

DRAYTON PARISH COUNCIL

Minutes of the meeting of the Council held on **Thursday 10th October 2024, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

In Attendance: Amy Pinkham, Parish Clerk and RFO, 2 member of the public.

Meeting Opened: 7:00pm

MINUTES

1. APOLOGIES

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

None.

2. DECLARATIONS OF INTEREST

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

None.

3. MINUTES

- a) **To receive minutes of the meeting of the Council held on 12th September 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.**

In response to a query regarding applications for solar farms in the Parish it was confirmed that no further applications had been received by or notified to Council. It was noted that the use of farmland for solar panels would create a loss of farming and was not in the interest of the general public.

In response to a query regarding monies recovered for the Beryl Bike Scheme it was confirmed that the Council received a payment of £825.00 for the use of the bike rack outside Pond Lane.

It was reported that a fallen tree on Drayton High Road has been blocking the footpath for over a week.

It was noted that the Norwich Western Link was very much needed to reduce congestion in the parish and to support growth. Council was asked to consider a joint effort with neighbouring Councils to support the Norwich Western Link.

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

It was reported that works for the closure of Carter Road were scheduled to being on 28th October 2024.

Further to reports of a fallen tree blocking the footpath on Drayton High Road, a continuously flashing 30mph speed sign outside Tesco's and a loose Anglian Water Sewer Cover near Applegreen, Cllr. T. Adams agreed to report to the appropriate authority.

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

It was reported that the solar farm application was refused by the Broadland Planning Committee, supporting the view of Drayton Parish Council; The Old Mill pub was scheduled to open this weekend and it was believed that parking at the Old Mill was free of charge; and that the Broadland Planning Team were looking to further develop relationships between District Council members and the Planning Enforcement Officers to support enforcement issues.

Police speed checks at both ends of School Road were well received by parents with an average speed of approximately 30mph recorded. It was noted that speeding was thought to be worse in the afternoon and a request for police to revisit at the end of the school day was made. Police also spoke to drivers to advise on safe parking. Police also completed speed checks on Hall Lane and Fakenham Road and were looking to complete additional speed checks when Carter Road is closed as there are more vehicles expected driving through the village.

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

Council received a tabled paper from Cllr. P. Auber.

It was noted that the dilapidated sign at the top of Green Lanes adjacent to Drayton High Road would be considered at the upcoming meeting of the Environment & Highways Committee.

e) To receive reports from any other public bodies.

No other reports received.

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 Forum held on 3rd October 2024 [DPC3].

Council received a tabled paper from the meeting of the Town and Parish Council Forum with no further comments.

Councillors were asked to submit any expressions of interest to attend the 2024 Town and Parish Council Summit to the Clerk.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

- i. 2024/2689:** 20 Layton Close, NR8 6EB

Council **AGREED** to submit no comments.

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

- i. 2022/0546:** Hill House, NR8 6HH – Approval with conditions (delegated).
ii. 2024/1768: Drayton Hall, NR8 6DP – Approval with conditions (delegated).
iii. 2024/2419: 21 Cator Road, NR8 6ET – Approval with no conditions (delegated).
iv. 2024/2240: 4 Sheridan Close, NR8 6RW – Approval with conditions (delegated).
v. 2024/2334: 1 Drayton Lodge Park, NR8 6AT – Approval with conditions(delegated).

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Council noted the 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 September 2024 [DPC5].

Council received the list of receipts and approved payments noting that the charge for PKF Little John seemed excessive compared with expenditure for internal audit.

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 note no meeting of the Committee since the last meeting of the Council.

Noted.

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 note no meeting of the Committee since the last meeting of the Council.

Noted.

11. STAFFING COMMITTEE

a) To receive minutes of the Committee held on 3rd October 2024 [DPC7].

Council received the minutes of the Committee 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** 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 for appointment to the role of Deputy Clerk & Facilities Manager [DPC8].

Council **AGREED** to appoint to the role of Deputy Clerk & Facilities Manager as recommended by the Committee.

The meeting was reopened to the public at 7:28pm.

Council noted its thanks to members of the Staffing Committee for their time and considerations throughout the recruitment process.

12. OTHER MATERS FOR DISCUSSION AND DECISION

a) To consider proposal to organise a community meal to help reduce loneliness and isolation for residents during the Christmas period [DPC9].

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It was noted that an event could not be scheduled for 2024 due to current office capacity but Council welcomed the opportunity to connect with the community and **AGREED** to establish an Advisory Group to take the proposal forward for 2025.

b) To consider quote for VAT support regarding the KGV Refurbishment [DPC10].

Council **AGREED** to appoint The Parkinson Partnership to advise, remotely, on the VAT implications of the renovation of the KGV Pavilion and review the council's other VAT activity as quoted.

It was noted that the meeting with The Parkinson Partnership should be attended by the Parish Clerk and/or Deputy Clerk together with Cllr. A. Crotch as Chairman of Open Spaces & Property Committee and Cllr. N. Quinsey given his expertise in property finance.

Cllr. Everett agreed to attend in the absence of named Councillors above.

c) To consider extension of contract with TT Jones for Streetlighting Maintenance [DPC11].

Council **AGREED** to extend the existing contract with TT Jones Electrical Ltd. for a further 2 years.

d) To consider response to consultation for a proposed Traffic Regulation Order for Drayton Manor Park [DPC12].

In considering existing cars parking on School Road, it was noted that the double yellow lines were minimal and that extended lines to provide a longer vision splay could be beneficial.

Council **AGREED** no objections and request an extension of the double lines by a minimum of 10meters into the estate on both sides of the road.

e) To consider applications for community membership to the Neighbourhood Plan Advisory Group [DPC13].

Council **AGREED** to appoint the community membership to the Neighbourhood Plan Advisory Group as follows: Glennys Mitchell, Marnie Jacobs, Marina Ebbage, Dan Wilkins, Paul Rudkin and Dr. B. Chester-Kadwell.

f) To consider application to the Winter Pressures Grant 2024/25 [DPC14].

Council **AGREED** to publicise the Winter pressures Grant to local community groups for their consideration though the Council's Facebook page and website.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

Council members were invited to attend the Remembrance Sunday Service to be held at St. Margarets Church on Sunday 10th November between 10:00am and 1:30pm.

14. UPCOMING MEETING DATES

a) 17th October Open Spaces & Property Committee.

b) 24th October Staffing Committee.

c) 31st October Finance & General Purposes Committee.

d) 7th November Environment & Highways Committee.

e) 14th November Parish Council meeting.

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Meeting Closed: 8:23pm

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-09-2024 and 30-09-2024)

1 October 2024 (2024-2025)

Cost Centre 1. Income

Code Number 10 Precept

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
25	20/09/2024			Unity Trust Bank		Precept	Broadland District Council	E	98,247.75		98,247.75
Subtotal for Code: Precept									£98,247.75		£98,247.75

Code Number 13 Income on Investment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
32	30/09/2024			Unity Trust Bank - I		Interest paid on Bank Account	Unity Trust Bank	X	4,330.06		4,330.06
Subtotal for Code: Income on Investment									£4,330.06		£4,330.06

Code Number 51 Grass Pitch Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
26	02/09/2024	2024-2025/94		Unity Trust Bank		Longdale & KGV Pitch Hire	Drayton Youth Football Club	E	2,187.54		2,187.54
Subtotal for Code: Grass Pitch Hire									£2,187.54		£2,187.54

Code Number 53 Pavilion Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
21	25/09/2024	2024-2025/93		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	199.40		199.40
22	26/09/2024	2024-2025/111		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	199.40		199.40
23	25/09/2024	2024-2025/110		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	249.25		249.25
Subtotal for Code: Pavilion Hire									£648.05		£648.05

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
27	16/09/2024	2024-2025/107		Unity Trust Bank		3G Pitch Hire	Sean Middleton	S	183.33	36.67	220.00
28	19/09/2024	2024-2025/105		Unity Trust Bank		3G Pitch Hire	Taverham Hotspurs Under 10s	S	403.33	80.67	484.00
29	06/09/2024	2024-2025/99		Unity Trust Bank		3G Pitch Hire	Football Fun Factory	S	128.33	25.67	154.00
30	02/09/2024	2024-2025/96		Unity Trust Bank		3G Pitch Hire	Sean Middleton	S	146.67	29.33	176.00
31	30/09/2024			Unity Trust Bank		3G Pitch Bookings	Stripe	S	80.07	16.01	96.08
Subtotal for Code: 3G Income									£941.73	£188.35	£1,130.08
Subtotal for Cost Centre: 1. Income									106,355.13	188.35	106,543.48

Cost Centre 8. Earmarked Reserves

Code Number 8530 Streetlighting

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
24	20/09/2024			Unity Trust Bank		Insurance Excess	DAC Beachcroft Claims	E	125.00		125.00
Subtotal for Code: Streetlighting									£125.00		£125.00
Subtotal for Cost Centre: 8. Earmarked Reserves									125.00		125.00

TOTALS £106,480.13 £188.35 £106,668.48

Listing of Payments in each Code for All Cost Centres
(Between 01-09-2024 and 30-09-2024)

Cost Centre 2. Finance & General Purposes

Code Number 27 Utiliites & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
223	12/09/2024	20241102		Unity Trust Bank		External Auditors Fee	PKF Little John	S	1,680.00	336.00	2,016.00
224	12/09/2024	39		Unity Trust Bank		Room Hire	Drayton Village Hall	E	6.75		6.75
235	16/09/2024	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
236	16/09/2024	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
243	02/09/2024	8479484		Unity Trust Bank		Electricity Charges KGV	British Gas	L	131.26	6.56	137.82
246	16/09/2024	3817984		Unity Trust Bank		Electricity Charges LD	Smartest Energy	L	222.13	11.10	233.23
247	18/09/2024	945114		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	80.53	16.10	96.63
249	25/09/2024	32727733		Unity Trust Bank		Mobile Phone	O2	S	47.21	9.44	56.65
Subtotal for Code: Utiliites & Services									£2,176.12	£380.86	£2,556.98

Code Number 28 Handyman Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
230	16/09/2024	Credit Card		Credit Card		Strimmer Spool	B&Q	S	9.17	1.83	11.00
Subtotal for Code: Handyman Equipment									£9.17	£1.83	£11.00

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
245	12/09/2024	43920		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	136.00	27.20	163.20
Subtotal for Code: Stationery & Software									£136.00	£27.20	£163.20

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
227	16/09/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
232	16/09/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
233	16/09/2024	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
250	30/09/2024			Unity Trust Bank		Service Charge	Unity Trust Bank	E	0.30		0.30
259	30/09/2024			Unity Trust Bank		Service Charge	Unity Trust Bank	E	34.65		34.65
Subtotal for Code: Bank Charges									£43.95		£43.95

Code Number 8522 Street Lighting Energy

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
248	20/09/2024	11478848		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	529.97	105.99	635.96
Subtotal for Code: Street Lighting Energy									£529.97	£105.99	£635.96

Code Number 8523 Street Lighting Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
219	12/09/2024	13482		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
Subtotal for Code: Street Lighting Maintenance									£106.69	£21.34	£128.03
Subtotal for Cost Centre: 2. Finance & General Purposes									3,001.90	537.22	3,539.12

Cost Centre 3. Environment & Highways

Listing of Payments in each Code for All Cost Centres
(Between 01-09-2024 and 30-09-2024)

Code Number 31 NCC Highways Verges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
216	12/09/2024	419		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 33 Residents Competitions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
221	12/09/2024	624318A		Unity Trust Bank		Best Kept Front Garden Prizes	Trophies Plus Medals	S	31.79	6.36	38.15
Subtotal for Code: Residents Competitions									£31.79	£6.36	£38.15

Code Number 35 Tree Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
222	12/09/2024	3495		Unity Trust Bank		Emergency Tree Works	Plantscape	S	2,250.00	450.00	2,700.00
Subtotal for Code: Tree Maintenance									£2,250.00	£450.00	£2,700.00

Code Number 36 Street Scene Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
231	16/09/2024	Credit Card		Credit Card		Bench maintenance.	Wickes	S	46.66	9.34	56.00
Subtotal for Code: Street Scene Maintenance									£46.66	£9.34	£56.00
Subtotal for Cost Centre: 3. Environment & Highways									3,209.82	641.97	3,851.79

Cost Centre 5. Open Spaces & Property

Code Number 58 Sports Facilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
225	12/09/2024	383		Unity Trust Bank		Additional Line Marking	Garden Guardian Ltd	S	380.00	76.00	456.00
226	12/09/2024	1		Unity Trust Bank		Key Deposit Refund	Drayton Youth Football Club	E	270.00		270.00
228	16/09/2024	Credit Card		Credit Card		Lock for wheeled Goals	B&Q	S	25.63	5.13	30.76
234	16/09/2024	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.52		1.52
Subtotal for Code: Sports Facilities									£677.15	£81.13	£758.28

Code Number 501 Pavilion Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
229	16/09/2024	Credit Card		Credit Card		Blue Roll	B&Q	S	18.33	3.67	22.00
Subtotal for Code: Pavilion Maintenance									£18.33	£3.67	£22.00

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
214	12/09/2024	410		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,514.71	302.94	1,817.65
Subtotal for Code: Grounds Maintenance									£1,514.71	£302.94	£1,817.65

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
217	12/09/2024	4299		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	992.00	198.40	1,190.40
220	12/09/2024	4421		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	992.00	198.40	1,190.40
Subtotal for Code: Security									£1,984.00	£396.80	£2,380.80

Listing of Payments in each Code for All Cost Centres
(Between 01-09-2024 and 30-09-2024)

Code Number		511 3G Surface Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
215	12/09/2024	411		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	340.60	68.12	408.72
Subtotal for Code: 3G Surface Maintenance									£340.60	£68.12	£408.72

Code Number		514 Pest Control									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
218	12/09/2024	41745		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
Subtotal for Code: Pest Control									£150.00	£30.00	£180.00
Subtotal for Cost Centre: 5. Open Spaces & Property									4,684.79	882.66	5,567.45

Cost Centre 6. Staffing

Code Number		61 Salaries									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
237	30/09/2024	None		Unity Trust Bank		Take-home pay	Staff	X	3,187.80		3,187.80
238	30/09/2024	None		Unity Trust Bank		EE Tax & NI	HMRC	X	786.21		786.21
239	30/09/2024	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
241	30/09/2024	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
242	30/09/2024	None		Unity Trust Bank		Mileage & Allowance	Staff	X	131.15		131.15
Subtotal for Code: Expenses/Mileage									£131.15		£131.15

Code Number		602 Consultancy Services									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
244	06/09/2024			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		8531 Employer NI Contributions									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
240	30/09/2024	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									5,786.10	20.00	5,806.10

TOTALS £16,682.61 £2,081.85 £18,764.46