

Minutes of the meeting of Drayton Parish Council held on **Thursday 13th March 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Vice-Chair), G. Everett (Chair), T. Lee, A. Taylor and S. White.

In attendance: Amy Pinkham; Parish Clerk & RFO, 3 members of the public.

Meeting Opened: 7:00pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. H. Kisby, K. Morgan, J. Edwards-Smith and N. Quinsey.

2. DECLARATIONS OF INTEREST

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

Cllr. A. Crotch declared a non-pecuniary interest under item 6a) due to the proximity of the property in the planning application to their home address.

3. MINUTES

a) To receive minutes of the meeting of the Council held on 13th February 2025 for approval [DPC1].

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

4. PUBLIC FORUM

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

A number of highways and transport issues were noted for reporting to the relevant authority.

b) To receive report from County Councillor: Cllr. T. Adams.

It was confirmed that School Road would be closed at the junction to Manor Farm Close from 6th May 2025 to 21st May 2025 to install additional electricity supply at the Doctors Surgery. It was noted that concerns regarding bus access had been raised with Norfolk County Council and UKPower Networks to allow buses to continue to operate at certain times throughout the closure.

It was reported that the issue of standing water at the Winners Walk junction was ongoing and would continue to be followed up with Highways. It was noted the area was extremely slippery when icy and works were encouraged to be carried out as soon as possible.

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

Locally, it was noted that the District Council Member grant was issued to the Bob Carter Centre towards new sports equipment and thanks were noted by the Chairman of the Bob Carter Centre for the support received.

A local resident was operating a Neighbourhood Watch Scheme in Drayton who was seeking support from Council and the item may wish to be considered at the next meeting of the Environment & Highways Committee.

It was disappointing to see the appeal under item 12e) for planning application 2023/2395 and District Cllr. A. Crotch continued to object to the application.

It was reported that Broadland District Council was scheduled to consider the interim plan for Local Government Reorganisation, with a three unitary being proposed as the preferred model at this stage.

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

None.

- e) **To receive reports from any other public bodies.**

None.

5. MATTERS ARISING

- a) **To receive updates on Council matters arising from previous meetings [DPC2].**

Council received the report with no further comments or questions.

- b) **To receive feedback on Town and Parish Council Forum held on 4th March 2025 [DPC3].**

It was reported that a Devolution consultation issued by Government on 17th February 2025 was open for comment. The consultation was seeking views on the proposal to form a Mayoral Combined County Authority for the Local Government areas of Norfolk County Council and Suffolk County Council. The proposed response from Broadland District Council was scheduled for consideration at its March meeting and the consultation together with Broadland's response would be circulated to Drayton Parish Council for consideration for a response at its April meeting.

Council was advised that Broadland District Council would be hosting an in-person summit on 2nd April to engage key stakeholders on the indicative plan for Local Government Reorganisation. Council members wishing to attend as a representative for Drayton Parish Council were asked to send their expressions of interest to the Parish Clerk.

6. PLANNING MATTERS

- a) **To consider response to planning applications as follows:**

- i) **2025/0379:** West Lodge, 24 Fakenham Road, NR8 6PR - Works to TPO trees

Council **AGREED** to submit no comments.

- ii) **2025/0538:** 41 School Road, NR8 6EG – Works to TPO trees

Council **AGREED** to submit no comments.

- iii) **2025/0390:** Land at Manor Farm Close, NR8 6EE

Council **AGREED** to submit no comments.

- iv) **2025/0392:** 15 Manor Farm Close, NR8 6EE

Council **AGREED** to submit no comments.

- v) **2025/0439:** 71 Hall Lane, NR8 6DP

Council **AGREED** to submit no comments.

- vi) **2025/0589:** Community Rooms John Gale Court

Council **AGREED** to support the application.

- vii) **2024/3598:** 6 Fakenham Road, NR8 6PW – revised drawings submitted

Council **AGREED** to support the application.

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

- i) **2024/3027:** Land Adj. Brick Farm School Road – Approved (Delegated)

- ii) **2025/0014:** Hill House, Hall Lane, NR8 6HH – Approved (Delegated)

- iii) **2025/0063:** 93 School Road, NR8 6EN – Approval in part, refusal in part (Delegated)

- iv) **2025/0089:** 4 Bradshaw Road, NR8 6DJ – Approval with Conditions (Delegated)

- v) **2024/2250:** Land East of 27 Manor Farm Close – Approval with Conditions (Delegated)

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS**a) To receive bank reconciliation for approval [DPC4].**

The Chairman verified and signed the bank reconciliation as evidence of verification in accordance with 2.2 of Council's adopted Financial Regulations.

b) To receive list of receipts and approved payments for February 2025 [DPC5].

Council received the list of receipts and approved payments. It was clarified that the two payments to Just Drayton & Taverham were to advertise the Christmas Lights Switch on and the annual Christmas message.

c) To receive list of payments for authorisation [DPC6].

Council received and authorised the list of payments to be made.

8. FINANCE & GENERAL PURPOSES COMMITTEE**a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

9. OPEN SPACES & 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 6th February 2025 [DPC7].**

It was confirmed that recommendations for amendment to Committee Terms of Reference were scheduled for approval by Council at the Annual Meeting of the Parish Council in May.

It was clarified under Item 9 that the estimated cost of £12,000 for a TRO represented the cost for each speed limit change request and not the overall cost.

11. STAFFING COMMITTEE**a) To receive minutes of the Committee held on 20th February 2025 [DPC8].**

Council received the minutes with no further comments or questions.

12. OTHER MATTERS FOR DISCUSSION AND DECISION**a) To consider recommendation from the Community Events Advisory Group for 80th Anniversary of VE Day commemorations [DPC9].**

Council **AGREED** to commemorate the 80th Anniversary of VE Day as recommended by the Group.

b) To consider nominal hire charge fee for trading at Longdale [DPC10].

Council **AGREED** a nominal hire charge fee of £10.00 per evening session. It was noted that Terms and Conditions would be produced for consideration at a further meeting.

c) To consider response to preliminary inquiry from WHP Telecoms Ltd. regarding 5g upgrade at NR8 6PT [DPC11].

Council **AGREED** to submit no comments.

d) To consider request for donation to support registered charities, Headway Norfolk + Waveney and Marie Curie [DPC12].

Council **AGREED** to decline the request for donation from Marie Curie and Headway Norfolk + Waveney. It was noted that the direct benefit for the residents of Drayton could not be clearly

identified but Council would continue to consider requests for donations as they were received on a case-by-case basis.

- e) **To note appeal against refusal for planning application ref. 2023/2395 and consider a response [DPC13].**

Council noted the appeal and **AGREED** to make no further comments or amendments to its previous objection to the application. Council noted it continued to object to the application on the same grounds.

- f) **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 12g.**

Council **AGREED** not to pursue S1(2) of the Public Bodies Act 1960 and would seek further advice and guidance on whether individual quotes were considered commercially sensitive.

- g) **To consider quote for repair works at Longdale for approval [DPC14].**

Council **AGREED** to accept the quote for works as presented.

13. EXCHANGE OF INFORMATION

- a) **To note any other matters raised.**

Fly tipping was noted for reporting to the relevant authority.

It was noted there was a dip in the entrance to KGV and required further investigation for repair works.

14. UPCOMING MEETING DATES

- a) **Parish Council meeting Thursday 10th April 2025.**

Council noted the date of the next Parish Council meeting.

Meeting closed: 8:43pm

Drayton Parish Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-02-2025 and 28-02-2025)

3 March 2025 (2024-2025)

Cost Centre 1. Income

Code Number		14 Miscellaneous									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
77	12/02/2025			Unity Trust Bank		VAT Reclaim	HMRC	X	1.77		1.77
Subtotal for Code:							Miscellaneous		£1.77		£1.77
Code Number		22 VAT Refund									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
77	12/02/2025			Unity Trust Bank		VAT Reclaim	HMRC	R		5,749.80	5,749.80
Subtotal for Code:							VAT Refund			£5,749.80	£5,749.80
Code Number		55 3G Income									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
71	17/02/2025	2024-2025/108		Unity Trust Bank		3G Pitch Hire	Taverham Gladiators	S	80.67	16.13	96.80
72	18/02/2025	2024-2025/104		Unity Trust Bank		3G Pitch Hire	Drayton Youth Football Club	S	146.67	29.33	176.00
73	19/02/2025	2024-2025/109		Unity Trust Bank		3G Pitch Hire	Paul Atkins	S	440.00	88.00	528.00
74	19/02/2025	2024-2025/102		Unity Trust Bank		3G Pitch Hire	Drayton Hurricanes	S	77.00	15.40	92.40
75	28/02/2025	2024-2025/98		Unity Trust Bank		3G Pitch Hire	Drayton Youth Football Club MN	S	256.67	51.33	308.00
76	28/02/2025			Unity Trust Bank		3G Pitch Bookings	Stripe	S	132.51	26.50	159.01
Subtotal for Code:							3G Income		£1,133.52	£226.69	£1,360.21
Subtotal for Cost Centre:							1. Income		1,135.29	5,976.49	7,111.78
TOTALS									£1,135.29	£5,976.49	£7,111.78

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-02-2025 and 28-02-2025)

3 March 2025 (2024-2025)

Cost Centre 2. Finance & General Purposes

Code Number 27 Utilites & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
441	17/02/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
442	17/02/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
443	18/02/2025	802085314		Unity Trust Bank		Electricity Charges KGV	British Gas	L	179.68	8.98	188.66
444	19/02/2025	950868		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	48.95	9.79	58.74
445	26/02/2025	35683442		Unity Trust Bank		Mobile Phone	O2	S	47.21	9.44	56.65
Subtotal for Code: Utilites & Services									£284.08	£29.87	£313.95

Code Number 28 Handyman Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
433	17/02/2025	Credit Card		Credit Card		Cable Ties	Toolstation	S	9.14	1.83	10.97
437	17/02/2025	Credit Card		Credit Card		Battery	Wickes	S	50.00	10.00	60.00
438	17/02/2025	Credit Card		Credit Card		saw blades	B&Q	S	6.37	1.27	7.64
Subtotal for Code: Handyman Equipment									£65.51	£13.10	£78.61

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
417	13/02/2025	503996		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	53.98	10.79	64.77
Subtotal for Code: Stationery & Software									£53.98	£10.79	£64.77

Code Number 205 Insurance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
418	13/02/2025	2909		Unity Trust Bank		Insurance Premium	Clear Councils	X	115.81		115.81
Subtotal for Code: Insurance									£115.81		£115.81

Code Number 208 Community Event

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
422	13/02/2025	0103		Unity Trust Bank		Christmas Lights at FCMP - Removal	T T Jones Electrical Ltd	S	750.00	150.00	900.00
423	13/02/2025	0003		Unity Trust Bank		Christmas Tree	Anthony Thomas	S	170.00	34.00	204.00
Subtotal for Code: Community Event									£920.00	£184.00	£1,104.00

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
431	17/02/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
439	17/02/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
449	28/02/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	13.95		13.95
Subtotal for Code: Bank Charges									£19.95		£19.95

Code Number 282 Community Newsletter

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
419	13/02/2025	9360		Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
420	13/02/2025	9129		Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
Subtotal for Code: Community Newsletter									£390.00	£78.00	£468.00

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-02-2025 and 28-02-2025)

3 March 2025 (2024-2025)

Code Number 8522 Street Lighting Energy											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
448	21/02/2025	12510772		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	797.58	159.52	957.10
						Subtotal for Code:	Street Lighting Energy		£797.58	£159.52	£957.10
						Subtotal for Cost Centre:	2. Finance & General Purposes		2,646.91	475.28	3,122.19

Cost Centre 3. Environment & Highways

Code Number		35 Tree Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
424	13/02/2025	3571		Unity Trust Bank		Tree Works	Plantscape	S	3,104.67	620.93	3,725.60
						Subtotal for Code:	Tree Maintenance		£3,104.67	£620.93	£3,725.60

Code Number		36 Street Scene Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
416	13/02/2025	930031		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services Ltd	S	108.80	21.76	130.56
						Subtotal for Code:	Street Scene Maintenance		£108.80	£21.76	£130.56

Code Number		38 Green Lanes									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
421	13/02/2025	3020247067		Unity Trust Bank		Work at Green Lanes	Norwich City Council	E	1,050.00		1,050.00
						Subtotal for Code:	Green Lanes		£1,050.00		£1,050.00
						Subtotal for Cost Centre:	3. Environment & Highways		4,263.47	642.69	4,906.16

Cost Centre 5. Open Spaces & Property

Code Number		58 Sports Facilities									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
435	17/02/2025	Credit Card		Credit Card		Letter Box	Wickes	S	35.20	7.05	42.25
440	17/02/2025	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.61		1.61
						Subtotal for Code:	Sports Facilities		£36.81	£7.05	£43.86

Code Number		501 Pavilion Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
432	17/02/2025	Credit Card		Credit Card		Lightbulbs	Wickes	S	5.83	1.17	7.00
434	17/02/2025	Credit Card		Credit Card		Hoover Bags	B&Q	S	6.67	1.33	8.00
436	17/02/2025	Credit Card		Credit Card		New Heater	B&Q	S	13.33	2.67	16.00
						Subtotal for Code:	Pavilion Maintenance		£25.83	£5.17	£31.00

Code Number		503 Grounds Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
413	13/02/2025	515		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,514.71	302.94	1,817.65
						Subtotal for Code:	Grounds Maintenance		£1,514.71	£302.94	£1,817.65

Code Number		504 Security									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

Listing of Payments in each Code for All Cost Centres
(Between 01-02-2025 and 28-02-2025)

415	13/02/2025	4998		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	992.00	198.40	1,190.40
Subtotal for Code: Security									£992.00	£198.40	£1,190.40
Code Number 511 3G Surface Maintenance											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
414	13/02/2025	516		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	340.60	68.12	408.72
Subtotal for Code: 3G Surface Maintenance									£340.60	£68.12	£408.72
Subtotal for Cost Centre: 5. Open Spaces & Property									2,909.95	581.68	3,491.63

Cost Centre 6. Staffing

Code Number 61 Salaries											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
425	28/02/2025			Unity Trust Bank		EE Tax & NI	HMRC	X	976.98		976.98
426	28/02/2025			Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	374.17		374.17
430	28/02/2025			Unity Trust Bank		Take-home pay	Staff	X	5,187.59		5,187.59
Subtotal for Code: Salaries									£6,538.74		£6,538.74

Code Number 65 Employer Pension Contributions											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
429	28/02/2025			Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,503.92		1,503.92
Subtotal for Code: Employer Pension Contributions									£1,503.92		£1,503.92

Code Number 601 Expenses/Mileage											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
427	28/02/2025			Unity Trust Bank		Mileage & Allowance	Staff	X	428.12		428.12
Subtotal for Code: Expenses/Mileage									£428.12		£428.12

Code Number 602 Consultancy Services											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
447	06/02/2025	None		Unity Trust Bank		HR Consultancy	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
Subtotal for Code: Consultancy Services									£100.00	£20.00	£120.00

Code Number 8531 Employer NI Contributions											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
428	28/02/2025			Unity Trust Bank		ER NI	HMRC	X	588.53		588.53
Subtotal for Code: Employer NI Contributions									£588.53		£588.53
Subtotal for Cost Centre: 6. Staffing									9,159.31	20.00	9,179.31

Cost Centre 8. Earmarked Reserves

Code Number 8532 Tree Works											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
424	13/02/2025	3571		Unity Trust Bank		Tree Works	Plantscape	S	873.33	174.67	1,048.00
Subtotal for Code: Tree Works									£873.33	£174.67	£1,048.00
Subtotal for Cost Centre: 8. Earmarked Reserves									873.33	174.67	1,048.00

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-02-2025 and 28-02-2025)

3 March 2025 (2024-2025)

TOTALS	£19,852.97	£1,894.32	£21,747.29
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