

DRAYTON PARISH COUNCIL

Minutes of the Annual Meeting of Drayton Parish Council held on Thursday 4th May 2017 at 7pm in The Pavilion, King George Fifth Playing Field (KGV) Drayton High Rd, Drayton

PRESENT

Mr G Everett – Chairman
Mr J Anderson Mr C Brown Mr A Crotch Mr D Mack
Mr K Morgan Mr W Morgan Mr V Ray-Mortlock Mr L Wilkinson
Mr J Hall – Parish Clerk

IN ATTENDANCE

Cllr R Foulger (Broadland District Council – Drayton South)
PC Hudson

The Chairman opened the meeting and welcome those present and advised that Cllr Beverley Gibson had resigned from the Parish Council.

1. Election of Chairman of the Council and Declaration of Acceptance of Office

Cllr Everett was nominated and was happy to hold this position.

RESOLVED Mr Graham Everett holds the position of Chairman.

This was accepted by Cllr Everett who completed the Declaration and Acceptance of Office.

2. Election of Vice Chairman

Cllr W Morgan was nominated and was happy to hold this position.

RESOLVED Mr William Morgan holds the position of Vice Chairman.

This was accepted by Cllr W Morgan.

3. Apologies and Acceptance for Absence

Cllrs Binns, Blaxter and Smith - apologies received and accepted.

4. Member's Declarations of Interest and Dispensations

Nothing further was declared beyond those interests already included on the register of member's interests. Members were reminded that any changes to their interests must be notified to Democratic Services at Broadland District Council within 28 days of the change.

5. Outgoing Chairman's Report 2016/17

The report had been circulated prior to the meeting was noted by those members present. A copy is attached to these minutes.

6. Reports

The Bob Carter Centre - report received and noted.
Draituna Trees – No report received.
Drayton Village Hall – report received and noted.
Thorpe Marriott Village Hall – report received and noted.
Reports supplied are attached to these minutes.

7. Appointment of Cheque Signatories

RESOLVED signatories are Cllr's Anderson, Crotch, Everett and W Morgan.

8. Motion to the Council

RESOLVED to suspend standing order number 4 (d) with regard to the Planning Committee until 25th May 2017.

9. Appointment of members to standing committees and election of the Chairman and Vice Chairman of standing committees.

Standing committees shall have no more than 7 members appointed with the exception of the staffing committee which shall have no more than 5 members appointed

Standing Committees

RESOLVED committee members as follows:

Environment & Highways
Cllr K Morgan (Chairman)
Cllr Anderson
Cllr Mack

Cllr Everett (Vice Chairman)
Cllr Binns
Cllr W Morgan

Finance & General Purposes
Cllr Everett (Chairman)
Cllr Crotch
Cllr W Morgan
Cllr Wilkinson

Cllr Blaxter (Vice Chairman)
Cllr K Morgan
Cllr Smith

Playing Fields
Cllr Crotch (Chairman)
Cllr Anderson
Cllr K Morgan
Cllr Wilkinson

Cllr W Morgan (Vice Chairman)
Cllr Brown
Cllr Ray-Mortlock

Staffing
Cllr Blaxter (Chairman)
Cllr W Morgan
Cllr Wilkinson

Cllr Smith (Vice Chairman)
Cllr Crotch

10. Appointment of members to working groups and panels

RESOLVED working group and panel members as follows:

Burial Ground Working Group.

Cllr Blaxter
Cllr K Morgan
Cllr Wilkinson

Cllr Blaxter
Cllr W Morgan

Grievance & Disciplinary

Cllr Crotch (Chairman)
Cllr Everett

Cllr Binns

Appeals

Cllr Blaxter (Chairman)
Cllr Wilkinson

Cllr Smith

11. Appointment of members to outside local bodies and groups

RESOLVED to appoint / ratify members as appropriate:

Airport Consultative Committee

Cllr Wilkinson

Cllr Anderson (Substitute)

Bob Carter Centre

Cllr Anderson

Cllr Binns

Cllr Blaxter

Cllr Everett

Cllr K Morgan

Cllr Smith

Drayton Village Hall

Cllr K Morgan

NALC

Cllr Ray-Mortlock

Thorpe Marriott Village Hall

Cllr Anderson

12. Minutes of the meeting held 6 April 2017

The minutes, having previously been circulated, were approved and signed by the Chairman as a correct record, following an amendment to the attendees. Cllrs Brown and Smith were present at the meeting.

13. Public Participation

Representations were received in respect of the traffic calming measures installed on Hall Lane and in particular:-

- The narrowing of Hall Lane at the junction of George Drive, making a right hand turn in to George Drive more dangerous as oncoming traffic has little space in which to pass.
- Drivers are not observing the Highway Code rules at the mini roundabout with Drayton Lane South.
- Signage should be placed to advise road users of new road layout.

The Chairman advised he was in contact with NCC Highways department and some issues were being resolved. It was hoped the new county councillor once elected would take up the issues on behalf of the parish.

14. Reports from:

County Councillor (Drayton & Horsford)

Cllr Adams gave his apologies. Today was election day for Norfolk County Council. If re elected Cllr Adams looks forward to attending the next parish council meeting in June.

District Councillor (Drayton South)

Cllr Foulger had provided a written report circulated to members prior to the meeting. A copy of which is attached to these minutes.

Cllr Foulger advised he would speak to the environment team at the District Council with regard to fly tipping at Green Lanes.

District Councillor (Drayton North)

Cllr Ray-Mortlock advised he had nothing to report.

Police PC Hudson

PC Hudson gave a verbal report. 17 Crimes were recorded in the parish for the month of April which was a small increase over the same period last year. The Chairman gave thanks to PC Hudson and his team for their policing of the Harry Cator event on 9th April 2017.

15. Clerk's Report

The Clerk had prior to the meeting circulated a written report and in addition advised:

- An email had been received from a resident thanking the Parish Council for assisting with the publication and delivery leaflets advising of the new bus service number 30 for Drayton.
- Members were advised of two conferences taking place in June and July concerning planning growth for the area. Further details will be provided in their June Papers and members should advise the Clerk if they wished to attend.

16. Planning

16.1 20170551 – Drayton Stores 4 Fakenham Road. Drayton. 1. Subdivision and Part Change of Use of a Ground Floor Retail Unit (Use Class A1) to Create a Hot Food Takeaway (Use Class A5) 2. Installation of Extraction / Ventilation Equipment in Association with the Takeaway and Other Minor External Alterations. **RESOLVED** to support the above application, however the Council had concerns in respect of the Highways issues of pulling on and off the car park at an already busy junction and additional litter that might be dropped in the centre of Drayton.

17. Finance

17.1 Bank reconciliation. The Chairman confirmed the bank reconciliations to 31 March 2017.

17.2 Approval of Accounts. Voucher receipts 1 and voucher payments 1 to 46.

RESOLVED to accept income of £1,641.21 and expenditure of £13, 527.95

18. General Matters

18.1 Uncirculated correspondence items. The list was noted

18.2 NALC renewal of membership. Item referred to June meeting following request for further information.

19. Exchange of Information

Members advised:

- Various highway issues requiring attention including path along Drayton High Road, trees obscuring vision of bus drivers on School Road, loose drain cover / pot hole on Hall Lane and grass cutting of verges.
- The Chairman gave thanks to Cllr Anderson for all his hard work in respect of the new bus route number 30 along School Road.
- It was acknowledged that the Harry Cator Event held on 9th April 2017 was a success and well received in the Parish.

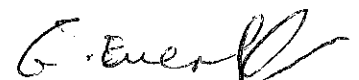
20. Dates of Scheduled Parish Council meetings

RESOLVED to meet every first Thursday of the month. The next meeting will be on Thursday 1st June 2017 at 7pm.

21. To consider holding an additional meeting of the Parish Council on 25th May 2016.

It was agreed to hold an additional meeting of the council on **Thursday 25th May 2017** at 7pm.

Meeting closed 8.45pm



Drayton Parish Council- Chairman's Report May 2017

It has been a very busy but more settled year for the Parish Council, with the Clerk and the Finance Officer now in position for over 18 months.

We have welcomed two new councillors, Adrian Crotch and Karl Smith and both bring a wealth of experience and knowledge in areas that will be of great benefit to the Council.

In June, all local councils were encouraged to celebrate the 90th Birthday of Her Majesty Queen Elizabeth II, so the Parish Council worked with St Margaret's Church to put on a celebratory tea in the village hall in conjunction with the Church's Annual Fete.

In July, the referendum was held for the Drayton Neighbourhood Plan which after 3 years of work was adopted with over 89% of those voting supporting the plan.

The Council entered into partnership with Drayton Youth Football Club in relation to the management of the bookings for the 3G surface at Longdale. This arrangement will shortly be reviewed but appears to be working well.

A 'Best Christmas Lights' competition was held in December with the children on the School Council at Drayton Junior School picking the top three. The winners were presented with vouchers kindly donated by Taverham Nursery Centre. We also received great support from Sophie and her team from the 'Just Drayton & Taverham' publication. Ron Beall from Vawdrey Road was a very worthy winner of the competition.

On planning matters it was disappointing for the Parish Council and most residents that the resubmitted application, with an additional 50 dwellings (making up to 250 in total), at the Manor Park site was approved by BDC Planning Committee despite there being serious concern regarding surface water flooding in this area along with the usual infrastructure issues surrounding inadequate sewage systems, highways, schooling and GP surgery capacity. At this moment in time nothing further has progressed on this, the Section 106 agreement has not yet been signed nor the 'Reserved Matters' detailed application submitted.

The former David Rice Hospital site has had an application submitted for 29 dwellings, including 10 affordable units and this will probably go to BDC planning committee in June.

Norfolk Homes have submitted an application for a development at Low Farm (land off Drayton High Road) to build 74 dwellings which the Parish Council has objected to and this will be considered again by Broadland's District Council's planning committee in due course.

Recently a meeting has been held to consider developing Drayton Old Lodge into 30 dwellings in total including converting the existing Lodge building to dwellings.

Currently, an application has been submitted to convert the grocery shop part of Drayton Stores to a Hot Food takeaway but retaining the current post office and sorting office with a new entrance on the side.

The bus service on School Road was withdrawn in September but through much campaigning a new service will be reinstated commencing on 15 May for a three month trial period.

The construction of the NDR is progressing rapidly and hopefully it will be fully open on schedule by the end of March 2018.

There has been significant knock on affects for the residents of Horsford and Drayton by the road closures that have been necessary to either realign roads or close them for a period of time as part of the NDR works.

Reepham Road should be reopened by 6 May and Drayton Lane South approximately 2 weeks later, this should relive some of the problems currently being encountered.

The traffic measures that have been put in place on Hall Lane as required in the conditions of consent for the NDR are causing much concern with five accidents happening within the first 3 weeks of the completion of the scheme.

I have been in regular contact with the Highways department of Norfolk County Council who are putting in additional temporary measures. A review of the layout and safety concerns will take place after Reepham Road & Drayton Lane South reopen and Holly Lane closes permanently.

There is much media interest in this issue and the EDP, NEN and Mustard TV have all run articles.

The highlight of the year undoubtedly was hosting the civic event to commemorate the 100th anniversary of the heroic action which resulted in Drayton born Captain Harry Cator being awarded the Victoria Cross.

The Parish Council were honoured to welcome the Lord Lieutenant for Norfolk, Mr Richard Jewson, high ranking military representatives, the Chief Constable and many other distinguished guests. It was a great honour to welcome the three grandchildren of Harry Cator and I was privileged to be able to spend time with them including visits to Harry Cator's grave in Sprowston.

The whole community worked together and special mention and thanks must go to Richard Fannon at Stower Grange for his generosity in hosting the Cator family without charge. I would also to extend our thanks to RG Carter (Holdings) Ltd for supporting the event by supplying and constructing the plinth for the commemorative stone in the Florence Carter Memorial Park.

I would also like to thank you all for supporting and attending the event. Additional thanks must go to Richard Wenn and Ken Owen for their hard work both prior to and on the day itself.

I would be failing in my duty as Chairman without giving special thanks and praise to the Parish Clerk Jonathan Hall for organising this seamless event and giving attention to every single detail, that an event like this can so easily fail by overlooking something. Jonathan spent countless hours on this event, liaised with all parties, kept on top of the day to day running of the council and even somehow managed to arrange for unbelievable beautiful weather!! Thanks must also go to Jonathan's wife (Joanne) for her beautiful handwritten invitations.

The Parish Council has received many letters of thanks and Broadland District Council have produced a folder of the press coverage which I will leave in the office.

On a personal note Jill and myself were honoured to represent the Parish Council at a Royal Garden Party at Buckingham Palace last May.

I wish to thank all councillors and staff for their support throughout the last year.

Graham Everett - Chairman, Drayton Parish Council.
May 2017

**Bob Carter Memorial Youth
and Leisure Centre Trust**

Year Ended 31 December 2016

This was a successful year where income was in line with expectations and costs were kept under control.

During the year, improved external signage and installation of a new boiler, including enhanced sports hall heating, were completed and a revamp of the reception area was commenced. These improvements were at a significant cost but the Trustees consider such investment is required to modernise the Centre and achieve savings on revenue costs. Additionally, a shelter on the Petanque area was installed which has been fully appreciated by users during inclement weather.

Overall, a loss of £10,700 for the year was sustained including a depreciation sum of £9573. This result is comfortably in line with anticipation. The Trust is in an exceptionally sound financial position with charity funds amounting to £371,022 including a nominal sum of £158,535 for the value of the building.

Finally, thanks go to Mr Ron Halliday (Centre Manager) and his staff for their support during the year.

Jeff Anderson
Chairman
May 2nd 2017

DRAYTON
VILLAGE HALL
COMMITTEE



Registered Charity No. 267201

March 2017

Chairman's Annual Report 2016

The year started with concerns over cash flow - January and February are 'big spend' months, however, as the accounts show, our finances have been more positive than anticipated. This is in no small part due to the work put in by our booking secretary, Margaret Wright. To further assist this we have restructured the hiring charges to facilitate shorter hire periods (booking by the hour) I would like to thank Margaret and Joy for their work to make this possible with minimum impact on existing hirers.

Our 101 club continues to grow, and Jumble sales have been very successful, however our bi-annual book sale was disappointing, we may need to consider if it has run its course. Our Book and Jigsaw bring and buy has increased in popularity, now with Tea/Coffee & biscuit!

We continue to benefit from the support of helpers assisting committee members in running events and donate gifts, prizes and jumble to the hall - Thank you all. We had good support for the EDP token scheme run in the beginning of the year, however were not successful in attracting a grant. The number of core committee members however remains a matter of concern.

During the year I attended a meeting which saw the end of the 'Norfolk Association of Village Halls' which this hall has supported for many years. It was clear the Association had no future and closure was the only option, however it does reflect on the changing nature of voluntary community in the County. Assets have been placed with the Norfolk Community Foundation to create a 'Village Hall Fund' so we may have the opportunity to apply for grant aid for future projects.

I have been supported and would like to thank Marjorie for continued secretarial support, also to committee members who have helped. Your Committee has written to the Parish Council regarding parking pressures in the Village as this continues to be an issue for Hall users, we have decided to permit disabled parking on the front apron to increase space available.

During the year we refurbished the Green Room tea room - In the coming year we hope to refurbish the Kitchen together with ongoing maintenance projects so continued fundraising will be required to move the hall forward.

Peter Sergeant
Chairman Drayton Village Hall

THORPE MARRIOTT VILLAGE HALL

ANNUAL GENERAL MEETING

8th March 2017 - Room 1 - 7.00pm

MINUTES

1. Present

Mandy Marshall (CM), Mark Marshall (MM), Sylvia Turner (ST), Tony Turner (TT), Pauline Mooney (PM), Mike Lamb (ML), Johnathan Cox (JC), James Daynes (JD), Kath Frost (KF), Heather Watson (HW), Stacey Goffin (SG) (Minutes)

2. Apologies for absence

Jeff Anderson (JA), Roger Horn (RH) and Mary Horn (MH).

3. Minutes of the last Annual General Meeting 9th March 2016.

Signed and agreed

4. Matters Arising from the Minutes

None

5. Chairman's Report

A relatively positive year for Thorpe Marriott Village Hall.

Whilst we were declined grant funding for the refurbishment of the toilets during the last year, we have been fortunate in that Johnathan has kindly undertaken work to make good the toilet areas where soap dispensers etc have been removed, following the cancellation of the contract cleaning material contract. The tiles have been made good, and the taps replaced in the disabled toilet – all are working sufficiently at present, with a view to us raising monies to pay for a refurbishment programme ourselves.

Thank you to Mark, Tony, Johnathan and Roger for all the odd jobs you have undertaken during the year. Small jobs which would cost us a

significant amount if we had to pay each and every time something needed doing.

Hire income is slightly down this year, through regular hire monies reducing slightly, and an outstanding bill of £1300 which will show in the new year's accounts. We have made significant savings in other areas : Cleaning materials – costs down by over £700, and Utilities down by £570.

Wages costs are up £377 as we anticipated last year after the National minimum wage was introduced in April.

We also raised £70 from the sale of the old red chairs which were no longer being used, which gave us much needed space in the storage cupboard.

We had no major expenditure last year – the only purchase was for new Christmas lights inside and outside the hall. The hall looked great during the festive season, again raising our profile in the community.

During the year, we took the decision to have the textile bank removed, as the income we gained was outweighed by the cost of cleaning up the area around it due to extensive fly-tipping. The bottle banks have remained in situ, by kind permission from Chris Hall, and income for last year is £685, although we have a further payment due anytime now for the period October to December 2016.

We also tried running coffee mornings, once a week on a Wednesday from September. Thanks must go to Heather Watson and her group of ladies who helped give this a go, and although the project didn't take off as we thought it might, you never know how these things will go unless you give it a try.

2017 is a year of celebration – Thorpe Marriott Village Hall has been open for 25 years, so all events this year will be branded as Silver Jubilee events. So far we have a Quiz and Chips night on 25th March, a Spring Fayre on 30th April and our popular Christmas Fayre on 19th November. The fundraising team are always open to any ideas for raising money for the hall, so if anyone has any bright ideas, please let us know.

Fundraising will help us to fund works to our premises, to make the hall more attractive for people looking for a venue. Looking forward, premises jobs which need to be addressed include:

- Replacing the fire alarm system – this has been going into alarm regularly when hirers are in, and there is nothing wrong. This will be a priority to arrange asap.
- Replacing a heating timer which is not working correctly – the heating is not kicking in when the timers are set – this could cost us money where we have to make a reduction to costs where the hirers have no heat.
- Ongoing refurbishment of the toilets
- Windows – some of the seals are breaking down, and the opening devices broken.
- Main front door and porch area – potential to create a fully enclosed porch.

Thanks also go to Stacey and James, without whom we would find it extremely difficult to manage the hall. Both give up their own time to help us with fundraising events too....so thank you.

Finally, my thanks go to everyone on both the committee of trustees, and our fundraising committee who have given up their time to help run the hall and helped raise much needed funds to ensure we remain open for the local community.

7. Finance Report

Dennis Pennells has audited our Annual Accounts again free of charge, this being his donation to the hall, and is happy to do so in the future. Our thanks to Dennis for this kind gesture.

The village hall has made a profit of £2171.80 this year, and with the added outstanding bills still to come in, it would take it over £3000 profit.

Cleaning materials costs have dramatically dropped, as outlined above in the Chairman's report.

There was no capital expenditure this year.

CM would like to propose that Dennis Pennells is appointed as auditor for next year – all those present are in favour.

8. Election of committee/trustees

All remaining committee members are happy to stand again for Re-election:

Mandy Marshall

Sylvia Turner

Roger Horn

Mike Lamb

Johnathan Cox

Pauline Mooney (Taverham Parish Council representative)

Jeff Anderson (Drayton Parish Council representative)

Heather Watson – fundraising committee

Kath Frost – fundraising committee

All those present voted in the proposed new committee as above.

9. Any Other Business

N/A

10. Date of next meeting & close

Wednesday 14th March 2018, 7.00pm.

AGM Closed at 7.12pm.

DRAYTON PARISH COUNCIL 04 MAY 2017

1. I am discussing Planning application 20170551 Drayton Stores with the Case Officer and will report fully on the night.
2. The next meeting of the Safer Neighbourhood Action Panel will be held on Wednesday 24 May at Thorpe Marriott Village Hall commencing at 7.00 p.m.
3. Complaints have been received regarding the bollards installed at the top of Hall Lane. The situation has now been changed with a view to reducing the possibility of accidents. I understand that a full review of the changes will be undertaken on completion of the NDR.
4. I will report of planning enforcements and any other late items on the night.

Roger Foulger
Broadland District Councillor, Drayton South
02 May 2017