

MINUTES OF DRAYTON PARISH COUNCIL MEETING

held on Tuesday 16th November 2021 at 6pm at The Pavilion,
King George Fifth Playing Field, Drayton

Present: Cllrs Jeff Anderson, Andrew Baker, Carl Brown, Graham Everett (chair), Hilary Kisby, Neil Quinsey, Angie Taylor

Locum Clerks: Mrs Catherine Moore and Mrs Anne Barnes

There were no members of the public present.

1. Apologies and consideration of acceptance for absence

Apologies for absence were received from Adrian Crotch and Kirsty Savage.

2. Members' declarations of interest and requests for dispensations

None

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

None.

4. Budget Drafting

Discussion ensued on each section of the budget, taken by Committee, and the following actions were noted and decisions were made:

It was **agreed** that the following items of expenditure would be reallocated to Community Infrastructure Levy instead of general budget expenditure, proposed by Angie Taylor, seconded by Hilary Kisby, all in favour:

- CCTV
- 3G Netting
- Goal storage netting
- Portable display
- Benches

The Clerk was asked to arrange for Scribe to be amended.

ACTION: Clerk (AB)

It was **agreed** that the Ecotumble surfacing would come from the Safety Surfacing Earmarked Reserve.

ACTION: Clerk (AB)

The Clerk would update the budget document to reflect these changes for the final publication.

ACTION: Clerk (CM)

RESOLVE 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, proposed by Graham Everett, seconded by Neil Quinsey, all in favour.

Staffing Draft Budget

The Clerk was asked to check who was currently registered as the Clerk for the SLCC membership. It was confirmed the membership stayed with the Council.

ACTION: Clerk (CM)

The draft Staffing Committee budget was set at £85,000 expenditure, £0 income.

The meeting re-opened to the public.

Governance Committee

The Clerk was asked to check that the Bowls Club would be invoiced in January.

ACTION: Clerk (AB)

The Clerk was asked to confirm with Scribe what the software cost would be for 2022/23.

ACTION: Clerk (CM)

It was **agreed** to continue with the Zoom subscription.

It was **agreed** to contact three surveyors for an insurance valuation for the buildings at King George Fifth Playing Field and Longdale.**ACTION: Clerk (AB)**

It was **agreed** to move the Operation London Bridge allocation to an earmarked reserve if it was not used in 2021/22.

The Clerk was asked to adjust the New Homes Bonus / Covid Grant line to show the payment as a minus in receipts, as this was a refund to Broadland District Council.

ACTION: Clerk (AB)

The Clerk was asked to add the new CCTV cameras at Longdale to the insurance policy.

ACTION: Clerk (CM)

The Clerk was asked to discuss with the church a new arrangement for the grass cutting donation, where a sum including VAT would be granted and the church would commission their own maintenance contract.**ACTION: Clerk (AB)**

The Clerk was asked to add village maintenance to the next Staffing Committee agenda.

ACTION: Clerk (CM)

The draft Governance Committee budget was set at £34,359 expenditure, £375 income.

Environment and Highways Committee

It was **agreed** to budget £1,000 per year for tree surveys and place this in a Tree Survey and Maintenance Earmarked Reserve in the years it was not needed; and sweep any underspend in the tree maintenance budget into the earmarked reserve at the end of the year.

ACTION: Clerk (AB)

It was noted that the streetlights needed a cautious budget as there were many unknowns with them. The commuted sum from Broadland would be spent on

the first round of repairs and replacements, and an earmarked reserve would be set up, to be added to annually, to start saving for the next round of replacements.

ACTION: Clerk (AB)

The draft Environment and Highways Committee budget was set at £41,900 expenditure, £2,825 income.

Open Spaces and Property Committee

The Clerk was asked to add a discussion regarding adult football hire at Longdale to the next Open Spaces and Property Committee agenda.

ACTION: Clerk (CM)

The Clerk was asked to look at the costs and charges for the advertising boards and Longdale, and why these had not been invoiced for a few years.

ACTION: Clerk (CM)

It was noted that the lease for the 3G was up for renewal in May 2022, and that the maximum annual increase during the lease period was 2%. An extension to the existing lease would be discussed with the lease holder, and 2% would be added for 2022/23.

ACTION: Clerk (AB)

A Pavilion Earmarked Reserve would be set up, with the cost of fixed wire inspections being spread across budget years and placed into this Reserve.

ACTION: Clerk (AB)

The Clerk was asked to get a price from Garden Guardian for next years maintenance, minus the church grass cutting.

ACTION: Clerk (CM)

It was **agreed** that the replacement posts at Longdale would come from Community Infrastructure Levy.

ACTION: Clerk (AB)

It was **agreed** to undertake an electrical inspection of the floodlights at King George Fifth Playing Field.

ACTION: Clerk (AB)

The draft Open Spaces and Property Committee budget was set at £96,589.50 expenditure, £8,347.50 income and £61,837 use of New Play Equipment Earmarked Reserve.

Subject to receipt of the tax base, the draft precept figure was £194,666.50. This included the transfer of special expenses for street lighting from Broadland District Council, so while representing a 19.28% increase on the council tax bill, this would be a reduction of 9.54% to the rate payers of Drayton, for the parish element of the bill.

It was confirmed that the final budget and precept report would be presented to the January meeting for approval, with updated spend figures to the middle of December 2021 and the confirmed tax base included.

5. Open Spaces and Property Committee

The approval of the expenditure on benches, concrete pads, and Longdale play equipment painting was deferred to the next Open Spaces and Property Committee meeting.

ACTION: Clerk (CM)

The approval of the expenditure on netting over the goal storage area was deferred until the next Council meeting.

ACTION: Clerk (CM & AB)

6. Exchange of Information / Matters for next agenda

Councillors were reminded that the Christmas Lights Switch On would be on 1st December 2021 at 5pm. Angie Taylor would take photographs at the event.

Jeff Anderson reported that the Staffing Committee meeting was being rescheduled to Friday 26th November 2021 at 7pm, to allow the Committee to make their appointment to the post of Parish Clerk.

7. Committee Structure Report

A report from the Locum Clerks was presented, suggesting a streamlined Committee structure, expanded Terms of Reference, and adoption of a Scheme of Delegation. Lengthy discussion ensued and it was **agreed** that the review of the Committee Structure would be deferred until three months after the new Clerk had started in post, proposed by Jeff Anderson, seconded by Carl Brown, all in favour.

8. Dates of next meetings –

Strategic Working Group: Thursday 25th November 2021 7pm KGV

Staffing Committee: Friday 26th November 2021 7pm KGV

Full Council: Thursday 2nd December 2021 7pm KGV

Open Spaces & Property Committee: Date to be determined

Environment & Highways Committee: Date to be determined

Governance Committee: Date to be determined.

The meeting closed at 9.30pm

CHAIRMAN