

## DRAYTON PARISH COUNCIL

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Minutes of the meeting of the Council held on **Thursday 12<sup>th</sup> September 2024, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, J. Edwards-Smith, G. Everett (Chair), H. Kisby, K. Morgan, N. Quinsey, A. Taylor and S. White.

**In Attendance:** Amy Pinkham, Interim Parish Clerk & RFO, 0 members of the public.

**Meeting Opened:** 7:00pm

### MINUTES

#### 1. APOLOGIES

**a) To receive apologies and consider acceptance for absence.**

Apologies received and accepted for Cllr. Brown, Cllr. Crotch and Cllr. Lee.

#### 2. DECLARATIONS OF INTEREST

**a) To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**

Cllr. Everett declared a non-registerable interest in planning application 2024/2467 as a neighbouring property to his home address and noted that he would abstain from the vote under item 6aviii.

#### 3. MINUTES

**a) To receive minutes of the meeting of the Council held on 8<sup>th</sup> August 2024 for approval [DPC1].**

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

#### 4. PUBLIC FORUM

**a) To receive any questions or comments from members of the public on matters on the agenda.**

Cllr. Everett noted he had no concerns or objections to planning application 2024/2467.

**b) To receive report from County Councillor: Cllr. T. Adams.**

It was reported that double yellow lines would be extended on School Road to alleviate parking concerns near Drayton Infant School.

In relation to works on Carter Road it was confirmed that Hopkins Homes would appoint developers to begin works as soon as possible.

It was noted that the government had informed Norfolk County Council that the devolution deal secured in principal in December 2023 had been halted.

In response to a query by Cllr. Morgan, Cllr. Adams confirmed that the grass bank outside 8 Taverham Road was the responsibility of the property owner and not Norfolk County Council.

**c) To receive report from District Councillor for Drayton North: Cllr. A. Crotch.**

No report.

**d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.**

No report.

**e) To receive reports from any other public bodies.**

No report.

**5. MATTERS ARISING**

**a) To receive updates on Council matters arising from previous meetings [DPC2].**

Council received the report with no further comments.

Further to Beat Manger Brett Peyton's report at the August meeting of the Council regarding concerns of speed and parking on School Road, Sgt. Alex Wright had confirmed there were plans to provide a high visibility presence on the morning of 24th September around school drop off time, concentrating their efforts on speeding and dangerous parking with the aim to educate members of the public and improve road safety.

**b) To receive feedback on Town and Parish Council Forum held on 10<sup>th</sup> September 2024.**

It was noted that no notes from the Town and Parish Council Forum had been received at the time of the meeting and would be circulated to Council members upon receipt.

**6. PLANNING MATTERS**

**a) To consider response to planning applications as follows:**

- i. TPO BD0672:** The Rectory 46 School Road, Whiteacre 42 School Road, 44 School Road & Stower Grange Hotel School Road, NR8 6EF

Council **AGREED** to submit no comments.

- ii. TPO 2024/2327:** 60 Howell Road, NR8 6BU.

Council **AGREED** to submit no comments.

- iii. 2024/2240:** 4 Sheridan Close, NR8 6RW.

Council **AGREED** to submit no comments.

- iv. 2024/2250:** Land East of 27 Manor Farm Close.

Council **AGREED** to submit no comments.

- v. 2024/2289:** Works to TPO Tree at 2 Carter Road.

Council **AGREED** to submit no comments.

- vi. 2024/1768:** Drayton Hall, NR8 6DP.

Council **AGREED** to Support the application.

- vii. TPO 2024/2334:** 1 Drayton Lodge Park, NR8 6AT.

Council **AGREED** to submit no comments.

- viii. 2024/2467:** 2 Manor Farm Close, NR8 6EE.

Council **AGREED** to submit no comments.

**b) To note planning decisions by South Norfolk and Broadland District Council as follows:**

- i. 2024/1620:** Drayton and St. Faiths Medical Practice – Approved (delegated).

- ii. TPO 2024/2327:** 60 Howell Road, NR8 6BU – Exempt Tree Works (Delegated).

- iii. 2024/1783:** 8 Badgers Brook Road, NR8 6EY – Refusal (Delegated).

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- iv. **2024/1925:** 18 Pond Lane, NR86PP – Approval with conditions (delegated).
- v. **2023/3115:** Land adjacent Brick Farm School Road – Approval with conditions (Delegated).

Council noted planning decisions by South Norfolk and Broadland District Council.

### 7. FINANCIAL MATTERS

**a) To receive bank reconciliation for approval [DPC4].**

The Chairman verified and signed the bank reconciliation as evidence of verification in accordance with 2.2 of Council's adopted Financial Regulations.

**b) To receive list of receipts and approved payments for August 2024 [DPC5].**

Council received the list of receipts and approved payments with no further comments.

**c) To receive list of payments for authorisation [DPC6].**

Council received and authorised the list of payments to be made.

**d) To receive External Auditors report and notice of conclusion of audit [DPC7].**

Council noted the report for publication on the Parish Council website.

### 8. FINANCE & GENERAL PURPOSES COMMITTEE

**a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

**b) To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure for Q1 and consider recommendations for action [DPC8].**

Council noted the report confirming there were no recommendations for action. Council made no further comments.

### 9. OPEN SPACES & PROPERTY COMMITTEE

**a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

### 10. ENVIRONMENT & HIGHWAYS COMMITTEE

**a) To receive minutes of the Committee held on 15<sup>th</sup> August 2024 [DPC9].**

Council received the minutes with no further comments or questions.

**b) To note winners of the 2024 Garden Competition [DPC10].**

Council noted that a brief presentation was held before the meeting to award the winners of the 2024 Garden Competition. Council noted a special thanks to Matthew Steel from the Taverham Nursery and Garden Centre for their kind voucher donation.

### 11. STAFFING COMMITTEE

**a) To receive minutes of the Committee held on 29<sup>th</sup> August 2024 [DPC11].**

Council received the minutes with no further comments or questions.

**b) To consider recommendation for revised Job Descriptions and delegate authority for appointment of internal candidates [DPC12].**

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Council **AGREED** to adopt the revised job description for the role of Parish Clerk and Responsible Financial Officer as presented and to advertise internally.

Council **AGREED** to delegate authority to the Staffing Committee, on this occasion only, to appoint internal candidates.

Council **AGREED** to adopt the revised job description for the role of Deputy Clerk and Facilities Manager as presented and to advertise externally.

It was noted that while it had been agreed by the Staffing Committee to advertise the role of Deputy Clerk and Facilities Manager on LinkedIn it had been confirmed this was not possible due to requirements that Council was unable to meet at this time. It was noted the external vacancy would be advertised as otherwise agreed by the Staffing Committee.

### 12. OTHER MATERS FOR DISCUSSION AND DECISION

#### a) To consider draft timeline for the Christmas Lights Switch On event [DPC13].

Cllr. Morgan fed back that he believed the Christmas Lights Switch on event was not well organised and that a better use of Council funds could be used towards providing community meals to help reduce loneliness and isolation for residents during the Christmas Period.

Cllr. Morgan was advised that a proposal to hold a new event would need to be considered at a future Council meeting as a separate agenda item.

Council **AGREED** to hold the Christmas Lights Switch on event on Thursday 28<sup>th</sup> November 2024 and convene the Council budget meeting on the 5<sup>th</sup> December 2024.

Council **AGREED** to adopt the draft plan for the event presented and to the following further details; to play background music using a quality PA system ensuring a sound check is completed ahead of the event, to include Christmas Tree lights only to operate between 7:00am-8:30am and 03:00pm – 10:30pm, to replace festoon lights for the 2025 event, to request Anthony to install the chocks to support the Christmas Tree, to invite St Johns Ambulance to attend the event, to ensure the halogen lights are charged prior to the event, to book the Christmas tree collection in good time, to appoint a simple catering option to reduce queue times for members of the public. It was noted that 2 or 3 large banners to advertise the event would be preferred subject to available resources.

Council **AGREED** to delegate authority for the Clerk to organise the event per the draft plan and further details discussed at the meeting and report back following confirmation of event details.

### 13. EXCHANGE OF INFORMATION

#### a) To note update from the Norwich Western Link Liaison Group.

It was reported that the A47 duelling was approved for Easton to North Tuddenham and Blofield to North Burlingham and that the estimated completion date was summer 2027.

The Council noted that the consultation period had closed, and the project was still planned to proceed subject to addressing concerns raised by Natural England.

#### b) To note any other matters raised.

That the South Norfolk Village Clusters Housing Allocation Plan (VCHAP) will be published between 9am on Monday 12<sup>th</sup> August and 5pm on Monday 7 October 2024 and available for comment. For more information please visit [www.southnorfolkandbraodland.gov.uk/vchap](http://www.southnorfolkandbraodland.gov.uk/vchap)

### 14. UPCOMING MEETING DATES

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## DRAYTON PARISH COUNCIL

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- a) 3<sup>rd</sup> October 2024 Staffing Committee meeting.
- b) 10<sup>th</sup> October 2024 Parish Council meeting.

**Meeting Closed: 7:40pm**

**Drayton Parish Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01-08-2024 and 31-08-2024)**

3 September 2024 (2024-2025)

**Cost Centre 1. Income**

**Code Number 14 Miscellaneous**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	01/08/2024	2024-2025/95		Unity Trust Bank		Longdale Fun Fair	Larry Gray Funfair	E	514.00		514.00
Subtotal for Code: Miscellaneous									£514.00		£514.00

**Code Number 22 VAT Refund**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
17	05/08/2024	None		Unity Trust Bank		VAT Reclaim	HMRC	R		3,043.44	3,043.44
Subtotal for Code: VAT Refund									£3,043.44		£3,043.44

**Code Number 55 3G Income**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
18	14/08/2024	2024-2025/98		Unity Trust Bank		3G Pitch Hire	Drayton Youth Football Club MN	S	229.17	45.83	275.00
19	22/08/2024	2024-2025/101		Unity Trust Bank		3G Pitch Hire	Drayton Jags	S	476.67	95.33	572.00
20	31/08/2024	None		Unity Trust Bank		3G Pitch Bookings	Stripe	S	93.85	18.77	112.62
Subtotal for Code: 3G Income									£799.69	£159.93	£959.62
Subtotal for Cost Centre: 1. Income									1,313.69	3,203.37	4,517.06

**TOTALS . . . . . £1,313.69 £3,203.37 £4,517.06**

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-08-2024 and 31-08-2024)

**Cost Centre 2. Finance & General Purposes**

**Code Number 27 Utilites & Services**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
201	16/08/2024	None		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
204	16/08/2024	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
208	15/08/2024	3730786		Unity Trust Bank		Electricity Charges LD	Smartest Energy	L	237.38	11.87	249.25
209	16/08/2024	46473886		Unity Trust Bank		Broadband and Telephone Charges	Zen Internet Ltd	S	3.20	0.64	3.84
210	19/08/2024	46473610		Unity Trust Bank		Broadband and Telephone Charges	Zen Internet Ltd	S	0.56	0.11	0.67
212	28/08/2024	32148011		Unity Trust Bank		Mobile Phone	O2	S	47.21	9.44	56.65
213	30/08/2024	25302		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	228.75	45.75	274.50
Subtotal for Code: Utilites & Services									£525.34	£69.47	£594.81

**Code Number 28 Handyman Equipment**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
192	16/08/2024	Credit Card		Credit Card		Hand Sander	Tooled-Up	S	63.25	12.65	75.90
194	16/08/2024	Credit Card		Credit Card		Watering Can	B&Q	S	12.50	2.50	15.00
Subtotal for Code: Handyman Equipment									£75.75	£15.15	£90.90

**Code Number 201 Stationery & Software**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
175	08/08/2024	246296		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	40.00	8.00	48.00
182	08/08/2024	226618		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	3.18	0.64	3.82
205	16/08/2024	Credit Card		Credit Card		Printer Paper	Viking UK	S	72.65	14.53	87.18
207	12/08/2024	43340		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	136.00	27.20	163.20
Subtotal for Code: Stationery & Software									£251.83	£50.37	£302.20

**Code Number 215 Bank Charges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
191	16/08/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
200	16/08/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
202	16/08/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
Subtotal for Code: Bank Charges									£9.00		£9.00

**Code Number 8522 Street Lighting Energy**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
211	21/08/2024	11265175		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	523.34	104.67	628.01
Subtotal for Code: Street Lighting Energy									£523.34	£104.67	£628.01

**Code Number 8523 Street Lighting Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
181	08/08/2024	13452		Unity Trust Bank		Structural & Electrical Testing	T T Jones Electrical Ltd	S	317.08	63.42	380.50
Subtotal for Code: Street Lighting Maintenance									£317.08	£63.42	£380.50
Subtotal for Cost Centre: 2. Finance & General Purposes									1,702.34	303.08	2,005.42

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-08-2024 and 31-08-2024)

**Cost Centre 3. Environment & Highways**

**Code Number 31 NCC Highways Verges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
173	08/08/2024	397		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	881.37	176.27	1,057.64
Subtotal for Code: NCC Highways Verges									£881.37	£176.27	£1,057.64

**Code Number 35 Tree Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
176	08/08/2024	7615		Unity Trust Bank		Tree Survey Green Lanes	Treecare Consultants Ltd	S	554.00	110.80	664.80
177	08/08/2024	7629		Unity Trust Bank		Tree survey KGV	Treecare Consultants Ltd	S	554.00	110.80	664.80
178	08/08/2024	7619		Unity Trust Bank		Tree survey LD & Consultation	Treecare Consultants Ltd	S	646.00	129.20	775.20
179	08/08/2024	7628		Unity Trust Bank		Tree survey FCMP & Consultation	Treecare Consultants Ltd	S	554.00	110.80	664.80
Subtotal for Code: Tree Maintenance									£2,308.00	£461.60	£2,769.60

**Code Number 36 Street Scene Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
174	08/08/2024	929584		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services Ltd	S	108.80	21.76	130.56
195	16/08/2024	Credit Card		Credit Card		Magnets for Noticeboards	Ryman Ltd	S	8.32	1.66	9.98
197	16/08/2024	Credit Card		Credit Card		Mould Remover	B&Q	S	16.67	3.33	20.00
Subtotal for Code: Street Scene Maintenance									£133.79	£26.75	£160.54

**Code Number 38 Green Lanes**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
183	08/08/2024	33028085		Unity Trust Bank		Weed Pulling Green Lanes	The Conservation Volunteers	S	715.00	143.00	858.00
Subtotal for Code: Green Lanes									£715.00	£143.00	£858.00
Subtotal for Cost Centre: 3. Environment & Highways									4,038.16	807.62	4,845.78

**Cost Centre 5. Open Spaces & Property**

**Code Number 57 Play Area**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
196	16/08/2024	Credit Card		Credit Card		Replacement planting at FCMP	B&Q	S	35.00	7.00	42.00
198	16/08/2024	Credit Card		Credit Card		Signage @ FCMP	Sign Trade Supplies	S	44.01	8.81	52.82
199	16/08/2024	Credit Card		Credit Card		Signage @ FCMP	The U Bolt Shop	S	42.26	8.45	50.71
Subtotal for Code: Play Area									£121.27	£24.26	£145.53

**Code Number 58 Sports Facilities**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
203	16/08/2024	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.56		1.56
Subtotal for Code: Sports Facilities									£1.56		£1.56

**Code Number 503 Grounds Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
171	08/08/2024	388		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,514.71	302.94	1,817.65
193	16/08/2024	Credit Card		Credit Card		Replace bollards @ LD	PLG Farm Supplies	S	21.45	4.29	25.74



**Listing of Payments in each Code for All Cost Centres**  
(Between 01-08-2024 and 31-08-2024)

										Subtotal for Code: Grounds Maintenance	£1,536.16	£307.23	£1,843.39
Code Number	511 3G Surface Maintenance												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
172	08/08/2024	389		Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	340.60	68.12	408.72		
										Subtotal for Code: 3G Surface Maintenance	£340.60	£68.12	£408.72
										Subtotal for Cost Centre: 5. Open Spaces & Property	1,999.59	399.61	2,399.20

**Cost Centre 6. Staffing**

Code Number	61 Salaries												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
185	30/08/2024	None		Unity Trust Bank		Take-home pay	Staff	X	3,153.80		3,153.80		
186	30/08/2024	None		Unity Trust Bank		EE Tax & NI	HMRC	X	820.21		820.21		
187	30/08/2024	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	239.55		239.55		
										Subtotal for Code: Salaries	£4,213.56		£4,213.56

Code Number	65 Employer Pension Contributions												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
188	30/08/2024	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	969.13		969.13		
										Subtotal for Code: Employer Pension Contributions	£969.13		£969.13

Code Number	601 Expenses/Mileage												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
190	30/08/2024	None		Unity Trust Bank		Mileage	Employee 4	X	135.24		135.24		
										Subtotal for Code: Expenses/Mileage	£135.24		£135.24

Code Number	602 Consultancy Services												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
206	06/08/2024			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

Code Number	8529 Locum Clerk Services												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
184	08/08/2024	20511		Unity Trust Bank		Locum Clerk Services	Norfolk Parish Training and Support	E	178.00		178.00		
										Subtotal for Code: Locum Clerk Services	£178.00		£178.00

Code Number	8531 Employer NI Contributions												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
189	30/08/2024	None		Unity Trust Bank		ER NI	HMRC	X	372.26		372.26		
										Subtotal for Code: Employer NI Contributions	£372.26		£372.26
										Subtotal for Cost Centre: 6. Staffing	5,968.19	20.00	5,988.19

**Cost Centre 8. Earmarked Reserves**

Code Number	8530 Streetlighting												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		

**Listing of Payments in each Code for All Cost Centres**  
 (Between 01-08-2024 and 31-08-2024)

180	08/08/2024	13461	Unity Trust Bank	Replacement for Blue Lanterns	T T Jones Electrical Ltd	S	2,522.00	504.40	3,026.40
				Subtotal for Code:	Streetlighting		<u>£2,522.00</u>	<u>£504.40</u>	<u>£3,026.40</u>
				Subtotal for Cost Centre:	8. Earmarked Reserves		2,522.00	504.40	3,026.40
<b>TOTALS .....</b>							<b>£16,230.28</b>	<b>£2,034.71</b>	<b>£18,264.99</b>