

DRAYTON PARISH COUNCIL MEETING

Held on Thursday 12th October 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 (Chairman), A Crotch, J Anderson, J Edwards-Smith, A Taylor, H Kisby, C Brown, S White.

S. Hawken (Parish Clerk)

No members of the public were present.

1. Apologies and consideration for approval of absence.

Apologies were received and approved from Cllrs P Auber (Drayton South), K Morgan and N Quinsey.

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 14th September 2023. 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. No members of the public were present.

5. To receive any reports:

a) County Councillor: Tony Adams

Security fencing has been installed around the old Barclay's Bank Building in Drayton. Awaiting confirmation as to the future use of the building.

With respect to Bellomonte Crescent and the reoccurring parking issues at school drop off and pick up times: The road is already heavily marked with restrictive measures. Concern expressed for moving the problem elsewhere rather than solving it. R Pearson from Norfolk County Council has suggested that white T bars to be painted outside each of the properties most affected to deter parking directly outside residences.

Cllrs requested a date is sought for the repaint of the yellow lines on Pond Lane.

b) District: Cllr A Crotch, Drayton North. With respect to the appeal for the TPOs on the trees at the top of school road, the Committee have turned it down so the TPOs will remain in place. With respect to Suter Pond, local press continue to report anti-social behaviour, however much work has been done to improve the area; largely by volunteers, to improve the area for users. A new bench has been installed, and further work to improve the paths is being considered for the future. Further improvement works is also proposed to improve the surfacing of the Thorpe Marriott Greenway.

Cllr P Auber, Drayton South. Not present.

c) Police. Not present.

6. Clerk's Report and Matters Arising

a) Update on Defibrillator Training Dates. East Anglian Air Ambulance are keen to support the Council with multiple training sessions as required. The sessions would be for approximately 30 people each time, children and adults. Current proposals are the 4th or 20th November. Dates to be confirmed in the next 2 weeks.

b) Update on Christmas Light's Switch On Event. TTJones, Ali Deeba and Drayton Junior School have agreed to support the Switch On event this year. Request for a caterer to support the event on Facebook has been extremely popular. Zoom meeting to be scheduled for the next 2 weeks to confirm event details.

Cllrs requested to include an update from the Town and Parish Council Forums in the Clerk's report.

7. Planning

a) To consider planning applications as follows:

- i. **Application Ref: 2023/2466** Works to TPO trees. Drayton Old Lodge 146 Drayton High Road Drayton Norfolk NR8 6AN Proposal : (T1) Oak - Reduce by 3m to leave 3m branches. (T2) Triple-stem beech - reduce all three stems for the safety of the tree. Height of tree 22m, finishing height of all three stems 10m. (T3) Heavy leaning beech over main road. Current height 16m, route ball currently heaving (risk of falling). Finished height 3m monolith. (T4) Sycamore - Fell and replace. (T5) Beech - Fell and replace. Already approved.
- ii. **Application Ref: 2023/2691** Householder PD Prior Notification Parish. 82 School Road Drayton Norfolk NR8 6EQ Proposal : Proposed single storey rear extension, extending 5.42m from the rear wall of the original dwelling house, with a maximum height of 3.39m and an eaves height of 2.73m. The Council agreed to make no comments.
- iii. **Application Ref: 2023/2825** Works to TPO trees. 3 Littlewood Drayton Norfolk NR8 6FB Proposal : (T1) Holm Oak - high pollard, current height 7m and width 5m to proposed height 4.5m and width 2.5m. (T2) Cedar - raise crown by removing lowest 3 climbs. (T3) Pine - remove to ground level. The Council agreed to support the decision of the Tree Officer.
- iv. **Application Ref: 2023/2762** 41 Delane Road Drayton Norfolk NR8 6DL Proposal : Front extension to form double garage. The Council agreed to make no Comments.
- v. **Application Ref: 2023/2788** 53 School Road Drayton Norfolk NR8 6EG Proposal : Single storey rear extension. The Council agreed to make no Comments.

Late paper: Application Ref:2023/2311 9 Orchard Bank, Drayton, NR8 6RN. The Council noted that the changes mean that the application now falls under permitted developments.

b) To note planning decisions:

- i. **Application Ref: 2023/2582** – 16 Vawdrey Road Drayton Norfolk NR8 6EL. Proposed single storey rear extension extending 8m from the rear of the original dwelling house, with a maximum height of 4m and an eaves height of 2.20m Decision: Withdrawn (Delegated) Date of decision: 12 September 2023.
- ii. **Application Ref: 2023/2303** – 20 Bellomonte Crescent Drayton Norfolk NR8 6EJ Proposal : Single storey front extension Decision : Refusal (Delegated) Date of decision : 22 September 2023.
- iii. **Application Ref: 2023/2420** –Works to TPO trees Parish: Drayton Location : 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 (as shown annotated on photo) and crown raise southern side to approx 3m Decision : Approval with Conditions (Delegated) Date of decision : 18 September 2023

The Council noted the planning decisions.

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 September 2023. The Council received and approved the list of receipts and approved payments.
- c) To receive and approve list of payments for authorisation. The Council received and approved the list of payments for authorisation.

9. Correspondence

- a) To note the new Confirmation of Order BD0596 with respect to Tree Protection Orders (TPOs)

on School Road. The Council noted the new confirmation of order.

b) To note the Carter Road Traffic Regulation Orders (TRO) Consultation. The Council noted the TRO.

10. Other matters for discussion and decision

a) To update on Florence Carter Memorial Park with respect to gardening and ongoing maintenance. Maintenance including weeding has been carried out by Teen Challenge. They have agreed to put together a planting plan for the area. Defer to next Open Spaces and Property meeting.

11. Environment and Highways Committee

a) To receive and approve the new Terms of Reference for the Environment and Highways Committee. The Council received and approved the terms of reference.

b) To consider and approve the submission of an application to the Parish Partnership Scheme for a SAM2 installation in Drayton. The Council discussed the data output provided by the scheme, and the speed limits within which it can be used. The Council approved the submission of an application to the Parish Partnership Scheme for SAM2.

c) To receive and approve the revised quote for works in the centre of Drayton with respect to the Parish Partnership Scheme. The Council approved the quote for the works proposed by NR Asphalt.

Councillors noted that previously a survey of the trees on the Drayton triangle was undertaken by NCC's arborists and it was agreed to tidy and lift the canopies of the trees. Unfortunately, this work never happened so Councillors requested for this to be re-reported to the Highways Engineer to agree a new schedule for this work to be completed.

12. Open Spaces and Property Committee

a) To receive feedback from Norfolk FA regarding the pitch report for Longdale and approve next steps as appropriate. The Council noted that the pitch report had been received and that a meeting had been arranged with Norfolk FA to discuss next steps though no decisions could be made until this has happened.

b) To receive and approve the new Terms of Reference for the Open Spaces and Property Committee. Adjust Item 10 to read land 'managed' by Drayton Parish Council rather than 'owned'. The Council approved the new Terms of Reference.

13. Finance & General Purposes Committee.

a) To note that the AGAR is complete and has been published on conclusion of audit. Noted.

b) To note the External Audit report. Noted.

c) To note the change to the asset register with respect to Street Lights. Noted.

14. Staffing Committee

a) Nothing to report.

15. Exchange of Information / Matters for next agenda.

- Carparking at Longdale – The Cllrs commented that the cars in the carpark should be for users of the facility, and not for external activities.

- Sunday 12th November for Remembrance.

- A new Café at the old William's Estate Agent building will be open on the 15th November 2023.

16. Dates for next meetings:

19th October 2023 Staffing Committee

26th October 2023 Governance Committee

9th November 2023 Parish Council Meeting

16th November 2023 Environment and Highways Committee

23rd November 2023 Parish Council Meeting (Budget)

7th December 2023 Finance and General Purposes Committee

14th December 2023 Parish Council Meeting

Meeting closed at 8.08pm

Signed:

Chairman of the Council

Drayton Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
221	12/10/2023	Grounds Maintenance	Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,409.03	281.81	1,690.84
222	12/10/2023	3G Surface Maintenance	Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	316.83	63.37	380.20
226	12/10/2023	Office Equipment	Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	12.82	2.56	15.38
223	12/10/2023	NCC Highways Verges	Unity Trust Bank		Grass Verges Cutting	The Garden Guardian Ltd	S	819.88	163.98	983.86
224	12/10/2023	Security	Unity Trust Bank		Barrier at KGV and LD	Norse Commercial Services L	S	992.00	198.40	1,190.40
225	12/10/2023	ER: Staffing Contingency	Unity Trust Bank		Locum Clerk Services	Norfolk Parish Training Suppr	E	507.95		507.95
227	12/10/2023	Utilities & Services	Unity Trust Bank		External Auditors Fee	PKF Little John	S	1,365.00	273.00	1,638.00
237	12/10/2023	Community Newsletter	Unity Trust Bank	0005771	Just Drayton & Taverham Oct	Just Regional	S	132.00	26.40	158.40
229	12/10/2023	Grounds Maintenance	Unity Trust Bank		FCMP Ground Repairs	A K Deeba	S	680.00	136.00	816.00
228	12/10/2023	Street Lighting Maintenance	Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	141.69	28.34	170.03
236	12/10/2023	Locum Clerk Services	Unity Trust Bank	20511	Locum Clerk Services	Norfolk Parish Training and S	Z			
Total								6,377.20	1,173.86	7,551.06

Drayton Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
17 Grass Pitch Hire	26/09/2023		Unity Trust Bank		Longdale & KGV Pitch Hire	Drayton Youth Football Club	E	1,668.00		1,668.00
19 Precept	29/09/2023		Unity Trust Bank		Precept	Broadland District Council	E	93,495.00		93,495.00
18 3G Income	29/09/2023		Unity Trust Bank		Hire of 3G Facility - Quarterly I	Absolute Sport and Leisure	S			
20 3G Income	29/09/2023		Unity Trust Bank		Lease	Absolute Sport and Leisure	S	1,449.25	289.85	1,739.10
21 Income on Investment	30/09/2023		Unity Trust Bank - Ins		Interest paid on Bank Account	Unity Trust Bank	X	2,571.39		2,571.39
Total								99,183.64	289.85	99,473.49

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-09-2023 and 30-09-2023)

Cost Centre		2. Finance & General Purposes		27 Utilities & Services		Supplier		Vat Type		Net		Vat		Total	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
Vchr. 213	14/09/2023	1040		Unity Trust Bank		Payroll Services	NALC	S	270.00	54.00	324.00				
217	15/09/2023	3194629		Unity Trust Bank		Electricity Charges LD	Smartest Energy	L	306.67	15.33	322.00				
218	18/09/2023	42461088		Unity Trust Bank		Broadband and Telephone Charges	Zen Internet Ltd	S	39.67	7.93	47.60				
220	27/09/2023	24574209		Unity Trust Bank		Mobile Phone	O2	S	85.32	17.06	102.38				
238	18/09/2023			Unity Trust Bank		Tablet Data	Lebara Mobile	Z	4.95		4.95				
Subtotal for Code: Utilities & Services									£706.61	£94.32	£800.93				

Code Number		28 Handyman Equipment		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
239	18/09/2023			Unity Trust Bank		Mould Remover	Wickes	S	23.33	4.67	28.00		
240	18/09/2023			Unity Trust Bank		Materials for Signage	Your Parking Signs	S	35.03	7.01	42.04		
241	18/09/2023			Unity Trust Bank		Materials for Signage	The Sign Shed	S	75.27	15.05	90.32		
242	18/09/2023			Unity Trust Bank		Keys for Drop Down Posts	Dixon Centre	S	16.50	3.30	19.80		
243	18/09/2023			Unity Trust Bank		Cable Ties	B&Q	S	9.63	1.93	11.56		
244	18/09/2023			Unity Trust Bank		Manhole Barrier	The Workplace Depot	S	51.99	10.40	62.39		
245	18/09/2023			Unity Trust Bank		Post Clips for Signs	Sign Trade Supplies	S	23.02	4.60	27.62		
246	18/09/2023			Unity Trust Bank		Roller Blind Fixing Kit	The Range	S	4.15	0.83	4.98		
247	18/09/2023			Unity Trust Bank		Longdale Supplies	Toolstation	S	26.65	5.33	31.98		
248	18/09/2023			Unity Trust Bank		Compactor Sacks & Bin Bags	Loorolls.com Ltd	S	62.95	12.59	75.54		
249	18/09/2023			Unity Trust Bank		Toilet Blocks	ASDA	S	9.17	1.83	11.00		
250	18/09/2023			Unity Trust Bank		Petrol for Mower	Applegreen	S	6.15	1.23	7.38		
Subtotal for Code: Handyman Equipment									£343.84	£68.77	£412.61		

Code Number		201 Stationery & Software		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
216	12/09/2023	36920		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		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
251	18/09/2023			Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00		
252	18/09/2023			Unity Trust Bank		Bank Charges	Lloyds Bank	E	3.00		3.00		
253	30/09/2023			Unity Trust Bank		Service Charge	Unity Trust Bank	E	32.70		32.70		
254	29/09/2023			Unity Trust Bank		Manual Credit Handling Charge	Unity Trust Bank	E	0.30		0.30		
Subtotal for Code: Bank Charges									£39.00		£39.00		

Code Number		8522 Street Lighting Energy		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
212	14/09/2023	IN07983042		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	362.76	72.55	435.31		
219	21/09/2023	IN08288804		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	358.78	71.76	430.54		

Drayton Parish Council
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(Between 01-09-2023 and 30-09-2023)

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Cost Centre 3. Environment & Highways											
Subtotal for Code: Street Lighting Energy									£721.54	£144.31	£865.85
Subtotal for Cost Centre: 2. Finance & General Purposes									1,877.99	320.80	2,198.79
Code Number	31	NCC Highways Verges									
Vchr.	211	14/09/2023	111	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	503	Grounds Maintenance									
Vchr.	209	14/09/2023	101	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.	214	14/09/2023	EG003347	Unity Trust Bank		Barrier at KGV and LD	Norse Commercial 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.	210	14/09/2023	102	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
Subtotal for Cost Centre: 5. Open Spaces & Property									2,717.86	543.58	3,261.44
Cost Centre 6. Staffing											
Code Number	61	Salaries									
Vchr.	230	30/09/2023		Bank		Salary	Employee 4	X	748.12		748.12
	231	30/09/2023		Unity Trust Bank		Salary	Employee 10	X	1,347.24		1,347.24
	232	30/09/2023		Unity Trust Bank		Salary	Employee 8	X	1,579.47		1,579.47
	233	30/09/2023		Unity Trust Bank		Tax and NI, employer	HMRC	X	1,052.95		1,052.95
Subtotal for Code: Salaries									£4,727.78		£4,727.78
Code Number	65	Employer Pension Contributions									
Vchr.	234	30/09/2023		Bank		Employer NPF Contributions	Norfolk Pension Fund	X	1,381.90		1,381.90
Subtotal for Code: Employer Pension Contributions									£1,381.90		£1,381.90
Code Number	601	Expenses/Mileage									
Vchr.	189	01/09/2023		Bank		Mileage	Employee 4	X	60.98		60.98
	235	30/09/2023		Unity Trust Bank		Mileage	Employee 4	X	77.63		77.63
Subtotal for Code: Expenses/Mileage									£138.61		£138.61

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-09-2023 and 30-09-2023)

Code Number	Date	Invoice No	602 Consultancy Services	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 215	06/09/2023		Minute	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		6,348.29	20.00	6,368.29
TOTALS									£11,764.02	£1,048.36	£12,812.38