

**DRAYTON PARISH COUNCIL**  
**Thursday 14<sup>th</sup> November 2024**

Minutes of the meeting of Drayton Parish Council held on **Thursday 14<sup>th</sup> November 2024, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, C. Brown, A. Crotch (Vice-Chair), G. Everett (Chair), H. Kisby, T. Lee, N. Quinsey, A. Taylor and S. White.

**In attendance:** Amy Pinkham, Parish Clerk and RFO.

**Meeting opened:** 7:01pm

**MINUTES**

**1. APOLOGIES**

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

Apologies received and accepted for Cllr. Morgan and Cllr. Edwards-Smith.

**2. DECLARATIONS OF INTEREST**

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

Cllr. Crotch declared pre-disposition to item 6a.v) having previously called the original application into Broadland.

**3. MINUTES**

**a) To receive minutes of the meeting of the Council held on 10<sup>th</sup> October 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.**

No members of the public present.

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

It was reported that works on the Carter Road closure had begun but had presented a number of difficulties that should have been considered and planned from beginning of works to address in good time such as road closure signs, electrics and disconnecting cables as required, impact from nearby trees that required further works to be scheduled.

It was noted that there was no formal update regarding the development of the Western Link.

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

It was reported that Broadland District Council united to support a motion for the government to reconsider the winter fuel payments.

Locally, it was reported that the planning application to build flats in 'The Square' car park in Drayton was refused, Draituna Trees were recognised for their efforts at Suter Pond as part of the Broadland Community Hearts Awards Dinner. Council was asked to publicise the Community Hearts Awards for next year.

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

It was reported that match funding was available for defibrillators from the department of Health and Social Care, that Broadland District Council were looking to charge for car parks in Aylsham and Reepham for refurbishment, that fixed penalty notice charges would be increasing on a sliding scale based on culpability and harm factors, and that a draft Flood Prevention Action Plan was under development.

Locally, it was noted that nominations for the Broadland and South Norfolk Business Awards 2025 were now open and residents were encouraged to nominate local businesses online.

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It was noted that the Environment & Highways Committee had agreed to take on responsibility for the dilapidated footpath sign for Green Lanes and would be replaced in due course.

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

Cllr. Anderson reported as a representative on the Norwich Airport Consultative Committee that there had been a 273k increase in passengers flying in the first 6 months of the year, helicopter flights had decreased by 15% but were hoping to get extra flights next year, looking to reintroduce flights from Norwich to Edinburgh, that Tui had a successful year with few delays, and that electric planes were being developed. Norwich Airport had ranked 3<sup>rd</sup> in the Which? Report on customer satisfaction but that the cost of drop off fees was high.

**5. MATTERS ARISING**

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

Council received the report with no further comments.

**b) To receive feedback on Town and Parish Council Summit held on 13<sup>th</sup> November 2024.**

Council had not received feedback from the Town and Parish Council Summit at the time of the meeting.

**6. PLANNING MATTERS**

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

- i) 2024/2817:** Drayton and St Faiths Medical Practice, NR8 6EE (Approval of condition details).

Council **AGREED** to submit no comments.

- ii) 2024/3027:** Land adj. Brick Farm School Road (Approval of condition details).

Council **AGREED** to submit no comments.

- iii) 2024/3023:** Drayton and St Faiths Medical Practice, NR8 6EE (Non-material amendment).

Council **AGREED** to submit no comments.

- iv) 2024/2994:** 27 George Drive, NR8 6DU.

Council **AGREED** to submit no comments.

- v) 2024/2960:** Hill House, NR8 6HH (variation of Condition).

Council **AGREED** to submit no comments.

- vi) 2024/3071:** 39 School Road, NR8 6EG.

Council **AGREED** to submit no comments.

- vii) 2024/3238:** The Woodlands, NR8 6DP (Works to TPO trees).

Council **AGREED** to submit no comments.

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

- i) 2023/3135:** Stower Grange Hotel, MR8 6EF – Approval with Conditions (Development Management Committee).

- ii) 2023/3093:** Stower Grange Hotel, NR8 6EF – Approval with Conditions (Development Management Committee).

- iii) 2024/0882:** Car Park, the Square, Drayton – Refusal (delegated).

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

**7. FINANCIAL MATTERS**

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

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

It was noted that the amount held in the Instant Access account with Unity Trust Bank was high and whether the Finance & General Purposes Committee could investigate additional accounts with higher interest rates.

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

Council received the list of receipts and approved payments and noted that receipt V33 had been entered incorrectly into Scribe and required amendment.

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

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

**8. FINANCE & GENERAL PURPOSES COMMITTEE**

**a) To receive minutes of the Committee held on 31<sup>st</sup> October 2024 [DPC7].**

Council received the minutes with no further comments.

**b) To consider recommendation to amend the Council's banking mandate [DPC8].**

Council **AGREED** to amend the Council's banking mandate as recommended by the Committee.

**9. OPEN SPACES & PROPERTY COMMITTEE**

**a) To receive minutes of the Committee held on 17<sup>th</sup> October 2024 [DPC9].**

Council received the minutes with no further comments.

**10. ENVIRONMENT & HIGHWAYS COMMITTEE**

**a) To receive minutes of the Committee held on 7<sup>th</sup> November 2024 [DPC10].**

Council received the minutes with no further comments.

**b) To consider recommendation for the Parish Partnership Scheme 2025-26 [DPC11].**

Council **AGREED** not to participate in the 2025-26 Parish Partnership Scheme as recommended by the Committee.

**11. STAFFING COMMITTEE**

**a) To receive minutes of the Committee held on 24<sup>th</sup> October 2024 [DPC12].**

Council received the minutes with no further comments.

**b) Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 11c).**

The Committee **AGREED** to move the motion to the end of the meeting. Item discussed after item 14a).

The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of item 11c).

**c) To consider recommendation to amend employment contracts [DPC13].**

Council **AGREED** to amend the employment contracts for all staff as recommended by the Committee.

**12. OTHER MATTERS FOR DISCUSSION AND DECISION**

**a) To note consultation on introducing remote attendance and proxy voting in local authority meetings in England and consider a response [DPC14].**

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Council **AGREED** to submit a corporate response to support remote meetings in exceptional circumstances only and not support proxy voting.

- b) To note consultation regarding Norfolk Minerals and Waste Local Plan and consider a response [DPC15].**

Council noted the consultation and **AGREED** not to submit a corporate response.

**13. EXCHANGE OF INFORMATION**

- a) To note the free mental health training for the Community in Drayton as part of Broadland District Council's Mindful Towns and Villages Projects [DPC16].**

Council noted the free mental health training on 19<sup>th</sup> November at the Bob Carter Centre for the Community in Drayton.

It was noted that the event had received a good response from the community and that Cllr. Brown, Taylor, Kisby & Everett planned to attend.

- b) To note any other matters raised.**

The Parish Ranger was thanked for their work on the installation of the Christmas Tree which was secured well.

**14. UPCOMING MEETING DATES**

- a) Parish Council Annual Budget Meeting Thursday 5<sup>th</sup> December 2024.**

**Meeting closed: 7:54pm**