

# DRAYTON PARISH COUNCIL

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Council members are summoned to attend a meeting of Drayton Parish Council to be held on **Thursday 12<sup>th</sup> September 2024, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend.

*Amy Pinkham*  
Interim Parish Clerk

*Date of Issue: 5<sup>th</sup> September 2024*

## AGENDA

### 1. APOLOGIES

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

### 2. DECLARATIONS OF INTEREST

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

### 3. MINUTES

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

### 4. PUBLIC FORUM

- a) To receive any questions or comments from members of the public on matters on the agenda.
- b) To receive report from County Councillor: Cllr. T. Adams.
- c) To receive report from District Councillor for Drayton North: Cllr. A. Crotch.
- d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.
- e) To receive reports from any other public bodies.

### 5. MATTERS ARISING

- a) To receive updates on Council matters arising from previous meetings. **DPC2**
- b) To receive feedback on Town and Parish Council Forum held on 10<sup>th</sup> September 2024. **DPC3 (Tabled)**

### 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
  - ii) **TPO 2024/2327:** 60 Howell Road, NR8 6BU.
  - iii) **2024/2240:** 4 Sheridan Close, NR8 6RW.
  - iv) **2024/2250:** Land East of 27 Manor Farm Close.
  - v) **2024/2289:** Works to TPO Tree at 2 Carter Road.
  - vi) **2024/1768:** Drayton Hall, NR8 6DP.
  - vii) **TPO 2024/2334:** 1 Drayton Lodge Park, NR8 6AT.
  - viii) **2024/2467:** 2 Manor Farm Close, NR8 6EE.

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

## DRAYTON PARISH COUNCIL

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

### 7. FINANCIAL MATTERS

- a) To receive bank reconciliation for approval. **DPC4**
- b) To receive list of receipts and approved payments for August 2024. **DPC5**
- c) To receive list of payments for authorisation. **DPC6**
- d) To receive External Auditors report and notice of conclusion of audit. **DPC7**

### 8. FINANCE & GENERAL PURPOSES COMMITTEE

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

### 9. OPEN SPACES & PROPERTY COMMITTEE

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

### 10. ENVIRONMENT & HIGHWAYS COMMITTEE

- a) To receive minutes of the Committee held on 15<sup>th</sup> August 2024. **DPC9**
- b) To note winners of the 2024 Garden Competition. **DPC10**

### 11. STAFFING COMMITTEE

- a) To receive minutes of the Committee held on 29<sup>th</sup> August 2024. **DPC11**
- b) To consider recommendation for revised Job Descriptions and delegate authority for appointment of internal candidates. **DPC12**

### 12. OTHER MATERS FOR DISCUSSION AND DECISION

- a) To consider draft timeline for the Christmas Lights Switch On event. **DPC13**

### 13. EXCHANGE OF INFORMATION

- a) To note update from the Norwich Western Link Liaison Group.
- b) To note any other matters raised.

### 14. UPCOMING MEETING DATES

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