

DRAYTON PARISH COUNCIL MEETING

held on Thursday 4th February 2021 at 7pm

This meeting was held virtually under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and members of the public can join the meeting online via ZOOM

Present

Councillors: J Anderson, C Brown, A Crotch, G Everett (Chairman), N Quinsey, K Morgan, A Taylor, K Thompson

Clerk: Jonathan Hall

In attendance:

District Councillor (Drayton South): R Foulger

County Councillor (Drayton, Horsford & Felthorpe): Tony Adams

3 Members of the Public

1. Apologies and consideration of acceptance for absence.

All members present.

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

Nothing further was declared beyond the member's register of interests

3. To receive and agree minutes from Full Council Meetings held on Thursday 7th & 18th January 2021.

7th January 2021 minutes deferred to 4th March 2021. 18th January 2021 minutes

RESOLVED as a true and correct record and will be signed by the Chair in due course.

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

No questions received.

5. To receive any reports:

County Councillor Tony Adams advised:

- Work to the damaged wall on School Road opposite Lloyds Pharmacy is due to commence on 22nd February. No further information was available.
- Advice will be sought as to why no legal action was taken regarding the unofficial removal of trees along the A1067 near to the Marriotts Way crossing. Replacement trees, if required, will be planted in the Spring.
- The Highways engineer was unaware that the sharp bend sign on Hall Lane had not been moved to its correct position. This work will be undertaken in due course.

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District Councillor Mr A Crotch, Drayton North advised:

- He attended an excellent presentation from Broadland Youth Advisory Board and it was suggested that future projects undertaken by the Parish Council could involve engaging with them.
- His members' grant of £500 has been awarded to the local Covid 19 group to aid the setting up of the foodbank at Longdale.
- Broadland's community lottery still has no groups or organisations from Drayton registered and that groups and organisations should be encouraged to do so to help fund projects.

District Councillor Mr R Foulger, Drayton South advised:

- He also attended the Broadland Youth Advisory Board presentation and would concur with his fellow councillor's comments.
- Covid 19 vaccinations were rolling out at a great pace and take up had been high in the Broadland area. Concerns raised by some ethnic groups had been identified and were being addressed.
- Advice from the planning officers regarding planning applications on tonight's agenda were still awaited.
- PC Alex Wright had asked for any issues relating to anti social behaviour or belated breaches of Covid restrictions to be reported to him.

Police. Report provided noted.

6. Clerk's report

To report on progress on items from previous meetings. Items are for noting only. No discussion, decisions or debate may take place during this item.

- Land Registration – ongoing. Delays being experienced at Land Registry office.
- Operation London Bridge – All items required now purchased. Document outlining protocols will be forwarded to all councillors very shortly.
- Parish Online subscription has been completed. PSGA licence number from Ordnance Survey now received.
- Access has been granted to those councillors who requested read access only to Scribe. Training took place 27th Jan 2021.
- Plans are in place to plant new trees along Drayton High Road.
- Thorpe Marriot/Taverham/Drayton COVID support group has forwarded a grant request to be considered by Governance committee on 11th February 2021.
- Flooding at Florence Carter Memorial Park: The necessary action has been undertaken by the Maintenance Operative.
- Opening of Bank accounts: Ongoing. – It was noted that given Covid restrictions this may still be difficult to achieve in the short term.
- Discretionary Grants for Lockdown 3 have been applied for from the District Authority.
- Facebook data for month: People reached 5.7k Engagements: 2.3k Likes 7.

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7. Planning

To consider planning applications:

20202401 – 94 Fakenham Road. Erection of detached dwelling & cart lodge.

RESOLVED: No objections to the application.

20210017 – 44 Taverham Road. Sub division of rear garden and erection of detached bungalow and garage served of existing access drive.

RESOLVED: no issues regarding the application as long as the concerns raised by Highways and the residents of 27/33 Sheridan Close are addressed fully.

20210109 – 25 Hurn Road. Single storey front extension.

RESOLVED: No objections to the application

8. Finance and Governance

8.1 Bank reconciliation. The Chairman confirmed the bank reconciliations to 25th January 2021.

8.2 Verification of Voucher Process & Approval of Accounts. Signatories confirmed the check and verification in accordance with Financial Regulations 6.5. Voucher receipts 38 to 40 and voucher payments 409 to 447. **RESOLVED** to accept income of £8,047.03 and expenditure of £97,69.23.

DRAYTON PARISH COUNCIL

Receipts & Payments for Information at February 2021 Parish Council Meeting

Vouchers: Receipts: 38 - 40

Vouchers: Payments: 409 - 447

Voucher	Cost Code/Description	Supplier	Net	VAT	Total	CHQ/BACS/DD
INCOME						
1. Precept						
2. General Finance						
38	VAT Reclaim - Sep to Nov 20	HMRC	0.00	7880.84	7880.84	BACS
39	Insurance Reimbursement Bowls Club	RG Carter Bowls Club	166.19	0.00	166.19	CHQ
			166.19	7880.84	8047.03	
3. Environment & Amenities						
5. Open Spaces & Property						
40	Lease Charge - Nov 20 to Oct 21	RG Carter Bowls Club	100.00	0.00	100.00	CHQ
			100.00	0.00	100.00	
6. Staffing Committee						

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8. Communications Committee

TOTAL

266.19 7,880.84 8,147.03

EXPENDITURE

1. Precept

2. General Finance

409	Electricity Charges LD - Dec 20	EDF Energy	110.48	5.52	116.00	DD
414	Bank Charges	Unity Trust Bank	18.00	0.00	18.00	DD
416	Waste Clearance	Norwich Waste Disposal Ltd	179.00	35.80	214.80	BACS
417	Service Charge - 20 Nov to 20 Dec 20	Sharprint Ltd	27.50	5.50	33.00	BACS
418	Storage of Archived Documents	Closed Secure Storage Ltd	29.25	5.85	35.10	BACS
419	Electricity Charges KGV - 18 Nov to 17 Dec 20	British Gas	120.01	6.00	126.01	DD
420	Office 365 Licence	Anglian Internet	22.60	4.52	27.12	DD
425	Items for Operation London Bridge	Argos	35.95	0.00	35.95	CC
426	Book of Condolences/Black Arm Bands	Amazon	40.97	0.00	40.97	CC
427	Royal Images	Royal Images	184.80	0.00	184.80	CC
428	Mobile Phone Top Up	Vodafone	10.00	0.00	10.00	CC
429	Corporate Card Monthly Fee - Clerk	Lloyds Bank	3.00	0.00	3.00	CC
431	Cable Ties	Toolstation	16.67	3.33	20.00	CC
436	Corporate Card Monthly Fee - RH	Lloyds Bank	3.00	0.00	3.00	CC
437	Mobile Phone Top Up	EE	20.00	4.00	24.00	DD
438	Waste Clearance	Norwich Waste Disposal Ltd	179.00	35.80	214.80	BACS
439	Internet/Telephone Chgs KGV - 9 Jan to 8 Feb 21	Zen Internet Ltd	36.83	7.37	44.20	DD
445	Water Charges Longdale 6 Oct 20 to 5 Jan 21	Anglian Water Authority	70.77	0.00	70.77	DD
446	Water Charges KGV to 9 Oct 20 to 8 Jan 21	Anglian Water Authority	34.29	0.00	34.29	DD
447	Electricity Charges KGV 18 Dec to 13 Jan 21	British Gas	96.91	4.84	101.75	DD
			1,239.03	118.53	1,357.56	

3. Environment & Amenities

415	Bus Shelters Clean	Heritage Contract Services Ltd	85.00	17.00	102.00	BACS
435	Replace Lock KGV Post Box	Toolstation	7.55	1.51	9.06	CC
			92.55	18.51	111.06	

5. Open Spaces & Property

421	Barrier at KGV and LD - 30 Nov 20 to 3 Jan 21	Norse Commerical Services Ltd	690.00	138.00	828.00	BACS
422	Christmas Lights at FCMP - Removal	T T Jones Electrical Ltd	360.00	72.00	432.00	BACS
423	Grass Cutting - Dec 20	Garden Guardian Ltd	1,149.44	229.89	1,379.33	BACS
424	3g Surface Costs - Dec 20	Garden Guardian Ltd	275.79	55.16	330.95	BACS
430	Flushmatic Kit - KGV Urinal	Gentworks Ltd	168.00	33.60	201.60	CC

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432	String	B&Q	3.50	0.00	3.50	CC
433	Tap Connector	B&Q	2.54	0.00	2.54	CC
434	Toilet Repairs - KGV	Wickes	9.49	1.90	11.39	CC
			2,658.76	530.55	3,189.31	
6. Staffing Committee						
410	Employees Tax and NI payments - Dec 20	HMRC	701.78	0.00	701.78	BACS
411	Employer NI Contributions - Dec 20	HMRC	274.84	0.00	274.84	BACS
412	Employee NPF Contributions - Dec 20	Norfolk Pension Fund	238.33	0.00	238.33	BACS
413	Employer NPF Contributions - Dec 20	Norfolk Pension Fund	883.58	0.00	883.58	BACS
440/441/443	Salaries - Jan 21	Staff	2,914.54	0.00	2,914.54	BACS
442	Working From Home - Dec 20	Employee 2	26.00	0.00	26.00	BACS
444	Mileage 7 Dec 20 to 8 Jan 21	Employee 4	72.23	0.00	72.23	BACS
			5,111.30	0.00	5,111.30	

8. Earmarked Reserves Expenditure

TOTALS	9,101.64	667.59	9,769.23
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BANK TRANSFERS

19-Jan-21	Unity Trust Bank - Instant Access Deposit Account to Current Account	5,000.00
		5,000.00

Value of Postage Stamps in hand	76.99	76.99
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9. Correspondence

Thank you card and email received from resident for reinstating hedgehog gate in Longdale Park boundary fence.

10. General Matters

Memberships of standing order committees. Motion to the council (Cllr Everett): Following the resignation of Cllr Wilson and Cllr Morgan's desire to resign from the Governance committee the following changes are suggested.

- Staffing committee: to include Cllr Taylor
- Governance: to remove Cllr Morgan and include Cllr Anderson & Cllr Taylor
- Environment & Highways: to remove Cllr Taylor and replace with Cllr Thompson

Motion carried.

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11. Exchange of Information / Matters for consideration of inclusion for next full council agenda.

Discuss and agree implementation of Parish Online

Nomination for management committee of Thorpe Marriott Village Hall

It was noted that increasing Covid 19 cases per 100,000 were increasing in the Parish mainly due to outbreaks in care homes. It was thought that cases in the wider community were falling.

12. Date of next meeting – Thursday 4th March 2021 at 7pm.

13. Staffing

Minutes of meeting dated 21st January 2021 were noted.

Meeting Closed 20:19