

DRAYTON PARISH COUNCIL MEETING MINUTES

Held on Thursday 14th September 2023 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

Members in attendance: Cllrs G Everett (Chairman), A Crotch, K Morgan, J Anderson, H Kisby, C Brown, S White.

County Councillor: T Adams.

There were no members of the public present.

1. **Apologies and consideration for approval of absence.** Apologies received and **APPROVED** from Cllrs N Quinsey, A Taylor and J Edwards-Smith.
2. **Members' declarations of interest and requests for dispensations.** None
3. **To receive and agree minutes from the Meeting of the Parish Council held on Thursday 10th August 2023.** Cllr K Morgan would like it recorded that the Assistant Clerk is to be commended for her dedication to Drayton Parish Council, and for being available before usual office opening hours, and for having the appropriate information to hand. The minutes were then received and **AGREED** by the Council.
4. **To receive any questions or comments from members of the Public on matters on the agenda.** None.
5. **To receive any reports:**
 - a) County Councillor: T Adams
With regards to the application for Grade 3 agricultural land in Horsford to be used for solar farming, it should be noted that there are a number of other lower grade fields which would be more suitable.
 - b) District: Cllr A Crotch, Drayton North: With respect to planning application 2023/2582, the application has been withdrawn by the applicant as it doesn't meet the pre-application criteria. With reference to Nutrient Neutrality, restrictions on future development within Broadland will hopefully be lifted in the near future to enable growth, whilst ensuring sites and surrounding areas are protected. Due to come back to new Parliament for further discussion.
 - c) Police
 - i. To consider update on reports of ASB at Londale. Nothing to report.
6. **Clerk's Report and Matters Arising**

The Clerk thanked the Council for their support during her period of absence.
7. **Planning**
 - a) To consider planning applications as follows:
 - i. **Application Ref: 2023/2303** – For a single storey front extension at 20 Bellmonte Crescent, Drayton, Norfolk, NR8 6EJ (Extension for comment granted until 15th September). The Council wished to make no comments.
 - ii. **Application Ref: 2023/2367** – For the erection of 1.8m and 1m high fencing with double wooden gate at 21 Badgers Brook Road, Drayton, Norfolk, NR8 6EY (Extension granted by Case Officer until 18th September). The Council wished to make the following comment: The Council are concerned for the impact on the character of the area and the appearance of the fence.
 - iii. **Application Ref: 2023/2342** – Variation of condition 1 of 2021/2274 at Drayton Old Lodge, 146 Drayton High Road, Norfolk, NR8 6AN (Extension requested from Case Officer awaiting reply). The Council wished to make no comments.
 - iv. **Application Ref: 2023/2311** – For a first floor rear extension and side extensions at 9 Orchard Bank, Drayton, Norfolk, NR8 6RN (Extension for comment granted until 15th September). The Council wished to make the following comment: The Council objects to this planning application

on the grounds that it contravenes 'Policy GC4 – Design' of the Development Management DPD as it will have a detrimental impact on the amenity of the neighbouring property.

- v. **Application Ref: 2023/2395** – For temporary ground mounted solar photovoltaic (pv) farm along with continued agricultural use, ancillary infrastructure, security fencing, landscaping provision, ecological enhancements and associated works at land north-east of Reephams road, Horsford NR10 3AJ. The Council objects to this planning application as they are concerned for the loss of quality agricultural land, and the potential impact on aircraft. 6 Councillors in favour. 1 abstention.
 - vi. **Application Ref: 2023/2583** – Two-storey rear extension. 31 Sheridan Close Drayton Norfolk NR8 6RW. The Council wished to make no comments. 1 abstention.
 - vii. **Application Ref: 2023/2582** – 16 Vawdrey Road Drayton Norfolk NR8 6EL. Proposal: Proposed single storey rear extension extending 8m from the rear of the original dwellinghouse, with a maximum height of 4m and an eaves height of 2.20m. Application withdrawn by the applicant.
 - viii. **Application Ref: 2023/2479** – Demolition of existing side and rear extensions and erection of a new single storey extension to the side and rear. Pine View 7 Hurn Road Drayton Norfolk NR8 6BS. The Council wished to make no comments.
Application Ref: 2023/2420 – Works to TPO trees. 2A Drayton Grove Drayton Norfolk NR8 6PU. Proposal: T1: Beech tree - crown raise to approx 1.8m by removing large lateral branch onto hedge and other small branches to form a balanced lower canopy and crown thin by approx 20%. T2: Oak tree - crown thin by approx 20%. T3: Beech tree - reduce length of branches that extend past natural canopy and crown raise southern side to approx 3m. Council supports the views of the Tree Officer. The Council wished to make no comments.
- a) To note planning decisions
 - i. **Application Ref: 2023/1658** 1 Woods End Drayton Norfolk NR8 6LJ: Proposal: Double garage Decision : Approval with Conditions.
 - ii. **Application Ref: 2023/2337** Land Adjacent To 190 Drayton High Road Drayton Norfolk NR8 6BE Proposal: T5 Sycamore - reduce dead upper crown back to growth points. Reduce the side lateral branches to the north-east over the highway by 35% to growth points. T6 Ash - raise lower canopy over the highway to allow ground clearance of 5.5m. T9 Sycamore - fell. T10 Sycamore - trim back lower growth to clear footpath Decision: Approval with Conditions.

8. Finance

- a) To receive and approve bank reconciliation. The Council received and **APPROVED** the bank reconciliation.
- b) To receive list of receipts and approved payments for the month of August 2023. The list of receipts and approved payments for August 2023 were **RECEIVED** by the Council. The Council noted the payment for the mobile phone contract and zoom subscription and requested the Clerk to investigate cheaper options.
- c) To consider list of payments for authorisation for payment. The list of payments were considered and **APPROVED** by the Council.
- d) To consider quotes for electricity renewal at KGV (pending call back from Callum Thomas on 6th September from Bionic 03331503720). Defer to 12th October Parish Council Meeting.

9. Correspondence

- a) To note Planning Application 2023/2395 - Land North East of Reephams Road, Horsford, NR10 3AJ. The Council noted the planning application.

10. Other matters for discussion and decision

- a) To update on Florence Carter Memorial Park with respect to gardening and ongoing maintenance.
Team Challenge have offered to maintain the beds at a cost of £150 per day or £15 per hour for two people. Cllr Everett proposed to request Team challenge to work for a day to clear the majority of the beds, with ongoing maintenance from the Maintenance Operative. **APPROVED** by the Council with 1 abstention.

11. Environment and Highways Committee

- a) To award winner of the Garden Competition 2023. The winners were awarded their prizes prior

to the Parish Council Meeting. The Council wished to thank the residents of Drayton, the prize winners and the support from Taverham Nursery Centre.

12. Open Spaces and Property Committee

- a) No items to report.

13. Finance & General Purposes Committee.

- a) No items to report.

14. Staffing Committee

- a) To approve an increase of working hours for the Parish Clerk from 22 hours per week to 24 hours. Cllr Anderson proposed a change in contract for the Parish Clerk, changing her working hours from 22-25 to 24 hours per week. **APPROVED** by the Council.

15. Exchange of Information / Matters for next agenda.

- a) For Environment and Highways Committee: The use of Parish Council Bike Rack on Pond Lane for Beryl Bikes.
b) Roadworks will begin in the centre of Drayton from the beginning of October, with closures from 7pm – 6am. More details to follow from Norfolk County Council.
c) Yellow lines on Pond Lane are being exposed again and need reporting to Norfolk County Council Highways.
d) Thorpe Marriott Village Hall is available on Thursdays from 7pm should the Council wish to hold their meetings at different locations.
e) With regards to the Christmas Lights, meeting required to determine the setup/take down timeline.
f) Confirm dates for community Defibrillator Training at the next Parish Council Meeting.

16. Dates for next meetings:

26th September 2023 Environment & Highways Committee: Proposal for a change of date

28th September 2023 Open Spaces & Property Committee

12th October 2023 Parish Council Meeting

19th October 2023 Staffing Committee

26th October 2023 Governance Committee

9th November 2023 Parish Council Meeting

Meeting Closed 7.55 pm

Signed:



Cllr G Everett
Drayton Parish Council Chairman

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-08-2023 and 31-08-2023)

Cost Centre 2. Governance**Code Number 27 Utilites & Services**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
196	15/08/2023	3150772		Unity Trust Bank		Electricity Charges LD	Smartest Energy	L	306.67	15.33	322.00
197	16/08/2023			Unity Trust Bank		Broadband and Telephone Charges	Zen Internet Ltd	S	37.33	7.47	44.80
198	25/08/2023	23950146		Unity Trust Bank		Mobile Phone	O2	S	85.32	17.06	102.38
199	30/08/2023	INV-21017		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	179.00	35.80	214.80
200	31/08/2023	5396313		Unity Trust Bank		Electricity Charges KGV	British Gas	L	164.66	8.23	172.89
206	16/08/2023			Unity Trust Bank		Zoom Video Licence	Zoom Video Communications	E	119.90		119.90
207	16/08/2023			Unity Trust Bank		Tablet Data	Lebara Mobile	Z	1.98		1.98
Subtotal for Code: Utilites & Services									£894.86	£83.89	£978.75

Code Number 28 Handyman Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
202	16/08/2023			Unity Trust Bank		Handyman New Equipment	B&Q	S	10.00	2.00	12.00
Subtotal for Code: Handyman Equipment									£10.00	£2.00	£12.00

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
195	10/08/2023	36352		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	67.00	13.40	80.40
Subtotal for Code: Stationery & Software									£67.00	£13.40	£80.40

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
201	16/08/2023			Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
205	16/08/2023			Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00
Subtotal for Code: Bank Charges									£6.00		£6.00

Code Number 284 Website

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
208	16/08/2023			Unity Trust Bank		Domain Name Renewal	Fasthosts Internet Ltd	S	11.99	2.40	14.39
Subtotal for Code: Website									£11.99	£2.40	£14.39

Code Number 8522 Street Lighting Energy

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
187	10/08/2023	IN07706786		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	355.23	71.05	426.28
Subtotal for Code: Street Lighting Energy									£355.23	£71.05	£426.28

Code Number 8524 Contingency

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
172	10/08/2023	0813		Unity Trust Bank		Flytipping	Load & Go	E	120.00		120.00
Subtotal for Code: Contingency									£120.00		£120.00

Subtotal for Cost Centre: 2. Governance 1,465.08 172.74 1,637.82

Cost Centre 3. Environment & Highways

Drayton Parish Council
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Code Number 31 NCC Highways Verges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
170	10/08/2023	86		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	819.88	163.98	983.86
Subtotal for Code: NCC Highways Verges									£819.88	£163.98	£983.86
Subtotal for Cost Centre: 3. Environment & Highways									819.88	163.98	983.86

Cost Centre 5. Open Spaces & Property**Code Number 59 Pavilion Consumables**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
203	16/08/2023			Unity Trust Bank		sanitary consumables	ASDA	S	37.08	7.42	44.50
204	16/08/2023			Unity Trust Bank		Cleaning Consumables for Pavilions	Medisave	S	59.97	11.99	71.96
Subtotal for Code: Pavilion Consumables									£97.05	£19.41	£116.46

Code Number 502 Play Area Inspections

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
185	10/08/2023	62824		Unity Trust Bank		Play Area Inspections	The Play Inspection Company	S	202.50	40.50	243.00
Subtotal for Code: Play Area Inspections									£202.50	£40.50	£243.00

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
168	10/08/2023	76		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,409.03	281.81	1,690.84
Subtotal for Code: Grounds Maintenance									£1,409.03	£281.81	£1,690.84

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
171	10/08/2023	EG003288		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	960.00	192.00	1,152.00
Subtotal for Code: Security									£960.00	£192.00	£1,152.00

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
169	10/08/2023	77		Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	316.83	63.37	380.20
Subtotal for Code: 3G Surface Maintenance									£316.83	£63.37	£380.20

Code Number 514 Pest Control

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
186	10/08/2023			Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
Subtotal for Code: Pest Control									£150.00	£30.00	£180.00
Subtotal for Cost Centre: 5. Open Spaces & Property									3,135.41	627.09	3,762.50

Cost Centre 6. Staffing Committee**Code Number 61 Salaries**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
190	31/08/2023			Unity Trust Bank		Salary	Employee 4	X	544.72		544.72
191	31/08/2023			Unity Trust Bank		Salary	Employee 10	X	1,355.52		1,355.52
192	31/08/2023			Unity Trust Bank		Salary	Employee 8	X	1,557.27		1,557.27
193	31/08/2023			Unity Trust Bank		Tax and NI, employer	HMRC	X	945.23		945.23

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							Subtotal for Code:	Salaries	£4,402.74	£4,402.74	
Code Number	65 Employer Pension Contributions										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
188	31/08/2023			Unity Trust Bank		Employer NPF Contributions	Norfolk Pension Fund	X	1,292.27		1,292.27
							Subtotal for Code:	Employer Pension Contributio	£1,292.27		£1,292.27
Code Number	601 Expenses/Mileage										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
189	31/08/2023			Unity Trust Bank		Mileage	Employee 4	X	60.98		60.98
							Subtotal for Code:	Expenses/Mileage	£60.98		£60.98
Code Number	602 Consultancy Services										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
194	07/08/2023			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
							Subtotal for Cost Centre:	6. Staffing Committee	5,855.99	20.00	5,875.99
							TOTALS		£11,276.36	£983.81	£12,260.17

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-08-2023 and 31-08-2023)

Cost Centre 5. Open Spaces & Property**Code Number 53 Pavilion Hire**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	10/08/2023	2023-2024/70		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	152.00		152.00
							Subtotal for Code: Pavilion Hire		£152.00		£152.00
							Subtotal for Cost Centre: 5. Open Spaces & Property		152.00		152.00
									TOTALS	£152.00	£152.00