

# MINUTES OF THE DRAYTON PARISH COUNCIL MEETING

held on Thursday 6<sup>th</sup> August 2020

The meeting was held virtually under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

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

Clerk: Mrs S Hunt

Three members of the public and County Councillor T Adams were also present.

49. Apologies were **RECEIVED** and **ACCEPTED** from Cllr C Binns – alternative engagement.
50. Members' declarations of interest and requests for dispensations.  
None.
51. The minutes of the Full Council Meeting held on 2<sup>nd</sup> July 2020 were **AGREED** as a true and correct record and will be signed by the chair in due course.
52. Public Speaking.  
Speeding at Longdale was brought up along with illegal moped riding, the police have been in attendance.
53. To receive any reports:
- 53.1 County Councillor Anthony Adams reported that the white lining between the Hall Lane mini roundabout and Drayton Lane will be addressed shortly. The junction with Costessey Lane and the A1607 is programmed for resurfacing.
  - 53.2 District Councillor A Crotch, Drayton North will be continuing to address concerns over police presence in Drayton. Broadland District Council is putting a paper to cabinet regarding homelessness. The HelpHub is undergoing some changes but is continuing.
  - 53.3 District Councillor R Foulger, Drayton South sent apologies.
- 54 To report on progress on items from previous meetings. No decisions may be taken.
- 54.1 Risk Assessments on equipment/buildings undertaken where COVID necessary to open facilities. The Maintenance Operative and Clerk were thanked by Council for opening facilities at both pavilions to enable sports to recommence. The 3G is also now risk assessed and open.
  - 54.2 Confirmed play equipment opened on 4<sup>th</sup> July 2020.
  - 54.3 Broadland 'Confidence Campaign' signage has been erected within the village. Noted.

- 54.4 Opening of Bank accounts: Clerk has received all necessary information and will progress this.
- 54.5 Confirmed the funfair cancelled the 2020 Summer visit.
- 54.6 Green Lane Steps – confirmed that works will commence Thursday 20<sup>th</sup> August 2020.
- 54.7 Confirmed the order is placed for painting of the village sign.

#### 55. Covid

- 55.1 The meeting **RECEIVED** the notes from the COVID-19 Community Meeting held on Wednesday 15<sup>th</sup> July. No future meeting is currently scheduled.  
It was **NOTED** that Drayton District Councillors were not invited to be represented at the presentation day when Sarah Jane Douglass was recognised for all of her work.
- 55.2 It was **NOTED** that the Chair and Vice-Chair will be attending a V. J. Day memorial service Saturday 15<sup>th</sup> August at 11am at the war memorial at the Parish Church and will lay a wreath on behalf of the Parish Council.

#### 56. Finance and Governance.

- 56.1 The meeting received and **AGREED** a bank reconciliation against bank documents showing an in-hand balance of £292,686.87 as at 27<sup>th</sup> July 2020.
- 56.2 The list of payments and receipts was RECEIVED and the signatories **CONFIRMED** that the payment verification process has been undertaken in accordance with Financial Regulations 6.5.

#### 57 Staffing.

- 57.1 The minutes from the Staffing committee meeting held on 13<sup>th</sup> July 2020 were **RECEIVED**.
- 57.2 The following recommendations were **RESOLVED**:
  - 57.2.1 Adoption of the Return to work Policy as presented **AGREED**.
  - 57.2.2 Adoption of the Grievance Policy as presented **AGREED**.
  - 57.2.3 Adoption of the Disciplinary Policy as presented **AGREED**.
  - 57.2.4 It was **AGREED** to convene a Panel to manage the return to work of any staff, all responsibility for this process delegated to this panel. This to include conducting a proper investigation into all health issues affecting any employee for the purpose of implementing what reasonable adjustments which may be needed to support the employee on their return to work and accommodate them after they are back. The delegation to be to any two members of the Staffing Committee who then report back to full Staffing Committee.

#### 58 Planning.

The following planning applications were considered and it was **RESOLVED** to submit the following comments:

- 58.1 **20201325 – 46 Taverham Road, Drayton, NR8 6RY**. Demolition of bungalow and garage, sub division of curtilage and erection of two storey dwelling and bungalow. This has been called in should officers be minded to approve. It was

**RESOLVED** to object the application, endorse the highways concerns over access/egress to the property and also the potential effect on neighbouring properties amenity.

- 58.2 **20201038 – Hill House, Hall Lane, Drayton, NR8 6HH.** Retention of enclosure within garden for two years (retrospective). Amended plans – reducing height of one side of the enclosure from 3m to 2m. It was **RESOLVED** that the Parish Council has no additional comment to their response to the original application.
- 58.3 **20201167 – 37 Walsingham Drive, Drayton, NR8 6FZ.** Proposed two storey extension. It was **RESOLVED** that the Parish Council still has the same concerns as previously stated in that there is insufficient parking available, within the property and without impacting on the amenity of neighbouring properties, for a four bedroomed property. There are additional properties past this property and access and parking for those cannot be impacted by this development.
- 58.4 **20201019 – 94 Fakenham Road, Drayton, NR8 6PY.** Sub-Division of residential plot and erection of five additional detached dwellings and re-positioning of access (Reserved matters). Amended plans – revised position of internal driveway road, confirmation of boundary treatments and obscure glazing added on plots 2, 3 and 4. **RESOLVED** No comment to make.
- 58.5 **20201374 – 4 Layton Close, Drayton, NR8 6EB.** Erection of garden room to rear. **RESOLVED** No comment to make

#### 59 Correspondence.

Norwich Western Link	Access Consultation Launched. <a href="http://www.norfolk.gov.uk/nwl">www.norfolk.gov.uk/nwl</a> 03442008020	For information.
Broadland District Co.	LGA Model Code of Conduct Consultation <a href="http://www.local.gov.uk/code-conduct-consultation-2020">http://www.local.gov.uk/code-conduct-consultation-2020</a>	For direct comment.
SLCC	Letter concerning financial support for Local Councils.	For information.

**NOTED** that Cllr G Everett will be attending the Norwich Western Link meeting. Members to respond to the Model Code of Conduct Consultation individually.

#### 60 Open Spaces Committee.

60.1 The minutes of the Open Spaces Committee meeting held on Thursday 9<sup>th</sup> July 2020 were **RECEIVED**.

60.2 The following recommendation was **RESOLVED**:

12.2.1 The additional sum of £4,364.80 over and above the previously agreed £12,500 budget making a total of £16,864.80 in total was **APPROVED** to replace the entire right-hand side fencing at Longdale recreation field.

#### 61 Administrative Matters.

Drayton Parish Council, King George Fifth Playing Field, Drayton High Road, Drayton, NR8 6AW  
Email: [clerk@draytonparishcouncil.org.uk](mailto:clerk@draytonparishcouncil.org.uk)  
Telephone: 01603 864492 or 07471552906

- 61.1 The Records Management and Retention Policy was **AGREED** as presented.
- 61.2 NOTED that the Archive Centre is currently not receiving documents so minutes cannot currently be deposited. It was **RESOLVED** that the Clerk should arrange secure storage until the minutes can be deposited.
- 61.3 Registration of Parish Owned Land – response received from Spire Solicitors. Two conveyances held. It was **RESOLVED** that the Clerk is to apply for first registration of both areas and commence investigations to facilitate the registration of Florence Carter Memorial Park and Longdale.
- 61.4 The notes from SP Meeting held on 23<sup>rd</sup> July 2020 were **RECEIVED** by the meeting.

## 62 Exchange of Information.

Bird strikes are surprisingly high at the Airport given the lock down reduction in flights. This is being investigated.

The drone being flown at Longdale in January 2020 has been reported to the CAA as it is within 5 miles of an airport.

The fair has requested a visit in September. Under delegated powers the Clerk will be advising that the football has commenced at this time and therefore the field is unavailable.

The quality of the playground signage allowing the play areas to re-open at Hellesdon and Drayton has been positively commented on by the Broadland District Council chairman.

## 63 Matters for next Agenda.

Bicycle Racks and use in Drayton.

The next Full Parish Council meeting will be Thursday 3<sup>rd</sup> September 2020 at 7pm.

Environment and Highways Committee Thursday 10<sup>th</sup> September 2020 at 7pm.

Governance Committee Thursday 17<sup>th</sup> September 2020 at 7pm.

Open Spaces Committee Wednesday 22<sup>nd</sup> September 2020 at 7pm.

The meeting closed at 20.43pm.