

MINUTES OF DRAYTON PARISH COUNCIL MEETING

held on Thursday 4th June 2020 at 7pm via ZOOM.

The meeting was held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Present: Cllrs J Anderson, C Binns, C Brown, A Crotch, G Everett (chair), K Morgan, N Quinsey, K Wilson.
Locum Clerk: Mrs Sarah Hunt
5 members of the public were present.

16. Apologies.

None.

17. Members' declarations of interest and requests for dispensations.

Cllr C Brown declared a personal interest in item 8.3, village hall request for grant as a Trustee. He left the meeting during the discussion and did not vote on the matter.

Cllr K Morgan declared a personal interest in item 10.3, planning application 20201019 as he has a friendship with the applicant. He did not speak or vote on the matter.

18. Minutes from the Full Council Meeting held on 7th May 2020

Proposed Cllr Binns that be agreed as a true and correct record and signed by the Chair. AGREED.

19. To receive any questions from members of the Public.

19.1 Council was asked to consider the provision of bicycle racks in the centre of the village. Future agenda item. CLERK

19.2 A document has been received by the Council for inclusion in the July meeting concerning traffic measures on Carter Road and adjacent highways.

20 To receive reports:

20.1 **County Councillor Anthony Adams** reported that he has also received the Carter Road correspondence and will be following this up. The initial survey was exactly 50 for and 50 against shutting the road. There is money attached to the Manor Road development to address any future issues, however this won't be available until after the development commences currently. Cllr Adams is aware that Planning at Broadland and Highways are also being consulted.

The pathway by the Post Office was reported to Cllr Adams, along with low hanging trees.

The trees which are missing from the bus stop on Fakenham Road are scheduled to be replaced.

20.2 **District Councillor A Crotch, Drayton North** representative has received the Carter Road correspondence and confirmed that Planning are looking into it. With regard to the other 2 applications on the agenda the officer has no objection to Highfield Road, and has not yet formed an opinion regarding Hill House. The Drayton Brewery application is still being looked at by officers prior to going to committee.

There is a new discretionary grant scheme for businesses being made available through Broadland District Council for businesses who missed out on the original schemes. This will be available on a first come first served basis and is going live on the 5th June.

20.3 **District Councillor R Foulger, Drayton South** representative reported that application 20201019 has the potential to be called into committee for a decision by Councillors. The application at 23 Taverham Road has still not submitted amended plans.

Drayton Parish Council, King George Fifth Playing Field, Drayton High Road, Drayton, NR8 6AW

Email: clerk@draytonparishcouncil.org.uk

Telephone: 01603 864492 or 07471552906

The Clerk had reported complaints received concerning tree felling on the site at Drayton Old Lodge. This has been looked at, 1 tree had no Tree Preservation Order and the other was involved with the approval. The possible nesting birds' aspect is still being looked at. The Safer Neighbourhood Action Panel has not met for some time, Cllr Foulger is looking at when and how that could take place.

20.4 Police. No report has been received.

Currently there is a student officer working alongside the beat manager, so he will be attending calls. There have been a number of incidents with youths at Longdale accessing the roof of the pavilion. The police increased their patrols in response to complaints and did meet with and discuss the issue with the youths concerned. The incidents appear to have ceased. The meeting confirmed that Council will be minded to prosecute any incidences of vandalism or damage.

21 Updates on matters arising from the meeting on 7th May 2020 and other items NOTED.

- 21.1 That the new play equipment is detailed on the insurance policy.
- 21.2 Confirmation that the Chair has signed the bank reconciliation.
- 21.3 Confirmed that NALC Membership has been renewed.
- 21.4 Confirmed that the replacement laptop for the Clerk has been purchased and is in use. The older laptop will be upgraded to windows 10 in due course.
- 21.5 50/50 Funding. Payment has been made to Norfolk County Council for both projects.
- 21.6 Risk Assessments on equipment/buildings remain outstanding. C.Brown/CLERK
- 21.7 All sports hirers have been informed of the Council decision. The Bowls Club paid for Nov 19 – Nov 20 in advance. They will be due a pro-rata refund for the time the facilities are not in use in due course.
- 21.8 The increased limit on the credit card has been applied for.
- 21.9 The Clerk has attended 'Managing Local Meetings During Covid 19' – course materials have been shared.
- 21.10 The Clerk, Cllr G Everett and Cllr N Quinsey are both booked to attend 'Engaging Your Community' in June.
- 21.11 Website. The locum Clerk confirmed that four hours training on the new website 'Draytonpc.info' is booked for the 8th June to enable the editing to take place prior to publication online.

22 Update: COVID-19 Community Meeting held on Wednesday 17th May.

Notes from the meeting have been circulated. Next meeting 15th July at 7pm via ZOOM all welcome. Cllr A Crotch reported that the leaflets should begin being distributed within a week. Also, that Drayton Youth Football training is re-starting under strict health and safety guidance. No access to the pavilion is yet permitted.

23 Finance and Governance.

23.1 The bank reconciliation was received and APPROVED. Proposed Cllr Everett. This will be signed outside the meeting.

Balances:	BDC Parish Scheme	86,163.36
	Instant Access Unity	234,686.17
	Unpresented payments	5,064.74
	Adjusted Bank Balance	£323,177.09

23.2 A list of payments and receipts was AGREED and the authorised signatories CONFIRMED that the payment verification process has been undertaken in accordance

with Financial Regulations 6.5. Proposed Cllr C Binns. Noted by the meeting that the 3G payments have all been received.

- 23.3 An application for a grant of £695.20 from the Village Hall to cover work completed on the kitchen roof gulley lead work at £389.78 plus a repair to storm damage to the front fencing was considered. It was AGREED that this did not comply with the Grants and Donations policy adopted by the Council as it is for retrospective work. Policy to be reviewed by Governance Committee. CLERK
- 23.4 The Locum Clerk confirmed that the internal audit documents were sent to Auditing Solutions on 24th and 27th April 2020. No timescale has as yet been indicated for completion. Approved currently accounts need to be with P K Littlejohns by 31st July. The Clerk will be applying for an extension on the 1st July of one month, which is free of charge to the Council, if no communication has been received by that date.
- 23.5 Noted that Drayton Fete has been cancelled and the grant is no longer required. The committee have extended their thanks.

24 Staffing.

- 24.1 The meeting received the minutes from the Staffing committee meeting held on Tuesday 19th May 2020. Minutes to go to committee for signing and agreeing.
- 24.2 Noted that the Parish Council now has a mobile number: 07471552906. The clerk will switch this off when not working.
- 24.3 RESOLVED that the Terms of Reference be adopted as submitted Proposed Cllr Everett.

25 Planning.

The following planning applications received from Broadland District Council were considered:

- 25.1 Application Number 20201038 – Hill House, Hall Lane, DRAYTON, NR8 6HH. Retention of enclosure within garden for two years (retrospective). Proposed Cllr Brown and AGREED that the council respond with an objection based on GC4.4 of the Broadland Planning Policy the impact on amenity of an existing property. This is within 1 – 1.5 metres of the property boundary, and at 3 metres high will cause a detrimental impact.
- 25.2 Application Number 20200986 – 2 Highfield Road, DRAYTON, NR8 6ER. Single storey rear extension. Proposed Cllr Everett and AGREED that no objection be sent.
- 25.3 Application Number 20201019 – 94 Fakenham Road, DRAYTON, NR8 6PY. Sub-Division of Residential Plot and Erection of Five Additional Detached dwellings & re-positioning of Access (Reserved Matters). Proposed Cllr Crotch no objection be sent. AGREED.
- 25.4 To receive notification of APPROVAL of application 20181762 – Site 4 Norwich Airport, Amsterdam Way, NR6 6JA. Variation of conditions.

26 Open Spaces and Property.

- 26.1 The meeting received minutes from the Open Spaces and Property committee meeting held on Thursday 28th May 2020. They will be agreed and signed at the next Open Spaces and Property meeting.
- 26.2 No recommendations to be considered.
- 26.3 Noted that responsibility for the fencing at Longdale has now been resolved and rests with the Parish Council. Clerk to obtain quotations for OSP to consider.

26.4 Noted that the Parish Clerk had taken emergency action and instructed works to rectify defects to two manholes at King George Fifth Playingfield. The meeting extended their thanks to the Maintenance Operative and all those involved.

26.5 Noted by the meeting that the annual inspections are due to take place during June on all Play Equipment

27 Allotments.

Cllr K Morgan brought to the attention of the meeting that the allotment site administered by Taverham Parish Council and providing a service to Drayton residents is due to be closed. Tenants have received notice to vacate by the end of December 2020. The Clerk confirmed that no requests for allotments had been received. Manor Park development has 1,000 square metres of land allocated for allotments. Councillors to be aware and consider alternative sites within the Parish.

28 Correspondence – Noted.

Norfolk Co Co	Email 15.5.20	Approval received from Dept for Transport for Strategic Outline Business Case for the Norwich Western Link.	Previously circulated for information only.
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29 Matters for next Agenda.

Clerk to investigate the registration of Parish Council owned land.

Exchange of information to be added to agenda.

Planning Application 20200640 – Manor Park Drayton, Amendments.

30 Schedule of Meetings.

The next Full Parish Council meeting will be Thursday 2nd July 2020 at 7pm.

Environment and Highways Committee 11th June 2020 at 7pm.

COVID-19 Community Meeting 17th June 2020 at 7pm.

Staffing Committee 18th June 2020 at 7pm.

Governance Committee 25th June 2020 at 7pm.

Meeting closed at 8.46pm.

The Locum Clerk was thanked for her work on the agenda and meeting.