

MINUTES OF DRAYTON PARISH COUNCIL MEETING

Held on Thursday 3rd February at 7pm at The Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW

Present: Cllrs Graham Everett (Chair), Carl Brown, Adrian Crotch, Hilary Kisby, Angie Taylor, Keith Morgan, Andrew Baker, Neil Quinsey, Jeff Anderson, Tamsin Lodge

Locum Clerk: Anne Barnes.
Parish Clerk: Sarah Hawken.

County Councillor Tony Adams, 3 members of the public.

1. Apologies and consideration of acceptance for absence.

PC Alex Wright, District Cllr Roger Foulger

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.

a. Cllr C Brown declared an interest in planning application 20220017 Ferenza, 59 School Road Drayton, NR8 6EG at item 8.a.i.

3. To receive and agree minutes from Parish Council Meeting held on Thursday 6th January 2022.

The Minutes of the Meeting were agreed by the Council and signed by the Chairman.

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

a. Tamsin Lodge. Co-option proposed by Cllr K Morgan, seconded by Cllr A Taylor. Agreed.

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

a. 3 members of the public were present and expressed an interest in item 8 to the agenda; specifically, the planning applications 20212315 Plot 15, Manor Farm Close and 20212316 Plot 16, Manor Farm Close.

6. To receive any reports:

a. County Councillor Tony Adams



- i. Norfolk County Council have appointed a new highways engineer, Mr Nigel Pearson.
- ii. Discussions with the landowner regarding the charges for carpark area at 'The Square' in Thorpe Marriot are ongoing. Cllr S Clancy has been in consultation with the landowner and with the owner of the Otter public house. Concern continues to be expressed for the future prosperity of the Church and village hall due to the car park charges.
- b. **District Councillor, Cllr A Crotch, Drayton North.**
- i. The Broadland District Council Wellbeing Policy Development Panel have reported that currently there are no known rough sleepers within Broadland District. A 3-year plan is being implemented to support the Broadland and South Norfolk vision to prevent rough sleeping.
- ii. Drayton North planning applications; With reference to 5 Manor Farm Close, serious concerns have been raised by the reviewing officer regarding the elevation and proximity to a neighbouring property.
- c. Cllr G Everett passed on comments from District Councillor, Cllr R Foulger, Drayton South, regarding his support for planning applications within his ward. He also wished to express his support for the development of businesses following the impact of the COVID-19 pandemic.
- d. **Tree Warden, Cllr A Baker.**
- i. Noted receipt of the minutes from the Tree Warden Network annual general meeting. He also commented on the requirement to consider tree planting requirements for the David Rice development.
- ii. Discussion regarding the Broadland Tree Grant Application which has now been extended. The previous application was declined, with advice for another project involving the planting of a larger number of smaller trees.
- f. Correspondence received from a parishioner regarding two ash trees at Longdale. Maintenance Operative and Cllr A Baker requested to investigate the presence of Ash dieback and determine subsequent removal of trees.
- Action: Clerk**
- g. **Cllr J Anderson, Airport Consultative Committee.** Reported that the COVID Plan B had a negative impact on airport operations. Summer plans will go ahead as scheduled and it is estimated that over the next 2 years, activity will return to 2019 levels. The forthcoming changes to environmental policies are a result of COP26, with the aim of being net 0 by 2050. As part of this, the surface access strategy will encourage both the public and workers to use public transport rather than travel by car. Concerns have been raised regarding helicopters and noise disturbance. Local operators are aware of their requirements for

operating over populated areas in terms of height and times of day. It was discussed that parishioners need to ensure they correctly report noise complaints using the link on the airport page.

7. Clerk's Report and Matters Arising

To report on progress on items from previous meetings. No decisions may take place during this item.

- a. Request from St Margaret's Church to use the Florence Carter Memorial Playing Field for their fete on 25th June 2022. Proposed by Cllr K Morgan, seconded by Cllr A Crotch. All in favour.
- b. Land Registration – In process.
- c. New Councillors Induction Pack – Completed.
- d. Retrieve minutes from 'CLOSED' storage and organise ready for storage at the Norfolk Record Office. Not yet undertaken.

Action: Clerk

8. Planning

- a. To consider planning applications as follows along with any received by the Clerk prior to the meeting:
 - i. **20220017 Ferenza, 59 School Road Drayton, NR8 6EG.** Single storey front, side and rear extensions, replacement conservatory roof, side porch roof and raised rear patio. No comments.
 - ii. **20212227 Red lion, 2 Fakenham Road, Drayton, NR8 6PW.** Creation of customer pergola and associated garden works. No comments.
 - iii. **20212315 Plot 15, Manor Farm Close, Drayton, Norwich, NR8 6EE.** New self-build residential dwelling to include access, layout and scale. No comments.
 - iv. **20212316 Plot 16, Manor Farm Close, Drayton, NR8 6EE.** New self-build residential dwelling. No comments.
 - v. **20212330 5 Manor Farm Close, Drayton, NR8 6EE.** Proposed dwelling, double garage, parking and site works. Objection: Concerns that this proposal is a large development for the size of the plot. Concerns for over-development of the plot in question. Proposed by Cllr A Crotch, seconded by Cllr H Kisby. All in favour.
 - vi. **20212332 Land at Manor Park, Drayton.** Details of conditions 27 and 28 of 20200640 – (27) landscaping and (28) landscaping management plan. No comments.
 - vii. **20212342 17 Carter Road, Drayton, NR8 6DY.** Single storey rear extension, internal alterations, and detached garage. No comments.
 - viii. **20212274 Drayton Old Lodge, 146 Drayton High Road, Drayton, NR8 6AN.** Variation of condition 1 of 20210951 – amendments to layouts including relocation of footpath links to Drayton High Road and design of dwellings. No comments.
 - ix. **20212326 8 Fakenham Road, Drayton, NR8 6PW.** Installation of shop awning. No comments.
- b. Broadland District Council Planning Decisions:
 - i. **20212092 12 Jordan Close.** Approved.
 - ii. **20212126 6 George Drive.** Approved.



9. Streetlights

- a. **To receive an update on the transfer of street lighting from Broadland District Council to DPC.**
 - i. Meeting has been held with TT Jones and the contract for the management and maintenance of the streetlights reviewed.
 - ii. Issues have been raised with Broadland District Council which need to be addressed if the transfer is going to go ahead on 1st April 2022. This includes sight of the transfer contract and legal agreement, as well as details of the current electricity supplier, and recent structural and testing reports from Suffolk Highways. There are also three lights which have been identified as requiring attention.
- b. **Information to go with Tax Bill from Broadland District Council.** it has been agreed that information regarding the transfer of streetlights previously owned by Broadland District Council to Drayton Parish Council will be communicated in the council tax bill and will explain the removal of the special expenses, and the subsequent increase in the Parish precept.

10. Finance and Governance

- a. To receive and approve bank reconciliation. **Approved.**
- b. To receive and ratify approval of a list of payments and receipts in accordance with the budget. To include any additional payments/receipts prior to meeting. **Approved.**
- c. Update on Unity Trust Bank interest rates. **Approved.**
- d. To receive and approve update to the Financial Regulations (Page 11, para 6.17. Credit cards. Page 14/15, para. 11, EU regulations removed). **Approved.**
- e. To receive and approve update to the Financial Risks Assessment – Loss of Cash, credit cards. **Approved.** Consider business continuity plan following the Internal Audit. **Approved.**
- f. To receive and approve update to the Internal Audit Controls (2.8.2. Nationwide Building Society added). **Approved.**
- g. To receive and approve update to the Credit Card Policy. **Approved.**
- h. To receive and approve update to the Credit Card Agreement for Employees. **Approved.**
- i. To receive and approve Annual Statement of Internal Control and Review of the Effectiveness of Internal Audit. **Approved.**
- j. To receive and approve the amended General Reserves Policy. **Approved.**
- k. Discussion regarding the external audit. AGAR form expected to be received at the end of February. External auditor set by Government.

11. Correspondence

- a. Letter sent to Landowner regarding parking charges at 'The Square' in Thorpe Marriott. Discussion regarding the issues ongoing and the increased risk for users on Pendlesham Rise in particular. Negotiations continue with the landowner including various alternatives to resolve the carparking issues in an alternative way.
- b. Email received from the 'Food Bank' regarding ideas for a storage



area. The Council discussed various options including storage areas used previously, though currently there are no alternatives.

12. Administrative Matters

- a. Draft Dates for Meeting Schedule 2022/23. Parish Council Meetings moved to second Thursday of each month. This is to support the Clerks in preparing finances at the end of each month, including the bank reconciliation. Supported and agreed with the condition of a review after one year. Proposed by Cllr G Everett. Seconded by Cllr K Morgan. All in favour.

Action: Clerk

- b. It was resolved to move the Annual Parish Meeting to 28th April 2022 to allow more time for invited parties to participate. Proposed by Cllr G Everett, seconded by Cllr C Brown. All in favour.

Action: Clerk

- c. Proposal to meet with the S106 and Community Infrastructure Officer from Broadland District Council regarding allotments as per the S106 agreement for the Manor Park development. Also, to discuss the forthcoming CIL payments and S106 funds. Dates of 24th March or 31st March are to be put forward for consideration.

Action: Clerk

- d. Cllr A Crotch confirmed the requirement for an additional meeting of the OSP Committee to discuss options for the King George Fifth Playing Field in isolation. This meeting to be held on 10th February 2022.

Action: Clerk

13. Governance Committee

- a. To receive the Minutes of the Meeting held on 16th December 2022. Approved.
- b. To receive and approve the updated Grants Policy. Approved.
- c. To receive and consider quotes for membership to county associations 1st April 2022 – 31st March 2023. It was resolved to go with Norfolk Parish Training Services (NPTS) for 2022/23. Proposed by Cllr G Everett, seconded by Cllr A Taylor. 8 in favour. 2 abstentions.

Action: Clerk

14. Open Spaces and Property Committee

- a. To receive the Minutes of the Meeting held on 26th January 2022 and discuss any matters requiring approval. Approved.
- b. To discuss the introduction of a Security Procedures Policy. Discussion as to whether Councillors wished to review the presence of their personal contact information on the Council website. Councillors will inform the Clerk if they wish their information to be changed or removed.
- c. Broadland District Council Community Tree Planting Grant – Application declined. Ideas for a new application to be considered and discussed at the next Environment and Highways Committee.

Action: Clerk



15. Exchange of Information / Matters for next agenda.

- a. Nomination for the Thorpe Marriott Village Hall management committee.
- b. Women's running group now uses the carpark at Drayton Hall on a Wednesday evening at 7pm.
- c. Consideration must be given to streetlighting requirements at the David Rice development.
- d. Meeting with Hopkins Homes to be arranged for either 24th March or 31st March 2022.
- e. Christmas Lights 2021 Lessons Learned Meeting to be held before the Environment and Highways Committee on 17th February. Start time of 6.30pm, following by the Committee at 7.30pm.

16. Dates for next meetings

Open Spaces & Property Committee: 10th February 2022

Christmas Lights 2021 Lessons Learned/Environment & Highways Committee:
17th February 2022

Platinum Jubilee Working Group: 2nd March 2022

Parish Council Meeting: 10th March 2022

Governance Committee: 17th March 2022

Parish Council Meeting: 7th April 2022

Strategy Working Group: 14th April 2022

Open Spaces and Property Committee: 21st April 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 the Minutes of the Meeting held on 27th January 2022 and take any action necessary. For approval at the next Parish Council Meeting on Thursday 10th March 2022.
- b. Update from Cllr N Quinsey on the progress of the Staffing Committee over the last year, including the support received from NPTS and fellow Councillors in the recruitment of a new Clerk.

Meeting closed 8.24pm.

Signed:

Chairman

Date: 10. 3. 2022.



Drayton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
608	15/02/2022		Unity Trust Bank	DD	Mobile Phone Top Up	EE	S	20.90	4.18	25.08
606	15/02/2022		Unity Trust Bank	BACS	Advertising	Just Regional	S	-195.00	-39.00	-234.00
607	16/02/2022		Unity Trust Bank	DD	Office 365 Licence	Anglian Internet	S	22.60	4.52	27.12
610	16/02/2022		Unity Trust Bank	DD	Corporate Card Monthly Fee	Lloyds Bank	E	3.00		3.00
611	16/02/2022		Unity Trust Bank	DD	Corporate Card Monthly Fee -	Lloyds Bank	E	3.00		3.00
609	16/02/2022		Unity Trust Bank	DD	Internet/Telephone Chgs KGV	Zen Internet Ltd	S	43.24	8.65	51.89
612	16/02/2022		Unity Trust Bank	DD	Cleaning Materials	Loorolls.com	S	86.74	17.35	104.09
613	16/02/2022		Unity Trust Bank	DD	Safety Signage/Smoke Detecto	Safety Signs UK	S	15.95	3.19	19.14
614	16/02/2022		Unity Trust Bank	DD	Screws - Various	Tradepoint	S	28.40	5.68	34.08
615	16/02/2022		Unity Trust Bank	DD	Toilet Repairs - KGV	Screwfix	S	22.34	4.46	26.80
616	16/02/2022		Unity Trust Bank	DD	Henry Hoover	B & M	S	10.00	2.00	12.00
634	22/02/2022		Unity Trust Bank	BACS	Mileage	Employee 4	E	102.37		102.37
629	28/02/2022		Unity Trust Bank	BACS	Mileage	Employee 7	E	214.20		214.20
630	28/02/2022		Unity Trust Bank	BACS	Postage	Post Office Ltd	E	1.29		1.29
632	28/02/2022		Unity Trust Bank	BACS	Working From Home	Employee 7	E	10.00		10.00
636	28/02/2022		Unity Trust Bank	BACS	Electricity Charges LD	EDF Energy	L	110.48	5.52	116.00
622	28/02/2022		Unity Trust Bank	BACS	Stationery	Amazon	S	19.24	3.84	23.08
623	28/02/2022		Unity Trust Bank	BACS	Stationery	Amazon	S	14.32	2.86	17.18
624	28/02/2022		Unity Trust Bank	BACS	Stationery	Amazon	S	18.33	3.67	22.00
625	28/02/2022		Unity Trust Bank	BACS	Stationery	Amazon	S	7.49	1.50	8.99
626	28/02/2022		Unity Trust Bank	BACS	Safety Signage/Smoke Detecto	Amazon	S	18.00	3.60	21.60
627	28/02/2022		Unity Trust Bank	BACS	Stationery	Amazon	S	4.92	0.98	5.90
631	28/02/2022		Unity Trust Bank	BACS	Maintenance Accessories	Wilco	S	18.21	3.64	21.85
617	28/02/2022		Unity Trust Bank	BACS	Pension Clerk EER/EEI	Norfolk Pension Fund	X	209.60		209.60
618	28/02/2022		Unity Trust Bank	BACS	Pension Clerk EER/EEI	Norfolk Pension Fund	X	791.54		791.54
619	28/02/2022		Unity Trust Bank	BACS	Tax and NI, employees	HMRC	X	773.92		773.92
620	28/02/2022		Unity Trust Bank	BACS	Tax and NI, employer	HMRC	X	398.44		398.44
621	28/02/2022		Unity Trust Bank	BACS	Salary	Employee 8	X	2,079.94		2,079.94
628	28/02/2022		Unity Trust Bank	BACS	Salary	Employee 7	X	1,384.00		1,384.00
633	28/02/2022		Unity Trust Bank	BACS	Salary	Employee 4	X	745.82		745.82
635	28/02/2022		Unity Trust Bank	BACS	Salary	Employee 2	X	379.93		379.93
652	07/03/2022		Unity Trust Bank	DD	Office 365 Licence	Anglian Internet	S	22.60	4.52	27.12
665	07/03/2022		Unity Trust Bank	SO	Consultancy Support	Personnel & Advice Solutions	S	100.00	20.00	120.00
639	10/03/2022		Unity Trust Bank	BACS	Signs for Longdale	Creative Lincs	E	75.00		75.00
641	10/03/2022		Unity Trust Bank	BACS	Electrical Testing Report	Peter Stanger	E	80.00		80.00
649	10/03/2022		Unity Trust Bank	BACS	Advice on Occupational Health	Unity Occupational Health &	E	240.00		240.00

Drayton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
651 Training	10/03/2022		Unity Trust Bank	BACS	CILCA Training	Norfolk Parish Training Suppl	E	236.00		236.00
653 Training	10/03/2022		Unity Trust Bank	BACS	CILCA Training	SLCC Enterprises Ltd	E	410.00		410.00
640 Street Scene Maintenance	10/03/2022		Unity Trust Bank	BACS	Bus Shelters Clean	Heritage Contract Services Lt	S	255.00	51.00	306.00
642 Pest Control	10/03/2022		Unity Trust Bank	BACS	Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
643 Grounds Maintenance	10/03/2022		Unity Trust Bank	BACS	Grass Cutting	Garden Guardian Ltd	S	1,178.17	235.63	1,413.80
644 3G Surface Clean	10/03/2022		Unity Trust Bank	BACS	3g Surface Costs	Garden Guardian Ltd	S	276.79	55.36	332.15
645 Utilities & Services	10/03/2022		Unity Trust Bank	DD	Electricity Charges KGV	British Gas	S	316.26	63.25	379.51
646 Security	10/03/2022		Unity Trust Bank	BACS	Barrier at KGV and LD	Norse Commercial Services	S	560.00	112.00	672.00
647 3G Surface Clean	10/03/2022		Unity Trust Bank	BACS	3g Surface Costs	Garden Guardian Ltd	S	276.79	55.36	332.15
648 Grounds Maintenance	10/03/2022		Unity Trust Bank	BACS	Grass Cutting	Garden Guardian Ltd	S	1,178.17	235.63	1,413.80
650 Tree Maintenance	10/03/2022		Unity Trust Bank	BACS	Tree Maintenance	Treecare Consultants Ltd	S	610.00	122.00	732.00
637 Community Engagement	10/03/2022		Unity Trust Bank	BACS	Jubilee Beacon	21CC Group Ltd	S	490.00	98.00	588.00
638 Waste Collections	10/03/2022		Unity Trust Bank	BACS	Waste Clearance - LD	Norwich Waste Disposal Ltd	S	179.00	35.80	214.80
Total								13,996.99	1,155.19	15,152.18

Drayton Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
44 Miscellaneous	17/02/2022		Unity Trust Bank		Hire of 3G Facility - Quarterly I	Absolute Sport and Leisure	S	1,250.00	250.00	1,500.00
45 VAT Refund	08/03/2022		Unity Trust Bank	BACS	VAT Redaim	HMRC	R		5,143.37	5,143.37
Total								1,250.00	5,393.37	6,643.37