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.

- 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 Cresent 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.

Clirs 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 inplace. 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 is 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 V	VAT Type	Net	VAT	Total
221 Grounds Maintenance	12/10/2023		Unity Trust Bank		Grass Cutting	The Garden Guardian Ith	v	1 400 03	00100	1,600,00
222 3G Surface Maintenance	12/10/2023		Unity Trust Bank		Lonadale 3G suface clean	The Garden Guardian 1td) U	215.03	10:107	1,090,03
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229 Grounds Maintenance	12/10/2023		Unity Trust Bank		FCMP Ground Repairs	A K Deeha) V	00000	136.00	130,40
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Drayton Parish Council RECEIPTS LIST

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17 Grass Pitch Hire	26/09/2023		Unity Trust Bank		Longdale & KGV Pitch Hire	Drayton Youth Football Club E	u 무	1,668.00		1,668.00
19 Precept	29/09/2023		Unity Trust Bank		Precept	Broadland District Council	ш	93,495.00		93,495,00
18 3G Income	29/09/2023		Unity Trust Bank		Hire of 3G Facility - Quarterly Absolute Sport and Leisure	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	(r)	Interest paid on Bank Account Unity Trust Bank	Unity Trust Bank	×	2,571.39		2,571.39

99,473,49

289,85

99,183.64

Total

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

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Cheq. No. Description Supplier Vat Type Net Vat *rust Bank Electricity Charges Streetlights NPower S 382.76 72.55 *rust Bank Electricity Charges Streetlights NPower S 358.78 71.76	i	,			Subte			£39.00		£39.00
Unity Trust Bank Electricity Charges Streetlights NPower S 362.76 72.55 Unity Trust Bank Electricity Charges Streetlights NPower S 358.78 71.76	2 Street	Lighting F	Energy Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Unity Trust Bank Electricity Charges Streetlights NPower S 358.78 71,76	7983042		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	362.76	72.55	435,31
	8288804		Unity Trust Bank		Electricity Charges Streetlights	NPower	U	359 78	71.76	430 54
							•			

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

					Subtotal for Code;	Street Lighting Energy	£721.54	£144,31	£865.85
Cost Centre 3. En	3. Environment & Highways	U		ळ	Subtotal for Cost Centre:	2. Finance & General Purposes	1,877.99	320.80	2,198.79
Code Number Vchr. Date	31 NCC Highways Verges Invoice No Minute Bank	>	Cheq. No.	Description	Supplier	Vat Type	N	, tex	Total
2007/20141 1-1-2017/2017/2017/2017/2017/2017/2017/2017/	-	Unity Trust Bank		Grass Verge Cutting	The Garder Subtotal for Code:	The Garden Guardian Ltd Southern South Transport South	8 83	163.98	983.86
Cost Centre 5. Op	5. Open Spaces & Property			ng	Subtotal for Cost Centre:	3. Environment & Highways	819.88	163.98	983.86
Code Number Vchr. Date 209 14/09/2023	503 Grounds Maintenance Invoice No Minute Bank 101	tenance Bank Unity Trust Bank	Cheq. No.	Description Grass Cuting	Supplier The Garden	Supplier Vat Type The Garden Guardian Ltd S	Net	Vat	Total
Code Number	504 Security				Subtotal for Code:	intenance	£1,409.03	2281.81	£1,690.84
Vchr. Date 214 14/09/2023	Invoice No Minute	Bank Heiby Touch Book	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
September	000			barrier at KGV and LD	Norse Comi Subtotal for Code:	Norse Commerical Services Ltd S for Code: Security	992.00	198.40 £198.40	1,190.40 £1,190.40
Vchr. Date 210 14/09/2023	Invoice No Minute Bank	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
		Office If UST Dank		Longdale 3G suface dean		The Garden Guardian Ltd	316.83	63.37	380,20
					idi	3G Surface Maintenance	£316.83	£63.37	£380.20
Cost Centre 6. Staffing	fing			TOS I	Subtotal for Cost Centre:	5. Open Spaces & Property	2,717.86	543.58	3,261.44
Code Number Vchr. Date	61 Salaries Invoice No Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	je je
		Unity Trust Bank		Salary	Employee 4		748.12		748.12
232 30/09/2023		Unity Touch Dank		Salary	Employee 10		1,347.24		1,347.24
		Unity Trust Bank		Salary	Employee 8	×	1,579.47		1,579.47
		Outy Hust pallk		lax and NI, employer	HMRC	×	1,052.95		1,052,95
Code Number	65 Employer Pens	Employer Pension Contributions	45		Subtotal for Code:	Salaries	£4,727.78		£4,727.78
Vchr. Date	Invoice No Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Teter.
		Unity Trust Bank		Employer NPF Contributions			1,381.90	ļ	1,381,90
Code Number	601 Expenses/Mileage	986			Subtotal for Code:	Employer Pension Contributio	£1,381.90		£1,381.90
Vchr. Date 189 01/09/2023	Invoice No Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
		Unity Trust Bank		Mileage	Employee 4	×	60.98		86.09
		Simy mast parity		Mileage	Employee 4	×	77.63		77.63
				1	Subtotal for Code:	Expenses/Mileage	£138.61		£138.61

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

	Total	120.00	£120,00	6,368,29
	Vat	20.00	£20.00	20.00
	Net	100.00	£100,00	6,348.29
	Vat Type	S		
		Personnel & Advice Solutions Ltd	Subtotal for Code: Consultancy Services	6. Staffing
	Supplier	Personnel	Subtotal for Code:	Subtotal for Cost Centre: 6. Staffing
	Description	HR Consultancy		
	Cheq. No.			
rvices	Bank	Unity Irust Bank		
ultancy Se	Minute			
602 Consultancy Services	Invoice No Minute Bank			
dumber	Vchr. Date	202020000000000000000000000000000000000		

£12,812,38

£1,048,36

£11,764.02

TOTALS