

MINUTES OF DRAYTON PARISH COUNCIL MEETING

held on Thursday 1st July 2021 at 7pm

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

Clerk: Miss L Dawson

6 members of the public were present.

- 1. Apologies and consideration of acceptance for absence**
Apology received and accepted for Cllr Savage due to another commitment.
- 2. Members' declarations of interest and requests for dispensations**
None.
- 3. Minutes from Parish Council Meeting held on Thursday 3rd June 2021**
- 4. These minutes were AGREED and signed by the Chair as a true and correct record.**
- 5. To receive any questions or comments from members of the Public on matters on the agenda**
None.
- 6. To receive any reports:**
 - 5.1 County Councillor Tony Adams reported on the trees on Fakenham Road which will be addressed by highways in September as it is currently bird nesting season.
 - 5.2 Drayton North District Councillor Mr A Crotch had no response to the planning application and spoke about the Broadland Kickstart scheme.
Drayton South District Councillor Mr R Foulger addressed Council on the SNAP meetings which should re-commence at the end of July dependent on covid restrictions.
 - 5.3 PC Alex Wright reported on the constabularies struggles whilst being unable to use ZOOM; the proposed lifting of restrictions affect on policing the local area and the recent improvement with anti-social behavior in the area.
- 7. 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 in hand. Nationwide not yet operational.
 - 6.3 Facebook data for month: Post reach 4837 Engagements: 2042 Likes 6.
 - 6.4 Councillors Induction Pack – new pack to be issued. Not yet undertaken.
 - 6.5 Asset Register. To be reviewed. Not yet undertaken.
 - 6.6 To note that the display panels have been delivered.
 - 6.7 Christmas Tree/Lights at Florence Carter. Next meeting.
 - 6.8 CCTV – still awaiting quotation.
 - 6.9 Florence Carter parking improvement scheme. Commenced 28th June 2021.

8. Planning

- 7.1 The following planning applications were considered:
 - 7.1.1 21/00745/EIA2 – Norwich Airport Amsterdam Way, Norwich, NR6 6JA. EIA Scoping request for a total of 120,000 sq m of aviation and non-aviation related employment floorspace. It was AGREED to send no comment/ no objection.
 - 7.1.2 20210826 – Nature Farm, Reepham Road, Horsford, NR10 3AL. Erection of an Autism Sensory Room. It was AGREED to send no comment/ no objection.
 - 7.1.3 20211066 – 7 Cricket Close, Drayton, NR8 6YA. Single storey side and rear extension. It was AGREED to send no comment/ no objection.
 - 7.1.4 20210951 – Drayton Old Lodge, 146 Drayton High Rd, NR8 6AN. Variation of Conditions 2,3,12,13, 14 and 21 of planning permission 20180236 – amendments to approved plans. It was AGREED to send no comment/ no objection.
 - 7.1.5 20210903 – 6 Drewray Drive, Drayton, NR8 6XS. Proposed rear extension and internal alterations to detached residential property. It was AGREED to send no comment/ no objection.
 - 7.1.6 20210871 – 69 Walsingham Drive, Drayton, NR8 6FZ. Single storey rear extension. It was AGREED to send no comment/ no objection.
- 7.2 It was AGREED to defer the feedback on Drayton Hall Lane streetlighting consideration for the development until August Council meeting.

9. Finance and Governance

- 8.1 The bank reconciliation was received & APPROVED.
- 8.2 The list of payments and receipts was APPROVED, PROPOSED Cllr G Everett, seconded Cllr Crotch.
- 8.3 It was NOTED that the Year End has been submitted to external audit.
- 8.4 Cllr A Taylor reported a meeting had been planned concerning quarterly in-house audit checks.

10. Correspondence

- 9.1 Community Hedge Funding Available. To be included at the next OSP meeting. NOTED.
- 9.2 Queens Platinum Jubilee Beacons. To be deferred to next meeting. NOTED.
- 9.3 Norwich Western Link. For information. NOTED.
- 9.4 South Norfolk Village Clusters Housing Association. For Information. NOTED.

11. Administrative Matters

- 10.1 The content for the Drayton Parish Council Newsletter was AGREED. The design, printing and distribution quote from Premier Print was APPROVED the Clerk was delegated authority to approve any minor amendments or necessary changes with the supplier.
- 10.2 It was AGREED that the next Strategy meeting would be held Wednesday 28th July at 7pm at the KGV pavilion. All Councillors are invited and Cllr Taylor to act as lead.
- 10.3 It was APPROVED to retrieve the minutes from 'CLOSED' storage, bind at £35.00/volume and deposit at Archive centre.
- 10.4 The a Co-option application form was ADOPTED subject to agreed amendments.
- 10.5 It was NOTED that Cllr A Taylor attended staffing via ZOOM utilizing a computer only and was unable to hear the whole meeting.
- 10.6 It was APPROVED for a further year of website support from Mr Jackman at £160.00.
- 10.7 An update on the Fun Day Event was received.

12. Open Spaces.

- 11.1 The minutes of committee meeting held 10th June 2021 were RECEIVED
- 11.2 The Premier Playgrounds quotation to overlay play area flooring with Mulch at a cost of £17,533.00 was APPROVED and to be funded from Ear Marked Reserves. PROPOSED Cllr C Brown, seconded Cllr G Everett.

13. Staffing.

- 14.12.1 The Staffing Minutes from Monday 21st June 2021 were RECEIVED.**

15. Governance.

- 16.13.1 The Governance Minutes from 17th June 2021 were RECEIVED.**

17. Exchange of Information / Matters for next agenda.

**Cllr N Quinsey noted the resignation of Cllr A Crotch from the Staffing committee and thanked him for his contribution.
Street lighting on the next agenda.**

18. Date of next meeting –

Strategy Meeting: 28th July 2021 at 7pm, Pavilion, KGV.
Open Spaces Committee: Thursday 15th July 2021 at 7pm.
Pavilion, KGV.

Full Council: Thursday 5th August 2021 at 7pm. Venue to be confirmed.

The meeting closed at 20:12.

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 28-05-2021 and 30-06-2021)

Cost Centre 2. Governance**Code Number 27 Utilites & Services**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
95	28/05/2021		Unity Trust Bank	DD	Electricity Charges LD	EDF Energy	L	110.48	5.52	116.00
101	03/06/2021		Unity Trust Bank	DD	Electricity Charges KGV	British Gas	L	88.99	4.44	93.43
102	08/06/2021		Unity Trust Bank	DD	Office 365 Licence	Anglian Internet	S	22.60	4.52	27.12
105	08/06/2021		Unity Trust Bank	BACS	Hire of Village Hall	Drayton Village Hall	E	42.00	0.00	42.00
107	15/06/2021		Unity Trust Bank	DD	Mobile Phone Top Up	EE	S	20.90	4.18	25.08
108	16/06/2021		Unity Trust Bank	DD	Internet/Telephone Chgs KGV	Zen Internet Ltd	S	47.06	9.41	56.47
118	16/06/2021		Unity Trust Bank	CC	Mobile Phone Top Up	Vodafone	E	10.00	0.00	10.00
137	17/06/2021		Unity Trust Bank	BACS	Internal Audit Fee	Trevor Brown	E	350.00	0.00	350.00
141	22/06/2021		Unity Trust Bank	BACS	Waste Clearance	Norwich Waste Disposal Ltd	S	179.00	35.80	214.80
158	28/06/2021		Unity Trust Bank	DD	Electricity Charges LD	EDF Energy	L	110.48	5.52	116.00
Subtotal for Code: Utilites & Services								£981.51	£69.39	£1,050.90

Code Number 28 Handyman Equipment

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
122	16/06/2021		Unity Trust Bank	CC	Henry Hoover	B&Q	S	116.67	23.33	140.00
127	16/06/2021		Unity Trust Bank	CC	Hose Pipe	Wickes	S	49.17	9.83	59.00
131	16/06/2021		Unity Trust Bank		Letters & Number Punches Set	Toolstation	S	10.82	2.16	12.98
Subtotal for Code: Handyman Equipment								£176.66	£35.32	£211.98

Code Number 29 Handyman Consumables

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
111	16/06/2021		Unity Trust Bank	CC	Paper Rolls	Amazon	S	24.99	5.00	29.99
112	16/06/2021		Unity Trust Bank	CC	Bin Liners	Amazon	S	1.67	0.33	2.00
120	16/06/2021		Unity Trust Bank	CC	Cleaning Materials	Tesco	S	7.62	1.52	9.14
124	16/06/2021		Unity Trust Bank	CC	Security Screws	Security Safety Products	S	25.65	5.13	30.78
126	16/06/2021		Unity Trust Bank	CC	Insect Repellent	ASDA	S	8.33	1.66	9.99
Subtotal for Code: Handyman Consumables								£68.26	£13.64	£81.90

Code Number 201 Stationery & Software

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
100	03/06/2021		Unity Trust Bank	BACS	Stationery	Viking UK	S	89.28	17.86	107.14
143	22/06/2021		Unity Trust Bank	BACS	Service Charge	Sharprint Ltd	S	105.00	21.00	126.00
Subtotal for Code: Stationery & Software								£194.28	£38.86	£233.14

Code Number 204 Subscriptions

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
104	08/06/2021		Unity Trust Bank	BACS	Subscription	NfkAlc	E	777.44	0.00	777.44
Subtotal for Code: Subscriptions								£777.44	£0.00	£777.44

Code Number 208 Community Event

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 28-05-2021 and 30-06-2021)

133	16/06/2021		Unity Trust Bank	CC	Beverage supplies for Police/Longdale	Tesco	E	10.08	0.00	10.08
140	17/06/2021		Unity Trust Bank	BACS	Portable Displays	Go Displays	S	882.50	176.50	1,059.00
Subtotal for Code: Community Event								£892.58	£176.50	£1,069.08
Code Number	213 Chairman's Allowance									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
109	16/06/2021		Unity Trust Bank	CC	Farewell Gift	Prestige Flowers Co	E	30.98	0.00	30.98
Subtotal for Code: Chairman's Allowance								£30.98	£0.00	£30.98
Code Number	215 Bank Charges									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
119	16/06/2021		Unity Trust Bank	DD	Bank Charges	Lloyds Bank	E	3.00	0.00	3.00
135	16/06/2021		Unity Trust Bank	CC	Bank Charges	Lloyds Bank	E	3.00	0.00	3.00
157	26/06/2021		Unity Trust Bank	DD	Service Charge	Unity Trust Bank	E	22.30	0.00	22.30
Subtotal for Code: Bank Charges								£28.30	£0.00	£28.30
Code Number	286 Covid-19 Expenditure									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
110	16/06/2021		Unity Trust Bank	CC	Covid Thermometer	Marsden	S	24.00	4.80	28.80
113	16/06/2021		Unity Trust Bank	CC	Hand Sanitiser	Amazon	S	9.90	1.98	11.88
114	16/06/2021		Unity Trust Bank	CC	Hand Sanitiser	Amazon	S	17.52	3.52	21.04
115	16/06/2021		Unity Trust Bank	CC	Face Masks	Amazon	S	17.90	3.58	21.48
116	16/06/2021		Unity Trust Bank	CC	Anti-Bac Surface Spray	Amazon	S	11.50	2.30	13.80
117	16/06/2021		Unity Trust Bank	CC	Disinfectant Spray	Amazon	S	5.82	1.17	6.99
Subtotal for Code: Covid-19 Expenditure								£86.64	£17.35	£103.99
Subtotal for Cost Centre: 2. Governance								3,236.65	351.06	3,587.71
Cost Centre	3. Environment & Highways									
Code Number	31 NCC Highways Verges									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
96	02/06/2021		Unity Trust Bank	BACS	Highway Grass Cutting	Garden Guardian Ltd	S	696.56	139.31	835.87
Subtotal for Code: NCC Highways Verges								£696.56	£139.31	£835.87
Code Number	36 Street Scene Maintenance									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
136	17/06/2021		Unity Trust Bank	CC	Bus Shelters Clean	Heritage Contract Services Ltd	S	255.00	51.00	306.00
Subtotal for Code: Street Scene Maintenance								£255.00	£51.00	£306.00
Code Number	39 New Bins									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
99	02/06/2021		Unity Trust Bank	BACS	Dog Bins	Glasdon UK Ltd	S	394.52	78.90	473.42
Subtotal for Code: New Bins								£394.52	£78.90	£473.42
Subtotal for Cost Centre: 3. Environment & Highways								1,346.08	269.21	1,615.29
Cost Centre	5. Open Spaces & Property									

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 28-05-2021 and 30-06-2021)

Code Number		57 Play Area Repairs								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
129	16/06/2021		Unity Trust Bank	CC	Chain Set for Swing	Online Playgrounds	S	42.00	8.40	50.40
155	30/06/2021		Unity Trust Bank	BACS	FCMP Flooding	MPH Property Services	S	186.76	37.35	224.11
Subtotal for Code: Play Area Repairs								£228.76	£45.75	£274.51

Code Number		59 Pavilion Consumables								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
130	16/06/2021		Unity Trust Bank	CC	Keys for Longdale Pavilion	Dixon Centre	S	54.75	10.95	65.70
Subtotal for Code: Pavilion Consumables								£54.75	£10.95	£65.70

Code Number		501 Pavilion Maintenance								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
106	08/06/2021		Unity Trust Bank	BACS	Redecorating Materials	Forget Me Not Painting & Decorating	E	212.40	0.00	212.40
123	16/06/2021		Unity Trust Bank	CC	Yale Lock	B&Q	S	14.25	2.85	17.10
128	16/06/2021		Unity Trust Bank	CC	Yale Lock	B&Q	S	28.50	5.70	34.20
132	16/06/2021		Unity Trust Bank	CC	Stools for Police at Longdale	B&Q	S	33.33	6.67	40.00
134	16/06/2021		Unity Trust Bank	CC	Keys	Dixon Centre	S	109.20	21.84	131.04
138	17/06/2021		Unity Trust Bank	BACS	Renew Flat Roof - KGV	D.C. Richmond Roofing Ltd	S	1,050.00	210.00	1,260.00
139	17/06/2021		Unity Trust Bank	BACS	KGV Lights	Peter Stanger	E	140.00	0.00	140.00
144	22/06/2021		Unity Trust Bank	BACS	Keys	Dixon Centre	S	9.67	1.93	11.60
Subtotal for Code: Pavilion Maintenance								£1,597.35	£248.99	£1,846.34

Code Number		503 Grounds Maintenance								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
98	02/06/2021		Unity Trust Bank	BACS	Grass Cutting	Garden Guardian Ltd	S	1,178.17	235.63	1,413.80
121	16/06/2021		Unity Trust Bank	CC	Tap Connector	Wickes	S	5.42	1.08	6.50
125	16/06/2021		Unity Trust Bank	CC	Bedding Plants	B&Q	S	66.04	13.21	79.25
Subtotal for Code: Grounds Maintenance								£1,249.63	£249.92	£1,499.55

Code Number		504 Security								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
103	08/06/2021		Unity Trust Bank	BACS	Barrier at KGV and LD	Norse Commerical Services Ltd	S	560.00	112.00	672.00
154	30/06/2021		Unity Trust Bank	BACS	Barrier at KGV and LD	Norse Commerical Services Ltd	S	560.00	112.00	672.00
Subtotal for Code: Security								£1,120.00	£224.00	£1,344.00

Code Number		511 3G Surface Clean								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
97	02/06/2021		Unity Trust Bank	BACS	3g Surface Costs	Garden Guardian Ltd	S	276.80	55.36	332.16
Subtotal for Code: 3G Surface Clean								£276.80	£55.36	£332.16

Subtotal for Cost Centre: 5. Open Spaces & Property 4,527.29 834.97 5,362.26

Cost Centre 6. Staffing Committee

Code Number		61 Salaries								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

Drayton Parish Council
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145	30/06/2021		Unity Trust Bank	BACS	Salary	Employee 3	X	1,013.26	0.00	1,013.26
146	30/06/2021		Unity Trust Bank	BACS	Salary	Employee 5	X	927.80	0.00	927.80
147	30/06/2021		Unity Trust Bank	BACS	Salary	Employee 4	X	1,046.63	0.00	1,046.63
148	30/06/2021		Unity Trust Bank	BACS	Salary	Employee 2	X	379.93	0.00	379.93
Subtotal for Code: Salaries								£3,367.62	£0.00	£3,367.62
Code Number	62 Employees Tax/NI									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
150	30/06/2021		Unity Trust Bank	BACS	Tax and NI, employees	HMRC	X	751.70	0.00	751.70
Subtotal for Code: Employees Tax/NI								£751.70	£0.00	£751.70
Code Number	63 Employer NI Contributions									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
151	30/06/2021		Unity Trust Bank	BACS	Employer HMRC Costs	HMRC	X	227.76	0.00	227.76
Subtotal for Code: Employer NI Contributions								£227.76	£0.00	£227.76
Code Number	64 Employees Pension Contributions									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
152	30/06/2021		Unity Trust Bank	BACS	Employee NPF Contributions	Norfolk Pension Fund	X	216.72	0.00	216.72
Subtotal for Code: Employees Pension Contribut								£216.72	£0.00	£216.72
Code Number	65 Employer Pension Contributions									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
153	30/06/2021		Unity Trust Bank	BACS	Employer NPF Contributions	Norfolk Pension Fund	X	907.45	0.00	907.45
Subtotal for Code: Employer Pension Contributio								£907.45	£0.00	£907.45
Code Number	601 Expenses/Mileage									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
149	30/06/2021		Unity Trust Bank	BACS	Mileage	Employee 4	X	114.98	0.00	114.98
Subtotal for Code: Expenses/Mileage								£114.98	£0.00	£114.98
Code Number	602 Consultancy Services									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
142	22/06/2021		Unity Trust Bank	BACS	Locum Handyman	Hays	S	178.02	35.60	213.62
156	22/06/2021		Unity Trust Bank	SO	Consultancy Support	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
Subtotal for Code: Consultancy Services								£278.02	£55.60	£333.62
Subtotal for Cost Centre: 6. Staffing Committee								5,864.25	55.60	5,919.85
TOTALS								£14,974.27	£1,510.84	£16,485.11