

# MINUTES of DRAYTON ANNUAL PARISH COUNCIL MEETING

held on Thursday 6<sup>th</sup> May 2021 at 7pm. The meeting commenced at 7.08pm as a previous meeting overran.

Present: Cllrs J Anderson, C Brown, A Crotch, G Everett (chair), K Morgan, N Quinsey, A Taylor.  
District Councillor R Foulger.

Clerk: Sarah Hunt

Also Present: Lolly Dawson, Clerk and Ken Owen, Finance Assistant.

Two members of the public was also present.

1. Election of Chair.

Cllr G Everett was appointed, PROPOSED Cllr A Crotch, seconded Cllr J Anderson and AGREED. The Chair signed a declaration of acceptance of office.

2. Election of Vice-Chair.

Cllr A Crotch was appointed, PROPOSED Cllr Everett and seconded Cllr Taylor and AGREED.

3. Apologies and consideration of acceptance for absence.

Apologies were received from Cllr K Savage – unwell.  
The meeting was notified that Cllr T Hammerton had resigned.

4. Member's Declarations of Interest and Dispensations.

None.

5. To appoint cheque signatories and online banking authorisations. It was AGREED that this should be as previously agreed. No change. Signatories are Cllrs Anderson, Crotch, Everett, Quinsey.

6. To appoint members to standing committees and to elect the Chairman and Vice Chairman of standing committees and approve terms of reference for each standing committee. Committee structure to remain as is – Cllr K Savage appointed as an additional member of Environment and Highways. Cllr N Quinsey as an additional member of Open Spaces. Current memberships:

Governance: Cllr J Anderson, Cllr A Crotch, Cllr G Everett (Chair), Cllr Quinsey, Cllr Taylor.

Staffing: Cllr J Anderson, Cllr A Crotch, Cllr N Quinsey (Chair), Cllr A Taylor.

Open Spaces & Property: Cllr J Anderson, Cllr G Everett, Cllr C Brown, Cllr A Crotch (Chair), Cllr K Morgan, Cllr N Quinsey.

Environment & Highways: Cllr J Anderson, Cllr C Brown, Cllr G Everett, Cllr K Morgan (Chair), Cllr K Savage.

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Terms of Reference to be reviewed for all committees. To Governance. **CLERK**

7. Appointment of members to working groups and panels:
  - 3G At Longdale Working Group – disbanded.
  - Strategic Plan Working Group – no limit on members.
  - Burial Ground Working Group – disbanded.
  - Grievance & Disciplinary – From Staffing Committee members. Additional Councillors to be asked if necessary.
  - Clerk Appraisal to be managed by Staffing Committee.
8. Appointment of members to outside local bodies and groups:
  - Bob Carter Leisure Centre – Cllr J Anderson, Cllr Everett, Cllr C Brown (one vacancy)..
  - Thorpe Marriott Village Hall – Cllr J Anderson
  - Norwich Airport Consultative Committee – Cllr J Anderson, Deputy: Cllr C Brown.
  - Norwich Western Link Liaison – Cllr G Everett, Deputy: Cllr J Anderson.
9. The schedule of Full Council and Committee meeting dates was AGREED as presented with the addition of June 10<sup>th</sup> for an Open Spaces Committee meeting. To be reviewed/adjusted as necessary during the year.
10. The minutes of the Extra-Ordinary Full Council Meeting held on Tuesday 4<sup>th</sup> May 2021 were AGREED as a true and correct record and will be signed by the Chair in due course.
11. To receive any questions or comments from members of the Public.
  - None.
12. To receive any reports:
  - 12.1 County Councillor Tony Adams – not present
  - 12.2 District Councillors Mr A Crotch Drayton North gave a planning update. Mr R Foulger, Drayton South reported on some upcoming planning applications.
  - 12.3 Police. No report.
13. Clerk.
  - 13.1 Clerks report – NOTED. This is the last report from the current Clerk who is moving on to another post. The Council wished him well and thanked him for his work at Drayton.
  - 13.2 The meeting was informed that Staffing had appointed Mrs Sarah Hunt and Miss Lolly Dawson on a job share basis, to be reviewed at the end of August, to act as Clerk to the Council. In addition Mrs Hunt was appointed as Responsible Financial Officer.
14. Planning
  - 14.1 To consider planning applications:
    - 20210508 – Marriott's Way corridor between C172 (Taverham Road) & A1067. This scheme aims to construct an access for all ramp to replace the current ramp off Taverham Road, and to improve the surface for all users (pedestrians, cyclists and

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horse riders) along this section of the Marriott's Way; to improve the aesthetics of the site with new heritage railway gates; and to implement biodiversity enhancements and replanting opportunities along this green corridor that have been highlighted in in the Preliminary Ecological Appraisal and Arboriculture Impact Assessment Reports. The new ramp has been designed in accordance with the Equalities Act (EA) 2010 and will be constructed with accessible 1:12 gradient suitable for wheelchair use. It was RESOLVED to SUPPORT this application. PROPOSED Cllr Everett, seconded Cllr Taylor.

20210618 – 23 Bellomonte Crescent. New extension comprising of reconfiguration of the existing ground floor garage, cloakroom and utility room and additional bedroom and ensuite to first floor extension. It was RESOLVED to OBJECT to this application as it affects the amenity of the existing properties, and the light. Cllr Foulger has confirmed he will call it in. PROPOSED Cllr Everett, seconded Cllr Anderson.

20210656 – 3 Vawdrey Road. Extensions and Alterations. It was RESOLVED to make no comment/no objection to this application. PROPOSED Cllr Everett, seconded Cllr Taylor.

20210625 - 46 Taverham Road. Sub-division of rear garden for new detached bungalow & garage. It was RESOLVED to make no comment/no objection to this application. PROPOSED Cllr Everett, seconded Cllr Taylor.

20210693 – 20 Carter Road, Drayton. New Dormer windows to front and rear elevations and internal alterations and cladding to existing external walls. It was indicated that Councillors wished to make no comment/no objection to this application. To appear on next agenda for formal decision.

## 15. Finance and Governance

- 15.1 The bank reconciliation was AGREED by the meeting.
- 15.2 The meeting received and APPROVED a list of payments and receipts PROPOSED Cllr Quinsey, seconded Cllr Crotch. The authorised signatories CONFIRMED that the payment verification process has been undertaken in accordance with Financial Regulations 6.5.
- 15.3 The minutes of the committee meeting dated 29<sup>th</sup> April 2021 were RECEIVED.
- 15.4 The new model code of conduct was ADOPTED as presented. PROPOSED Cllr Everett, seconded Cllr Quinsey.
- 15.5 The publication scheme was ADOPTED as presented subject to updating the Council contact details. PROPOSED Cllr Everett, seconded Cllr Quinsey.

## 16. Open Spaces & Property

- 16.1 The minutes of the committee meeting dated 22<sup>nd</sup> April 2021 were RECEIVED by the meeting. It was RESOLVED to agree the eco-tumble surfacing for Florence Carter as quoted for the sum of £7,449.20 to be delayed until the layby work is completed. PROPOSED Cllr Crotch, seconded Cllr Brown.

## 17. Correspondence

- 17.1 Naming of development adjacent to 94 Fakenham Road as Woodland Drive. It was RESOLVED that this be supported PROPOSED Cllr Anderson, seconded Cllr Everett.

It was NOTED by the meeting that Drayton Old Lodge had requested support for naming the postal address The Lodge Drive. Councillors had no objections they wished to make at this time.

#### 18. General Matters

- 18.1 To receive update of the publication of the Drayton Quarterly. The first copy will be collated during June for July, all Councillors to see prior to publishing. Cllr A Taylor/Clerk L Dawson.
- 18.2 To receive an update of the post Covid-19 community event at King George V Playing Field in late summer. Date of 4<sup>th</sup> September 2021 is available for KGV. It was RESOLVED to instruct FunForce to organise the event at a cost of £600 PROPOSED Cllr Everett, seconded Cllr Morgan. There is an anticipated cost of £2,500 maximum for this.
- 18.3 The minutes of the Annual Parish meeting held 15<sup>th</sup> April 2021 were circulated to Councillors.

#### 19. Exchange of Information.

The local foodbank is collecting EDP charity vouchers. Cllr Crotch to remind the organisers that Soul Foundation will provide food upon request.

Opening of pavilions for users – anticipated 21<sup>st</sup> June.

The Bob Carter Centre and Village hall are both open.

20. Date of next meeting – Thursday 3<sup>rd</sup> June 2021 at 7pm at Drayton Village Hall.

The meeting closed at 8.44pm.

Signed:

3<sup>rd</sup> June 2021.