

DRAYTON PARISH COUNCIL MEETING

held on Thursday 4th March 2021 at 7pm

This meeting was held virtually under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and members of the public can join the meeting online via ZOOM

Present

Councillors: J Anderson, C Brown, A Crotch, G Everett (Chairman), N Quinsey, K Morgan, A Taylor, K Thompson

Clerk: Jonathan Hall

In attendance:

District Councillor (Drayton South): R Foulger

County Councillor (Drayton, Horsford & Felthorpe): Tony Adams

4 Members of the Public

1. Apologies and consideration of acceptance for absence.

All members present.

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

Cllrs Brown, Quinsey and Morgan all declared an interest in Planning application number 20201990 as they are all known to the land owner or their agents.

3. To receive and agree minutes from Full Council Meetings held on Thursday 7th January, 4th & 11th February 2021.

The above the minutes were **AGREED** as a true and correct record and will be signed by the Chair in due course subject to the following corrections:

4th Feb 2021 – voucher 446 should reflect description as water charges not waste.

11th Feb 2021 – Minutes number 4 , second bullet point. A temporary closure was agreed.

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

Ethos Care thanked the Parish Council for attending the Zoom presentation they had hosted the previous night regarding the planning application at the Former David Rice Hospital Site'. It was reiterated that an email is available to all if any further questions arise.

5. To receive any reports:

County Councillor Tony Adams advised:

- The flooding issue at Florence Carter Memorial Park was actioned by the Highways Engineer and hopefully this has been resolved.
- No update on trees removed along Fakenham Road. Councillor Adams has reminded the Highways Engineer who has yet to respond as to why no formal action was considered. It

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was thought that the infringement was unintentional but a formal response would be sought.

- Moving the “road bends to the right” sign on School Road. – Councillor Adams have reminded Highways and he thought it had been done but will ensure that it will happen.

District Councillor Mr A Crotch, Drayton North advised:

- It is with great sadness to note that a neighbouring District Councillor Claudette Bannock has died. She provided a terrific service to Broadland District Council and will be greatly missed.
- The Houghen Plantation purchased by the District Council will officially be named as Broadland Country Park
- Important dates: 6th May election date. 19th April last day to register to vote. 20th April for postal voting. Census date is 21 March.
- Thank you to Bob Carter Centre for agreeing to host the Covid-19 tests during the week 1st to 5th March 2021. The aim of the tests was to identify asymptomatic individuals - in that they have Covid-19 but none of the symptoms - they and their household can then self-isolate to stem the spread of the virus.
- After concerns were raised by residents on Longdale, traffic was monitored, and it was established that the majority of the vehicles travelled in the 30 to 35mph bracket. The full data is available from Cllr Crotch if anyone wishes to receive it. Many thanks to PC Alex Wright for helping with this monitoring.

District Councillor Mr R Foulger, Drayton South advised:

- Planning application 20210069 at 17 Bone Road. No concerns had been raised by the planning officer.
- Former David Rice Hospital Site planning application 20201990. The planning officer has met on site with the Conservation officer and they consider that the changes to the schedule of trees is acceptable. However the application had been called in to the planning committee as a contingency which has now been withdrawn.

Police. The report circulated prior to the meeting was noted. PC Alex Wright is ensuring social distancing laws are being followed.

6. Clerk's report

To report on progress on items from previous meetings. Items are for noting only. No discussion, decisions or debate may take place during this item.

- 6.1 Land Registration – ongoing. Delays being experienced at Land Registry office.
- 6.2 Opening of Bank accounts: Ongoing.
- 6.3 Discretionary Grants for Lockdown 3 have been received from the District Authority.
- 6.4 Facebook data for month: People reached 8.2k Engagements: 4.4k Likes 23.
- 6.5 The Clerk has attended the SLCC's virtual practitioner's conference on 23rd – 25th Feb 2021.
- 6.6 To note that no election has been called for the casual vacancy within Drayton South ward and that the Council can proceed to co option.

7. Planning

- 7.1 Planning applications:
20210146 14 Winners Walk. Erection of a Garage Store. – **RESOLVED** no objections to the above application.
20210069 17 Bone Road. Erection of a single storey, gabled ended extension to the rear of existing bungalow. - **RESOLVED** no objections to the above application.
20201990 Former David Rice Hospital Site, Drayton High Road. Variation of condition 4 following grant of permission 20170196 - Approved Plans and Documents – The Council acknowledged the local community spirit to ensure that as much of the site could be protected and **RESOLVED** that subject to the outcome of the awaited tree and ecology reports the Parish Council wished to support the variation to the application.
- 7.2 To consider response to Greater Norwich Local Plan (GNLP) consultation under regulation 19. **RESOLVED** to provide no response.

8. Finance and Governance

- 8.1 Bank reconciliation. The Chairman confirmed the bank reconciliations to 11th February 2021.
- 8.2 The list of payments (voucher numbers 448-485) and receipts (voucher numbers 41 to 49) was received and APPROVED. It was confirmed from the authorised signatories that the payment verification process has been undertaken in accordance with Financial Regulations 6.5.

DRAYTON PARISH COUNCIL

Receipts & Payments for Information at March 2021 Parish Council Meeting

Vouchers: Receipts: 41 - 49

Vouchers: Payments: 448 - 485

Voucher	Cost Code/Description	Supplier	Net	VAT	Total	CHQ/BACS/DD
INCOME						
1. Precept						
2. General Finance						
41	Covid Business Support Grant - KGV	Broadland District Council	1,334.00	0.00	1,334.00	BACS
42	Covid Business Support Grant - L/D	Broadland District Council	1,334.00	0.00	1,334.00	BACS
43	Covid Business Support Grant - KGV	Broadland District Council	4,000.00	0.00	4,000.00	BACS
44	Covid Business Support Grant - L/D	Broadland District Council	4,000.00	0.00	4,000.00	BACS
45	Covid Business Support Grant - KGV	Broadland District Council	2,001.00	0.00	2,001.00	BACS
46	Covid Business Support Grant - L/D	Broadland District Council	2,001.00	0.00	2,001.00	BACS
47	Covid Business Support Grant - KGV	Broadland District Council	476.43	0.00	476.43	BACS
48	Covid Business Support Grant - L/D	Broadland District Council	476.43	0.00	476.43	BACS

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15,622.86 0.00 15,622.86

3. Environment & Amenities

49	Recycling Credit	Norfolk County Council	99.47	0.00	99.47	BACS
			<u>99.47</u>	<u>0.00</u>	<u>99.47</u>	

5. Open Spaces & Property

6. Staffing Committee

8. Communications Committee

TOTAL			15,722.33	0.00	15,722.33	
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EXPENDITURE

1. Precept

2. General Finance

449	Parish Online Subscription	Parish Online	261.00	52.20	313.20	BACS
450	Electricity Charges LD - Jan 21	EDF Energy	110.48	5.52	116.00	DD
451	Electricity Charges KGV - 18 Dec 20 to 17 Jan 21	British Gas	87.86	4.39	92.25	DD
453	Scribe Training for Cllrs	Scribe 2000 Ltd	100.00	20.00	120.00	BACS
455	Training Course with NALC - Cllr GDPR Trg	NALC	40.00	8.00	48.00	BACS
460	Office 365 Licence	Anglian Internet	22.60	4.52	27.12	DD
461	Mobile Phone Top Up	Vodafone	10.00	0.00	10.00	CC
462	Black Arm Band	Amazon	1.75	0.00	1.75	CC
463	Orthopedic Seat Pad	Amazon	26.99	0.00	26.99	CC
464	Corporate Card Monthly Fee - Clerk	Lloyds Bank	3.00	0.00	3.00	DD
465	Nitrite Gloves	Just Gloves	42.80	8.56	51.36	CC
466	Bin Bags/Sanitizer/Blue Roll	Lorolls.com	63.35	12.67	76.02	CC
467	Orange Safety Fencing & Spikes	Toolstation	39.97	8.00	47.97	CC
468	Reciprocating Saw	B&Q	75.00	0.00	75.00	CC
469	Tarpaulin	B&Q	16.00	0.00	16.00	CC
470	Corporate Card Monthly Fee - RH	Lloyds Bank	3.00	0.00	3.00	DD
471	Training Course with NALC (Cllrs Training)	NfkAlc	108.00	21.60	129.60	BACS
474	Covid Donation	Covid-19 Help Group	500.00	0.00	500.00	BACS
475	SLCC Membership 2021	SLCC Enterprises Ltd	234.00	0.00	234.00	BACS
476	Internet/Telephone Chgs KGV - 9 Feb to 8 Mar 21	Zen Internet Ltd	37.00	7.40	44.40	DD
477	Mobile Phone Top Up	EE	20.00	4.00	24.00	DD
479	Advertising	Just Regional	195.00	39.00	234.00	BACS
			<u>1,997.80</u>	<u>195.86</u>	<u>2,193.66</u>	

3. Environment & Amenities

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448	Management for Green Lanes	Norwich City Council	375.00	75.00	450.00	BACS
			<hr/>	<hr/>	<hr/>	
			375.00	75.00	450.00	

5. Open Spaces & Property

452	Pest Control - 1 Feb to 30 Apr 21	APC Pest Control Ltd	150.00	30.00	180.00	BACS
454	Barrier at KGV and LD - 4 to 31 Jan 21	Norse Commercial Services Ltd	560.00	112.00	672.00	BACS
472	Grass Cutting - Jan 21	Garden Guardian Ltd	1,149.44	229.89	1,379.33	BACS
473	3g Surface Costs - Jan 21	Garden Guardian Ltd	275.79	55.16	330.95	BACS
			<hr/>	<hr/>	<hr/>	
			2,135.23	427.05	2,562.28	

6. Staffing Committee

456	Employees Tax and NI payments - Jan 21	HMRC	652.73	0.00	652.73	BACS
457	Employer NI Contributions - Jan 21	HMRC	252.93	0.00	252.93	BACS
458	Employee NPF Contributions - Jan 21	Norfolk Pension Fund	204.49	0.00	204.49	BACS
459	Employer NPF Contributions - Jan 21	Norfolk Pension Fund	758.27	0.00	758.27	BACS
478	SLCC Conference (Virtual Practitioners)	SLCC Enterprises Ltd	75.00	15.00	90.00	BACS
480/484/483/485	Salaries - Feb 21	Staff	3,532.09	0.00	3,532.09	BACS
482	Working From Home	Employee 2	26.00	0.00	26.00	BACS
484	Mileage	Employee 4	80.78	0.00	80.78	BACS
			<hr/>	<hr/>	<hr/>	
			5,582.29	15.00	5,597.29	

8. Earmarked Reserves Expenditure

TOTALS	<hr/>	10,090.32	712.91	10,803.23
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BANK TRANSFERS

19-Feb-21	Unity Trust Bank - Instant Access Deposit Account to Current Account			5,000.00
				<hr/>
				5,000.00

Value of Postage Stamps in hand	76.99	76.99
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8.3 Minutes of Governance committee meeting dated 11th February 2021 were received and noted.

8.4 Grants and Donations Policy was **APPROVED** subject a few amendments:

- Clause 17 change to 'with or without application'.
- New Clause 'to advise the applicant of the outcome within 5 business days'

8.5 The SLCC membership renewal at a cost of £234 was **APPROVED**

9. Correspondence

None

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10. General Matters

- 10.1 Protocol for Operation London Bridge: **RESOLVED** to approve.
- 10.2 Report received from Strategic Plan working group following meeting held 1st March 2021 (copy attached to these minutes). The aim is to promote well being in the parish and enhance the council's reputation though out the community by promoting activities that take place within the parish. Consideration needs to be given to develop the use of social media, as well as working with existing organisations and groups.

RECOMMENDATIONS TO FULL COUNCIL

- 1.To appoint one or two Members to have access to Parish Council's Facebook Page as Admin / Moderators to post regular community updates to complement and enhance the existing content posted. **RESOLVED** to appoint Cllr Taylor.
- 2. To pursue the potential format and costs of producing a regular Newsletter. It was agreed that the group could continue to ascertain further information for full council to consider in due course.

Suspension of Standing Order 3 (x) to allow meting to continue for a further 30 minutes.

- 10.3 Parish Online Implementation
It was agreed that a training meeting will take place on Monday 15th March at 7pm. Cllr Taylor has agreed to be Product Owner.
- 10.4 Issue of street litter bins size and options. Item deferred to Environment and Highways committee.
- 10.5 It was **RESOLVED** that the date of Annual Parish Meeting would be 15th April at 6.30pm via Zoom.
- 10.6 The report regarding flooding at Florence Carter Memorial Park was considered and it was confirmed that part of the park has reopened and the remainder of the park was being monitored with a view to reopening as soon as practicable.
- 10.7 It was **RESOLVED** that Cllr Anderson would be the Thorpe Marriott Village Hall representative to serve on the management committee.
- 10.8 It was **RESOLVED** to remove the temporary delegated authority that was given to the clerk at the May 2020 meeting to comply with HM Government's instructions in matters relating to Covid -19.
- 10.9 It was **RESOLVED** to allow outdoor grassroots sports to take place from 29th March although the pavilions will remain closed until further government guidance is provided.
- 10.10 It was **RESOLVED** that Cllrs Crotch, Taylor and Everett will arrange a Virtual Community Event for Easter up to a budget level of £1,000.

Agreed to allow meeting to continue for a further 30 minutes to allow completion of agenda items.

- 10.11 An informal meeting to discuss procedures following flooding event at Florence Carter Memorial Park will take place on 15th March (after the Parish Online Training).

11 Open Spaces & Property

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- 11.1 The minutes of the Open Spaces and Property committee meeting held 28 January 2021 were received and noted.
- 11.2 It was **RESOLVED** to approve the quote for Exel Fencing Solutions Ltd £7,000 for supply and installation of netting over the top of the IC Travel Ltd arena. It was agreed after much discussion to refer the removal of asbestos from King George V Pavilion back to the next committee meeting of Open Spaces and Property. **RESOLVED** to secure the undercroft hatch with a steel plate to ensure no unauthorised entry can take place.
- 11.3 Location sites and materials for bases for benches.
Item referred back to Open Spaces & Property Committee.

12 Exchange of Information / Matters for consideration of inclusion for next full council agenda.

- To note any update following the parish online meeting and lessons learnt discussion.
- It was noted with sadness that John Kisby, the husband of a former Parish Council Chairman Hillary Kisby had recently died.

13 Date of next meeting – Thursday 8th April 2021 at 7pm.

RESOLVED to 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. Members attending to make a verbal declaration that no other persons are present who could hear, see, or record the proceedings.

Meeting closed to press and public at 21:49

14 Staffing

- 14.1 Minutes of Staffing meetings dated 4th & 10th February 2021 were received and noted.
- 14.2 Request for admin support for Drayton Drewary until late May 2021.- **RESOLVED** to decline request.

Meeting Closed 21:57