

MINUTES OF DRAYTON PARISH COUNCIL MEETING

Held on Thursday 10 March at 7pm at The Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW

Present: Cllrs Graham Everett (Chair), Carl Brown, Hilary Kisby, Angie Taylor, Keith Morgan, Andrew Baker, Neil Quinsey, Jeff Anderson, Tamsin Lodge

Locum Clerk: Anne Barnes

Gp Capt Stewart Blackburn MBE DL, County Councillor Tony Adams, District Councillor Roger Foulger, PC Alex Wright, Sgt Marrison and 1 member of the public.

Prior to the meeting Gp Capt Blackburn presented the Chairman with the Lord Lieutenant's Plaque to commemorate the extraordinary work undertaken by the Council and the community during the Covid-19 pandemic. He was thanked by the Chairman.

1. Apologies and consideration of acceptance for absence.

Apologies were received and accepted from Cllr A. Crotch, Cllr K. Savage and Parish Clerk S. Hawken due to ill health.

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

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form, then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

Cllr C Brown declared an interest in Item 12.b) Drayton Village Hall Committee.

3. To receive and agree minutes from Parish Council Meeting held on Thursday 3 February 2022.

The Minutes of the Meeting were amended at Item 6.a) i. Delete 'Nigel' and insert 'Richard'. The Minutes were then agreed by the Council and signed by the Chairman.

4. Co-option of Parish Councillors (if any applications received)

a. No papers received prior to the meeting. Defer to next meeting.

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

None.

6. To receive any reports:

a. County Councillor Tony Adams

- i. Zig-Zag lines are not allowed outside shopping areas on Taverham Road.
- ii. There has been no order for trees near to Morgan's premises as the ownership of the is being checked.
- iii. No work can be done to overhanging shrubs on Drayton High Road during the bird nesting season. A letter has been issued to R G Carter to ask them to trim back their hedge and trees.
- iv. Cllr Adams was asked to follow up the problems with cars parking in the road outside the shops. The Police will also look into this issue.

b. District Councillor, Cllr R Foulger, Drayton South.

- i. The Application for the David Rice site to reduce the affordable housing from 10 dwellings down to 2 dwellings has gone to Appeal.
- ii. Newmedica has recently opened up a new opticians practice on the Broadland Business Park offering treatment for eye problems, treating both NHS and private patients.

c. Police

- i. PC Wright introduced Sgt Marrison from the Safer Neighbourhood Team. They have been concentrating on speed enforcement, school parking problems, and have set priorities for anti-social behaviour in open spaces and road safety.
- ii. Cllr A. Baker expressed an interest in becoming part of a Community Speedwatch Team and PC Wright suggested he bring more information about the scheme to the next meeting. An item would be put on Facebook and the website asking for volunteers to join the Team of 6.

ACTION: Clerk

- iii. Concern was expressed that cars were parking too close to junctions, but PC Wright explained that although car drivers were advised not to park near a junction this was not illegal.
- iv. PC Wright was advised that youths were congregating near the top of Carter Rd junction with Hall Lane. He will patrol this area.
- v. The Police will attend the Jubilee event in June if possible.

The Police left the meeting.

d. Tree Warden, Cllr A Baker

- i. The Jubilee Tree and tree in memory of HRH Prince Philip have been planted.
- ii. Broadland Tree Grant Application was being investigated and Cllr Baker was getting a group together to look at ways of planting more trees.
- iii. The Scots Pine trees that had been planted were suffering from

lack of water and it was agreed to add this as an item on the next Environment and Highways Committee Agenda.

ACTION: Clerk

7. Clerk's Report and Matters Arising

To report on progress on items from previous meetings.

- a. Trees and branches had come down during the recent Storm Eunice and all debris had been cleared away by the tree surgeon as an urgent matter of health & safety.
- b. Memorial Tree planting on King George V Playing Field completed.
- c. Quotes for lighting for the Jubilee event were being obtained and the finance for this would come from the Community Events Fund and Production budget. Proposed by Cllr Everett, seconded by Cllr Lodge. All agreed.

ACTION: Clerk

8. Planning

- a. To consider planning applications as follows along with any received by the Clerk prior to the meeting:
 - i. **20212260, 26 Seton Road, Taverham, NR8 6QE.** Single storey side and rear extension. Cllr Everett proposed no objection, seconded by Cllr Taylor. All agreed.
 - ii. **20220125, 69 Drayton High Road, Drayton, NR8 6AJ.** Works To TPO Trees. Beech Tree - remove one limb. Cllr Taylor proposed no objection, seconded by Cllr Everett. Cllr Morgan objected. Agreed.
 - iii. **20220208,** The erection of two dwellings Land South of 24 Manor Farm Close (Plot 18 and Plot 19), Drayton, Norwich. Cllr Everett proposed no objection, seconded by Cllr Taylor. All agreed.
 - iv. **20220219, Land off Drayton High Road, Drayton.** Approval of details reserved by condition; Details for condition 20 of 20170212 - foul water strategy. Cllr Everett proposed no objections, seconded by Cllr Taylor. All agreed.
 - v. **20220225, 17 Littlewood, Drayton, NR8 6FB.** Works To TPO Trees T1 Scots Pine - Fell (Section Fell) to ground level and leave remaining stump and replace tree. Cllr Everett proposed no objections, seconded by Cllr Taylor. All agreed.
 - vi. **20220120. Land at Manor Park, Drayton.** Approval Of Details Reserved By Condition. Details for condition 39 (Fire Hydrants) of planning permission 20200640. Cllr Everett proposed no objections, seconded by Cllr Taylor. All agreed.
 - vii. **20220147 Plot 14, Manor Farm Close, Drayton, Norwich, NR8 6EE.** Detached Dwelling and Garage. Cllr Everett proposed no objections, seconded by Cllr Morgan. All agreed.

viii. **20220149 Land at Manor Park, Drayton.** Approval of Details Reserved by Condition 25 of Planning Permission 20200640 - Interim Travel Plan. Cllr Taylor proposed the Council support this application, seconded by Cllr Kisby. All agreed.

b. Planning decisions:

- i. **20212315 Plot 15, Manor Farm Close, Drayton, Norwich, NR8 6EE.** New self-build residential dwelling to include access, layout and scale. **APPROVED.**
- ii. **20212316 Plot 16, Manor Farm Close, Drayton, NR8 6EE.** New self-build residential dwelling. **APPROVED.**

Cllrs Foulger and Adams left the meeting.

9. Streetlights

a. **To receive an update on the transfer of street lighting from Broadland District Council to Drayton Parish Council.**
The Clerk, Cllr Everett and Broadland District Council officers to hold a Zoom meeting next week to discuss the outstanding issues.

b. **To consider quotes from T T Jones.**

- i. **Replacement Columns and LED bulbs** – Cllr Everett and the Clerk, Cllr Everett and T. T. Jones will assess how many steel columns and LED bulbs will be required. (It was estimated that 9 columns and 64 lights will need updating.) The commuted sum from Broadland District Council will finance these changes with the remainder going into an Earmarked Fund for replacement columns.
Cllr Morgan stated that he would abstain from any discussions on streetlights.

ACTION: Clerk and Cllr Everett

- ii. **Identification Stickers** – The stickers would be amended to include a telephone number. Cllr Everett proposed the purchase and installation of the stickers at a cost of £1,287.30, seconded by Cllr Taylor. Cllr Morgan abstained. Agreed.

ACTION: Clerk

c. **To resolve the decision for streetlighting at the David Rice Development Site, Drayton High Road, Drayton**

Concern was expressed at the potential light pollution over the Wensum Valley. Cllr Kisby proposed no streetlighting for the David Rice Development site, seconded by Cllr Morgan. Cllr Lodge abstained. Agreed.

d. **Update on streetlights at the Hopkins Homes Development, Hall Lane, Drayton.**

Three schemes have been proposed, one for the spine road, one for the side roads and one for the private driveways and footpath/cycleways. A meeting has been arranged with Hopkins Homes where this item will be discussed. It was suggested that a working group be set up to look at the details. This group would be Cllrs Everett, Taylor, Kisby and Anderson. Agreed.

10. Finance and Governance

- a. **To receive and approve bank reconciliation.** Proposed by Cllr Everett, seconded by Cllr Taylor. **Approved.**
- b. **To receive and ratify approval of a list of payments and receipts** and to include an additional payment from SLCC for £410.00 for the CILCA course and qualification. All payments in accordance with the budget. Proposed by Cllr Everett, seconded by Cllr Lodge. Cllr Brown abstained as he had not had time to examine the list. **Approved.**
- c. **To note the findings of the Internal Audit Control.** Cllr Taylor had satisfactorily completed the Internal Audit Control on 4th March and recommended no further action. **Noted.**

11. Correspondence

- a. Letter to Assistant Director of Planning regarding tree removal at David Rice Development site. No response to date.

12. Administrative Matters

- a. **Draft Dates for Meeting Schedule 2022/23.** Noted.
- b. **To nominate a representative for Drayton Village Hall Committee.**
Cllr Everett proposed Cllr Kisby, seconded by Cllr Baker. All agreed. Cllr Brown had declared an interest and did not take part.
- c. **To nominate a representative for Thorpe Marriott Village Hall Committee.**
Cllr Everett proposed Cllr Anderson, seconded by Cllr Morgan. All agreed. It was noted that the AGM will be held on 17th March 2022.
- d. **To consider quotes for printing and distribution of Parish Council Newsletter.**
Cllr Anderson proposed the Council use Swallowtail for the printing and give delegated authority to the Clerk to undertake further work on the quotes and make a decision on the leaflet drop up to a value of £350. Seconded by Cllr Everett. All agreed.

ACTION: Clerk

13. Open Spaces and Property Committee

- a. To receive the Minutes of the Meeting held on 10th February 2022.
Approved.
- b. To note amendments to the Hire Charges Schedule and Hire Agreements for King George V and Longdale playing fields. Cllr Anderson proposed the Schedule and Hire Agreements be accepted, seconded by Cllr Everett. All agreed.
Cllr Baker stated that the Cricket Club were trying to raise funds for a new sightscreen. Clerk said they had been invited to apply for a Parish Council grant and she would send them the form again as a reminder.
ACTION: Clerk
- c. To agree the tenancy between Drayton Parish Council and Absolute Sport and Leisure. A one-year lease was proposed by Cllr Anderson, seconded by Cllr Everett. Cllr Morgan abstained. Agreed.
ACTION: Clerk
- d. To consider quotes and funding for the replacement of fencing at Longdale. It was agreed this item would be referred back to Open Spaces and Property Committee to agree the extent of the fence to be

repaired. Cllrs were invited to inspect the fence prior to their meeting.

- e. To consider quotes and funding for the planting and aftercare of Jubilee and memorial Oak trees at King George V Playing Field. It was considered that the cost of professional aftercare was too prohibitive. Cllr Baker agreed to help look after the trees with assistance from his tree group. Cllr Baker and the Clerk will confer over costs for a water bowser and obtain details for a plaque to go near the trees.

ACTION: Clerk and Cllr Baker

14. Environment and Highways Committee

- a. To receive the Minutes of the Meeting held on 17 February 2022.
Approved.

15. Strategy Working Group

Cllr Taylor explained that the main work of the Group was now complete with individual Committees taking on the responsibility for moving the issues forward. Cllr Anderson proposed the Group be mothballed until 22 September 2022 when the Group could meet again to review the updated spreadsheet. Seconded by Cllr Taylor. All agreed.

16. Exchange of Information / Matters for next agenda.

- a. Streetlighting
- b. Jubilee Celebrations
- c. To appoint representatives on the Bob Carter Centre Committee
- d. To note the Larry Gray Fair would take place in August as usual

17. Dates for next meetings

Governance Committee: 17th March 2022

Parish Council Meeting: 7th April 2022

Open Spaces and Property Committee: 21st April 2022

Annual Parish Meeting: 28th April 2022 – Chairman to sign the Agenda.

Other ancillary meetings:

16th March 2022 – Cllrs to look at Green Lanes footpaths/boardwalk, etc. Meet at Car Park at 9.55.am.

24th March 2022 – Hopkins Homes meeting at 7.00pm at KGV.

31st March 2022 – Section 106 Agreement and CIL meeting with Broadland District Council officers at 7.00pm at KGV. Apologies received from Cllr Lodge. In relation to this meeting Cllr Anderson said that Taverham parish currently had plots available on their allotments.

The Council may consider that in accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature.

Cllr Everett proposed the press and public be excluded, seconded by Cllr Taylor. All agreed.

All members of the public left the meeting.

18. Staffing Committee

a. To receive an update from the Staffing Committee.
The Chairman reminded all councillors of the confidential nature of this item and that any breaches of this confidentiality would result in a Code of Conduct complaint.

Following a workshop with Norfolk Parish Training Services the Clerk had put together a Business Case for the future arrangements of the Council. Cllr Quinsey proposed the adoption of the Business Case. Seconded by Cllr Everett. Cllr Brown abstained. Agreed.

The Council noted the report to Council on the Staffing Structure and will take the relevant actions.

Meeting closed 9.36pm.

Signed:
Chairman

Date:

Drayton Parish Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|------------------|-----------|------------------------------|------------------------------|----------|----------|--------|----------|
| 604 | 07/02/2022 | | Unity Trust Bank | DD | Electricity Charges KGV | British Gas | S | 301.56 | 60.31 | 361.87 |
| 608 | 15/02/2022 | | Unity Trust Bank | DD | Mobile Phone Top Up | EE | S | 20.90 | 4.18 | 25.08 |
| 606 | 15/02/2022 | | Unity Trust Bank | BACS | Advertising | Just Regional | S | -195.00 | -39.00 | -234.00 |
| 607 | 16/02/2022 | | Unity Trust Bank | DD | Office 365 Licence | Anglian Internet | S | 22.60 | 4.52 | 27.12 |
| 610 | 16/02/2022 | | Unity Trust Bank | DD | Corporate Card Monthly Fee | Lloyds Bank | E | 3.00 | | 3.00 |
| 611 | 16/02/2022 | | Unity Trust Bank | DD | Corporate Card Monthly Fee - | Lloyds Bank | E | 3.00 | | 3.00 |
| 615 | 16/02/2022 | | Unity Trust Bank | DD | Toilet Repairs - KGV | Screwfix | S | 22.34 | 4.46 | 26.80 |
| 613 | 16/02/2022 | | Unity Trust Bank | DD | Safety Signage/Smoke Detecto | Safety Signs UK | S | 15.95 | 3.19 | 19.14 |
| 614 | 16/02/2022 | | Unity Trust Bank | DD | Screws - Various | Tradepoint | S | 28.40 | 5.68 | 34.08 |
| 616 | 16/02/2022 | | Unity Trust Bank | DD | Henry Hoover | B & M | S | 10.00 | 2.00 | 12.00 |
| 609 | 16/02/2022 | | Unity Trust Bank | DD | Internet/Telephone Chgs KGV | Zen Internet Ltd | S | 43.24 | 8.65 | 51.89 |
| 612 | 16/02/2022 | | Unity Trust Bank | DD | Cleaning Materials | Loorolls.com | S | 86.74 | 17.35 | 104.09 |
| 634 | 22/02/2022 | | Unity Trust Bank | BACS | Mileage | Employee 4 | E | 102.37 | | 102.37 |
| 635 | 28/02/2022 | | Unity Trust Bank | BACS | Salary | Employee 2 | X | 379.93 | | 379.93 |
| 617 | 28/02/2022 | | Unity Trust Bank | BACS | Pension Clerk EER/EEI | Norfolk Pension Fund | X | 209.60 | | 209.60 |
| 618 | 28/02/2022 | | Unity Trust Bank | BACS | Pension Clerk EER/EEI | Norfolk Pension Fund | X | 791.54 | | 791.54 |
| 619 | 28/02/2022 | | Unity Trust Bank | BACS | Tax and NI, employees | HMRC | X | 773.92 | | 773.92 |
| 620 | 28/02/2022 | | Unity Trust Bank | BACS | Tax and NI, employer | HMRC | X | 398.44 | | 398.44 |
| 621 | 28/02/2022 | | Unity Trust Bank | BACS | Salary | Employee 8 | X | 2,079.94 | | 2,079.94 |
| 628 | 28/02/2022 | | Unity Trust Bank | BACS | Salary | Employee 7 | X | 1,384.00 | | 1,384.00 |
| 629 | 28/02/2022 | | Unity Trust Bank | BACS | Mileage | Employee 7 | E | 214.20 | | 214.20 |
| 632 | 28/02/2022 | | Unity Trust Bank | BACS | Working From Home | Employee 7 | E | 10.00 | | 10.00 |
| 633 | 28/02/2022 | | Unity Trust Bank | BACS | Salary | Employee 4 | X | 745.82 | | 745.82 |
| 626 | 28/02/2022 | | Unity Trust Bank | BACS | Safety Signage/Smoke Detecto | Amazon | S | 18.00 | 3.60 | 21.60 |
| 631 | 28/02/2022 | | Unity Trust Bank | BACS | Maintenance Accessories | Wilco | S | 18.21 | 3.64 | 21.85 |
| 622 | 28/02/2022 | | Unity Trust Bank | BACS | Stationery | Amazon | S | 19.24 | 3.84 | 23.08 |
| 623 | 28/02/2022 | | Unity Trust Bank | BACS | Stationery | Amazon | S | 14.32 | 2.86 | 17.18 |
| 624 | 28/02/2022 | | Unity Trust Bank | BACS | Stationery | Amazon | S | 18.33 | 3.67 | 22.00 |
| 625 | 28/02/2022 | | Unity Trust Bank | BACS | Stationery | Amazon | S | 7.49 | 1.50 | 8.99 |
| 627 | 28/02/2022 | | Unity Trust Bank | BACS | Stationery | Amazon | S | 4.92 | 0.98 | 5.90 |
| 630 | 28/02/2022 | | Unity Trust Bank | BACS | Postage | Post Office Ltd | E | 1.29 | | 1.29 |
| 636 | 28/02/2022 | | Unity Trust Bank | BACS | Electricity Charges LD | EDF Energy | L | 110.48 | 5.52 | 116.00 |
| 652 | 07/03/2022 | | Unity Trust Bank | DD | Office 365 Licence | Anglian Internet | S | 22.60 | 4.52 | 27.12 |
| 665 | 07/03/2022 | | Unity Trust Bank | SO | Consultancy Support | Personnel & Advice Solutions | S | 100.00 | 20.00 | 120.00 |
| 653 | 10/03/2022 | | Unity Trust Bank | BACS | CILCA Training | SLCC Enterprises Ltd | E | 410.00 | | 410.00 |
| 645 | 10/03/2022 | | Unity Trust Bank | DD | Electricity Charges KGV | British Gas | S | 316.26 | 63.25 | 379.51 |

Drayton Parish Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|------------------|-----------|-------------------------------|-------------------------------|----------|------------------|-----------------|------------------|
| 637 | 10/03/2022 | | Unity Trust Bank | BACS | Jubilee Beacon | 21CC Group Ltd | S | 490.00 | 98.00 | 588.00 |
| 638 | 10/03/2022 | | Unity Trust Bank | BACS | Waste Clearance - LD | Norwich Waste Disposal Ltd | S | 179.00 | 35.80 | 214.80 |
| 641 | 10/03/2022 | | Unity Trust Bank | BACS | Electrical Testing Report | Peter Stanger | E | 80.00 | | 80.00 |
| 640 | 10/03/2022 | | Unity Trust Bank | BACS | Bus Shelters Clean | Heritage Contract Services Lt | S | 255.00 | 51.00 | 306.00 |
| 650 | 10/03/2022 | | Unity Trust Bank | BACS | Tree Maintenance | Treecare Consultants Ltd | S | 610.00 | 122.00 | 732.00 |
| 651 | 10/03/2022 | | Unity Trust Bank | BACS | CILCA Training | Norfolk Parish Training Supp | E | 236.00 | | 236.00 |
| 639 | 10/03/2022 | | Unity Trust Bank | BACS | Signs for Longdale | Creative Lincs | E | 75.00 | | 75.00 |
| 642 | 10/03/2022 | | Unity Trust Bank | BACS | Pest Control | APC Pest Control Ltd | S | 150.00 | 30.00 | 180.00 |
| 643 | 10/03/2022 | | Unity Trust Bank | BACS | Grass Cutting | Garden Guardian Ltd | S | 1,178.17 | 235.63 | 1,413.80 |
| 644 | 10/03/2022 | | Unity Trust Bank | BACS | 3g Surface Costs | Garden Guardian Ltd | S | 276.79 | 55.36 | 332.15 |
| 646 | 10/03/2022 | | Unity Trust Bank | BACS | Barrier at KGV and LD | Norse Commercial Services | S | 560.00 | 112.00 | 672.00 |
| 647 | 10/03/2022 | | Unity Trust Bank | BACS | 3g Surface Costs | Garden Guardian Ltd | S | 276.79 | 55.36 | 332.15 |
| 648 | 10/03/2022 | | Unity Trust Bank | BACS | Grass Cutting | Garden Guardian Ltd | S | 1,178.17 | 235.63 | 1,413.80 |
| 649 | 10/03/2022 | | Unity Trust Bank | BACS | Advice on Occupational Health | Unity Occupational Health & | E | 240.00 | | 240.00 |
| Total | | | | | | | | 14,298.55 | 1,215.50 | 15,514.05 |

Drayton Parish Council
RECEIPTS LIST

| Voucher Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------------------|-------------|---------------|------------------|-------------------|-----------------------------------|----------------------------|-----------------|-----------------|-----------------|-----------------|
| 44 3G Income | 17/02/2022 | | Unity Trust Bank | | Hire of 3G Facility - Quarterly I | Absolute Sport and Leisure | S | 1,250.00 | 250.00 | 1,500.00 |
| 45 VAT Refund | 08/03/2022 | | Unity Trust Bank | BACS | VAT Reclaim | HMRC | R | | 5,143.37 | 5,143.37 |
| Total | | | | | | | | 1,250.00 | 5,393.37 | 6,643.37 |