

## DRAYTON PARISH COUNCIL

Minutes of the meeting of Drayton Parish Council held on Thursday 26<sup>th</sup> May 2016 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 Binns Mr C Brown Mrs B Gibson Mr D Mack Mr K Morgan

Mr V Ray-Mortlock Mr P Stanger Mr L Wilkinson

Mr J Hall – Parish Clerk

### IN ATTENDANCE

None

#### 25. Absence and Apologies for Absence

1. Cllrs Blaxter & W Morgan – apologies received and accepted.

#### 26. Declarations of Interest

2. Nothing further was declared beyond those interests already included on the register of member's interests.

#### 27. Public Participation

3. None.

#### 28. Governance Documentation

4. Standing Orders Review. Recommendations for potential changes had been previously circulated. **RESOLVED** to change standing order 3 r to reflect change of procedure for requesting the recording of votes and 3 s to clarify recording of interests in the minutes.

Financial Regulations Review. It was acknowledged that further work was required to this document, however potential changes circulated prior to the meeting concentrated on practices that had changed to reflect retrospective accounting, rather than prior approval at council meetings. **RESOLVED** to change regulation 2.2 Accounting & Audit, 5.2 Banking Arrangements & Authorisation of Payments and 6.5 Instructions for the Making of Payments.

Local Council Risk System (LCRS) Action Plans. The Clerk advised that the LCRS software had been purchased and installed. A review of the functions identified had produced an action plan which had been circulated prior to the meeting. **RESOLVED** to agree the action plan subject to altering the completion dates of the actions to no earlier than 31<sup>st</sup> July 2016. The plan was signed by the Clerk and the Chairman. Internal Controls Document (ICD). The council had not produced an ICD previously and it was agreed that some additional work will be required to ensure that it is

updated on a regular basis as the governance structure of the council is brought up to date. **RESOLVED** to accept the document. It was also noted that:

- Policy concerning any sub contractor working on council premises needs to be established.
- Policy for mitigation of issues concerning legionnaires disease is required.
- Updates to hirers agreement for playing fields and 3G surface is required.

**29. Exclusion of Press & Public**

5. **RESOLVED** to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during discussion of agenda item 6 because of the confidential nature of the business to be discussed

**30. Exchange of Information**

7. Members advised:

- The noticeboard on Longdale requires repair.
- Additional urgent work was required at the rear of the 3G following the removal of the soil mound. Roots had been exposed which require cutting. The power cable (which currently is dead) also requires burying to the required depth. Cllrs Mack and Stanger advised they would resolve these issues.
- The replacement windows at Longdale require sealing around the edges to prevent water ingress.
- The white lines on Carter Rd need remarking.
- An advert had been produced for the latest edition of Just Drayton & Taverham advertising the Traditional Village Fete on Florence Carter Memorial Park on 11 June 2016. The Parish Council is organising a Celebratory Tea in the Village Hall as part of the fete, to celebrate HM Queen's 90<sup>th</sup> birthday.
- It was confirmed that an insert in a future edition of Just Drayton & Taverham would be placed to provide details of the Neighbourhood Plan referendum that is due to take place in July.

**31. Date of next meeting**

8. It was confirmed that the next meeting of the Parish Council would be held on **Thursday 2<sup>nd</sup> June 2016** at 7pm.

**Meeting closed to press and public at 7.54pm and reconvened at 7.59pm after a short comfort break.**

**Confidential Item**

**32. Future Management of the Facilities at Longdale**

6. A lengthy discussion took place reflecting on all of the issues that had arisen since the inception of the 3G surface in 2012. **RESOLVED** to form a working group consisting of Cllrs Binns, Everett, Gibson and Stanger to consider all options in more detail and to put forward recommendations to the Full Council to consider.

**Meeting closed 8.53pm**