

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Held on Thursday 5th May at 7pm at The Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW

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

Parish Clerk: S Hawken
Locum Clerk: A Barnes

County Councillor T Adams, District Councillor R Foulger

1. Election of Chair

Cllr Anderson proposed Cllr Everett for Chairman. Seconded by Cllr Kisby, 5 in favour, 2 abstentions. The Chair signed a declaration of acceptance of office.

2. Election of Vice-Chair

Cllr Morgan proposed Cllr Crotch for Vice-Chairman. Seconded by Cllr Everett, 6 in favour, 1 abstention.

3. Apologies and consideration of acceptance for absence:

Apologies were received and accepted by the Council for Cllr Brown and Cllr Lodge.

4. Member's Declarations of Interest and 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:

- Your wellbeing or financial position
- That of your family or close friends
- 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.

5. To appoint members and to elect the Chairman of standing committees:

- Governance Committee** Cllr Everett was appointed as Chair.
Committee members are as follows: Cllrs J. Anderson, A. Crotch, N. Quinsey, A. Taylor.
- Staffing Committee** Cllr Quinsey was appointed as Chair.
Committee members are as follows: Cllrs J. Anderson, A. Taylor, A. Baker.

G-E

- c. **Environment and Highways Committee** Cllr Morgan was appointed as Chair.
Committee members are as follows: Cllrs H. Kisby, J. Anderson, C. Brown, G. Everett.
 - d. **Open Spaces Committee** Cllr Crotch was appointed as Chair.
Committee members are as follows: Cllrs G. Everett, J. Anderson, C. Brown, K. Morgan, N. Quinsey.
6. **Staffing Committee.** Cllr Quinsey provided an update to item 21a. Three interviews are being conducted week commencing 9th May 22 for the position of Assistant Clerk. Cllr Quinsey left the meeting.
7. **To appoint members to working groups and panels**
- a. Strategic Working Group. It was agreed to re-commence meetings of the Strategic working group in September 2022. Attendance would be open to all members.
8. **To appoint members to outside local bodies and groups**
- a. Drayton Village Hall Committee – Cllr Kisby was appointed.
 - b. Thorpe Marriott Village Hall Committee – Cllr Anderson was appointed.
 - c. Bob Carter Centre Management Committee – Cllr Anderson, Cllr Brown, Cllr Kisby and Cllr Everett were appointed.
 - d. Norwich Airport Limited Consultative Committee – Cllr Anderson was appointed. Substitute Cllr Brown.
 - e. Norwich Western Link Committee Cllr Everett was appointed. Substitute Cllr Anderson.
9. **To receive and agree minutes from Parish Council Meeting held on Thursday 7th April 2022.** The minutes were received and agreed by the Council.
10. **Co-option of Parish Councillors (if any applications received)**
Application for co-option received from Joyce Ellen Edwards-Smith and considered by the Council. Co-option proposed by Cllr Anderson. Seconded by Cllr Morgan, all in favour. Cllr Edward-Smith signed a declaration of acceptance of office.
- Action: Clerk**
11. **To receive any questions or comments from members of the Public on matters on the agenda.** No comments.
12. **To receive any reports:**
- a. County Councillor: Tony Adams



Due to parking restrictions at The Square, there continues to be an increased volume of cars parked on Acres Way. Discussion is underway to extend the H bars on the roadside to deter on-road parking.

b. District:

Cllr A Crotch, Drayton North

Wellbeing committee at Broadland District Council confirmed the £150 rebate for council tax will be given. Additional hardship funds are available for houses within council tax band A - D, as well as E – H with hardship considerations.

New waste collection for Broadland District has been highly successful so far with the equivalent to 110 wheelie bins worth of items collected.

Collaboration between Norfolk County Council, Broadland District Council and representatives from the Romany Gypsy community has been successful. A mutual agreement was reached for the movement of the encampment in the vicinity of the Reepham Road.

Broadland District Council are running a number of training courses aimed at assisting people to return to work or to start their own business. Such courses include first aid, social media, cyber awareness, CV writing and interview preparation.

Cllr R Foulger, Drayton South

As the current Chairman of Broadland District Council, Cllr Foulger remarked the coming together of communities following the height of the COVID pandemic. He also expressed his deepest sympathy for the people of Ukraine. The Chairman's nominated charity for his tenure was the East Anglian Air Ambulance and was pleased to announced that a considerable sum was raised to support the charity. Chairman's CIVIC service to be held at St Margaret's Church on Sunday 8th May 2022.

c. **Police.** PC Alex Wright provided a report. S Hawken read the report on his behalf.

We have continued to hold priority meeting every 3 months online due to Covid and being unable to hold SNAP meetings in person. The latest priorities have been set.

- i. Police visibility to deter and monitor instances of anti-social behaviour in green and open spaces
- ii. Speeding and road safety
- iii. Regular speed checks have been conducted at various locations. As a result, Motorists have either been issued with tickets or WOA depending on the offending speed. Following complaints from members of the public, speed monitoring devices have been put up in certain areas to ascertain if we have speeding issues or not.
- iv. Working with the council and Highways to improve road safety at various locations including shops and schools,



Highways have agreed to consider putting in new road markings at various locations. We are still awaiting certain road improvements from highways, but these will hopefully be carried out soon.

v. To tackle anti-social behaviour, we have increased foot patrols, along with vehicle patrols in marked and plain cars dealing with / acting against any offenders where required.

vi. Marked and plain vehicle patrols are also being carried out to tackle theft related crimes. I have given crime prevention advice to several households on our area.

vii. Supporting vulnerable members of our community and working with multi agencies to provide support. Unfortunately, we are seeing an increase of people suffering from mental health illness in our community, we are supporting a number of those vulnerable people.

viii. Holding engagement surgeries at various locations. We have held several surgeries which has proved to be a great way to engage with members of the community and the attendance has been good.

ix. Speaking on a regular basis to key people in our area - engaging with them, listening to any issues reported and provide them with updates as to what has been going on in our area.

Clr Crotch signposted the Broadland District Council Help-hub to support residents. In particular, those suffering from domestic abuse. The support also extends to anti-social behaviour.

d. **Tree Wardens.** Training course will be held on 25th June with regards to monitoring the health of trees in the local community. Details are available on the Tree Council website.

13. Clerk's Report and Matters Arising

To report on progress on items from previous meetings.

a. Platinum Jubilee Celebration Update.

i. Funding. Drayton Parish Council has been provided with a grant of £716.00 from the National Lottery towards the Platinum Jubilee celebrations.

ii. Support and attendance. Excellent response from local groups and organisations regarding participation. Leaflets to be delivered to every household in Drayton. Additional help for set-up of event required. Those interested to contact the Clerk.

14. Planning

a. To consider planning applications as follows along with any received by the Clerk prior to the meeting:

i. 20220546 Hill House, Hall Lane, Drayton, NR8 6HH. Change of use and extension of dwelling to care centre and installation of a public footpath. Defer to a future meeting. Planning application has been temporarily suspended by Broadland District Council due to a technicality.

15. Streetlights

a. To receive an update on the transfer of street lighting from Broadland

District Council to DPC. No further update. Transfer date to be agreed between Drayton Parish Council and Broadland District Council following results of electrical and structural testing reports.

16. Finance and Governance

- a. Appoint bank signatories for 2022/23. It was **agreed** for Cllr G Everett, Cllr J Anderson, Cllr A Crotch and Cllr N Quinsey are to remain in appointment.
- b. To receive and approve bank reconciliation for April 2022. **Approved.**
- c. To receive the Financial Statement and Balance Sheet for the Year Ended 31st March 2022 and note the change from Receipts and Payments accounts to Income and Expenditure accounts. **Received.**
- d. To approve the list of receipts and payments in accordance with the budget. To include any additional receipts/payments prior to meeting. The following comments were made:
 - i. Question raised regarding expenses for home working. Defer to Staffing Committee for review.

Action: Clerk

- ii It was suggested to review the presentation of expenses to staff. Defer to Governance Committee.

Action: Clerk

Receipts and payments were then **approved** by the Council.

- e. To consider the purchase of a defibrillator to be installed at Drayton Village Hall. Cllr G Everett proposed the purchase of a defibrillator at a cost of £1675 using CIL funds, including the training package (£150) and the installation (approximately £200). Seconded by Cllr Anderson, all in favour.
- f. Emergency repairs at Longdale Pavilion. Requirement to ratify emergency repairs on the grounds of health and safety. Cllr Crotch proposed to replace both valves on the hot-water tanks at Longdale Pavilion at a cost of £660+VAT, seconded by Cllr Everett. All in favour.

Action: Clerk

17. Correspondence

None.

18. Open Spaces Committee

- a. To receive the minutes from the meeting on 21st April 2022. The minutes were received by the Council.
- b. To resolve the replacement of the fence at Longdale Playing Field. Ownership and continued responsibility of the northern fence line at Longdale confirmed. The Council considered three quotes for the same specification of fencing. Cllr Crotch proposed to replace the fence line in entirety at a cost of £17129.19+VAT. Seconded by Cllr Morgan, All in favour. Cllr Everett identified CIL funds for the purchase of this.

Action: Clerk

18. Environment and Highways Committee

- a. Update regarding the Parish Partnership Schemes:
 - i. Green Lanes 2022/23. Plan proposed from the Highways engineer regarding the re-surfacing and road signage. Awaiting written confirmation of cost, programme of works and estimated start date.

- ii. Further proposal for the enhancement of the village triangle. Defer to Environment and Highways Committee.

Action: Clerk

19. Exchange of Information / Matters for next agenda.

- a. Update on the meeting between Broadland District Council and the Fringe Project for works at Greenlanes for next Parish Council meeting.
- b. Investigate further ways to protect the data of Councillors and employees. Defer to Governance Committee.

Action: Clerk

- c. Investigate cloud storage for meeting documents. Defer to Governance Committee.

Action: Clerk

20. To confirm the dates for next meetings

Environment and Highways Committee 19th May 2022
Parish Council Meeting 9th June 2022
Open Spaces and Property Committee 16th June 2022
Governance Committee 23rd June 2022
Staffing Committee 7th July 2022
Parish Council Meeting 14th July 2022

The Council may consider that in accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature.

21. Staffing Committee

- a. To receive an update from the Staffing Committee regarding the appointment of an Assistant Clerk. Covered at item 6.
- b. To receive and approve wording for the NPTS feedback.
Question regarding personal endorsements towards external agencies.
The Council **approved** the wording for the recommendation.

Meeting closed 2120hrs

Signed by the Chair:



26 April 2022 (2022-2023)

Drayton Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
2	Grass Pitch Hire	22/04/2022		Unity Trust Bank	BACS	Hire L/Dale Football Pitch & Cl	Bowthorpe Rovers	E	537.00		537.00
1	CIL Income	22/04/2022		Unity Trust Bank	BACS	CIL Receipt	Broadland District Council	X	137,821.78		137,821.78
Total									138,358.78		138,358.78

Drayton Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
13	Stationery & Software	13/04/2022		Unity Trust Bank	DD	Office 365 Licence	Anglian Internet	S	22.60	4.52	27.12
16	Pavilion Maintenance	19/04/2022		Unity Trust Bank	DD	Guttering and Accessories for 1	B&Q	S	8.25	1.65	9.90
17	Pavilion Maintenance	19/04/2022		Unity Trust Bank	DD	Toilet Rolls	ASDA	S	19.83	3.97	23.80
18	Pavilion Maintenance	19/04/2022		Unity Trust Bank	DD	Cable Ties	Toolstation	S	24.60	4.93	29.53
19	Grounds Maintenance	19/04/2022		Unity Trust Bank	DD	Repair Fences Longdale	Tradepoint	S	54.10	10.82	64.92
20	Grounds Maintenance	19/04/2022		Unity Trust Bank	DD	Cable Ties	PLG Farm Supplies	S	26.22	5.24	31.46
21	Utilities & Services	19/04/2022		Unity Trust Bank	DD	Broadband and Telephone Cha	Zen Internet Ltd	S	41.06	8.21	49.27
23	Utilities & Services	19/04/2022		Unity Trust Bank	DD	Mobile Phone	EE	S	22.84	4.57	27.41
14	Bank Charges	19/04/2022		Unity Trust Bank	DD	Corporate Card Monthly Fee	Lloyds Bank	E	3.00		3.00
15	Bank Charges	19/04/2022		Unity Trust Bank	DD	Corporate Card Monthly Fee	Lloyds Bank	E	3.00		3.00
22	Utilities & Services	21/04/2022		Unity Trust Bank	DD	Water Charges - Longdale	Anglian Water Authority	Z	58.34		58.34
24	Salaries	25/04/2022		Unity Trust Bank	BACS	Salary	Employee 8	X	1,843.50		1,843.50
32	Salaries	29/04/2022		Unity Trust Bank	BACS	Salary	Employee 4	X	727.60		727.60
34	Salaries	29/04/2022		Unity Trust Bank	BACS	Salary	Employee 7	X	1,448.00		1,448.00
38	Salaries	29/04/2022		Unity Trust Bank	BACS	Pension Clerk EER/EEI	Norfolk Pension Fund	X	1,021.93		1,021.93
39	Salaries	29/04/2022		Unity Trust Bank	BACS	Tax and NI, employees	HMRC	X	1,399.27		1,399.27
40	Grants & Donations	29/04/2022		Unity Trust Bank	BACS	Donation	Broadland Tree Warden Netw	X	50.00		50.00
25	Expenses/Mileage	29/04/2022		Unity Trust Bank	BACS	Mileage	Employee 8	E	3.60		3.60
28	Community Event	29/04/2022		Unity Trust Bank	BACS	Jubilee Decorations	Amazon	E	19.96		19.96
29	Community Event	29/04/2022		Unity Trust Bank	BACS	Jubilee Flags	CD37 Ltd	E	99.87		99.87
33	Expenses/Mileage	29/04/2022		Unity Trust Bank	BACS	Mileage	Employee 4	E	60.75		60.75
35	Expenses/Mileage	29/04/2022		Unity Trust Bank	BACS	Mileage	Employee 7	E	168.30		168.30
36	Expenses/Mileage	29/04/2022		Unity Trust Bank	BACS	Working From Home	Employee 7	E	10.00		10.00
26	Community Event	29/04/2022		Unity Trust Bank	BACS	Jubilee Flags	Amazon	E	64.98	12.99	77.97
27	Community Event	29/04/2022		Unity Trust Bank	BACS	Jubilee Decorations	Flashzone E-Commerce Co LI	S	5.49	1.10	6.59
30	Utilities & Services	29/04/2022		Unity Trust Bank	BACS	Mobile Phone	O2	S	32.00	6.40	38.40
31	Utilities & Services	29/04/2022		Unity Trust Bank	BACS	Mobile Phone	O2	S	38.24	7.65	45.89
37	Stationery & Software	29/04/2022		Unity Trust Bank	BACS	Stationery	Tesco	S	4.92	0.98	5.90
42	Utilities & Services	05/05/2022		Unity Trust Bank	BACS	Waste Clearance	Norwich Waste Disposal	S	179.00	35.80	214.80
43	Utilities & Services	05/05/2022		Unity Trust Bank	BACS	Electrical Testing Report	T T Jones Electrical Ltd	S	364.50	72.90	437.40
44	NCC Highways Verges	05/05/2022		Unity Trust Bank	BACS	Grass Cutting	Garden Guardian Ltd	S	745.38	149.08	894.46
45	3G Surface Clean	05/05/2022		Unity Trust Bank	BACS	Litter Picking	Garden Guardian Ltd	S	276.79	55.36	332.15
46	Grounds Maintenance	05/05/2022		Unity Trust Bank	BACS	Grass Cutting	Garden Guardian Ltd	S	1,178.17	235.63	1,413.80
48	Tree Maintenance	05/05/2022		Unity Trust Bank	BACS	Tree Maintenance	Talking Elm Tree Services	S	375.00	75.00	450.00
49	Pavilion Maintenance	05/05/2022		Unity Trust Bank	BACS	Paint etc for Longdale	Forget Me Not Painting & De	E	318.20		318.20
41	Insurance	05/05/2022		Unity Trust Bank	BACS	Insurance	Zurich Municipal	X	3,185.03		3,185.03

27 April 2022 (2022-2023)

Drayton Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
							Total	13,904.32	696.80	14,601.12