

# MINUTES OF DRAYTON PARISH COUNCIL MEETING

held on Wednesday 8<sup>th</sup> September 2021 at 7pm at Drayton Village Hall

Present: Cllrs Jeff Anderson, Carl Brown, Adrian Crotch, Graham Everett (chair), Angie Taylor

Locum Clerks: Mrs Catherine Moore & Mrs Anne Barnes

County Councillor Tony Adams, District Councillor Roger Foulger and 2 members of the public were present.

Prior to the start of the meeting, the Chairman reported the sad death of former councillor Lionel Wilkinson, who had served the Council for 42 years. His funeral had been held earlier that day. Those present stood and observed a minutes silence in memory of Lionel Wilkinson.

**1. Apologies and consideration of acceptance for absence**

Apologies for absence were received from Kirsty Savage, Neil Quinsey and Keith Morgan.

**2. Members' declarations of interest and requests for dispensations**

Adrian Crotch – Item 12 Street Lighting as Broadland District Council Ward member.

**3. Minutes from Parish Council Meeting held on Thursday 5<sup>th</sup> August 2021**

These minutes were **AGREED** and signed by the Chair as a true and correct record, proposed by Graham Everett, seconded by Carl Brown, all in favour.

**4. Co-option to the Parish Council**

The Chairman brought item 13 forward on the agenda. It was **AGREED** to co-opted Hilary Kisby to the Parish Council, proposed by Carl Brown, seconded by Jeff Anderson, all in favour. The Declaration of Acceptance of Office was signed and Councillor Kisby took her seat at the meeting.

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

A member of the public expressed concern with information received from Hopkins Homes regarding the Manor Park development. The member of the public was advised to contact the Planning Officer at Broadland District Council on this matter.

The Tree Warden gave a report on the meeting with councillors regarding the Florence Carter Memorial Park planting, noting that a request had been made to increase the planting to 5. The Tree Warden would be working on an application for the Branching Out funding.

## 6. To receive any reports:

- a) County Councillor Tony Adams reported that he had been working on mitigation measures in Carter Road around the Manor Park development.
- b) Drayton North District Councillor Adrian Crotch reported that the Stower Grange planning application was a resubmission of previously approved applications that had expired, and that a full planning application would shortly be received for the proposed extension.  
Drayton South District Councillor Roger Foulger noted that there were two planning applications in his ward and he was waiting for comments from officers. He had received assurances that the SNAP Panel meetings would resume shortly. The two councils accommodation review was open for comments.
- c) PC Alex Wright had sent his apologies for the meeting.
- d) The Tree Warden circulated a proposed plan for planting at the King George Fifth Playing Field.

## 7. Clerk's Report

Reports on progress on items from previous meetings were NOTED.

- a) Land Registration – This had not been undertaken as yet.
- b) Bank accounts: Nationwide was waiting for identification in branch from Neil Quinsey.
- c) Councillors Induction Pack – new pack to be issued. Not yet undertaken.
- d) Asset Register. To be reviewed. Not yet undertaken.
- e) Florence Carter Memorial Park Ecotumble – this had been ordered.
- f) Retrieve minutes from 'CLOSED' storage and deposit at Archive Centre. Not yet undertaken.

## 8. Planning

- a) The following planning application were considered:
  - i. 20211283 – 1 Bellomonte Crescent, NR8 6EJ. A flat roof lounge extension to the side and rear of the bungalow. It was **AGREED** to send no comment / no objection.
  - ii. 20211472 – Stower Grange Hotel, School Road, NR8 6EF. Two storey extension to rear of existing hotel for meeting room and additional bedrooms. It was **AGREED** to support the application.
  - iii. 20211480 – 237 Drayton High Road, NR8 5BT. Erection of proposed double garage. It was **AGREED** to send no comment / no objection.

- b) The following planning decisions had been received:
  - i. None.

## 9. Finance and Governance

- a) The bank reconciliation was received & **APPROVED**.
- b) The list of payments and receipts was **APPROVED**, proposed by Graham Everett, seconded by Carl Brown, all in favour. The Clerk was asked to change the wording of voucher 230 to 'Goal Compound Fencing Deposit'. It was **AGREED** to move £35,000 into the Cambridge and Counties deposit account, proposed by Carl Brown, seconded by Angie Taylor, all in favour. **ACTION: Clerk**

## 10. Correspondence

- a) Broadland and South Norfolk Accommodation Review. Adrian Crotch declared an interest as Ward Member. It was **AGREED** to respond saying that there should be a presence in the district, relevant for example when going to speak at meetings. **ACTION: Clerk**
- b) 'Branching Out' Tree Council funding. Hilary Kisby to liaise with Tree Wardens in working up a scheme and application. Draft application to go to Environment and Highways Committee. **ACTION: HK**
- c) Tree Preservation Order 78 Howell Road. It was **AGREED** to support this. **ACTION: Clerk**

## 11. Administrative Matters

- a) Drayton Newsletter – this would be put on hold until a new Clerk was in post. It was suggested that a Newsletter should go out for Christmas. **ACTION: AT**
- b) Neighbourhood Plan – progress would be reviewed at the Strategic meeting.

## 12. Open Spaces and Property; and Environment and Highway.

- a) Longdale CCTV - It was NOTED that the Clerk had approved a £500 contingency for the installation of the CCTV, which was now completed. A press release would be drafted, the system would be added to the asset register, and the insurance company notified. A letter of thanks would be sent to the member of the public who had assisted with the design specification. **ACTION: Clerk**
- b) Florence Carter Christmas Tree and Lights – It was **AGREED** to accept the quotation from TT Jones for the permanent socket as well as putting up and taking down the lights. A Christmas Tree would be ordered at a cost of £7/foot. Total £4,822 plus tree costs, proposed by Jeff Anderson, seconded by Graham Everett, all in favour. The Clerk was asked to check when the electricians wanted the tree delivered, noting the switch on would be a community event on 1<sup>st</sup> December 2021. **ACTION: Clerk**

- c) Florence Carter Memorial Park Trees and Surfacing – the Council needed to consider where the bench would be moved to before the surfacing could be installed. It was **AGREED** that three trees would be planted at the Park to replace those removed in the layby, with a further two planted at King George Fifth Playing Field. A hedging scheme would be considered to infill the area. The Clerk was delegated a budget of £5,000 to approve the planting, which needed to be done Autumn 2021. Proposed by Jeff Anderson, seconded by Graham Everett, 5 in favour 1 against. **ACTION: Clerk**  
It was noted that a tree and hedge management plan/policy would be required.
- d) Hedge Planting – referred to Environment and Highways Committee.
- e) Memorial Bench and Tree for Lionel and Diana Wilkinson - It was **AGREED** to look into a memorial bench at King George Fifth Playing Field, with a tree to be considered next year. **ACTION: Clerk**

### 13. Streetlights

- a) Manor Park Street Lighting - It was **AGREED** that in principle that the Parish Council would be happy to take on street lighting at Manor Park subject to numbers and design approval with the developer, proposed by Graham Everett, seconded by Angie Taylor, all in favour. **ACTION: Clerk**
- b) Existing Street Lighting – It was **AGREED** to submit a Freedom of Information request asking ‘What has been spent on street lighting in Drayton in each of the last 5 full financial years (broken down by year), split down into energy, capital, routine repairs and maintenance, regular inspection contracts, and periodic testing’. Proposed by Carl Brown, seconded by Jeff Anderson, 5 in favour 1 abstention. **ACTION: Clerk**
- c) Maintenance Specification – It was **AGREED** to request quotes against the draft specification from Suffolk County Council; TT Jones; and Cozens, proposed by Graham Everett, seconded by Jeff Anderson, 5 in favour 1 abstention. **ACTION: Clerk**

### 14. Exchange of Information / Matters for next agenda.

It was noted on behalf of the Chairman of the Staffing Committee that the Council currently only had 20 hours of clerking resource per week and that this should be focussed on essential work, therefore new initiatives should be put on hold. It was noted that Norfolk Parish Training and Support would be carrying out work around recruitment and that it was hoped an appointment would be in place by 1<sup>st</sup> December 2021.

Carl Brown noted that a meeting would be taking place on Tuesday regarding the playground surfacing at Longdale.

An offer had been made by Hopkins Homes to meet with the Parish Council to discuss the Manor Park development.

It was **AGREED** that £100 from the Chairman's Allowance would be used to make a donation in memory of Lionel Wilkinson to the chosen charity, using General Power of Competence. **ACTION: Clerk**

Platinum Jubilee Event – it was suggested that the postponed Fun Day could be that weekend, with a Bring Your Own Picnic. This would be discussed at the December council meeting.

**15. Date of next meeting –**

Staffing Committee: Thursday 9<sup>th</sup> September 2021 7pm KGV

Governance Committee: POSTPONED to late October / early November.

Strategic Working Group: Thursday 23<sup>rd</sup> September 2021 7pm KGV

Environment & Highways Committee: Thursday 30<sup>th</sup> September 2021 7pm KGV

Full Council: Thursday 7<sup>th</sup> October 2021 7pm Village Hall

Open Spaces & Property Committee: Thursday 21<sup>st</sup> October 2021 7pm KGV.

The meeting closed at 9:04pm

**CHAIRMAN**