

# MINUTES OF DRAYTON PARISH COUNCIL MEETING

Held on Thursday 9<sup>th</sup> June 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, K Morgan, N Quinsey, J Anderson, A Crotch, J Edward-Smith

Parish Clerk: S Hawken    Locum Clerk: A Barnes

County Councillor: T Adams

District Councillors: Mr A Crotch, Drayton North & Mr R Foulger, Drayton South  
4 members of the public were present.

## 1. Apologies and consideration for approval of absence.

Apologies were received from Cllr A Taylor, Cllr A Baker and Cllr T Lodge, and approved by the Council.

## 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 Quinsey declared a pecuniary interest for planning application 20220820 at item 6a.

Cllr Crotch declared a non-pecuniary interest in item 7.

## 3. To receive and agree minutes from the Annual Meeting of the Parish Council Parish Council on Thursday 5<sup>th</sup> May 2022. The Council received and agreed the minutes.

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

a. Email received from residents at 1 Hurn Road regarding planning application 20220739. The email was read to full-Council on their behalf by the Clerk.

b. Further comments received by a member of the public regarding planning application 20220739. Reference to the need for the developer to stick to the original planning application and original number of affordable homes proposed.

c. Comments from a member of the public regarding the success of the Jubilee event. In particular, the management of the additional parking. Question regarding the Council's position on dogs, as a number of attendees had dogs with them. Suggestion that it should be made clearer on advertisement for future events.

**Action: Clerk**

d. A member of the public made comment on the David Rice site regarding the effect of nutrient neutrality, and continuation of the planning application as submitted. For Broadland District Council.

e. A member of the public commented changing the prohibition of dogs on the field at King George (KGV) V Playing Field to allow dogs. It was commented that most public spaces in the surrounding area allows dogs so KGV should offer the same to residents. Open spaces are important to the community. Permitting dogs would improve the usage of the field and would encourage more people to volunteer help and support in the future. The more inclusive the parish council becomes, the better it will be supported by the community.

f. A member of the public raised an issue of the trees which are outside Tesco on Fakenham Road, and the seeds which are currently falling. This happens annually and causes issues for allergy sufferers and leaves a troublesome residue in gardens and on pavements. Question was raised as to the ownership of the trees. County Councillor to investigate.

**Action: County Councillor/Clerk**

g. Reference planning application 20220820. It was commented that the key difference with the new application is the increase in distance between the church and the extension proposed. The extension instead extends further rearward into the resident's gardens.

To receive any reports:

a. **County Councillor: Tony Adams**

Reported on extending the white lines on Pendlesham Rise near Acres Way in Drayton. The current lines signify that there is a speed ramp, so there is concern that extending them would detract from this. As yet, no resolution has been reached regarding the carpark. Consultation continues with the landowner.

With regards to Taverham Road shops, as agreed with the local beat manager, a works order had been submitted to a contractor for the painting of H bars. This work will be completed soon.

The County Councillor wished to congratulate the Council on the success of their Jubilee celebration.

A question was raised to the County Councillor regarding over hanging trees on Fakenham Road and overgrown vegetation on both the Taverham Road, and the footpath from Drayton High Road to Green Lanes, causing obstruction for pedestrians. This will be passed to the Highways Team at County Council.

**Action: County Councillor/Clerk**

A question was raised to the County Councillor regarding the requirement to resurface Winners Walk which is currently in a bad state of repair. This will be passed to the Highways Team at County Council.

**Action: County Councillor**

b. **District: Mr A Crotch, Drayton North**

With reference to parking arrangements at The Square on Acres Way, consultation continues between local shops, the Church and Village Hall to reach a mutually agreeable solution with the landowner.

Members of Broadland District Council Romany Gypsy Liaison Group will approach residents within the encampment in Drayton North regarding the duration of their stay.

c. **District: Mr R Foulger, Drayton South**

With reference to the former David Rice site, Broadland District Council have considered the request to reduce the number of affordable houses, and more information has been requested. At present, the Council are looking for the original planning application to be honoured. Once an independent assessment has been carried out, Broadland can formally officiate where they stand on the matter.

With reference to a property on Fakenham Road, the senior planning officer has appointed a member of the enforcement team to ensure that activities on this site do not contradict with the registered use of the site, which is for agricultural purposes.

d. **Tree Wardens.** Cllr Kisby spoke on Cllr Bakers behalf, reading a statement from a local arborist on matter relating to the poor condition of a tree at Florence Carter Memorial Park and the requirement for the Council to continue to identify areas for new planting.

## 5. Clerk's Report and Matters Arising

To report on progress on items from previous meetings.

a. To comment on the Jubilee Event. The Clerk thanked all Councillors, staff, and members of the public for their overwhelming support for this event. Signposted Drayton Fete to be held on 23<sup>rd</sup> July 2023, at Longdale, with planning beginning September 2022.

b. To update on the Norwich Fringe Project for Green Lanes. Report has been produced on viable options for the boardwalk and supporting infrastructure at Green Lanes. Awaiting a more detailed plan and quote. Defer to next Parish Council Meeting 14<sup>th</sup> July 2022.

**Action: Clerk**

c. To update on the Parish Partnership Scheme for Green Lanes. Project cost received and specification for the surfacing. A councillor questioned the suitability of the tarmac thickness. Defer to next Parish Council Meeting 14 July 2022.

**Action: Clerk**

3 members of the public left the meeting.

## 6. Planning

a. To consider planning applications as follows along with any received by the Clerk prior to the meeting:

**20220739 Former David Rice Hospital, Drayton, NR8 6BN.** To modify/discharge Section 106 Agreement. To modify planning obligations under Section 106a of variation of Condition 3 20212012 of 20201990 for outline planning on 20170196. Comments; The Council unanimously proposed a

strong objection to any reduction in the number of affordable houses from that originally proposed.

**20220760 41 Sheridan Close, Drayton, NR8 6RW.** Single storey office/annex. No comments.

**20220774 Red Lion. 2 Fakenham Road, Drayton, NR8 6PW.** Demolition of outbuilding and erection of 2 metal sheds, 3 replacement windows/window repairs, new garden door/window, new external yard door/landing, external redecorations, internal alterations and refurbishment to public areas. 20220774 and 20220809 were considered together. The Council resolved to support the application with no further comments.

**20220809 Red Lion. 2 Fakenham Road, Drayton, NR8 6PW.** Demolition of outbuilding and erection of 2 metal sheds, 3 replacement windows/window repairs, new garden door/window, new external yard door/landing, external redecorations, internal alterations and refurbishment to public areas (Listed building). 20220774 and 20220809 were considered together. The Council resolved to support the application with no further comments.

**20220586 Land at Manor Park, Drayton.** Details reserved by condition 6 of planning permission 20200640 – minerals. No comments

**20220715 2 Woods End, Drayton, NR8 6LJ.** Erection of a double garage. No comments.

**20220840 21 Coleman Close, Drayton, NR8 6BG.** Rear and side extension. No comments.

**20220820 Ash Villa, 1 School Road, Drayton, NR8 6DW.** Single storey ground floor side extension, alterations to windows at the rear at ground floor and loft conversion. Cllr Quinsey left the meeting temporarily having declared an interest for this item. No comments.

Cllr Quinsey returned to the meeting.

b. Planning decisions:

**20220323 33 Bellomonte Crescent, Drayton, NR8 6EJ.** Single storey side and rear extension (replacing attached garage to be removed). Full approval.

**20211558 Land at Manor Park, Drayton.** Details for Condition 37 (Bat survey) & Condition 38 (Badger survey) of permission. Approved.

**20211687 Land at Manor Park, Drayton.** Details of condition 41 of 20200640 – Energy renewables. Approved

**20212303 Drayton Old Lodge, 146 Drayton High Road, Drayton, NR8 6AN.** Details of conditions 20, 21 and 28 of 20210951 – (20) archaeology, (21) ancient monument information board and (28) repairs to garden wall. Approved.

**20220110 Land at Manor Park, Drayton.** Details for condition 8 of 20200640 – (8) contamination investigation. Approved.

**20220149 Land at Manor Park, Drayton.** Approval of details reserved by Condition 25 of planning permission 20200640 – Interim Travel Plan. Approved.

County Councillor and District Councillor left the meeting.

## **7. Streetlights**

a. To receive an update on the transfer of street lighting from Broadland District Council to DPC. All residual structural and electrical testing reports have been carried out and other works identified completed. Councillors noted that in the March Parish Council meeting, delegated authority was given to the Clerk to upgrade the columns and LED lights.

The Council proposed to give further delegated authority to the Clerk to source an energy provider. All in favour with 1 abstention.

**Action: Clerk**

## **8. Finance and Governance**

a. To receive and approve bank reconciliation. 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. The Council received the late payments, and then approved all receipts and payments.

Councillors questioned the presentation of the payments and the level of detail provided. Defer to Governance to discuss best practice.

**Action: Clerk**

c. To approve Section 1, Annual Governance Statement 2021/22.

The Council approved Section 1 of the Annual Governance Statement.

d. To approve Section 2, Accounting Statements 2021/22.

The Council approved Section 2 of the accounting statements.

e. To receive the Annual Internal Audit report 2021/22. The Council received the report.

f. To note the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return. Commencing on Monday 13<sup>th</sup> June 2022 and ending on Friday 22<sup>nd</sup> July 2022.

A councillor raised that the asset register should be passed back to the committees. Raise it on the next committee meetings

**Action: Clerk**

## **9. Administrative Matters**

a. To resolve the receipt of updates from all committees at Parish Council Meetings. The merits of receiving an update from each committee at the Parish Council meeting was discussed. It was resolved to continue to receive minutes at the following Parish Council Meeting for all committees, with approval left to the individual committees.

**Action: Clerk**

## **10. Environment and Highways Committee**

a. To receive the minutes from the meeting on 19<sup>th</sup> May 2022. The Council received the draft minutes. No comments.

The Chairman proposed to extend the meeting time by 30 minutes. All in favour.

## **11. Open Spaces and Property Committee**

- a. To update on the vandalism of the CCTV at Longdale. A community resolution of £125 per perpetrator has been agreed. Each has formally apologised to the Council for the damage caused. The Council wished to thank the Police Officers involved for their assistance with this matter. The outcome is to be publicised on social media and put in the Drayton and Taverham magazine.

**Action: Clerk**
- b. To resolve the purchase of a replacement CCTV mast at Longdale The Council proposed to replace the damaged CCTV mast for a more substantial column at a cost of £1150 with TPI security.
- c. To consider the prohibition of dogs on KGV. The comments from various local authorities were considered including Costessey Town Council, Horsford Parish Council and Sprowston Town Council. Consideration was also given for the implementation of rules at Heigham Park. In summary, all shared similar views in that it was a struggle to cater for all needs and viewpoints. The permission for dogs on Council owned open spaces is usually based on the availability of dog walking areas across the Parish.

Of the local authorities consulted, all commented that local teams regularly complain that they must clear pitches prior to training and matches due to the unfortunate few irresponsible dog owners. Consideration was given to permitting dogs to certain areas with limitations, however feedback suggested this was very difficult to enforce and monitor. Local examples of this have not worked and signs are often ignored.

Consultation was also carried out with a solicitor from NPLaw, confirming the powers with regards to the prohibition of dogs, and how such rules are enforceable. Consideration was given to the long-term plans for KGV as outlined in the Neighbourhood Plan, including the development of KGV as a recreation facility. Specifically, improvements to the play area following the results of the recent public consultation at the Jubilee Event, and the desire to improve sporting diversity at the site.

Comments regarding maintaining KGV as protected site for cricket, football, and bowls with an emphasis on sporting inclusivity. Consideration given to other areas in Drayton where dogs are prohibited; Only Florence Carter Memorial Park within the fenced area, due to safety implications of dogs around small children. Consideration given to local areas suitable for exercising dogs such as Drayton Drewray 'Mystical Woods', Marriotts Way, Green Lanes, Suter Pond, Thorpe Marriott walkway, Hurn Road, Littlewood, and nearby Thorpe Marriott Village Green, and the old David Rice site. Given the extent of 'dog friendly' areas, it was commented that it was important to protect an area where dogs are not permitted.

The Council resolved to continue to prohibit dogs from KGV. The Council proposed to purchase new signage for KGV and FCMP regarding the prohibition of dogs to make it clearer for users. All in favour.

**Action: Clerk**

## **12. Exchange of Information / Matters for next agenda.**

- a. Complaint about the centre of the Drayton. Keep left sign missing from outside the Barclays Bank. To be reported to County Council.

**Action: Clerk**
- b. For Environment and Highways Committee; to consider further planting in the

centre of the village. Liaise with WI.

**Action: Clerk**

c. St Margaret's Church Fete will be held on the 25<sup>th</sup> June 2022 at 2pm.

**13. Dates for next meetings:**

16<sup>th</sup> June 2022 Open Spaces and Property Committee

23<sup>rd</sup> June 2022 Governance Committee

7<sup>th</sup> July 2022 Staffing Committee

14<sup>th</sup> July 2022 Parish Council Meeting

11<sup>th</sup> August 2022 Parish Council Meeting

8<sup>th</sup> September 2022 Parish Council Meeting

15<sup>th</sup> September 2022 Environment and Highways Committee

22<sup>nd</sup> September 2022 Strategy Working Group

29<sup>th</sup> September 2022 Open Spaces and Property Committee

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.

**14. Staffing Committee**

a. To receive an update from the Staffing Committee. Assistant Clerk started on Monday 6<sup>th</sup> June 2022. Minutes for the previous Staffing Committees to be received at the next Parish Council Meeting.

Meeting closed at 2115

**Drayton Parish Council**  
**RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
12	Cricket Hire	30/05/2022		Unity Trust Bank		Hire KGV Playing Field & Pavili	Drayton Cricket Club	E	1,215.00		1,215.00
13	Miscellaneous	01/06/2022		Unity Trust Bank	BACS	Bench Seat	Ian Colman	X	630.00		630.00
								<b>Total</b>	<b>1,845.00</b>		<b>1,845.00</b>



## Drayton Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50	Consultancy Services	06/05/2022		Unity Trust Bank	DD	HR Advice	Personnel & Advice Solutions	S	100.00	20.00	120.00
55	Utiilities & Services	09/05/2022		Unity Trust Bank	DD	Electricity Charges KGV	British Gas	S	250.42	50.08	300.50
56	Stationery & Software	12/05/2022		Unity Trust Bank	DD	Office 365 Licence	Anglian Internet	S	22.60	4.52	27.12
47	Utiilities & Services	15/05/2022		Unity Trust Bank	DD	Rates for KGV	Broadland District Council	X	1,110.28		1,110.28
57	Utiilities & Services	16/05/2022		Unity Trust Bank	DD	Broadband and Telephone Ch	Zen Internet Ltd	S	49.75	9.95	59.70
67	Utiilities & Services	16/05/2022		Unity Trust Bank	DD	Mobile Phone	EE	S	22.84	4.57	27.41
61	Grounds Maintenance	17/05/2022		Unity Trust Bank	DD	Repairs Longdale	PLG Farm Supplies	S	25.00	5.00	30.00
62	Security	17/05/2022		Unity Trust Bank	DD	Padlock	Wickes	S	18.33	3.67	22.00
58	Bank Charges	17/05/2022		Unity Trust Bank	DD	Bank Charges	Lloyds Bank	X	3.00		3.00
59	Bank Charges	17/05/2022		Unity Trust Bank	DD	Bank Charges	Lloyds Bank	X	3.00		3.00
60	Bank Charges	17/05/2022		Unity Trust Bank	DD	Bank Charges	Lloyds Bank	X	3.00		3.00
88	Utiilities & Services	25/05/2022		Unity Trust Bank	DD	Mobile Phone	O2	S	38.24	7.65	45.89
87	Utiilities & Services	30/05/2022		Unity Trust Bank	DD	Electricity Charges LD	EDF Energy	L	110.48	5.52	116.00
76	Salaries	31/05/2022		Unity Trust Bank	BACS	Salary	Employee 7	X	1,264.00		1,264.00
80	Salaries	31/05/2022		Unity Trust Bank	BACS	Salary	Employee 4	X	727.40		727.40
82	Salaries	31/05/2022		Unity Trust Bank	BACS	Salary	Employee 8	X	1,843.50		1,843.50
84	Salaries	31/05/2022		Unity Trust Bank	BACS	Tax and NI, employer	HMRC	X	2,718.12		2,718.12
85	Salaries	31/05/2022		Unity Trust Bank	BACS	Pension Clerk EER/EEI	Norfolk Pension Fund	X	1,021.93		1,021.93
79	Stationery & Software	31/05/2022		Unity Trust Bank	BACS	Stationery	Tesco	S	5.83	1.17	7.00
77	Expenses/Mileage	31/05/2022		Unity Trust Bank	BACS	Mileage	Employee 7	E	168.30		168.30
78	Expenses/Mileage	31/05/2022		Unity Trust Bank	BACS	Working From Home	Employee 7	E	6.00		6.00
81	Expenses/Mileage	31/05/2022		Unity Trust Bank	BACS	Mileage	Employee 4	E	51.75		51.75
83	Expenses/Mileage	31/05/2022		Unity Trust Bank	BACS	Mileage	Employee 8	E	3.87		3.87
86	Consultancy Services	07/06/2022		Unity Trust Bank	DD	Consultancy Support	Personnel & Advice Solutions	S	100.00	20.00	120.00
72	Community Event	09/06/2022		Unity Trust Bank	BACS	Newsletter	Richard Clarkes Distribution	E	200.00		200.00
75	Utiilities & Services	09/06/2022		Unity Trust Bank	BACS	Internal Audit Fee	Trevor Brown	E	397.25		397.25
74	Grants	09/06/2022		Unity Trust Bank	BACS	Plumbing Repair Materials	R G Carter Bowls Club	X	500.00		500.00
89	Stationery & Software	09/06/2022		Unity Trust Bank	BACS	Stationery	Employee 8	S	10.17	2.03	12.20
90	Utiilities & Services	09/06/2022		Unity Trust Bank	BACS	First Aid Box	Employee 7	S	4.16	0.83	4.99
91	Utiilities & Services	09/06/2022		Unity Trust Bank	BACS	Refreshments for presentation	Employee 7	S	3.75	0.75	4.50
92	Chairman's Allowance	09/06/2022		Unity Trust Bank	BACS	Gift Voucher	Employee 7	S	13.33	2.67	16.00
94	Security	09/06/2022		Unity Trust Bank	BACS	Barrier at KGV and LD	Norse Commerical Services L	S	896.00	179.20	1,075.20
97	Street Scene Maintenance	09/06/2022		Unity Trust Bank	BACS	Bus Shelters Clean	Heritage Contract Services Lt	S	91.00	18.20	109.20
98	Grants	09/06/2022		Unity Trust Bank	BACS	Section 106 Expenditure	Stuart Canvas Ltd	S	2,000.00	400.00	2,400.00
99	Grounds Maintenance	09/06/2022		Unity Trust Bank	BACS	Grass Cutting	Garden Guardian Ltd	S	1,260.67	252.13	1,512.80
100	3G Surface Maintenance	09/06/2022		Unity Trust Bank	BACS	Litter Picking	Garden Guardian Ltd	S	296.17	59.23	355.40

**Drayton Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
101	NCC Highways Verges	09/06/2022		Unity Trust Bank	BACS	Highway Grass Cutting	Garden Guardian Ltd	S	745.38	149.08	894.46
95	Community Event	09/06/2022		Unity Trust Bank	BACS	Jubilee	FUNFORCE LTD	E	300.00		300.00
68	ER: CIL Expenditure	09/06/2022		Unity Trust Bank	BACS	Picnic Table & Benches	Realise Futures Eco Furniture	S	4,084.39	816.87	4,901.26
69	Pavilion Maintenance	09/06/2022		Unity Trust Bank	BACS	Plumbing Repair Materials	The Hawkins Partnership Lim	S	660.00	132.00	792.00
70	Utiilities & Services	09/06/2022		Unity Trust Bank	BACS	Waste Clearance	Norwich Waste Disposal	S	179.00	35.80	214.80
71	Stationery & Software	09/06/2022		Unity Trust Bank	BACS	Anti Virus Software	Anglian Internet	S	50.00	10.00	60.00
73	Community Event	09/06/2022		Unity Trust Bank	BACS	Advertising	Just Regional	S	195.00	39.00	234.00
63	NCC Highways Verges	09/06/2022		Unity Trust Bank	BACS	Highway Grass Cutting	Garden Guardian Ltd	S	745.38	149.08	894.46
64	Grounds Maintenance	09/06/2022		Unity Trust Bank	BACS	Grass Cutting	Garden Guardian Ltd	S	1,260.67	252.13	1,512.80
65	3G Surface Maintenance	09/06/2022		Unity Trust Bank	BACS	3g Surface Costs	Garden Guardian Ltd	S	296.17	59.23	355.40
<b>Total</b>									<b>23,856.13</b>	<b>2,690.36</b>	<b>26,546.49</b>