

DRAYTON PARISH COUNCIL MEETING MINUTES

Held on Thursday 13th October 2022 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

The following Councillors were in attendance: Cllrs G Everett (Chair), A Crotch, K Morgan, N Quinsey, J Anderson, J Edward-Smith, A Taylor, H Kisby.

3 members of the public were present.

Clerk: S Hawken

1. Apologies and consideration for approval of absence.

Apologies were received and approved from Cllr C Brown, Cllr R Foulger, Drayton South and County Cllr Tony Adams.

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

None declared.

3. To receive and agree minutes from the Parish Council Meetings held on Monday 26th September 2022. The minutes for the meeting were received and AGREED by the Council.

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

A member of the public wished to enquire about the hire of the Pavilion at King George V Playing Field for registered charities at a discounted rate.

A member of the public raised the issue of the derelict tennis court behind the Pavilion and proposed an idea to create a community garden with seating and planting in commemoration of Queen Elizabeth II.

Cllr Crotch arrived at 7.07pm

A member of the public wished to reassure the Council and public that the defibrillator on the wall of Thorpe Marriott Village Hall is in good working order and is now registered on 'The Circuit'.

A member of the public raised discontent at the demands made for maintenance fees from Thorpe Marriott Village Hall, by the land-owner at Acres Way. It was noted that the Hall Charity has not been required to pay any kind of maintenance fee for at least 30 years. If they need to go into litigation, they may need to ask for financial support from the Parish Council. The Hall committee need to be appraised of the land-owners long-term plan and requirements. The member of the public wished the Council to note that the annual Christmas Party has had to be cancelled this year due to lack of parking.

5. To receive any reports:

- a. County Councillor: Tony Adams. Not present.
- b. District: Cllr A Crotch, Drayton North

With respect to Church Farm and the issue regarding Carter Road, occupation will occur without discharging the condition set, based on recent information from the developer. It is expedient for Broadland to pursue any breach of condition and an appropriate enforcement strategy. It would be extremely disappointing if the occupancies took place before the consultation, particularly given the timeframe they have had to undertake.

There is a 'Warm Spaces Grant' up to £600 available to Parish and Town Councils, to provide a warm space for people to meet. Councils can work together with local groups to provide a meeting place for a minimum of 1 session a week for 4 hours.

Additionally, there is a 'Keep it Going Grant' available from Broadland for not-for-profit groups to assist with the rising cost of living. The grant can be used to offset rising venue costs, subsidising memberships, purchase promotion materials, etc. for local facilities and groups.

With respect to planning application 20221540 18 Saint Margaret's Close, Drayton, NR8 6GU; Planning officers have no objections however may wish to explore options for the first floor balcony further.

Cllr R Foulger, Drayton South. Not present.

Cllr Quinsey arrived at 7.19pm.

c. Police.

Sgt Marrison Reported that a new incumbent Beat Manager for the Drayton area will arrive November 2022.

Several catalytic converter thefts in the local area; predominantly Toyotas and hybrid vehicles. Suspects have reportedly been travelling between villages in the local area.

Notable increase in anti-social behavior involving vehicles, particularly in the Sandy Lane area of Taverham.

Aware of the anti-social behaviour on Grace Edwards Close which borders onto Longdale Playing Field. Targeted patrols to be increased.

Vehicle/car meets happening at various locations around Norwich on Friday and Saturday evenings. Not currently affecting Drayton but something to be aware of.

Worth noting that the Holiday Inn express is now an Asylum Seeker Contingency Accommodation. Minimal complaints received to date.

Cllr Crotch raised the following:

Request for officers on patrol locally to purposefully engage with locals.

Noted the impact of the Section 59 and how effective they are in preventing use of the vehicle is causing / likely to cause alarm, distress or annoyance to members of the public.

Enquired as to the return of SNAP (Safer Neighbourhood Action Plan) meetings. The next meeting is hoped to return to the local area December 2022.

Cllr Crotch also wished to thank the Police for their recent work with members of the travelling community.

6. Clerk's Report and Matters Arising

To update on current matters, and report on progress of items from previous meetings.

Both defibrillators on King George V Playing Field and Longdale Pavilions are now registered on the Circuit and are visible to the ambulance service and available for public use.

7. Planning

a. To consider planning applications as follows:

20221481 Littlewood Community Woodland, Drayton, Norwich. Works To TPO Trees Sycamore – Approx height 18m and spread 25m. Crown reduce whole crown by 3m. Beech – Section fell to a 4m habitat stem. Willow – Pollard at 4m at failed limb. The Council AGREED to make the following comments: The Council would like to leave the decision to the tree officer at Broadland District Council.

20221540 18 Saint Margarets Close, Drayton, NR8 6GU. 2 story and single-story side extensions. The Council AGREED to make no comments.

20221404 Land adjacent to School Road, Drayton. Continued temporary consent for continued use of land & temporary standing of 2 shipping containers to accommodate a charity shop with associated car parking, access & landscaping. The Council AGREED to support the application.

b. Planning decisions:

20211814 5 Hall Lane, Drayton, NR8 6DS. Single story front extension and boundary fence. Full Approval.

20221221 Red Lion, 2 Fakenham Road, Drayton, NR8 6PW. Details reserved by condition 3 of planning permission 20220774 – window details. Full Approval.

20211526 Land at Manor Park, Drayton. Details for condition 3 (Materials), condition 4 (Archaeology Written Scheme of Investigation), condition 29 (Tree Protection) & condition 30 (Arboricultural Method Statement) of permission 20200640. Full Approval.

20211557 Land at Manor Park, Drayton. Details for Condition No 11 (Construction Environmental Management Plan), Condition No 15 (Phasing Plan) & Condition No 19 (Construction Traffic Management Plan) of permission 20200640. Full Approval.

20220120 Land at Manor Park, Drayton. Details for condition 39 (Fire Hydrants) of planning permission 20200640. Full Approval.

20221554 71 Hall Lane, Drayton, NR8 6DP. Removal of 3 dead trees, Larch, Ash and Sycamore. Full Approval.

8. Streetlights

a. Update on the transfer of street lighting from Broadland District Council to DPC.

The upgrade of the lanterns to LED by TT Jones is underway and is estimated to be complete by 1st November 2022. The new energy contract will reflect the upgrades

to the more efficient lanterns and will be in effect by the 1st November 2022.

The Chairman wanted to articulate the frustration with the special expense not reflecting the energy costs associated with the footway light schedule handed over by Broadland District Council (BDC). In early 2021, it was discussed with the Community Asset Manager at BDC that the schedule of lights was running at a cost of approximately £8000 per year, however the residents of Drayton were being charged approximately £52,000. In addition, during the handover process it became apparent that several lights on the billed schedule were incorrect and, in some cases, not the responsibility of BDC. There were also a significant number of structural and electrical testing reports missing.

Following a meeting with the Assistant Director for Economic Growth and the Community Assets Manager for BDC, it appeared that there was little concern for the errors in the schedule. It was also said that the energy cost for footway lighting was calculated by dividing the overall cost of energy for all BDC assets, and multiplying by the number within a Parish, which contradicts the comments made previously by the Director of Resources.

It has been requested that BDC provide clarification on how exactly this has been calculated and the actual energy costs for Drayton residents so that the difference can be recuperated.

Action: Clerk

9. Finance and Governance

- a. To receive and approve bank reconciliation. The Council received and APPROVED the bank reconciliation.
- 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. The Council received and ratified the list of payments and receipts.
- c. To receive the Half Yearly Financial Statement 2022/23. The Council received the Half Yearly Financial Statement.
- d. To discuss budget setting and consideration for future projects within Committees. The Council acknowledged the forthcoming requirement for the budget and the need to consider individual projects within Committees.
- e. To consider the grant application from St Margaret's Church. St Margaret's Church requested a Grant for £1525 towards equipment for maintaining the Church grounds. The Council APPROVED the award of a grant of £1525 inline with the Grants Policy.

Action: Clerk

10. Environment and Highways Committee

- a. To receive the minutes from the meeting held on Thursday 29th September 2022. Defer to next Parish Council Meeting.
- b. To receive and approve amendments to the Terms of Reference for the Environment and Highways Committee. Defer to March 2023.
- c. To appoint a new member to the Environment and Highways Committee. The Chairman of the Environment and Highways Committee proposed Cllr Joy Edward-Smith as a new member of the committee. This was unanimously supported by all members.

Action: Clerk

11. Open Spaces and Property Committee

- a. To receive the minutes from the meeting held on the 6th October 2022. The committee received the minutes.

- b. To update on ongoing projects. With respect to the new play area at King George V Playing Field, Sutcliffe Play has been approved as the preferred supplier.
With respect to the re-development/refurbishment of the Pavilion at King George V Playing Field, the scope of the project and the wording has been clarified by the committee, and professional help is being sought to take the project to the next stage.
- c. To make recommendations to Council, for the approval of the budget for the King George V Playing Field play area. The committee proposed to the Council that the maximum budget is £175,000 for the new play area, with the preferred funding source being S106. The Council unanimously APPROVED this proposal.

Action: Clerk

12. Exchange of Information / Matters for next agenda.

It is proposed to have a celebration for the coronation of King Charles III on Saturday 6th May 2023. This could potentially coincide with the opening of the new play area. Consideration should be given to the funding for the event a minimum of 6 weeks prior.

Follow up the replacement of the memorial bench on School Road.

Enquire as to the feasibility of a bench in the bus stop by The Cock public house. Defer to Environment and Highways Committee.

Liaise with Hopkins Homes regarding the DDA compliance of the bus shelters on School Road.

Committees to consider projects for 2023/24 ready for budget setting in November.

Action: Clerk

13. Dates for next meetings:

20th October 2022 Staffing Committee Meeting
 27th October 2022 Governance Committee Meeting
 10th November 2022 Parish Council Meeting & Christmas Lights Update
 17th November 2022 Environment and Highways Committee Meeting
 24th November 2022 Parish Council Meeting – Budget
 28th November 2022 Open Spaces & Property Meeting
 5th December 2022 Meeting with S106 Officer from Broadland
 8th December 2022 Parish Council Meeting

14. Staffing Committee

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.

- a. To update on staffing matters.
The recruitment process for the Assistant Clerk and Responsible Financial Officer has been conducted with support from NPTS. The candidate was interviewed by a panel of Councillors (Cllrs J Anderson, A Taylor, and H Kisby), and a committee meeting was held to discuss the performance of the candidate in the interview, in line with the requirements outlined in the job description.

b. To receive and approve the recommendation for the appointment of the new Assistant Clerk and RFO. Feedback received from the interview was entirely positive. The panel was very impressed, as was the representative from NPTS with the candidates interview. The Staffing Committee propose to offer the role of Assistant Clerk and RFO to Miss Amy Louise Gallant pending clarification of working hours and receipt of satisfactory references. The proposal was unanimously AGREED by the Council.

Action: Clerk

c. To receive and approve the contract for the Locum Clerk. It was discussed that the contract should be reviewed at the end of January 2023, following training of the new Assistant Clerk and RFO. The contract is a standard format used for Locum Clerk's and gives a week's notice for termination of employment. The Council further discussed the requirement for an end date on the contract. It was proposed to APPROVE the contract as presented of the Locum Clerk with 5 in favour, 2 against and 1 abstention.

Action: Clerk

Meeting Closed at 2101.

Signed:

Chairman

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 27-09-2022 and 13-10-2022)

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

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
231	30/09/2022		Unity Trust Bank	DD	Electricity Charges LD	EDF Energy	L	110.48	5.52	116.00
233	13/10/2022		Unity Trust Bank	BACS	Waste Clearance	Norwich Waste Disposal	S	223.75	44.75	268.50
234	10/10/2022		Unity Trust Bank	DD	Electricity Charges KGV	British Gas	L	72.94	3.65	76.59
235	28/09/2022		Unity Trust Bank	DD	Electricity Charges	EDF Energy	L			
239	13/10/2022		Unity Trust Bank	BACS	Storage of Archived Documents	Closed Secure Storage Ltd	S	15.60	3.12	18.72
Subtotal for Code: Utilites & Services								£422.77	£57.04	£479.81

Code Number 215 Bank Charges

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
223	30/09/2022		Unity Trust Bank	DD	Bank Charges	Unity Trust Bank	E	0.30		0.30
237	30/09/2022		Unity Trust Bank	DD	Service Charge	Unity Trust Bank	X	31.80		31.80
Subtotal for Code: Bank Charges								£32.10		£32.10

Code Number 282 Community Newsletter

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
238	13/10/2022		Unity Trust Bank	BACS	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 649.87 96.04 745.91

Cost Centre 3. Environment & Highways**Code Number 31 NCC Highways Verges**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
241	13/10/2022		Unity Trust Bank	BACS	Highway Grass Cutting	Garden Guardian Ltd	S	745.38	149.08	894.46
Subtotal for Code: NCC Highways Verges								£745.38	£149.08	£894.46

Subtotal for Cost Centre: 3. Environment & Highways 745.38 149.08 894.46

Cost Centre 5. Open Spaces & Property**Code Number 503 Grounds Maintenance**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
242	13/10/2022		Unity Trust Bank	BACS	Grass Cutting	Garden Guardian Ltd	S	1,309.42	261.88	1,571.30
Subtotal for Code: Grounds Maintenance								£1,309.42	£261.88	£1,571.30

Code Number 504 Security

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
240	13/10/2022		Unity Trust Bank	BACS	Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,056.00	211.20	1,267.20
Subtotal for Code: Security								£1,056.00	£211.20	£1,267.20

Code Number 511 3G Surface Maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
243	13/10/2022		Unity Trust Bank	BACS	3g Surface Costs	Garden Guardian Ltd	S	296.17	59.23	355.40
Subtotal for Code: 3G Surface Maintenance								£296.17	£59.23	£355.40

Subtotal for Cost Centre: 5. Open Spaces & Property 2,661.59 532.31 3,193.90

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 27-09-2022 and 13-10-2022)

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

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
224	30/09/2022		Unity Trust Bank	BACS	Salary	Employee 4	X	738.00		738.00
226	30/09/2022		Unity Trust Bank	BACS	Salary	Employee 7	X	736.00		736.00
228	30/09/2022		Unity Trust Bank	BACS	Salary	Employee 8	X	1,609.46		1,609.46
229	30/09/2022		Unity Trust Bank	BACS	Tax and NI, employees	HMRC	X	845.59		845.59
Subtotal for Code: Salaries								£3,929.05		£3,929.05

Code Number 65 Employer Pension Contributions

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
230	30/09/2022		Unity Trust Bank	BACS	Pension Clerk EER/EEI	Norfolk Pension Fund	X	891.17		891.17
Subtotal for Code: Employer Pension Contributio								£891.17		£891.17

Code Number 601 Expenses/Mileage

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
225	30/09/2022		Unity Trust Bank	BACS	Mileage	Employee 4	E	74.92		74.92
227	30/09/2022		Unity Trust Bank	BACS	Mileage	Employee 7	E	122.40		122.40
Subtotal for Code: Expenses/Mileage								£197.32		£197.32

Code Number 602 Consultancy Services

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
232	06/10/2022		Unity Trust Bank	SO	Consultancy Support	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								5,117.54	20.00	5,137.54

TOTALS £9,174.38 £797.43 £9,971.81

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 27-09-2022 and 13-10-2022)

Cost Centre 1. Income

Code Number		10 Precept								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
35	30/09/2022		Unity Trust Bank	BACS	Precept	Broadland District Council	X	93,495.00		93,495.00
Subtotal for Code: Precept								£93,495.00		£93,495.00

Code Number		13 Income on Investment								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
36	30/09/2022		Unity Trust Bank - I	DD	Interest paid on Bank Account	Unity Trust Bank	X	391.03		391.03
Subtotal for Code: Income on Investment								£391.03		£391.03
Subtotal for Cost Centre: 1. Income								93,886.03		93,886.03

Cost Centre 5. Open Spaces & Property

Code Number		51 Grass Pitch Hire								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
34	03/10/2022		Unity Trust Bank	BACS	Longale Pitch Hire	Drayton Youth Football Club	E	581.50		581.50
Subtotal for Code: Grass Pitch Hire								£581.50		£581.50

Code Number		53 Pavilion Hire								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
32	28/09/2022		Unity Trust Bank	BACS	Hire KGV Pavilion	Slimming World	E	136.00		136.00
33	28/09/2022		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	170.00		170.00
Subtotal for Code: Pavilion Hire								£306.00		£306.00

Code Number		55 3G Income								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
37	05/10/2022		Unity Trust Bank		Lease	Absolute Sport and Leisure	S	1,317.50	263.50	1,581.00
Subtotal for Code: 3G Income								£1,317.50	£263.50	£1,581.00
Subtotal for Cost Centre: 5. Open Spaces & Property								2,205.00	263.50	2,468.50

TOTALS £96,091.03 £263.50 £96,354.53