

DRAYTON PARISH COUNCIL MEETING MINUTES

Thursday 8th December 2022 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

Members of the Council are summoned to the above meeting: Cllrs G Everett (Chair), A Crotch, J Anderson, A Taylor, H Kisby, C Brown.

County Cllr. T. Adams & District Cllr. R. Foulger present.

No members of the public present.

Assistant Clerk: Amy Gallant

Locum Clerk: Anne Barnes

Meeting opened: 7:01pm

1. Apologies and consideration for approval of absence.

Apologies for absence were received and accepted for J. Edward-Smith and K. Morgan and N. Quinsey.

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

A declaration of interest was received from C. Brown as Chair of the Village Hall Management Committee for item 9c).

3. To receive and agree minutes from the Parish Council Meetings held on Thursday 10th November 2022 and Thursday 24th November 2022.

The minutes of the meeting of the Parish Council held on 24th November were received and **AGREED** by Council. The minutes of the meeting of the Parish Council held on 10th November were received and **AGREED** subject to amendment.

4. To receive any applications for the Co-option of Parish Councillors.

No applications received.

5. To receive any questions or comments from members of the Public on matters on the agenda.

No members of the public present.

6. To receive any reports:

a. County Councillor: Tony Adams

Consultation letters regarding the possible closure of Carter Road were being prepared and would be circulated to affected residents in due course and it was confirmed the final decision would be taken by NCC Highways and funded by Hopkins Homes.

The consultation period for the proposed Constitutional Boundary changes had concluded. Under the current proposal Drayton would be placed in Norwich North but would remain in Broadland at District level.

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

District Cllr. Crotch had submitted an objection to the proposed Constitutional Boundary Changes.

Attendance at the Police Priority Setting meeting for Drayton, Taverham and surrounding areas was good and Councillors and members of the public were encouraged to attend. It was noted that parking attendants had been observed working in the Pond Lane area and that while the lack of car parking in Drayton was raised it was confirmed that the authority laid with the land owner to allocate parking spaces for public use or not.

District Cllr. Foulger confirmed that the appeal by developers to build affordable homes at the David Rice Hospital Site on the grounds of viability had been upheld and further discussions would take place at the meeting of the Broadland Planning Committee scheduled to take place on 21st December.

- c. **Police**
Not present.

7. Clerk's Report and Matters Arising

A note of thanks to Council was received for support with the Christmas lights event. A public post on the event would be published in due course pending confirmation if photographs of children present from the local school could be shared.

Costessey Football Youth Club confirmed they would be returning to regular bookings at King George V for 2023.

The new photocopier had been ordered and the estimated delivery date was the week commencing 19th December.

The Parish Council Office would be closed from Monday 26th December until Monday 2nd January, re-opening on Tuesday 3rd January.

8. Planning

- a. To consider planning applications as follows:

20221763 Red Lion, 2 Fakenham Road, Drayton, NR8 6PW. Advertisement Consent Installation of replacement signs to include 1 x projecting sign, 3 x sets of individual letters, 1 x door plaque, 4 x half lanterns, 3 x amenity boards, 1 x post mounted car park sign and 6 x floodlights. Affects the setting of a Listed Building.

Council **AGREED** to support the application subject to the inclusion of the conditions set by NCC Highways regarding illumination.

20221764 Red Lion, 2 Fakenham Road, Drayton, NR8 6PW. Listed Building Application Installation of replacement signs to include 1 x projecting sign, 3 x sets of individual letters, 1 x door plaque, 4 x half lanterns, 3 x amenity boards, 1 x post mounted car park sign and 6 x floodlights. Listed Building consent.

Council **AGREED** no objection or comments were required.

20221814 18 Sylvan Way, Drayton, NR8 6XD. Prior Notification - Larger Householder Extension 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.

Council **AGREED** no objection or comments were required.

County Cllr. T. Adams & District Cllr. R. Foulger left the meeting [7:50pm]

b. Planning decisions:

20221540 18 Saint Margarets Close, Drayton, NR8 6GU. 2 storey and single storey side extensions. Full Approval.

20221478 36 Bradshaw Road, Drayton, NR8 6DJ. Rear single storey extension and garage conversion. Full Approval.

It was noted that planning application 20221661 had been withdrawn.

9. Finance and Governance

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 and consider the grant applications from Drayton Village Hall. Council **AGREED** to suspend Standing Orders. Cllr. Brown was asked to clarify in writing if the Village Hall still intended to pursue the Kitchen project. The meeting resumed.

Council **AGREED** to make a grant offer of £5925.00, including the transfer of £3,000.00 from Earmarked Reserves for the Village Hall Kitchen, subject to written confirmation from the Village Hall Management Committee that funds for the Village Hall Kitchen were no longer required. It was agreed that these funds would not contribute towards the lights.

The council considered if CIL funds could be used to contribute toward grant applications for the benefit of the community and it was noted that earmarked funds should be clearly identified before allocating any CIL funds towards grant applications.

d. To consider the s106 payment options for the Norfolk Homes development. Council **AGREED** to authorise Broadland Authority to renegotiate the early payment offer of £149,523 with Norfolk Holmes on the Council's behalf for the outcome and decision to be taken at the January meeting. Council **AGREED** s106 monies was the preferred option to fund the playground.

Action: Clerk

e. To consider additional funding for King George V projects following the meeting with Broadland District Council Officers on 5th December 2022' Awaiting response to item 9d. Item deferred to the next meeting.

10. Environment and Highways Committee

a. To receive the minutes from the meeting held on Thursday 17th November 2022.

Council **AGREED** to approve the quote and discount received to purchase a replacement bench on school road at £519.00.

- b. To receive the quotes for the installation of concrete bases at Florence Carter Memorial Park for the new bins.
Council **AGREED** to approve the quote received from NR11 at £492.00.

11. Open Spaces and Property Committee

- a. To receive the minutes from the meeting held on the 28th November 2022.
Received.
- b. To update on ongoing projects.
The hardcore had been laid for the concrete pads for the benches and it was noted that work had temporarily stopped due to adverse weather conditions.
- c. To receive and agree the update quoted for the new play area at King George V Playing Field.
Council **AGREED** to move forward with the pathway at £9735.69, the fencing at £13,420.69, option two for the play equipment including rubber mulch at £136,629.52. Total costs came to £159,785.90.

11. Exchange of Information / Matters for next agenda.

Council agreed to extend the meeting by 15 minutes.

It was noted that a Defibrillator training course had been requested from residents and an update on when this would take place was requested.

13. Dates for next meetings:

15th December 2022 Governance Committee Meeting
12th January 2023 Parish Council Meeting
19th January 2023 Open Spaces & Property Committee Meeting
26th January 2023 Staffing Committee Meeting
2nd February 2023 Strategy Working Group
9th February 2023 Parish Council Meeting
23rd February 2023 Environment & Highways Committee Meeting
9th March 2023 Parish Council Meeting
23rd March 2023 Governance Committee Meeting



Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
 (Between 25-11-2022 and 08-12-2022)

Cost Centre	2. Governance		21 Insurance Bowls Club Reimburse		Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute	Cheq. No.						
Vchr. 42	30/11/2022				Insurance reimbursement Bowls Club	R G Carter Bowls Club	E	175.00		175.00
						Insurance Bowls Club Reimburse		£175.00		£175.00
						Subtotal for Cost Centre:	2. Governance	175.00		175.00
Cost Centre	3. Environment & Highways		8523 Street Lighting Maintenance		Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute	Cheq. No.						
Vchr. 45	07/12/2022	EBC0001573			Streetlighting Commuted Sum	Broadland District Council	E	49,157.04		49,157.04
						Street Lighting Maintenance		£49,157.04		£49,157.04
						Subtotal for Cost Centre:	3. Environment & Highways	49,157.04		49,157.04
Cost Centre	5. Open Spaces & Property		53 Pavilion Hire		Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute	Cheq. No.						
Vchr. 44	07/12/2022				Hire KGV Pavilion	Slimming World	E	170.00		170.00
						Pavilion Hire		£170.00		£170.00
						Subtotal for Cost Centre:				
Code Number	Date	Invoice No	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 43	01/12/2022				Lease	Absolute Sport and Leisure	S	1,317.50	263.50	1,581.00
						3G Income		£1,317.50	£263.50	£1,581.00
						Subtotal for Cost Centre:	5. Open Spaces & Property	1,487.50	263.50	1,751.00
TOTALS								£50,819.54	£263.50	£51,083.04

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 25-11-2022 and 08-12-2022)

Cost Centre	Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
2. Governance	27	Utilities & Services											
		Vchr.											
		291	25/11/2022	17300631		Unity Trust Bank	DD	Mobile Phone	O2	S	35.74	7.15	42.89
307	28/11/2022			Unity Trust Bank		Electricity Charges LD	EDF Energy	L	110.48	5.52	116.00		
316	08/12/2022	148930			Unity Trust Bank		Consultancy Support	Anglian Internet	S	35.00	7.00	42.00	
								Subtotal for Code:	Utilities & Services	£181.22	£19.67	£200.89	
	201	Stationery & Software											
		Vchr.											
		308	08/12/2022	148930		Unity Trust Bank		Consultancy Support	Anglian Internet	S	35.00	7.00	42.00
364	08/12/2022	148930			Unity Trust Bank		Consultancy Support	Anglian Internet	S	-35.00	-7.00	-42.00	
								Subtotal for Code:	Stationery & Software				
	208	Community Event											
		Vchr.											
		310	08/12/2022			Unity Trust Bank		Christmas Tree	Anthony Thomas	E	100.00		100.00
								Subtotal for Code:	Community Event	£100.00		£100.00	
	212	Grants											
		Vchr.											
		313	08/12/2022			Unity Trust Bank	BACS	Grant	Drayton Village Hall	X	5,925.00		5,925.00
								Subtotal for Code:	Grants	£5,925.00		£5,925.00	
	282	Community Newsletter											
		Vchr.											
		309	08/12/2022	3267		Unity Trust Bank		Advertising	Just Regional	S	195.00	39.00	234.00
								Subtotal for Code:	Community Newsletter	£195.00	£39.00	£234.00	
								Subtotal for Cost Centre:	2. Governance	6,401.22	58.67	6,459.89	
6. Staffing Committee	61	Salaries											
		Vchr.											
		297	30/11/2022			Unity Trust Bank		Pension Clerk EER/EEI	Norfolk Pension Fund	X	1,390.77		1,390.77
		298	30/11/2022			Unity Trust Bank		Tax and NI, employees	HMRC	X	1,775.75		1,775.75
		299	30/11/2022			Unity Trust Bank		Salary	Employee 4	X	1,141.79		1,141.79
		301	30/11/2022			Unity Trust Bank		Salary	Employee 9	X	120.00		120.00
		302	30/11/2022			Unity Trust Bank		Salary	Employee 8	X	2,002.42		2,002.42
		303	30/11/2022			Unity Trust Bank		Salary	Employee 7	X	1,376.00		1,376.00
		305	30/11/2022			Unity Trust Bank		Salary	Employee 10	X	317.87		317.87
										Subtotal for Code:	Salaries	£8,124.60	
601	Expenses/Mileage												
	Vchr.												
300	30/11/2022				Unity Trust Bank		Mileage	Employee 4	E	53.77		53.77	

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(Between 25-11-2022 and 08-12-2022)

Code Number	Date	Invoice No	Minute	Bank	Unity Trust Bank	Mileage	Employee 7	E	175.05	175.05	
304	30/11/2022						Subtotal for Code:	Expenses/Mileage	£228.82	£228.82	
602 Consultancy Services											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
306	06/12/2022			Unity Trust Bank		Consultancy Support	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
319	06/12/2022			Unity Trust Bank		Consultancy Support	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
367	06/12/2022			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									8,453.42	20.00	8,473.42

Cost Centre 8. Earmarked Reserves and CIL Expenditure

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
296	08/12/2022	S1851537		Unity Trust Bank	BACS	Lifter Bins - New	Glasdon UK Ltd	S	1,058.42	211.68	1,270.10
Subtotal for Code: ER: CIL Expenditure									£1,058.42	£211.68	£1,270.10
Subtotal for Cost Centre: 8. Earmarked Reserves and CIL									1,058.42	211.68	1,270.10
TOTALS									£15,913.06	£290.35	£16,203.41