish Council consider publishing SAM2 data on its website.
   It was reported that a King George V Playing Field road sign had disappeared from a post on Drayton High Road and requested that the relevant authority be notified so that a replacement could be requested.

5. **To receive Clerk's Report on matters arising from previous meetings of the Committee.**

   The Committee noted the report.

6. **To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure.**

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

7. **To consider the SAM2 (Speed Awareness Message) Draft Assessment Framework and example summary of key findings.**

The Committee **AGREED** to adopt the Assessment Framework for interpreting data from the SAM2 device, subject to confirmation that all required indicator data could be obtained.

8. **To receive the Committee Agenda Schedule for 2026-27 for information.**

The Committee received the 2026-27 Agenda Schedule. It was requested that preparation for the annual competition be undertaken prior to Christmas to allow enough time for appropriate planning and that the Committee date for September be updated.

9. **To note the update on request for Sheridan Close footpath.**

The Committee noted residents' concerns regarding the condition of the footpath between Sheridan Close and Taverham Road. It was reported that the footpath is privately owned and is not an official public right of way; but has become an established walking route. It was noted that the Committee had previously postponed considering a response to the issues raised by residents because construction at a nearby property impacted access to the footpath. However, it was confirmed that construction work was now complete.

The Committee **AGREED** to write to the landowner notifying them of residents' concerns and enquire whether they have any plans to improve the condition of the footpath.

10. **To consider concerns raised regarding the speed limit on Costessy Lane.**

At 19:12 the Committee **AGREED** to consider item 10 directly after item 4 and suspended Standing Orders to enable open discussion with those in attendance.
A resident raised concerns regarding increasing traffic volumes, congestion, road safety and the continued application of national speed limits on key access roads serving Drayton, Taverham and Thorpe Marriott (including Costessey Lane, Low Road and School Lane). The resident suggested that significant housing growth and a combined population of approximately 25,000 had resulted in the area functioning more as an urban settlement than a rural one, while also accommodating through-traffic due to the absence of a western link road. Concerns were expressed about accident risk, the suitability of current speed limits, and the adequacy and currency of existing traffic and road-use data. The resident suggested that the Parish Council consider working collaboratively with neighbouring councils and the Highways Authority to seek updated traffic, speed and accident surveys across all access routes, review current road classifications, and explore whether Drayton, Taverham and Thorpe Marriott could be considered as a single urban area for highway purposes, with the aim of improving road safety while retaining individual village identities.
The Committee noted that responsibility for the majority of local roads rests with Norfolk County Council (NCC) and that NCC's Speed Management Strategy is available publicly. Members were advised that national guidance generally applies to speed limits of 60mph on single carriageway rural roads and 70mph on dual carriageways, and that reducing speed limits can be both complex and costly, typically requiring significant supporting evidence, including a history of serious incidents. The Committee discussed undertaking a feasibility study to identify local traffic and road safety issues, review available evidence, and explore potential options for addressing concerns.
The Committee **AGREED** that consideration of a feasibility study would be included as a future agenda item.
The Committee **AGREED** to reinstate Standing Orders at 19:30.

DRAFT

11. To consider the request to install a bin at the Winners Walk bus stop.

The Committee considered the request and was sympathetic to the concerns raised. However, on reviewing the associated costs the Committee **AGREED** not to purchase a waste bin as it was not considered to be a cost-effective solution. It was noted that Drayton Litter Pickers had been made aware and had agreed to include Winners Walk bus stop on their cyclical litter picking route.

12. To consider the requests regarding village bus stops and shelters.

The Committee noted that only four bus services per day stopped at the Manor Farm Close bus stop. The Committee **AGREED** not to install a bus shelter at the Manor Farm Close due to insufficient demand.
The Committee considered the request for seating at the Cock Bus Shelter and noted that similar requests had been reviewed at previous meetings. The Committee discussed the practical constraints associated with the site, including the limited available space resulting from the proximity of the shelter to the lay-by and adjacent wall. In view of these constraints, the Committee **AGREED** not to purchase or install a perch bench.

13. To consider the responses from Norfolk County Council and Hopkins Homes regarding the installation of grit bins at Church Farm.

The Committee **AGREED** to write to Hopkins Homes again to request that the matter be reconsidered, highlighting concerns regarding resident safety and the developer's duty of care.

14. To consider the response from Hopkins Homes regarding the installation of an additional waste bin.

Having considered the response, the Committee noted the position and **AGREED** that no further action would be taken at this time.
The Committee discussed whether signage could be installed to discourage access to the attenuation basin and agreed to explore this option further with Hopkins Homes.

15. To consider bus stop flag cleaning.

The Committee **AGREED** to introduce an annual bus stop flag cleaning programme, with one clean per year, commencing in April 2027, subject to the cost remaining broadly in line with the quotation received in 2025.

16. To note outstanding highways matters known to the Parish Council and consider any appropriate action.

The Committee **AGREED** that the Deputy Clerk and Facilities Manager should request regular meetings with the Highway Engineer to discuss progress with any outstanding highways matters.

17. To receive annual report on land management & maintenance at Green Lanes for consideration.

The Committee noted the report.

18. To consider the update and artwork quotes for the replacement Lectern and Map for FP2 Green Lanes.

The Committee reviewed the signboard Artwork quotations and **AGREED** to appoint Contractor 1.

The Committee noted that there was a matching signboard at the entrance to Green Lanes and considered whether it would be cost effective to replace this in addition to the signboard positioned at the entrance to FP2 at its junction with A1067.

The Committee **AGREED** to purchase two lecterns, with funding for the project sourced from Green Infrastructure funds. It was requested that the £1000 allocated for the project be retained within earmarked reserves until confirmation was received that Green Infrastructure funding was secured.

19. To note exchange of information

It was requested that members send information pertaining to outstanding highways matters the Parish Office for follow-up.
It was requested that the Parish Office contact the Broadland CIL and S106 Officer regarding the 125th occupancy at the Hopkins Homes development to request an update on the status of the School Road footpath.

20. To note the date and time of the next meeting is scheduled to take place on Thursday 3rd September 2026 at 7pm at King George V Pavilion.

The Committee noted the date and time of the next meeting of the Committee.

Meeting Closed: 20:57

DRAFT

Paper	**DPC11a:** To receive minutes for information.
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only.

Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.

Recommendation

Council is asked to note receipt of the minutes of the Committee meeting.

Minutes of the Staffing Committee held on **Thursday 25th June 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, H. Kisby and N. Quinsey (Chair) and A. Taylor.

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager, 1 member of the public present.

Meeting Opened: 7:25pm

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

   None.

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

   None.

3. **To receive minutes of the meeting of the Staffing Committee held on 5th March 2026 for approval [Pg5-7].**

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

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

   Cllr. Crotch noted his appreciation for the hard work undertaken by office staff to progress the KGV project. He raised whether the Council should consider the capacity of current staff to manage existing workloads, whilst maintaining progress on other projects, and emphasised the importance of ensuring that staff were adequately supported.
   Standing Orders suspended to enable open discussion: 7:27pm
   It was noted that the Events Group had also discussed expanding its current programme of activities and increasing community engagement; however, existing staff did not have the capacity to undertake additional work associated with these projects. It was suggested that an item be included on the agenda for the next meeting of the Staffing Committee to review office capacity.
   Standing Orders reinstated 7:30pm

5. **To receive Clerk's Report on Committee matters arising from previous meetings [Pg8-10].**

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

6. **To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q4 [Pg11-13].**

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

7. **To receive Staffing Committee agenda schedule for information [Pg14-15].**

   The Committee received the Agenda Schedule with no further questions or comments.

8. **To note update regarding HMRC Mileage rates [Pg16].**

   The Committee noted the updated with no further questions or comments.

9. **To note update from HR consultant Council HR and Governance Support following introductory meeting.**

It was noted that an introductory meeting had taken place on 31st March 2026. Council HR and Governance Support (CHRGS) confirmed receipt and review of all employment contracts with no recommendations for amendment at this time. It was further noted that CHRGS would share updated policies and a Staff Handbook in due course for review and adoption by Council.

10. **To consider proposal for new projects for the following financial year [Pg17-19].**

    The Committee noted the outlined budget proposals and supported their inclusion in the forthcoming financial period.
    The Committee discussed staff resource allocation in relation to the delivery of community events and noted that the matter would be considered further by the Community Events Group at its meeting on 15th July 2026. The Committee also discussed the impact of the KGV project on staff capacity.
    The Committee **AGREED** that feedback should be sought from staff regarding workload, working hours, and capacity as part of the mid-year appraisal process for consideration as part of the office capacity agenda item at the next meeting.

11. **To note exchange of information.**

    None.

12. **Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item(s) 13 and 14.**

    The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 13 and 14.

13. **To receive update on staff leave of absence.**

    The Committee noted the update with no further questions or comments.

14. **To receive update on staff training.**

    The Committee noted the update with no further questions or comments.

15. **To note the date and time of the next meeting is scheduled to take place on Thursday 22nd October 2026 at 7pm at KGV.**

    Noted.

Meeting closed: 7:41pm

DRAFT

Paper	**DPC12b:** Greater Norwich Local Plan Call for Sites
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Background

On 15th June 2026, Council received correspondence from the Greater Norwich Local Plan 2045 Team regarding an additional call for sites.

In February this year, the Greater Norwich authorities opened an initial "Call for Sites". Landowners, developers, and other interested parties were invited to submit sites that may be suitable for housing, employment or other uses.

They are now providing another opportunity to submit sites that may be suitable for future development by re-opening the Call for Sites. Sites for any type of development can be submitted, but they are particularly interested in submissions for:

- Brownfield sites with an emphasis on Norwich City Centre locations
- Gypsy and Traveller sites

The Call for Sites will be open from **15th June – 13th July 2026.**

The Greater Norwich authorities will assess submissions to identify which sites may be suitable to allocate in the new local plan. The submission of a site does not guarantee it will be allocated. This will form the basis of a future public consultation.

You can find more information on this evidence collection here: https://gnlp.oc2.uk/

Further information about the next stages of the plan making process will be provided in due course.

Recommendation

Council is asked to note the Greater Norwich Local Plan Call for Sites for information.

Paper	**DPC12c:** Donation Request
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Background

On 19th June 2026, Council received the attached correspondence from Age UK Norfolk inviting the Council to support the 'Together This Summer' campaign, which is helping older people across Norfolk stay connected and reduce loneliness during the summer period.

The attached letter outlines how a contribution from the council could help Age UK Norfolk continue providing companionship and wellbeing support to older people locally, as well as ways the Council may be able to support this work through sharing voluntary opportunities.

Section 137 Expenditure – Statutory Compliance Note

Expenditure will be made under Section 137 of the Local Government Act 1972 where Council is satisfied that the expenditure is not otherwise authorised under any other statutory power. Council shall confirm that the expenditure complies with the requirements of Section 137 in that it is for purposes which, in the opinion of the Council, are in the direct benefit of the Council's area, or part of its area, or all or some of its inhabitants.

The statutory spending limit applicable for the current financial year is £11.60 per elector, and Council is asked to note that the total Section 137 expenditure, including this proposal, remains within the permitted allowance per elector as prescribed by legislation.

Recommendation

Council is asked to consider a response to correspondence received from Age UK Norfolk.

Age UK Norfolk

Henderson Business Centre

51 Ivy Road

Norwich

NR5 8BF

Friday 19th June 2026

Dear Clerk / Chair,

Supporting older people in Broadland this Loneliness Awareness Week

I am writing on behalf of Age UK Norfolk to invite you to support our Together This Summer campaign, which celebrates friendship, connection, and community for older people across Norfolk.

The campaign highlights the importance of social connection during the summer months, when many older people can experience increased loneliness and isolation. While summer is often seen as a sociable and positive time of year, for some older people it can feel particularly difficult, particularly when family support is less frequent, routines change, or community activities pause during the holiday period.

Around 188,000 adults in Norfolk (22%) experience loneliness some of the time, often or always, rising to 29% of people aged 85 and over. Loneliness is not only distressing but is also linked to increased risk of serious health conditions including heart disease, stroke, poor sleep quality, chronic pain, and poorer mental health. It is also associated with a 26% increased likelihood of premature mortality.

The wider impact is also financial, with severe loneliness estimated to cost around £9,900 per person per year in health and care costs. By contrast, Age UK Norfolk is able to provide a full year of safe, consistent and supported telephone befriending for around £430 per person, offering regular human connection and reducing isolation before it escalates into crisis.

How Age UK Norfolk is supporting Broadland Communities

In 2025–26, Age UK Norfolk continued to support older people across Broadland through our vital services. Over the past year we:

- Dealt with **1010 referrals for in-depth, accredited advice**
- Provided **328 welfare benefit appointments**
- Secured **£1,093,644 in welfare benefits** for older people in the area
- Delivered **184 hours of advocacy and Money MOT** support
- Provided **715 hours of companionship**
- Made **1321 telephone befriending calls** and **135 befriending home-visits**

Registered Charity No: 1077097

This work demonstrates the ongoing need for sustained, community-based support, and the difference that regular human contact can make to older people's wellbeing.

How you can help

The above challenges are already being experienced locally. In Broadland, we are currently supporting 38 older people through our companionship services, providing regular friendly contact and practical support to help reduce isolation and improve wellbeing.

A donation from you can help us continue providing vital support to older people across Norfolk who are most at risk of loneliness and isolation.

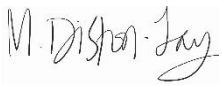
In addition, you may also be able to support our work by sharing any relevant voluntary opportunities within your local community. Volunteers play a vital role in helping older people stay connected, and we are always keen to hear from individuals or groups who may wish to get involved.

This combined support helps ensure we can both sustain and grow our local reach, ensuring older people receive consistent connection and practical support when they need it most.

If you are able to contribute, we would be extremely grateful for any level of support you feel able to offer. We can provide bank details and any supporting information required upon request.

Thank you very much for considering this request and for the important role parish councils play in supporting the wellbeing, independence and resilience of older people in local communities across Norfolk.

Yours Sincerely,



Michelle Diston-Jay

Head of Fundraising and Communications

Age UK Norfolk

Mihcelle.diston-jay@ageuknorfolk.org.uk

Registered Charity No: 1077097

Paper	**DPC12d:** To consider application received for the Council's Grant Scheme.
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Background

On 1st July 2026, Council received the attached grant application from Thorpe Marriott Village Hall for consideration.

Considerations

Per the Council's adopted Grants Policy, successful grants will need to demonstrate the following:

a. Show that the benefiting group or organisation is based within the parish or that it is constituted for the benefit of Drayton parishioners.
b. The grant must go towards supporting or purchasing *one* of the following:
    i. Purchasing equipment either in part or in full.
    ii. Funding transport to enable group members to partake in a group trip or outing.
    iii. For training activities, or to purchase the expertise of a trainer/facilitator.
    iv. Raising the profile of the group's work.
    v. Covering running costs of a viable group experiencing a period of hardship.
    vi. Hosting special events or celebrations.
    vii. Providing new or improving existing recreational facilities for which the Council is not currently responsible.

Section 137 Expenditure – Statutory Compliance Note

Expenditure will be made under Section 137 of the Local Government Act 1972 where Council is satisfied that the expenditure is not otherwise authorised under any other statutory power. Council shall confirm that the expenditure complies with the requirements of Section 137 in that it is for purposes which, in the opinion of the Council, are in the direct benefit of the Council's area, or part of its area, or all or some of its inhabitants.

The statutory spending limit applicable for the current financial year is £11.60 per elector, and Council is asked to note that the total Section 137 expenditure, including this proposal, remains within the permitted allowance per elector as prescribed by legislation.

For Information

Please note confidential information is redacted from the published papers.

Recommendation

Council is asked to consider the award of funding for the grant application received.

Annex A
To the Grants Policy
Dated October 2022

DRAYTON PARISH COUNCIL
APPLICATION FOR A GRANT

Name of Organisation or Group:		**Status (Charity, trust, etc.)**
Thorpe Marriott Village Hall		Charity
Address:		
10 The Square, Acres Way, Drayton, NR8 6XE **Postcode:**		
Telephone Number:	01603 343434	
Email Address:	thorpemarriottvh@gmail.com	
Lead Applicant Name:	Carole Ward	
Amount requested:	£ 350	
Date of Application:	1/7/26	
Brief Description of Request:	We are planning a leaflet drop throughout the Drayton and Thorpe Marriott areas to promote the hall, and appeal for helpers. We need financial help to cover the cost of printing and distribution	
Account Name:	Thorpe Marriott Village Hall	
Sort Code:	**Account No:**	
For Office Completion		
Application Status:	**Date Received:**	**Approved / Declined**
Full Parish Council Meeting Date:		
Comments on Decision (Including any conditions of award):		

Your Organisation

1. Describe the business of your organisation.

   We are a hall providing sports, events, meetings etc, and a space for the community to hire in the heart of Thorpe Marriott

2. How does your organisation benefit the people of Drayton?

By providing a large space for up to 50 people, a badminton/pickle ball court and a place to compete and spar in activities such as Short Mat Bowls, Taekwondo, Judo, Streetdance.

It provides a local space for all ages to enjoy these and other activities.

About your Request

3. What specifically are you applying for a grant for?

   Towards the cost of promoting the space and new activities via the most effective means: a mail drop. We have found these to be the most effective at getting a response.
   We need to remind people that this is space and what it provides. We also are appealing for people to join the commitee to help steer special events such as live music afternoons and non-locally competitive events such as a Chinese New Year bash.

4. How will this item/activity/project etc. benefit the people of Drayton?

   We need to keep this place active to bring more of the regular offerings to the people of North Drayton. There isn't a space equivalent to this in the area providing martial arts taught by world class tutors and providing activities to all age ranges. We are now in a position to offer more regular classes and activities and need to advertise this as well as letting the community know how they can support the hall through personal effort or by using our bottle banks etc.

5. What need/demand is there for your proposed item/activity/project?

There is currently a demand for Pickle Ball - many centres are oversubscribed so there is a need to be filled in that area. Another class we are starting, Tai Chi, has no other classes running in the vicinity - the nearest is in the city or at Lenwade and those classes tend to be oversubscribed.

Funding

6. What are the costs associated with your item/activity project?

I am doing the design so there are printing and delivering costs.

7. What are your other sources of funding for your item/activity/project?

I have donated items such as a pickle ball set and can make up a reasonable shortfall in the costs of promoting.

8. Have you made an application elsewhere for funding for this item/activity/project? If so, what was the result?

No

9. How are your group/organisation's activities ordinarily financed?

Through subscription to the classes that are hosted, bottle bank income and fundraising activities.

Other Information

To support your application, where possible, please provide a copy of the following:

a. Any permissions required for third party use (e.g., licences or land rent).
b. A copy of your public liability cover.
c. A recent copy of your group/organisation bank statements, income/expenditure sheet and/or

balance sheet.

d. Evidence showing you have sought to achieve best cost for you item/activity/project (e.g., multiple quotes).

For Applicant:

This form has been completed to the best of my knowledge. I consent to the information contained within and attached to this application being shared with the Councillors and Staff of Drayton Parish Council.

Print Name: Carole Ward

Signature:

Date Submitted: 1/7/26

Please return form to:

Drayton Parish Council
King George V Playing Field
Drayton High Road
Drayton
Norwich
NR8 6AW

Email: clerk@draytonparishcouncil.org.uk
Telephone: 01603 864492
Mobile: 07471 552906

Paper	**DPC12e:** Committee Membership
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Background

On 25th June 2026, Council co-opted two new Members, Cllr. R. Fish and Cllr. J. Wilson and Council is invited to consider the appointment of any new members for each Committee.

For Information

Terms of Reference for Committees can be found on the Council website and vacancies are summarised below for information.

- Finance & General Purposes Committee
  - **Maximum Seats:** 7
  - **Current Membership:** Cllrs. G. Everett, A. Crotch, A. Taylor, J. Anderson and R. Turner.
  - **Vacancies:** 2

- Environment & Highways Committee
  - **Maximum Seats:** 7
  - **Current Membership:** Cllrs. H. Kisby, G. Everett, J. Anderson, R. Turner and K. Morgan.
  - **Vacancies:** 2

- Playing Fields & Property Committee
  - **Maximum Seats:** 7
  - **Current Membership:** Cllrs. A. Crotch, J. Anderson, C. Brown, N. Quinsey, A. Taylor and R. Turner.
  - **Vacancies:** 1

- Staffing Committee
  - **Maximum Seats:** 4
  - **Current Membership:** Cllrs. N. Quinsey, H. Kisby, A. Taylor and J. Anderson
  - **Vacancies:** 0

Recommendation

Council is asked to consider the appointment of any new members for each Committee.

DRAYTON PARISH COUNCIL

Paper	**DPC12f:** Broadland Community Awards 2026
Meeting	Council
Date	9th July 2026
Author	Parish Clerk & RFO

Summary

Background

On 30th June 2026, Council received correspondence from Broadland District Council confirming that they were now accepted nominations for the 2026 Broadland Community Awards.

Nominations will close on **28th August 2026.**

Broadland Community Awards 2026

We would love to hear about your community heroes including those individuals, schools, community organisations and businesses who commit themselves to benefiting the local community.

Do you know someone who has given their life to helping the community, an organisation who has made a difference to people's lives, or someone who's little acts of kindness and support have a big impact in their local community, we want to know about it!

If you wish to put in a nomination, please visit our website Broadland Community Awards.

I have attached a poster if you know of anywhere this could be displayed in your local area. If you would prefer a copy/copies to be posted out to you then please let us know.

The categories are as follows:

- **Young Achiever Award** - A young person (aged 18 and under) who has made an exceptional contribution to their community.
- **Community Organisation of the Year** - A community organisation who has made a significant impact to the community.
- **Business in the Community Award** - A local business or commercial organisation that has gone above and beyond to support the local community.
- **Volunteer of the Year** - An individual who selflessly devotes their time and energy to the community.
- **Environmental Champion Award** - An individual, school or community organisation who has made an extra effort to have a positive impact on the environment.
- **Connecting Communities Award** - An individual, school or community organisation that has gone out of their way to encourage communities to come together and promote inclusivity.
- **Lifetime Achievement Award** - A person who has dedicated over 20 years of their life to the community, volunteering for the benefit of others and deserves special recognition for their efforts and commitment.
- **Healthy and Active Award** - An individual, school or community organisation that has gone above and beyond in facilitating healthy and active lifestyles.
- **Rising Star Award** - An individual or newly formed community organisation that has recently begun their volunteering journey.

For more information and to nominate please visit our website, Broadland Community Awards | Broadland and South Norfolk

For any further enquiries please email: communities@southnorfolkandbroadland.gov.uk or call 01603 430611.

Recommendation

Council is asked to note the paper for information.