

# DRAYTON PARISH COUNCIL MEETING

Held on Thursday 9<sup>th</sup> February 2023 at 7.00pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

Members in attendance: Cllrs G Everett (Chair), A Crotch, K Morgan, J Edward-Smith, A Taylor, H Kisby, C Brown, S White.

1 member of the public was present.

- 1) Apologies and consideration for approval of absence. Apologies were received and **APPROVED** for Cllrs N Quinsey and J Anderson.
- 2) Co-option of new members. To receive and consider applications for co-option to Council. Co-options papers were received, **APPROVED** and signed for Cllr Susan White. 5 Cllrs in favour with 2 abstentions.
- 3) Members' declarations of interest and requests for dispensations.  
None declared.
- 4) To receive and agree minutes from the Parish Council Meeting held on Thursday 12<sup>th</sup> January 2023. The minutes were received and **APPROVED** by the committee.
- 5) To receive any questions or comments from members of the Public on matters on the agenda.

A member of the public enquired as to who is responsible for the hedges and the verges on Fakenham Road, specifically in the vicinity of 44 Fakenham Road. Cllr Adams confirmed that Highways has responsibility for the state of the paths and the verges.

**Action: Cllr Adams**

Opposite the junction of Carter Road there are 3 garages which do not have a dropped curb. The member of the public wished to question whether or not this was considered during the planning phase and if anything can be done to rectify this.

**Action: Cllr Adams**

- 6) To receive any reports:
  - a) County Councillor: Tony Adams  
With regards to the consultation on Carter Road, the votes have been counted but are awaiting verification. The results will be sent to the Clerk as soon as possible.  
With regards to the trees on Fakenham Road, Norse have been to site to trim the trees to a satisfactory standard. The trees outside Tesco remain the responsibility of Tesco Superstore. The Parish Council will need to pursue this with Tesco.  
**Action: Clerk**
  - b) District: Cllr A Crotch, Drayton North  
GNGB programme of spend was reviewed with everything which was currently in the programme. The schemes range in scope and cost. It is recommended that Parish Councillors read the report.  
Email addresses for Broadland require updating on the website following the change over from Broadland to 'South Norfolk and Broadland'.  
Members of the travelling community who had arrived locally have been extremely cooperative and have moved on without issue.  
No comments on Suter Drive planning application.

Cllr R Foulger, Drayton South. With regards to the lack of affordable housing in the  
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David Rice Site, Cllr Foulger assured that application are considered inline with policy advice and the bounds of the development.

c) Police. Not present.

## 7) Clerk's Report and Matters Arising

Elections will be held on 4th May. Councillors have been provided with copies of the paperwork. Members of the public who are interested in becoming a Councillor are encouraged to contact the Clerk for more information.

Completed nominations must be hand delivered (does not need to be the candidate) to the Returning Officer, Broadland District Council / South Norfolk District Council, Horizon Centre (annex), Broadland Business Park, Peachman Way, Norwich, NR7 0WF and can be submitted on any work day from **Friday 17 March until 4pm on Tuesday 4 April, 2023** between the hours of **9 am to 4 pm**.

Sutcliffe Play. Awaiting an update for the start of the works. Ambition is for the play area and snagging to be complete in time for the Coronation Event.

## 8) Planning

a) To consider planning applications as follows:

i) **20230106 6 Suter Drive, Drayton, NR8 6UU**. 2 storey rear extension and first floor side and rear extension. **No comments.**

ii) **20230074 Former David Rice Hospital, Drayton High Road, Drayton, NR8 6BN**. Approval Of Details Reserved By Condition: Condition 4 (Phases 2 & 4) (Details of External Materials), 7 (Contamination), condition 11 (Provision for On-site Parking during Construction), condition 17 (Part C) (Archaeological Site Investigation & Post Investigation Assessment), condition 18 (Flood Risk & Drainage Details), condition 19 (Flood Risk Details), condition 20 (Water Drainage Strategy) & condition 26 (Finished Floor Level Details) of planning permission 20212012. **No comments.**

iii) **20230100 Former David Rice Hospital, Drayton High Road, Drayton, NR8 6BN**. Non-material amendment of planning permission 20201185 - to improve and increase by 25 sqm the internal area of Plot 12 and alterations to the roofs of Plots 2, 3, 4, 6, 8, 10, 11 and 12. **No comments.**

b) Planning decisions: None.

## 9) Finance

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. **APPROVED.**  
The Council wished not to receive any late payments other than in emergency situations. Invoices received up the point of the agenda being issued only.

**Action: Assistant Clerk & RFO**

c) To receive tenders for Grounds Maintenance and Grass Verge Maintenance and approve appointment. **DEFER** contract to be considered by the Environment and Highways Committee on 23<sup>rd</sup> February, Open Spaces and Property meeting on the 2<sup>nd</sup> March, for ratification at the Parish Council Meeting on the 9<sup>th</sup> March. Request to extend the current contract with Garden Guardian the end of April 2023.

**Action: Clerk, Assistant Clerk and RFO**

d) To receive and approve quote for electricity provider at King George V Playing Field

Pavilion. The Council **APPROVED** the quote from British Gas Lite for a 12 month fixed price period. The Council wished to note that this needs to be discussed as part of the Governance Committee in future prior to full Council.

**Action: Assistant Clerk and RFO**

- e) To receive the cost appreciation for the Christmas tree at Florence Carter Memorial Park. Consider options for a permanent tree for Christmas 2023. **DEFER** to Environment and Highway Committee Meeting, and the following March Parish Council Meeting.

**Action: Assistant Clerk and RFO**

**10) Environment and Highways Committee**

- a) Approval of new member to the Committee. Cllr Sue White expressed an interest to join the Environment and Highways Committee. **APPROVED.**

**Action: Clerk**

- b) To receive and approve the contract for tree works following the tree survey. **APPROVED.** The Council wanted to note that tree works needed to be completed by the 1<sup>st</sup> March 2023 because of nesting.

- c) To receive and approve options for the removal of the boardwalk at Green Lane by the Norwich Fringe Project. The Council **APPROVED** Option 2 for the removal of the rotten boardwalk at £3500.

**Action: Clerk**

**11) Open Spaces and Property Committee**

- a) To receive the minutes of the Open Spaces and Property Committee meeting on Thursday 19<sup>th</sup> January 2023. The Council received the minutes.

- b) To agree the Hire Charges for the 2023/24. **DEFER** to OSP 2<sup>nd</sup> March 2023.

- c) To agree the Contract for Absolute Sport and Leisure. **DEFER** to OSP 2<sup>nd</sup> March 2023.

- d) To update on forthcoming meetings with stakeholders. More information to follow now that the Sports Consultancy have been approved to undertake the feasibility study for the re-vamp or refurbishment of the Pavilion at King George V Playing Field.

**12) Governance Committee**

- a) To receive and approve the meeting schedule for 2023/24. The Council proposed to make the following amendments:

Merge the Annual Parish Meeting and Environment and Highways Committee on the 25<sup>th</sup> May. Annual Meeting of the Parish Council on the 18<sup>th</sup> May.

Swap the 7<sup>th</sup> and 14<sup>th</sup> December.

**Action: Clerk**

Chairman extended the meeting by 15 minutes.

- b) To receive and approve the model Code of Conduct as recommended by the LGA and Broadland District Council. The Council proposed to remove 'Best practice 15' on page 15 as it does not apply with Parish Council Practices. **APPROVED.**

**Action: Clerk**

**13) Staffing Committee**

- a) To receive the minutes of the Staffing Committee meeting on Thursday 26<sup>th</sup> January 2023. The minutes were received by the Council.

- b) To receive and approve recommendations for the Council opening hours. Feedback that Council would like the Office to be open 3 days a week. **DEFER** to Staffing Committee following feedback.

**Action: Clerk**

- c) To request feedback on the scope of the Maintenance Operative role. **DEFER** back to Committees for consideration.

**Action: Clerk**

- d) To receive and approve the Staff Appraisals Policy. Paragraph 3 refers to managers.

Amend to read Chair of Staffing Committee. **APPROVED.**

- 14) Discuss planting at Florence Carter Memorial Playing Field and delegate to a committee. **DEFER** to Open Spaces and Property Committee.

**Action: Clerk**

- 15) To appoint a new member for the Thorpe Marriot Village Hall Committee. Cllr Anderson was **APPROVED** as the representative for the Thorpe Marriot Village Hall Committee.

- 16) To receive and approve recommendations from the King's Coronation Working Group on 6<sup>th</sup> February 2023. The Council **APPROVED** the working group recommendation to move the event to Sunday 7<sup>th</sup> May 2023.

- 17) To discuss the proposed land for sale at Green Lane. The Council declined to accept the offer and are not interested in purchasing the land.

- 18) To agree dates and location for defibrillator training in Drayton. Clerk to circulate dates.

**Action: Clerk**

- 19) To discuss and agree a date for the visit to Drayton Hall. Enquire as to the dates available.

- 20) Exchange of Information / Matters for next agenda.

- 21) Dates for next meetings:

23<sup>rd</sup> February 2023 Environment & Highways Committee Meeting

2<sup>nd</sup> March Open Spaces and Property Committee Meeting

9<sup>th</sup> March 2023 Parish Council Meeting

23<sup>rd</sup> March 2023 Governance Committee Meeting

27<sup>th</sup> April 2023 Open Spaces and Property Meeting – Feasibility Study Report

Meeting closed at 2135.

Signed:



Chairman

**Drayton Parish Council**  
**Listing of Receipts in each Code for All Cost Centres**  
 (Between 10-02-2023 and 09-03-2023)

Cost Centre	5. Open Spaces & Property		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	53	Pavilion Hire								
Vchr.	52	Invoice No	Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	136.00		136.00
Date	28/02/2023	Minute	Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	136.00		136.00
	53					Subtotal for Code: Pavilion Hire		£272.00		£272.00
						Subtotal for Cost Centre: 5. Open Spaces & Property		272.00		272.00
<b>TOTALS</b> .....								<b>£272.00</b>		<b>£272.00</b>

**Drayton Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 10-02-2023 and 09-03-2023)

Cost Centre	2. Governance		26 Office Equipment		Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Invoice No	Minute	Bank							
Vchr.											
420	16/02/2023	6507130202		Unity Trust Bank	New Equipment at KGV		Argos	S	6.66	1.33	7.99
421	16/02/2023	6557197087		Unity Trust Bank	New Equipment at KGV		Argos	S	66.66	13.33	79.99
							Subtotal for Code: Office Equipment		£73.32	£14.66	£87.98
Code Number	27 Utiliites & Services		Bank		Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
Vchr.											
414	27/02/2023	18914709		Unity Trust Bank	Mobile Phone		O2	S	35.74	7.15	42.89
415	09/03/2023	INV-18989		Unity Trust Bank	Waste Clearance		Norwich Waste Disposal Ltd	S	223.75	44.75	268.50
416	16/02/2023	40095150		Unity Trust Bank	Broadband and Telephone Charges		Zen Internet Ltd	S	49.39	9.88	59.27
418	09/03/2023			Unity Trust Bank	Electricity Charges KGV		British Gas	S	428.08	85.61	513.69
432	15/02/2023	V02075893461		Unity Trust Bank	Mobile Phone		EE	S	22.84	4.57	27.41
434	15/02/2023			Unity Trust Bank	Electricity Charges LD		Smartest Energy	E	322.00		322.00
							Subtotal for Code: Utiliites & Services		£1,081.80	£151.96	£1,233.76
Code Number	28 Handyman Equipment		Bank		Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
Vchr.											
424	16/02/2023			Unity Trust Bank	Handyman New Equipment		Taverham Nursery& Shopping Centre	S	29.16	5.83	34.99
425	16/02/2023			Unity Trust Bank	Handyman New Equipment		Screwfix	S	12.07	2.42	14.49
426	16/02/2023			Unity Trust Bank	Handyman New Equipment		B&Q	S	24.17	4.84	29.01
428	16/02/2023			Unity Trust Bank	Handyman New Equipment		Toolstation	S	22.43	4.48	26.91
							Subtotal for Code: Handyman Equipment		£87.83	£17.57	£105.40
Code Number	201 Stationery & Software		Bank		Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
Vchr.											
413	10/02/2023	32963		Unity Trust Bank	Office 365 Licence		Anglian Internet	S	18.80	3.76	22.56
							Subtotal for Code: Stationery & Software		£18.80	£3.76	£22.56
							Subtotal for Cost Centre: 2. Governance		1,261.75	187.95	1,449.70
Cost Centre	5. Open Spaces & Property		Bank		Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
Code Number											
Vchr.											
419	09/03/2023			Unity Trust Bank	Room Hire		R G Carter Bowls Club	Z	25.00		25.00
							Subtotal for Code: Pavilion Hire		£25.00		£25.00
Code Number	59 Pavilion Consumables		Bank		Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
Vchr.											
423	16/02/2023			Unity Trust Bank	Cleaning Materials		ASDA	S	15.83	3.17	19.00
427	16/02/2023			Unity Trust Bank	Toilet Rolls		ASDA	S	24.75	4.95	29.70
							Subtotal for Code: Pavilion Consumables		£40.58	£8.12	£48.70
Code Number	501 Pavilion Maintenance		Bank		Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
Vchr.											

**Drayton Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 10-02-2023 and 09-03-2023)

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>Cost Centre 6. Staffing Committee</b>											
61 Salaries											
407	28/02/2023			Unity Trust Bank		Salary	Employee 8	X	1,464.97	5.08	1,464.97
408	28/02/2023			Unity Trust Bank		Salary	Employee 10	X	1,281.31	£5.08	1,281.31
409	28/02/2023			Unity Trust Bank		Salary	Employee 4	X	803.52	13.20	803.52
Subtotal for Cost Centre: 5. Open Spaces & Property									91.00		104.20
63 Employer NI Contributions											
411	28/02/2023			Unity Trust Bank		Tax and NI, employer	HMRC	X	656.13		656.13
Subtotal for Code: Employer NI Contributions									£656.13		£656.13
65 Employer Pension Contributions											
412	22/02/2023			Unity Trust Bank		Employer NPF Contributions	Norfolk Pension Fund	X	1,259.39		1,259.39
Subtotal for Code: Employer Pension Contributio									£1,259.39		£1,259.39
68 Training											
417	09/03/2023	20029		Unity Trust Bank		Elections Training	Norfolk Parish Training Support	E	36.00		36.00
Subtotal for Code: Training									£36.00		£36.00
601 Expenses/Mileage											
410	28/02/2023			Unity Trust Bank		Mileage	Employee 4	E	82.58		82.58
Subtotal for Code: Expenses/Mileage									£82.58		£82.58
602 Consultancy Services											
433	17/02/2023			Unity Trust Bank		HR Consultancy	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
Subtotal for Code: Consultancy Services									£100.00	£20.00	£120.00
Subtotal for Cost Centre: 6. Staffing Committee									5,683.90	20.00	5,703.90
<b>Cost Centre 8. Earmarked Reserves and CIL Expenditure</b>											
80 ER: CIL Expenditure											
431	09/03/2023	2829		Unity Trust Bank		concrete pads for picnic bench & bins	NR11 Groundworks & Civil Engineerin	S	2,814.75	562.95	3,377.70
Subtotal for Code: ER: CIL Expenditure									£2,814.75	£562.95	£3,377.70
Subtotal for Cost Centre: 8. Earmarked Reserves and CIL									2,814.75	562.95	3,377.70
<b>TOTALS .....</b>									<b>£9,851.40</b>	<b>£784.10</b>	<b>£10,635.50</b>