

DRAYTON PARISH COUNCIL

Minutes of the meeting of the Council held on **8th August 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), J. Edwards-Smith, G. Everett (Chair), H. Kisby, T. Lee, and A. Taylor.

In Attendance: Amy Pinkham, Interim Parish Clerk.

Meeting Opened: 7:00pm

MINUTES

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllr. Quinsey, Cllr. White and Cllr. Morgan.

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 11th July 2024 for approval [DPC1].

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 the prohibition of any motor vehicle exiting or entering Carter Road at its junction with Drayton High Road had completed all stages of the Traffic Regulation Order and was awaiting a start date for completion of works.

It was reported that an area of woodland found on the route of the Norwich Western Link had been designated ancient woodland by Natural England and an update on the planning development of the Norwich Western Link would be provided in due course.

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

Cllr. Crotch had been working with Cllr. S. Clancy regarding street cleanliness across Thorpe Marriott, and Beat Manager Brett Peyton to discuss speed monitoring and parking on School Road.

It was reported that the number of flies had increased at the top of Thorpe Marriott and the local area and businesses were being investigated to identify the source.

That there was no update on planning application 2024/0882 and that Cllr. Crotch intended to attend the planning meeting scheduled for Wednesday 14th August to speak against planning application 2023/2395.

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

No report.

e) To receive reports from any other public bodies.

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Beat Manager Brett Peyton reported total crimes to mid-July in Drayton North were recorded at 28 and 23 for Drayton South. The figures were reported as comparatively extremely low and included no burglaries or serious assaults in the area. Low levels of antisocial behaviour had been reported this year with Longdale Playing Field recording considerably fewer incidents in comparison to this time last year. Project Officers were aware of concerns regarding speed and parking on School Road and had been allocated resources to investigate further. Following a rise in recent protests across the UK it was noted that should Councillors have any information regarding potential local protests to please forward to Beat Manager Brett Peyton and District Councillors accordingly.

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 item 12b) of the report it was noted that the bollard was expected to be repaired w/c 5th August.

b) To receive feedback on Town and Parish Council Forum held on 7th August 2024 [DPC3].

Council received a tabled paper from the meeting of the Town and Parish Council Forum. It was noted that discussion regarding flood management could be applicable to recurring flooding at Florence Carter Memorial Park and could be considered by the Environment & Highways Committee for further discussion.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

- i. **2024/1925:** 18 Pond Lane, NR8 6PP.
Council **AGREED** to submit no comments.

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

- i. **2021/2330:** 5 Manor Farm Close, NR8 6EE – Approval with conditions (delegated).
- ii. **2024/1482:** 29 Carter Road, NR8 6DY – Approval with conditions (delegated).
- iii. **2024/1735:** 29 Bellomonte Crescent, NR8 6EJ – Approval with conditions (delegated).
- iv. **2024/1636:** 2 Carter Road, NR8 6DX – Refusal (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 July 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.

8. FINANCE & GENERAL PURPOSES COMMITTEE

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a) To receive minutes of the Committee held on 25th July 2024 [DPC7].

Council received the minutes of the Committee with no further comments.

b) To consider recommendation for appointment of internal auditor for 2024-25 financial year [DPC8].

Council **AGREED** to appoint Mrs. V. S. Waples for audit services for 2024-25 financial year as recommended by the Committee.

c) To consider recommendation for amendments to banking arrangements [DPC9].

Council **AGREED** to remove Cllr. Quinsey as bank signatory for all 6 bank accounts held in the name of the Council.

Council **AGREED** to appoint Cllr. White as bank signatory for all 6 bank accounts held in the name of the Council.

Council **AGREED** to continue with the remaining existing bank signatories for all 6 bank accounts held in the name of the Council as follows; Cllr. Anderson, Cllr. Crotch and Cllr. Everett.

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

Noted.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

a) To receive feedback from the meeting with Broadland's Senior Community Planning Officer regarding the Neighbourhood Plan and to consider advert for appointing community members for the Neighbourhood Plan Working Group for approval [DPC10].

The initial meeting with Broadland's Senior Community Planning Officer regarding the Neighbourhood Plan was well received noting the different options for renewing the plan, corresponding processes and available funding and support.

Council **AGREED** to advertise for community members for the Neighbourhood Plan Advisory Group as presented.

Council **AGREED** to receive expressions of interest until 30th September. It was envisaged that the first meeting of the Advisory Group would take place in January 2025 where the Group could discuss the process for appointing a Neighbourhood Plan Consultant and review the existing plan.

b) To consider request from the Bowls Club for contribution toward hedge cutting [DPC11].

Per Council's adopted Grants policy it was **AGREED** not to contribute to the hedge cutting at this time as the request was submitted retrospectively.

It was noted that the Bowls Club as the tenant was responsible for hedge cutting but could submit a future grant application for consideration should they wish.

c) To consider response from Bowls Club regarding Lease Agreement [DPC12].

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It was noted that a meeting of the Bowls Club Committee was scheduled for 7th August and that no update was available at the time of the meeting of the Council.

d) To note correspondence received from Horsford Parish Council regarding planning application 2023/2395 and consider response.

Council noted its objection to the application in September 2023 and confirmed it had not been asked to re-consult by South Norfolk and Broadland District Council. Council **AGREED** it's position had not changed and would not represent the Council at the Broadland and South Norfolk planning meeting on 14th August.

e) To note response from Passenger Transport Manager regarding BSIP funding for damaged bus shelter and consider further action [DPC14].

Council noted BSIP funding could not be used for the repair and/or replacement of the bus shelter and **AGREED** to instruct works for the shelter repairs as quoted.

13. EXCHANGE OF INFORMATION

a) To note correspondence received from Pace Solar regarding planning application 2023/2395 [DPC15].

Council received correspondence from Pace Solar regarding the Community Benefit Fund and it was noted that the item could be brought back for further discussion should planning application 2023/2395 be approved.

b) To note any other matters raised.

That posters had been displayed on traffic lights to advertise for the Larry Gray fair and members of the Council and public were advised that any suspected unauthorised advertising could be reported to the District Planning Enforcement Team for investigation.

That the Norwich Western Link consultation period would now run until Monday 19th August 2024 for anyone wishing to comment on the documents associated with the planning application.

That noise complaints regarding the Red Lion Pub had been reported to South Norfolk and Broadland District Council.

That an extension had been granted to Council to consider TPO BD0672 at its September meeting.

That following a meeting of the Airport Consultative Committee (ACC) attended by Cllr. Anderson, and increase in destinations from Norwich was to be expected from next year providing planes were available. It was noted that the demographic of fliers from locations outside Norfolk had increased.

That a portrait of King Charles for the Village Hall required consideration at a future meeting of the Council.

That an additional meeting of the Open Spaces & Property Committee (OSP) was requested to be held before the scheduled meeting of OSP in October.

That a review of the Larry Gray Fair event should be considered at the next meeting of OSP.

That the signage at Florence Carter Memorial Park could be reviewed to include similar signage found at Longdale Playing Field and King George V Playing Field and that the Longdale Playing Field sign was showing signs of aging and could be replaced. That the Hasp & Staple lock on the Longdale Pavilion required further review to ensure it was secure.

That the maintenance of the flowerbeds at FCMP required further review.

14. UPCOMING MEETING DATES

- a) 15th August 2024 Environment & Highways Committee meeting.
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- b) 29th August 2024 Staffing Committee meeting.
- c) 12th September 2024 Parish Council meeting.

Meeting Closed: 8:00pm

DRAFT

Listing of Payments in each Code for All Cost Centres
(Between 01-07-2024 and 31-07-2024)

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
133	11/07/2024	1520		Unity Trust Bank		Storage of Archived Documents	Closed Secure Storage Ltd	S	31.20	6.24	37.44
156	16/07/2024	None		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
157	16/07/2024	None		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
159	01/07/2024	7942036		Unity Trust Bank		Electricity Charges KGV	British Gas	L	190.18	9.51	199.69
160	01/07/2024	24524		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	183.00	36.60	219.60
163	16/07/2024	46080828		Unity Trust Bank		Broadband and Telephone Charges	Zen Internet Ltd	S	36.83	7.37	44.20
164	16/07/2024	3710032		Unity Trust Bank		Electricity Charges LD	Smartest Energy	L	218.02	10.90	228.92
166	22/07/2024	13766579		Unity Trust Bank		Water Charges LD	Wave Utilities	E	64.87		64.87
167	23/07/2024	13779524		Unity Trust Bank		Water Charges KGV	Wave Utilities	E	59.89		59.89
168	25/07/2024	31579632		Unity Trust Bank		Mobile Phone	O2	S	47.21	9.44	56.65
169	30/07/2024	24952		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	183.00	36.60	219.60
170	31/07/2024	8210081		Unity Trust Bank		Electricity Charges KGV	British Gas	L	136.57	6.83	143.40
Subtotal for Code: Utilites & Services									£1,159.01	£125.15	£1,284.16

Code Number 28 Handyman Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
153	16/07/2024	None		Credit Card		Hoe	Taverham Nursery& Shopping Centre	S	16.66	3.33	19.99
Subtotal for Code: Handyman Equipment									£16.66	£3.33	£19.99

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
137	11/07/2024			Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	128.28	25.66	153.94
162	11/07/2024	42755		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	136.00	27.20	163.20
Subtotal for Code: Stationery & Software									£264.28	£52.86	£317.14

Code Number 211 S137

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
138	23/07/2024	None		Unity Trust Bank		Grant	Bob Carter Leisure Centre	X	1,170.00		1,170.00
Subtotal for Code: S137									£1,170.00		£1,170.00

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
145	16/07/2024	None		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
154	16/07/2024	None		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
158	16/07/2024			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
165	19/07/2024	11036939		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	508.05	101.61	609.66
Subtotal for Code: Street Lighting Energy									£508.05	£101.61	£609.66

Listing of Payments in each Code for All Cost Centres
(Between 01-07-2024 and 31-07-2024)

Subtotal for Cost Centre: 2. Finance & General Purposes 3,127.00 282.95 3,409.95

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
132	11/07/2024	372		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
150	16/07/2024	None		Credit Card		Tree guard at FCMP & padlock for 3G	B&Q	S	12.50	2.50	15.00
151	16/07/2024	None		Credit Card		Tree Guard at FCMP	B&Q	S	4.17	0.83	5.00
Subtotal for Code: Tree Maintenance									£16.67	£3.33	£20.00
Subtotal for Cost Centre: 3. Environment & Highways									898.04	179.60	1,077.64

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
146	16/07/2024	None		Credit Card		No ball games/Dogs signs FCMP	The Sign Shed	S	114.00	22.80	136.80
Subtotal for Code: Play Area									£114.00	£22.80	£136.80

Code Number 58 Sports Facilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
150	16/07/2024	None		Credit Card		Tree guard at FCMP & padlock for 3G	B&Q	S	24.17	4.83	29.00
155	16/07/2024	None		Credit Card		LD Smart Padlock	Igloohome	E	1.59		1.59
Subtotal for Code: Sports Facilities									£25.76	£4.83	£30.59

Code Number 501 Pavilion Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
152	16/07/2024	None		Credit Card		Battery	B&Q	S	10.21	2.04	12.25
Subtotal for Code: Pavilion Maintenance									£10.21	£2.04	£12.25

Code Number 502 Play Area Inspections

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
134	11/07/2024	80629		Unity Trust Bank		Play Area Inspections	RoSPA	S	306.00	61.20	367.20
Subtotal for Code: Play Area Inspections									£306.00	£61.20	£367.20

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
130	11/07/2024	363		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,514.71	302.94	1,817.65
147	16/07/2024	None		Credit Card		Weedkiller	PLG Farm Supplies	S	20.00	4.00	24.00
148	16/07/2024	None		Credit Card		Post repair at KGV	Wickes	S	54.33	10.87	65.20
149	16/07/2024	None		Credit Card		Grass Seed FCMP	PLG Farm Supplies	Z	25.98		25.98
Subtotal for Code: Grounds Maintenance									£1,615.02	£317.81	£1,932.83

Listing of Payments in each Code for All Cost Centres
(Between 01-07-2024 and 31-07-2024)

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
135	11/07/2024	4132		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	960.00	192.00	1,152.00
Subtotal for Code: Security									£960.00	£192.00	£1,152.00

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
131	11/07/2024	364		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
Subtotal for Cost Centre: 5. Open Spaces & Property									3,371.59	668.80	4,040.39

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
139	31/07/2024	None		Unity Trust Bank		EE Tax & NI	HMRC	X	999.95		999.95
140	31/07/2024	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	325.52		325.52
143	31/07/2024	None		Unity Trust Bank		Take-home pay	Staff	X	4,631.17		4,631.17
Subtotal for Code: Salaries									£5,956.64		£5,956.64

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
142	31/07/2024	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,376.77		1,376.77
Subtotal for Code: Employer Pension Contributions									£1,376.77		£1,376.77

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
144	31/07/2024	None		Unity Trust Bank		Mileage	Employee 4	X	122.86		122.86
Subtotal for Code: Expenses/Mileage									£122.86		£122.86

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
161	08/07/2024	None		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
141	31/07/2024			Unity Trust Bank		ER NI	HMRC	X	512.24		512.24
Subtotal for Code: Employer NI Contributions									£512.24		£512.24
Subtotal for Cost Centre: 6. Staffing									8,068.51	20.00	8,088.51

Cost Centre 8. Earmarked Reserves

Code Number 607 Play Area Enhancements

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
136	11/07/2024	4001		Unity Trust Bank		LD Play Area Painting	Godstone Decorators Ltd.	S	2,590.00	518.00	3,108.00

Listing of Payments in each Code for All Cost Centres
(Between 01-07-2024 and 31-07-2024)

Subtotal for Code:	Play Area Enhancements	<u>£2,590.00</u>	<u>£518.00</u>	<u>£3,108.00</u>
Subtotal for Cost Centre:	8. Earmarked Reserves	2,590.00	518.00	3,108.00
TOTALS		£18,055.14	£1,669.35	£19,724.49

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-07-2024 and 31-07-2024)

1 August 2024 (2024-2025)

Cost Centre 1. Income

Code Number 53 Pavilion Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	01/07/2024	2024-2025/92		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	190.00		190.00
Subtotal for Code: Pavilion Hire									£190.00		£190.00

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
15	31/07/2024	July		Unity Trust Bank		3G Pitch Bookings	Stripe	S	77.56	15.51	93.07
Subtotal for Code: 3G Income									£77.56	£15.51	£93.07
Subtotal for Cost Centre: 1. Income									267.56	15.51	283.07

TOTALS £267.56 £15.51 £283.07