

MINUTES OF DRAYTON PARISH COUNCIL MEETING

Held on Thursday 7th April at 7pm at The Pavilion, King George V Playing Field,
Drayton High Road, Drayton, NR8 6AW

Present: Cllrs G Everett (Chair), C Brown, H Kisby, A Taylor, K Morgan, A Baker, N
Quinsey, J Anderson, A Crotch.

Parish Clerk: S Hawken

County Councillor T Adams

Prior to the meeting Cllr Everett acknowledged the departure of the Finance
Administrator and thanked him for his time worked with Drayton Parish Council.

1. Apologies and consideration of acceptance for absence.

Apologies were received and accepted from District Cllr R Foulger, Cllr T Lodge,
Cllr K Savage and Locum Clerk A Barnes.

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

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it
relates to something on your Register of Interests form, then you must declare an
interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the
matter only if members of the public are also allowed to speak at the meeting,
however you may not vote in the matter.

Cllr K Morgan declared a personal interest for item 10(e).

3. To receive a report from County Cllr Tony Adams

Reported that there is still uncertainty regarding the original location of the felled trees
on Fakenham Road. It was decided that re-planting would be inappropriate at this
location given the other vegetation now present and the subsequent work required.
Cllr Morgan enquired as to the options for re-planting the trees elsewhere. Norfolk
County Council will take no further action.

Reported on parking outside the shops on Taverham Road. H bars have been
proposed as an advisory measure to deter residents and customers to not park on the
road outside the shops or obstruct the pavement.

County Councillor T Adams left the meeting.



4. To receive and agree minutes from Parish Council Meeting held on Thursday 10th March 2022.

The Minutes of the Meeting were amended at item 18a) - Delete reference to 'confidential minute'.

Cllr Crotch raised a question regarding the requirement for terms of reference for a working group. It was discussed that there is no formal requirement, but the Council may wish to consider a policy regarding this for future working groups and informal meetings. Defer for Governance Committee.

Action: Chair

The Minutes were then agreed by the Council and signed by the Chairman.

5. Co-option of Parish Councillors (if any applications received)

a. None.

6. To receive any questions or comments from members of the Public on matters on the agenda.

a. None.

7. To receive any reports:

a. **District Councillor A Crotch**

Report on Planning Applications. The Broadland planning authority has been informed by Natural England that development in some areas of the District cannot proceed due to increased levels of nutrients. Nutrient neutrality within the River Wensum and some Broads locations are too high. As a result, all future planning applications need to consider how to minimise the impact; particularly developments which involve overnight stays e.g. residential developments, and farmland. All planning applications have been suspended until further notice. Liaison with specialist agencies is ongoing to understand how to work with developers to minimise impact. Some existing and all new applications will be subject to a neutrality review and environmental impact assessment.

New waste contract with Veolia and Broadland District Council started this week. A free kerbside collection service will now be available for textiles, small electrical items and batteries across the district. The District Council will also moving from plastic to biodegradable refuse bags for food waste.

The District Council wished to emphasise support for the people of Ukraine and resolved that it would work in partnership with all councils to support refugees and fundraising efforts where practicable. It was also encouraged that individuals and businesses avoid any form of future contract with Russia. It was commented that BDC encourages the disinvesting of the Norfolk County Council Pension Funds in Russian investments.

Broadland District Council has given its full support to the development of the Norwich Western Link. The project will lead to a reduction in CO2 and other greenhouse gasses from vehicles, boost Norfolk economy, improve road safety

and create new habitats and improve existing ones. Importantly for Drayton and surrounding parishes it will take traffic off unsuitable roads.

b. **Tree Warden, Cllr A Baker**

Reported that there has been a significant amount of correspondence regarding the David Rice development and the discontent at the felling of a large number of trees. Concerns were raised regarding the thoroughness of the checks for wildlife carried out on the trees earmarked to be removed. Moving forward, it was suggested that as a consultee to the planning authority, the Parish Council should continue to represent the views of parishioners and Tree Wardens for all future planning applications and emphasise the need to consider and mitigate the environmental impact.

8. Clerk's Report and Matters Arising

To report on progress on items from previous meetings.

- a. Platinum Jubilee Celebration. Support across the community for the event has been encouraging with many local groups keen to be involved in the celebrations. Local schools are keen to work with the Parish Council for the Jubilee and following to further build relations.
- b. The Plant Sale at Florence Carter Memorial Playing Field, Drayton Horticultural Society, on 7th May 2022 was noted.
- c. The Larry Gray Fair will take place at Longdale Playing Field in August 2022. Sponsored by the friends of Longdale and will endeavour to raise money for local causes. Add item to the Open Spaces and Property Committee agenda.

Action: Clerk

9. Planning

- a. To consider planning applications as follows along with any received by the Clerk prior to the meeting:
 - i. **20220323 33 Bellomonte Crescent, Drayton, NR8 6EJ.** Single storey side and rear extension (replacing attached garage to be removed). Comment regarding increased parking on the roads. No further comments. 8 in favour, 1 abstention.
 - ii. **20220366 31 Littlewood, Drayton, NR8 6FB.** Works To TPO Trees: Douglas Fir T13 - To fell to near ground level. No comments. All in favour.
 - iii. **20220455 Land between Fir Covert Road and Reepham Road.** Taverham. Outline planning application with all matters reserved except vehicular access (1 access onto Fir Covert Road, 1 access onto Reepham Road and link road between Fir Covert Road and Reepham Road) for: demolition of agricultural buildings, residential development of up to 1530 units, including specialist care units (Class C2 / C3); land for a primary school (Class F1 (a)); land for a local medical / community centre (Class C2, E & F); a local centre (Class E - commercial, business and service; Class F2 - local community; and sui generis uses - launderettes, betting



office/shops, public house, wine bars, or drinking establishments, drinking establishments with expanded food provision, hot food takeaways); together with formal and informal open space, including allotments and MUGA; associated infrastructure and landscaping; and diversion of footpath/cycleway adjacent to site's north western boundary. Major development Affects a public footpath/right of way/bridleway.

Cllr Crotch commented on the quality and extent of provisions as described in the initial plans. He noted the positive position of no access through to Felsham Way, and the roundabout at the proposed junction with Reepham Road. He commented about improving the junction at School Road/Reepham Road.

For comment:

Reduce speed limit from Drayton Infant School through to the Reepham Road junction from national speed limit to 30mph.

Reduce speed limit on the Reepham Road from 50mph to 40mph.

Improve the visibility splay on the east side of School Road junction with Reepham Road.

6 in favour, 3 abstentions.

b. The Council noted the following planning decisions:

- i. **20201185 Former David Rice Hospital Site, Drayton High Road, Drayton, NR8 6BN.** Outline Planning Permission 20212012 for 29 Dwellings and Discharge of Condition 27 (footpaths). Approved.
- ii. **20212012 Former David Rice Hospital, Drayton High Road, Drayton, NR8 6BN** Variation of condition 3 of 20201990 to introduce a phasing plan for CIL payment purposes. Approved.
- iii. **20212227 Red Lion, 2 Fakenham Road, Drayton, NR8 6PW.** Creation of customer pergola and associated garden works. Approved.
- iv. **20220017 Ferenze, 59 School Road, Drayton, NR8 6EG.** Single storey front, side and rear extensions, replacement conservatory roof, side porch roof and raised rear patio. Approved.
- v. **20220021 Former David Rice Hospital, Drayton High Road, Drayton, NR8 6BN.** Condition 7 (Contamination investigation and risk assessment), 17[A] (Written Scheme of Investigation), Condition 22 (Borehole/Trial pit location and written methodology) of planning permission 20201990. Approved.
- vi. **20212326 8 Fakenham Road, Drayton, NR8 6PW.** Installation of a shop awning. Approved.

10. Streetlights

- a. **To receive an update on the transfer of street lighting from Broadland District Council to DPC.** Transfer date for 1st April 2022 has elapsed. Information for the transfer is still being collated. Drayton Parish Council has agreed to work with Broadland District Council to confirm a revised transfer date.
- b. **To consider streetlighting requirements at the Hopkins Homes Development, Hall Lane, Drayton.** For Phase 1 of the Manor Park development, the plans show 28 footway lights: 11 on the spine road, 5 on the cycle way and 12 on the side roads. Streetlights to be dimmed between midnight and 0500 to 50%. It was proposed by Cllr Anderson to accept the positioning and number of the lights as per the suggested plans. Seconded by Cllr Taylor, 5 in favour, 2 abstentions.

11. Finance and Governance

- a. To receive and approve bank reconciliation. Proposed by Cllr Everett, seconded by Cllr Taylor, all in favour. **Approved**
- b. To receive and ratify approval of a list of receipts and payments in accordance with the budget. To include any additional receipts/payments prior to meeting. Proposed by Cllr Everett, seconded by Cllr Taylor, all in favour. **Approved**

Question was raised regarding the requirement to ratify a payment when it has previously been agreed at a Parish Council Meeting, with reference to contractual payments. Item for the Governance Committee to clarify the process and wording for future minutes.

Action: Clerk

- b. To receive quotes for the removal of diseased/dying Ash tree at Longdale overhanging a parishioner's property. It was agreed to the diseased tree being removed. Proposed by Cllr Anderson, seconded by Cllr Taylor, 6 in favour, 1 abstention.

Action: Clerk

- c. To consider the purchase of a larger rubbish bin for outside the Florence Carter Memorial Park. Seek further information regarding the potential restrictions of collecting waste from larger rubbish bins. Enquire as to the installation of a further bin by the bus stop on Drayton High Road. Defer to the Environment and Highways Committee. Proposed by Cllr Everett, seconded by Cllr Baker. All in favour.

Action: Clerk

- d. To consider a Grant Application from Drayton Cricket Club. Cllr Everett proposed to consider the use of S106 funds to support the application. S106 funds can be used to fund local projects for improving infrastructure and services, which includes recreational facilities. It was decided to decline the grant application, but instead purchase the Sight Screens for Drayton Cricket Club using S106 funds. Proposed by Cllr Everett, seconded by Cllr Kisby, 6 in favour, 1 abstention

- e. To consider a Grant Application from the Broadland Tree Warden



Network. It was decided to make a donation of £50.00 to the Tree Warden Network with reference to para 5 (g) of the Grants Policy. Proposed by Cllr Brown, seconded by Cllr Taylor, All in favour.

The Grants Policy is to be revised by the Governance Committee to include a maximum donation at para 5(g) for future applications.

Action: Clerk

12. Correspondence

None.

13. Administrative Matters

a. To appoint representatives on the Bob Carter Centre Committee. Cllr Anderson, Cllr Brown, Cllr Kisby and Cllr Everett are currently on the committee. Cllr Baker expressed an interest in joining the Committee. Proposed by Cllr Quinsey, seconded by Cllr Taylor, all in favour.

14. Governance Committee

- a. To receive the minutes from the meeting on 17th March 2022. **Received.**
- b. To receive and approve the Sickness Absence Policy. Proposed by Cllr Taylor, seconded by Cllr Brown, all in favour. **Approved.**
- c. To receive and approve Staff Recruitment Policy. Proposed by Cllr Taylor, seconded by Cllr Brown, all in favour. **Approved.**

14. Environment and Highways Committee

- a. Update regarding the Parish Partnership Schemes:
 - i. Florence Carter Memorial Park service road 2021/22. The Council noted the figures and the changes to the original specification.
 - ii. Green Lanes 2022/23. Plan to resurface the carpark at Green Lanes, improve visibility onto Low Road from the car park, and provide signage for road users in both directions. Awaiting further information. Defer to the next Environment and Highways Committee meeting.

Action: Clerk

15. Exchange of Information / Matters for next agenda.

Cllr Crotch commented that negotiations regarding parking charges at The Square in Thorpe Marriott continue. Several proposals made but none have yet been agreeable to all parties.

Cllr Quinsey expressed thanks to the planning team for the Platinum Jubilee Celebrations, as well as the informal meeting organised with Broadland District Council Officers regarding S106 and CIL funds.

Cllr Everett wished the Council to note the meeting with the Drayton Old Lodge developers at 1745 on 21st April 2022 at the Pavilion, King George V Playing Field.

Cllr Everett stated the office would be closed for the period 9th – 18th April 2022.



16. Dates for next meetings –

Open Spaces and Property Committee: 21st April 2022

Annual Parish Meeting: 28th April 2022

Annual Meeting of the Parish Council 12th May 2022

Environment and Highways Committee 19th May 2022

Parish Council Meeting 9th June 2022

The Council may consider that in accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature.

17. Staffing Committee

- a. To receive an update from the Staffing Committee.

Cllr Quinsey acknowledged the departure of the Finance Administrator and the commencement for the recruitment of a new Assistant Clerk.

NPTS have requested some wording from Drayton Parish Council regarding their experience of the recruitment process for the Parish Clerk. Council to consider statement written on their behalf for the forthcoming Parish Council Meeting in May.

Action: Clerk

Meeting closed at 21.11.

Signed:
Chairman



Date:

5-5-22

Drayton Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
46	Income on Investment	31/03/2022		Unity Trust Bank - Ins	BACS	Interest paid on Bank Account	Unity Trust Bank	X	68.38		68.38
								Total	68.38		68.38

Drayton Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
661	15/03/2022		Unity Trust Bank	CC	Mobile Phone Top Up	Vodafone	E	20.00		20.00
664	15/03/2022		Unity Trust Bank	DD	Mobile Phone Top Up	EE	S	20.90	4.18	25.08
660	16/03/2022		Unity Trust Bank	DD	Corporate Card Monthly Fee -	Lloyds Bank	E	3.00		3.00
663	16/03/2022		Unity Trust Bank	DD	Internet/Telephone Chgs KGV	Zen Internet Ltd	S	37.32	7.46	44.78
656	16/03/2022		Unity Trust Bank	CC	Handyman Accessories	B&Q	S	22.50	4.50	27.00
657	16/03/2022		Unity Trust Bank	CC	Handyman Accessories	B&Q	S	50.06	10.01	60.07
662	16/03/2022		Unity Trust Bank	DD	Corporate Card Monthly Fee	Lloyds Bank	E	3.00		3.00
654	16/03/2022		Unity Trust Bank	CC	Handyman Accessories	B&Q	S	15.58	3.12	18.70
655	16/03/2022		Unity Trust Bank	CC	Marker Paint L/D Benches	Toolstation	S	4.00	0.80	4.80
658	16/03/2022		Unity Trust Bank	CC	Vent Covers	M Nickells	S	45.21	7.40	52.61
659	16/03/2022		Unity Trust Bank	CC	Moss Killer	PLG Farm Supplies	S	20.83	4.17	25.00
684	28/03/2022		Unity Trust Bank	DD	Electricity Charges KGV	EDF Energy	L	110.48	5.52	116.00
677	31/03/2022		Unity Trust Bank	BACS	Gift Tankard	CNC Group Ltd	S	9.96	1.99	11.95
678	31/03/2022		Unity Trust Bank	BACS	Coffee Maker	Amazon	S	15.61	3.12	18.73
679	31/03/2022		Unity Trust Bank	BACS	Tea Set	Hart & Sons Ltd	S	20.97	4.19	25.16
680	31/03/2022		Unity Trust Bank	BACS	Coffee Mugs	Amazon	S	33.32	6.67	39.99
685	31/03/2022		Unity Trust Bank	BACS	Bank Charges	Unity Trust Bank	X	30.45		30.45
686	31/03/2022		Unity Trust Bank	BACS	Bank Charges	Unity Trust Bank	X	0.90		0.90
666	31/03/2022		Unity Trust Bank	BACS	Employees Tax and NI payme	HMRC	X	1,359.69		1,359.69
667	31/03/2022		Unity Trust Bank	BACS	Employer HMRC Costs	HMRC	X	724.42		724.42
668	31/03/2022		Unity Trust Bank	BACS	Salary	Employee 4	X	910.24		910.24
669	31/03/2022		Unity Trust Bank	BACS	Mileage	Employee 4	E	18.00		18.00
670	31/03/2022		Unity Trust Bank	BACS	Salary	Employee 5	X	53.57		53.57
671	31/03/2022		Unity Trust Bank	BACS	Salary	Employee 6	X	64.55		64.55
672	31/03/2022		Unity Trust Bank	BACS	Salary	Employee 1	X	64.12		64.12
673	31/03/2022		Unity Trust Bank	BACS	Salary	Employee 2	X	3,368.85		3,368.85
674	31/03/2022		Unity Trust Bank	BACS	Salary	Employee 7	X	1,864.00		1,864.00
675	31/03/2022		Unity Trust Bank	BACS	Mileage	Employee 7	E	224.20		224.20
676	31/03/2022		Unity Trust Bank	BACS	Salary	Employee 8	X	2,205.81		2,205.81
683	31/03/2022		Unity Trust Bank	BACS	Key - Spare KGV PC Door	Employee 7	S	5.25	1.05	6.30
681	31/03/2022		Unity Trust Bank	BACS	Employee NPF Contributions	Norfolk Pension Fund	X	247.98		247.98
682	31/03/2022		Unity Trust Bank	BACS	Employer NPF Contributions	Norfolk Pension Fund	X	945.34		945.34
Total								12,520.11	64.18	12,584.29

Drayton Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
3	Utilities & Services	07/04/2022		Unity Trust Bank	BACS	Waste Clearance	Norwich Waste Disposal Ltd	S	179.00	35.80	214.80
5	Utilities & Services	07/04/2022		Unity Trust Bank	BACS	Printing/Copies	Sharprint Ltd	S	305.29	61.06	366.35
7	Utilities & Services	07/04/2022		Unity Trust Bank	DD	Electricity Charges KGV	British Gas	S	275.83	55.16	330.99
9	Subscriptions	07/04/2022		Unity Trust Bank	BACS	Scribe Licence Renewal	Starboard Systems Ltd	S	516.00	103.20	619.20
11	Utilities & Services	07/04/2022		Unity Trust Bank	BACS	Storage of Archived Document	Closed Secure Storage Ltd	S	25.00	5.00	30.00
12	Utilities & Services	07/04/2022		Unity Trust Bank	BACS	Mobile Phone	Employee 8	S	32.00	6.40	38.40
1	Community Event	07/04/2022		Unity Trust Bank		Banner	Swallowtail Print	S	149.00	29.80	178.80
2	Security	07/04/2022		Unity Trust Bank	BACS	Barrier at KGV and LD	Norse Commerical Services L	S	560.00	112.00	672.00
4	Consultancy Services	07/04/2022		Unity Trust Bank	BACS	Legal advice	Ashtons Legal	S	350.00	70.00	420.00
6	Pavilion Maintenance	07/04/2022		Unity Trust Bank	BACS	Defibrillators	Community Heatbeat	S	164.00	32.80	196.80
8	Subscriptions	07/04/2022		Unity Trust Bank	BACS	Subscription	Norfolk Parish Training Supp	E	525.00		525.00
10	Consultancy Services	07/04/2022		Unity Trust Bank	SO	Consultants' fees	Personnel & Advice Solutions	S	100.00	20.00	120.00
Total									3,181.12	531.22	3,712.34