

# DRAYTON PARISH COUNCIL MEETING MINUTES

Thursday 12<sup>th</sup> January 2023 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

In attendance: Cllrs G Everett (Chair), A Crotch, N Quinsey, J Anderson, A Taylor, H Kisby, C Brown.

6 members of the public were in attendance.

- 1) Apologies and consideration for approval of absence. Apologies for absence were received and approved for Cllrs J Edwards-Smith and K Morgan
- 2) Members' declarations of interest and requests for dispensations.  
Cllr G Everett declared a personal interest in planning application 20222008.  
Cllr A Taylor declared a personal interest in planning application 20222034.  
Cllr A Crotch declared a personal interest in planning application 11647021.
- 3) To receive and agree minutes from the Parish Council Meeting held on Thursday 8<sup>th</sup> December. The minutes were received and **AGREED** by the Council.
- 4) To receive any questions or comments from members of the Public on matters on the agenda.

A member of the Council wanted to comment on planning application 20222034, expressing concern for the volume of traffic on Carter Road and wanted to understand the choices offered as part of the consultation. The member of the public wished to iterate their fears for the increased risk for accidents if no action was taken.

A member of the public referred to the proposal to close Carter Road at the Drayton High Road junction to prevent the area from becoming a 'rat-run'.

A member of the public commented that the trees outside the of the Tesco Superstore in Drayton should be removed as the spurs which fall from the trees annually always cause issues for people living locally. They also enquired as to who owns the trees.

An email was read on behalf of a member of the public who wished the positioning of the lights on the cycle way to the south western side of the Hopkins Homes development to be reconsidered. Due to the height of the ground in comparison to the height of the fences and gardens of the existing home on Manor Farm Close, the splay from the light would intrude into upstairs windows. The member of the public wished for alternative options to be considered as part of planning application 20222008.

- 5) To receive any reports:
  - a) County Councillor: Tony Adams

With regards to Carter Road, two options have been put forward for consultation. It was reiterated that one of the conditions of the original planning application was that there needed to be improvement to the local traffic. There was a third option to keep the roads as they are, however it was considered that this was not an appropriate option. Other options were considered including closure at either end, chicanes, and speed bumps. The two options were decided (4 had an inconclusive result previously). There



remains concern for the generation of vehicles that the new developments will create.

With regards to the trees outside the Tesco Superstore in Drayton, the dispute between who owns the trees continues. Highways are adamant that they are owned by Tesco's. Equally Tesco believe that the trees are owned by Highways. A local resident has come to an agreement to trim the lower most branches. To be followed up at the next PCM.

b) District: Cllr A Crotch, Drayton North & Cllr R Foulger, Drayton South

**Cllr A Crotch:** Wished to note the passing of Broadland District Council member Sue Prutton just before Christmas. She will be sadly missed and the Council's thoughts are with her family and friends.

Nutrient Neutrality – BDC are leading the way; in conjunction with Anglian Water they want to set up a joint venture which will allow some planning proposals to proceed. This would allow the purchase of credits which can then be bought by developers to go towards more sustainable and environmentally friendly building methods.

Changes to the right to vote this year in the District and Parish Cllrs elections. Members of the public will need to be in possession of photographic ID at the polling station to vote. If this is not available an application must be submitted to the local authority. Norfolk libraries are looking to make internet facilities available to those who do not have them. Postal votes will still be available.

With respect to planning applications 20221935, there were no objections.

With respect to planning application 20221925 there were no objections. It was commented that the new footpath will hopefully reduce traffic from the new development with people visiting the surgery. Also, the additional 58 spaces would help to relieve parking issues on Manor Farm Close.

**Cllr R Foulger:** Former David Rice site. This area has a long history of planning applications. Developers could allegedly no longer include affordable housing due to increased costs. The appeal by the applicant was upheld so a subsequent application was submitted to include no affordable housing. The decision of the planning committee was to agree the new application.

c) **Police:** PC Brett Peyton introduced himself as the new Safer Neighbourhood Beat Officer for Drayton and the surrounding area. He is extremely keen to re-introduce regular priority setting meetings with the public. A number of successful convictions have been made locally with respect to drugs and theft.

## 6) Clerk's Report and Matters Arising

To note that the continued issue with the drainage in Drayton has been raised with Highways and a meeting is to be held within the next few weeks to consider how this can be prevented from being a recurring issue. Flooding of the centre of Drayton and blocked drains is regularly reported, even after a relatively short period of rainfall.

Elections will be held in May, which means this is an excellent time to recruit new Councillors. The Clerk encouraged anyone who has expressed an interest in the Council to come along to a Parish Council Meeting to find out more. Information flyers will be made available over the next couple of weeks to encourage interest and provide additional information.

## 7) Planning



a) To consider planning applications as follows:

i) **20221925 Drayton and St Faiths Medical Practice, 8 Manor Farm Close, Drayton, NR8.** Partial demolition of existing medical centre building and the construction of a two-storey extension with revised parking, landscaping and associated facilities. **Support. Comments: Construction traffic should enter through the new development rather than the Manor Farm Close development.**

ii) **20221935 Brickyard Farm, Hall Lane, Drayton, NR8 6HH.** Single storey extension. Glazing enlarged to first floor bedroom including the addition of a Juliet balcony. **Support. No Comments.**

iii) **CTIL 11647021 Upgrade to radio base station installation.** Concern is the increase in height and the sound from the box. **Comments: Request further information at the application stage and simplified information regarding the installation, and the impact locally.**

iv) **20222008 Land at Manor Park, Drayton.** Approval Of Details Reserved By Condition 34 (biodiversity enhancement & management plan) and condition 36 (lighting design strategy for biodiversity) of planning permission 20200640. **Comments: The Council requests other options are explored for illuminating this section of the cycleway other than footway lights (column 16 and 17). This will help prevent light spill affecting nearby properties.**

vi) **20222034 Land at Manor Park, Drayton.** Approval Of Details Reserved By Condition 23 of planning permission 20200640 - highway improvement works. **Comments: Request that the junction of George Drive with Hall Lane is returned to how it was previously. Council is in support of the consultation and will respect this decision of the residents.**

vii) **20222060 Land at Manor Park, Drayton.** Non-Material Amendment - update to originally approved planning (20200640) layout to omit the secondary footpath link off the cycleway/footway to the southern open space. **Support. No comments.**

b) Planning decisions:

i) **20221814 18 Sylvan Way, Taverham, NR8 6XD.** Proposed single storey rear extension extending 5m from the rear of the original dwellinghouse, with a maximum height of 4m and an eaves height of 2.75m. Full Approval.

8) Finance

- a) To receive and approve bank reconciliation. **APPROVED**
- b) To receive and ratify approval of a list of receipts and payments in accordance with the budget. To include any additional receipts/payments prior to meeting. **APPROVED**
- c) To receive the quarterly budget report. Received
- d) To receive and approve the contract for Fun Force to provide entertainment at the King's Coronation Event on 6<sup>th</sup> May 2022. **APPROVED.**
- e) To receive and approve the Feasibility Study for the King George V Playing Field Pavilion. **APPROVED.**
- f) To consider S106 payment options for the Norfolk Homes development and approve the use of S106 funds for the King George V Playing Field play area. The Council proposed to use £14,242.05 from S106 and £145,543.85 from CIL to pay for the new play area at King George V Playing Field. **APPROVED.**



g) To consider additional funding for King George V projects following the meeting with Broadland District Council Officers on 5th December 2022. This item was not discussed.

9) Environment and Highways Committee

a) To approve the purchase of a new grit bin for outside Drayton Infant School. A new grit bin has been requested by the Clerk from Norfolk County Council.

10) Open Spaces and Property Committee

a) To receive and approve the quotes for replacement play equipment for Florence Carter Memorial Park. It was proposed to delegate authority to the Clerk for supply and fit of the play equipment up to £1000. **APPROVED.**

11) Governance Committee

a) To receive the minutes from the meeting held on 15<sup>th</sup> December 2022 Received minutes. Amendment to item 7. Changing 'his' to 'their'.

b) To consider recommendations for approval of the following:

i) The Armed Forces Covenant. **APPROVED.**

ii) Annual Governance Statement of Internal Control and Review of the Effectiveness of Internal Audit for the Year Ending 31 March 2023. Defer back to Governance.

iii) Grants Policy. **APPROVED**, with 1 against.

iv) Data Protection Policy. **APPROVED.**

12) Exchange of Information / Matters for next agenda.

E&H tree works.

Financial Regulations – Update of named persons.

Nomination for the trustee at Thorpe Marriot Village Hall.

Engage locally with regards to litter picking. For Environment and Highways Committee.

More signs for fouling on pathways – signage from broadland

Change of passwords when Anne departs.

13) Dates for next meetings:

23<sup>rd</sup> February 2023 Environment & Highways Committee Meeting

9<sup>th</sup> March 2023 Parish Council Meeting

23<sup>rd</sup> March 2023 Governance Committee Meeting

Meeting closed 9.08pm



**Drayton Parish Council**  
**Listing of Receipts in each Code for All Cost Centres**  
 (Between 09-12-2022 and 12-01-2023)

Cost Centre	1. Income										
Code Number	13 Income on Investment	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 47		31/12/2022		Unity Trust Bank		Interest paid on Bank Account	Unity Trust Bank	X	1,210.58		1,210.58
							Subtotal for Code: Income on Investment		£1,210.58		£1,210.58
Code Number	14 Miscellaneous	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 46		04/01/2023	230192	Unity Trust Bank		Wayleave KGV	UK Power Networks	E	4.60		4.60
							Subtotal for Code: Miscellaneous		£4.60		£4.60
							Subtotal for Cost Centre: 1. Income		1,215.18		1,215.18
<b>TOTALS .....</b>									<b>£1,215.18</b>		<b>£1,215.18</b>



**Drayton Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 09-12-2022 and 12-01-2023)

Cost Centre		2. Governance		27 Utilities & Services		28 Handyman Equipment		201 Stationery & Software		208 Community Event	
Code Number	Date	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.											
311	09/12/2022			Unity Trust Bank	Electricity Charges KGV	British Gas	L	155.58	7.77	163.35	
315	25/12/2022	17838917		Unity Trust Bank	Mobile Phone	O2	S	35.74	7.15	42.89	
317	16/12/2022			Unity Trust Bank	Broadband and Telephone Charges	Zen Internet Ltd	S	37.63	7.53	45.16	
329	11/01/2023	965870670		Unity Trust Bank	Electricity Charges KGV	British Gas	S	407.85	81.57	489.42	
332	12/01/2023			Unity Trust Bank	Electrical Work - KGV Office	Peter Stanger	E	300.00		300.00	
333	12/01/2023	INV-18297		Unity Trust Bank	Waste Clearance	Norwich Waste Disposal Ltd	S	179.00	35.80	214.80	
334	12/01/2023	2701000827		Unity Trust Bank	Litter and Dog bins	Broadland (UK) Ltd	S	197.60	39.52	237.12	
335	12/01/2023	2701000828		Unity Trust Bank	Litter and Dog bins	Broadland (UK) Ltd	S	1,580.80	316.16	1,896.96	
362	12/01/2023	1356		Unity Trust Bank	Storage of Archived Documents	Closed Secure Storage Ltd	S	15.60	3.12	18.72	
365	29/12/2022			Unity Trust Bank	Electricity Charges LD	EDF Energy	L	110.48	5.52	116.00	
366	15/12/2022	187538263		Unity Trust Bank	Mobile Phone	EE	S	22.84	4.57	27.41	
					Subtotal for Code: Utilities & Services			£3,043.12	£508.71	£3,551.83	
<b>Code Number</b>	<b>Date</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
Vchr.											
340	16/12/2022			Unity Trust Bank	Handyman New Equipment	Wickes	S	12.50	2.50	15.00	
343	16/12/2022			Unity Trust Bank	Handyman Accessories	Wickes	S	14.66	2.94	17.60	
					Subtotal for Code: Handyman Equipment			£27.16	£5.44	£32.60	
<b>Code Number</b>	<b>Date</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
Vchr.											
350	16/12/2022	435074955		Unity Trust Bank	Stationery	Amazon	S	7.93	1.59	9.52	
351	16/12/2022			Unity Trust Bank	Stationery	Amazon	S	16.64	3.34	19.98	
352	16/12/2022			Unity Trust Bank	Stationery	Amazon	S	8.22	1.65	9.87	
354	16/12/2022			Unity Trust Bank	Stationery	Amazon	S	29.16	5.83	34.99	
357	16/12/2022	46550		Unity Trust Bank	Stationery	Amazon	S	9.12	1.83	10.95	
358	16/12/2022	19032		Unity Trust Bank	Stationery	Amazon	S	2.75	0.55	3.30	
363	12/12/2022			Unity Trust Bank	Office 365 Licence	Anglian Internet	S	22.60	4.52	27.12	
370	12/01/2023	32414		Unity Trust Bank	Office 365 Licence	Anglian Internet	S	22.60	4.52	27.12	
					Subtotal for Code: Stationery & Software			£119.02	£23.83	£142.85	
<b>Code Number</b>	<b>Date</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
Vchr.											
318	12/01/2023	12782		Unity Trust Bank	Christmas Lights at FCMP	T T Jones Electrical Ltd	S	1,867.00	373.40	2,240.40	
324	30/12/2022			Unity Trust Bank	Gift Voucher	Employee 8	E	41.50		41.50	
348	16/12/2022	435534943		Unity Trust Bank	Christmas Lights at FCMP	Amazon	S	279.95	55.99	335.94	
349	16/12/2022	221897		Unity Trust Bank	Christmas Lights at FCMP	Amazon	S	57.48	11.49	68.97	
353	16/12/2022	331488		Unity Trust Bank	Glow Sticks	Amazon	S	8.32	1.67	9.99	
355	16/12/2022	549467		Unity Trust Bank	Raffle Tickets	Amazon	S	10.82	2.17	12.99	





**Drayton Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 09-12-2022 and 12-01-2023)**

356	16/12/2022	230627	Unity Trust Bank	Hi Viz Vests	Amazon	S	13.28	2.68	15.96
359	16/12/2022		Unity Trust Bank	Gift Voucher	Tesco	E	20.00		20.00
<b>215 Bank Charges</b>						<b>Subtotal for Code: Community Event</b>	<b>£2,298.35</b>	<b>£447.40</b>	<b>£2,745.75</b>
<b>Code Number</b>	<b>Date</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Cheq. No.</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
338	31/12/2022			Unity Trust Bank	Bank Charges		30.75		30.75
345	16/12/2022			Unity Trust Bank	Bank Charges		3.00		3.00
360	16/12/2022			Unity Trust Bank	Bank Charges		3.00		3.00
<b>Subtotal for Code: Bank Charges</b>							<b>£36.75</b>		<b>£36.75</b>
<b>Cost Centre 3. Environment &amp; Highways</b>						<b>Subtotal for Cost Centre: 2. Governance</b>	<b>5,524.40</b>	<b>985.38</b>	<b>6,509.78</b>

<b>Code Number</b>	<b>Date</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Cheq. No.</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
347	16/12/2022			Unity Trust Bank	CCTV Signage		25.11	5.02	30.13
<b>38 Green Lanes</b>						<b>Subtotal for Code: Green Lanes</b>	<b>£25.11</b>	<b>£5.02</b>	<b>£30.13</b>
<b>Code Number</b>	<b>Date</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Cheq. No.</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
361	12/01/2023	PF3041		Unity Trust Bank	Parish Partnership Scheme		3,660.00		3,660.00
<b>304 Parish Partnerships</b>						<b>Subtotal for Code: Parish Partnerships</b>	<b>£3,660.00</b>		<b>£3,660.00</b>

<b>Code Number</b>	<b>Date</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Cheq. No.</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
331	12/01/2023	12807		Unity Trust Bank	Street Lighting Repairs		94.20	18.84	113.04
<b>8523 Street Lighting Maintenance</b>						<b>Subtotal for Code: Street Lighting Maintenance</b>	<b>£94.20</b>	<b>£18.84</b>	<b>£113.04</b>
<b>Cost Centre 5. Open Spaces &amp; Property</b>						<b>Subtotal for Cost Centre: 3. Environment &amp; Highways</b>	<b>3,779.31</b>	<b>23.86</b>	<b>3,803.17</b>

<b>Code Number</b>	<b>Date</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Cheq. No.</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
339	16/12/2022			Unity Trust Bank	Repair Toilets Longdale		17.46	3.49	20.95
341	16/12/2022			Unity Trust Bank	Handyman Accessories		8.66	1.74	10.40
342	16/12/2022			Unity Trust Bank	Key Cutting for Longdale		7.92	1.58	9.50
344	16/12/2022			Unity Trust Bank	Repair Toilets Longdale		14.17	2.83	17.00
<b>501 Pavilion Maintenance</b>						<b>Subtotal for Code: Pavilion Maintenance</b>	<b>£48.21</b>	<b>£9.64</b>	<b>£57.85</b>

<b>Code Number</b>	<b>Date</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Cheq. No.</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
336	12/01/2023	241		Unity Trust Bank	Grass Cutting		1,309.42	261.88	1,571.30
346	16/12/2022	INV42049		Unity Trust Bank	water bowser		333.00	66.60	399.60
368	12/01/2023	256		Unity Trust Bank	Grass Cutting		1,309.42	261.88	1,571.30
<b>503 Grounds Maintenance</b>						<b>Subtotal for Code: Grounds Maintenance</b>	<b>£2,951.84</b>	<b>£590.36</b>	<b>£3,542.20</b>



**Drayton Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 09-12-2022 and 12-01-2023)

Code Number		504 Security		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute	Bank				Description		Supplier				Net	Vat	Total			Total
312	12/01/2023			Unity Trust Bank				Barrier at KGV and LD		Norse Commercial Services Ltd		S		960.00	192.00	1,152.00			
371	12/01/2023	EG002903		Unity Trust Bank				Barrier at KGV and LD		Norse Commercial Services Ltd		S		976.00	195.20	1,171.20			
										Subtotal for Code: Security				£1,936.00	£387.20	£2,323.20			

Code Number		511 3G Surface Maintenance		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute	Bank				Description		Supplier				Net	Vat	Total			Total
337	12/01/2023			Unity Trust Bank				Longdale 3G surface clean		The Garden Guardian Ltd		S		296.17	59.23	355.40			
369	12/01/2023	257		Unity Trust Bank				Longdale 3G surface clean		The Garden Guardian Ltd		S		296.17	59.23	355.40			
										Subtotal for Code: 3G Surface Maintenance				£592.34	£118.46	£710.80			
										Subtotal for Cost Centre: 5. Open Spaces & Property				5,528.39	1,105.66	6,634.05			

**Cost Centre 6. Staffing Committee**

Code Number		61 Salaries		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute	Bank				Description		Supplier				Net	Vat	Total			Total
320	30/12/2022			Unity Trust Bank				Salary		Employee 4		X		865.68		865.68			
322	30/12/2022			Unity Trust Bank				Salary		Employee 10		X		1,360.71		1,360.71			
323	30/12/2022			Unity Trust Bank				Salary		Employee 8		X		1,464.78		1,464.78			
325	30/12/2022			Unity Trust Bank				Salary		Employee 7		X		1,184.00		1,184.00			
327	30/12/2022			Unity Trust Bank				Tax and NI, employees		HMRC		X		1,004.33		1,004.33			
328	30/12/2022			Unity Trust Bank				Pension Clerk EER/EEI		Norfolk Pension Fund		X		1,143.50		1,143.50			
										Subtotal for Code: Salaries				£7,023.00		£7,023.00			

**Code Number 601 Expenses/Mileage**

Code Number		601 Expenses/Mileage		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute	Bank				Description		Supplier				Net	Vat	Total			Total
321	30/12/2022			Unity Trust Bank				Mileage		Employee 4		E		82.57		82.57			
326	30/12/2022			Unity Trust Bank				Mileage		Employee 7		E		214.20		214.20			
										Subtotal for Code: Expenses/Mileage				£296.77		£296.77			

**Code Number 602 Consultancy Services**

Code Number		602 Consultancy Services		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute	Bank				Description		Supplier				Net	Vat	Total			Total
314	12/01/2023	19961		Unity Trust Bank				Consultancy Support		Norfolk Parish Training Support		E		450.00		450.00			
330	06/01/2023			Unity Trust Bank				HR Consultancy		Personnel & Advice Solutions Ltd		S		100.00	20.00	120.00			
										Subtotal for Code: Consultancy Services				£550.00	£20.00	£570.00			
										Subtotal for Cost Centre: 6. Staffing Committee				7,869.77	20.00	7,889.77			

**TOTALS** ..... **£22,701.87**      **£2,134.90**      **£24,836.77**

