

MINUTES OF DRAYTON PARISH COUNCIL MEETING

held on Thursday 5th August 2021 at 7pm at Drayton Village Hall

Present: Cllrs Jeff Anderson, Carl Brown, Adrian Crotch, Graham Everett (chair), Keith Morgan, Neil Quinsey, Kirsty Savage, Angie Taylor

Locum Clerk: Mrs Catherine Moore

County Councillor Tony Adams, District Councillor Roger Foulger and 4 members of the public were present.

1. Apologies and consideration of acceptance for absence

There were no apologies for absence.

2. Members' declarations of interest and requests for dispensations

Neil Quinsey – Planning item 7.1.1 as the owner of the property.

3. Minutes from Parish Council Meeting held on Thursday 1st July 2021

These minutes were **AGREED** and signed by the Chair as a true and correct record, proposed by Graham Everett, seconded by Keith Morgan, all in favour.

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

A member of the public requested that the Council reconsider the length of the football season hiring at Longdale as from mid-August 2021 to the end of May 2022.

The Tree Warden spoke about the loss of five trees in the village centre and asked whether the surface of the new tarmacked area was permeable as there was no drainage. The Clerk was asked to enquire with Highways.

ACTION: Clerk

The Chairman read a statement regarding the removal of the trees. It was noted that the Council was looking at hedging and tree planting.

5. To receive any reports:

5.1 County Councillor Tony Adams reported that Councillors had received the tree inspection report for Carter Road which proposed minor maintenance works, and did not deal with the rogue apple tree that was causing a health and safety issue. He also reported that Costessey Lane had been resurfaced at the junction.

5.2 Drayton North District Councillor Mr A Crotch reported that works were being undertaken at Suter Pond, which had included an event for young people. Drainage works were required, to encourage wildlife back to the area. The Thorpe Marriott walkway was overgrown so additional cuts

were being scheduled. Nominations were invited for the Community Heart Awards.

Drayton South District Councillor Mr R Foulger reported that there had been some changes in staffing in the planning department which was resulting in delays in applications being processed. The next SNAP meeting was expected to be in a face to face format, but a meeting date had not yet been agreed.

- 5.3 PC Alex Wright had sent his apologies for the meeting. The Police and Crime Commissioner, Giles Orpen-Smellie, would be available at a community engagement event at Tesco on Friday.

6. The Clerk's report

Reports on progress on items from previous meetings were NOTED.

- 6.1 Land Registration – This has not been undertaken as yet.
- 6.2 Bank accounts: Cambridge Building Society was open. Nationwide had requested further information which had been sent.
- 6.3 Facebook data for month: Post reach 17,538 Engagements: 6,010 Likes 17.
- 6.4 Councillors Induction Pack – new pack to be issued. Not yet undertaken. The Clerk was asked to add a copy of the Neighbourhood Plan to this.
- 6.5 Asset Register. To be reviewed. Not yet undertaken.
- 6.6 Florence Carter parking improvement scheme was completed. Discussion ensued during the course of the meeting as to whether this had been completed to specification. Later in the meeting it was confirmed that an emergency site meeting had taken place between three councillors and the Locum Clerk, where concern was expressed that the brick weave may be perceived as a non-parking area, may break up, and may become weedy/oil stained. The Group had decided to discuss this further with the Highways Engineer who was due to visit the following day.
- 6.7 Retrieve minutes from 'CLOSED' storage and deposit at Archive Centre. Not yet undertaken.

Cllr Neil Quinsey left the meeting for the duration of the next item.

7. Planning

- 7.1 The following planning application were considered:
- 7.1.1 20211276 – Ash Villa, 1 School Road, NR8 6DW. Single storey ground floor side extension & loft conversion. It was **AGREED** to send no comment/ no objection.

Cllr Neil Quinsey returned to the meeting.

7.1.2 20211125 – 23 Carter Road, NR8 6DY. Side and rear single storey extension. It was **AGREED** to send no comment/ no objection.

7.2 The following planning decisions had been received:

7.2.1 20202401 94 Fakenham Road, NR8 6PY. Erection of detached dwelling & cart lodge. **APPROVED**

7.3 The development at Drayton Wood would be numbered 1 to 4 Woods End.

8. Finance and Governance

8.1 The bank reconciliation was received & **APPROVED**.

8.2 The list of payments and receipts was **APPROVED**, proposed by Graham Everett, seconded by Carl Brown, all in favour.

8.3 It was NOTED that the quarterly internal audit review had been undertaken by Cllr Angie Taylor.

8.4 It was **AGREED** to appoint Trevor Brown as the internal auditor for 2021/22, proposed by Graham Everett, seconded by Carl Brown, all in favour.

9. Correspondence

9.1 Norwich Western Link. For information. NOTED.

9.2 Tree Officer re: Meeting at Florence Carter and replacement trees. A proposed date of Tuesday 10th August at 10am had been received and it was **AGREED** that the Tree Wardens would meet along with Keith Morgan and Kirsty Savage.

9.3 Tiny Forests. NOTED.

9.4 Florence Carter Memorial Park roadway improvements. For Information. NOTED.

9.5 Florence Carter Memorial Park trees. For Information. NOTED.

9.6 David Rice Hospital site. For information. NOTED

10. Administrative Matters

10.1 It was **AGREED** that the Family Fun Day would be postponed to 2022, proposed by Angie Taylor, seconded by Graham Everett, 7 in favour and 1 abstention. The Clerk was asked to make the necessary cancellations. **ACTION: Clerk**

10.2 The Clerk was asked to chase the artwork for the Newsletter, and it was noted that the wording would need to be changed due to the cancellation of the Funday. **ACTION: Clerk**

- 10.3 It was **AGREED** that Angie Taylor would look at suitable dates for a Strategy working group meeting, and that the lead councillor would be nominated at that meeting. **ACTION: AT**
- 10.4 It was **AGREED** that a community defibrillator awareness event would be beneficial, and could include some of the facilities user groups. The Clerk was asked to find out more. **ACTION: Clerk**
- 10.5 A report from the Norwich Airport Group meeting was NOTED. The renewal licence for airport operations was due to be submitted, and there were plans to expand the industrial use of the site.
- 10.6 It was **AGREED** to refer the discussion on a Jubilee Beacon to the next Outside Spaces and Property Committee meeting.

11. Open Spaces and Property; and Environment and Highway.

- 11.1 The minutes of committee meeting held 15th July 2021 were RECEIVED.
- 11.2 It was **AGREED** to delegate approval to the Clerk of any additional expenditure on the CCTV ducting and cabling up to the value of the second quote, proposed by Adrian Crotch, seconded by Graham Everett, all in favour. **ACTION: Clerk**
- 11.3 It was **AGREED** that there would be no football between 1st June and mid-August to allow the pitch to rest and be repaired, proposed by Jeff Anderson, seconded by Adrian Crotch, 7 in favour and 1 abstention.
- 11.4 Covered at 11.2.
- 11.5 It was **AGREED** to ask The Tree Council if there was any opportunity for an extension for funding applications; and **AGREED** to send the information to the Tree Warden to look at. **ACTION: Clerk**
- 11.6 No further action or agreement was required.
- 11.7 It was suggested that the late Dr Sladden should be remembered with a road name.
- 11.8 It was **AGREED** not to pursue the Tiny Forests initiative at this time.
- 11.9 The tree report for Carter Road was NOTED. It was **AGREED** to refer the health and safety issues surrounding the apple tree to Highways and Environment Committee.
- 11.10 It was **AGREED** that a Working Party would look at the Christmas Lights and tree. Volunteers: Graham Everett, Kirsty Savage, Jeff Anderson.

11.11 The Parish Partnership Scheme applications were referred to Highways and Environment Committee.

12. Streetlights

12.1 Graham Everett and Keith Morgan had met with representatives of Broadland District Council and would bring more information to the next meeting.

12.2 Decision deferred pending more information.

13. Exchange of Information / Matters for next agenda.

- 13.1 Neil Quinsey requested the following items on the next agenda:
- Parish Partnership Scheme (to be on agenda after next E&H Committee meeting)
 - Christmas Lights (to be on agenda after next OS&P Committee meeting).
 - Hedge Planting
 - Neighbourhood Plan – Review of Progress

14. Date of next meeting –

Staffing Committee: Thursday 19th August 2021 7pm KGV

Full Council: Thursday 2nd September 2021 7pm Village Hall

Governance Committee: Thursday 16th September 2021 7pm KGV

Strategy Meeting: TBC

Environment & Highways Committee: Thursday 30th September 2021 7pm KGV

Open Spaces & Property Committee: Thursday 21st October 2021 7pm KGV.

15. 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 Angie Taylor, all in favour.

15.1 It was NOTED that Catherine Moore had been appointed as Locum Clerk and Responsible Financial Officer until Friday 3rd September 2021.

15.2 It was RESOLVED to advertise for a Locum Clerk to start Monday 6th September 2021.

15.3 It was NOTED that all staffing and recruitment matters had been delegated to the Staffing Committee.

The meeting closed at 21:30

CHAIRMAN