

DRAYTON PARISH COUNCIL

Minutes of the meeting of Drayton Parish Council held on Thursday 2nd June 2016 at 7pm in The Pavilion, King George Fifth Playing Field (KGV) Drayton High Rd, Drayton

PRESENT

Mr G Everett – Chairman
Mr J Anderson Mrs B Gibson Mr D Mack
Mr K Morgan Mr W Morgan Mr V Ray-Mortlock Mr L Wilkinson
Mr J Hall – Parish Clerk

IN ATTENDANCE

Cllr T Adams (Norfolk County Councillor Drayton & Horsford)
Cllr R Foulger (Broadland District Council – Drayton South)

33. Absence and Apologies for Absence

1. Cllrs Brown, Binns, Blaxter and Stanger – apologies received and accepted.

34. Declarations of Interest

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

35. Minutes of meetings 5 May 2016

3. The minutes having been previously circulated were signed as a true and accurate record by the Chairman.

36. Public Participation

4. None.

37. Reports

5. County Councillor

Cllr Adams provided a verbal report and advised:

- Contact had been made via the Clerk concerning a number of Highway issues and a response was read from the Highways engineer Chris Mayes.

It had been noted that traffic management was set up in the centre of Drayton on the A1067 only for it to disappear the following day. Concern was expressed that the drainage works scheduled for School Rd appeared to be starting late. Cllr Adams advised he was unaware of the reasoning of both issues but would endeavour to find out.

District Councillor (Drayton South)

Cllr Foulger had provided a written report circulated to members prior to the meeting and also advised:

- Planning officers had no concerns regarding either applications on the agenda.
- SNAP meeting on 11 May identified no new priorities for the parish. The next meeting is on Wednesday 14 September 2016 with the venue to be decided.
- Devolution discussions continue with the latest suggestion being two authorities each with an elected major.
- The enforcement concerning the felling of a TPO protected Silver Birch in Pond Lane had been closed with the offender being given a caution. The tree will be replaced and protected.
- A couple of enforcement issues previously closed had been reopened due to new developments.

District Councillor (Drayton North)

Cllr Ray-Mortlock advised he had nothing to report.

Police

PC Hudson had given his apologies. - Crime figures were circulated prior to the meeting and noted.

38. Report from the Clerk

6. The Clerk had prior to the meeting circulated a written report.

39. Planning

7. 20160815 – 7 Bellomonte Crescent. Single Storey Side Extension, Extended Dormer Window to Side, Extension to Front of Garage Extension.

20160824 – 95 Drayton High Road. Single Storey Rear Extension & Loft Conversion including Alterations to Front Dormers (Revised Proposal)

RESOLVED to support the above applications.

40. Finance

8.1 Bank Reconciliations. The Chairman confirmed the bank reconciliations to 16 May 2016.

8.2 Approval of Accounts. Voucher receipts 17 to 40 and voucher payments 30 to 78. **RESOLVED** to accept income of £68,916.44 and expenditure of £11,923.71 and petty cash payments of £9.93

8.3 Budget figures 2015/16. **RESOLVED** to approve the budget out turn figure of £134,823 & income figure of £26,968 for 2015/16.

8.4 Annual Governance Statement. **RESOLVED** to approve Annual Governance Statement for the 2015/16 Annual Return. The Council gave their approval for the Clerk and the Chairman to sign the statement.

8.5 Annual Return. **RESOLVED** to approve the 2015-16 Annual Return to include the statement of accounts. The Council gave their approval for the RFO and Chairman to sign the statement. It was noted that the annual return had restated the position to Receipts and Payments from Income and Expenditure reporting. The return would be forwarded to the External Auditors.

A summary of the Internal Auditor's report was circulated and noted from 27th May 2016 visit. Advice had been received on an outstanding recommendation from last year's audit concerning VAT. Much discussion took place. **RESOLVED** to appoint Steven Parkinson of Parkinson Partnership LLP to undertake work to establish way forward concerning the Council's VAT status at a cost of £400.

8.6 Insurance Schedule. **RESOLVED** to approve the schedule for the coming year and to pay the premium of £5,354.06 to Zurich Insurance.

41. General Matters

9.1 Uncirculated correspondence. The list was noted

9.2 BDC Enhancement Awards. **RESOLVED** to nominate rethatching of St Margaret's Church Drayton and units 6-8 Fakenham Rd.

9.3 Celebratory Tea at Drayton Fete. **RESOLVED** to add up to £150 to the BDC grant for the event. Funding to be taken from general reserves.

42. Environment & Highways

10.1 Car Parking in the Centre of Drayton. A letter had been received from the Chairman of Drayton Village Hall concerning car parking in the centre of Drayton. It was agreed to place this item on a future agenda of the Environment & Highways committee.

10.2 Committee meeting held 28th April 2016 – noted. The minutes having previously been circulated were agreed by those committee members present to be an accurate record and was signed by the committee chairman.

43. Staffing

11.1 **RESOLVED** to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during discussion of agenda items 11.2 & 11.3 because of the confidential nature of the business to be discussed. Any such discussion to take place after agenda item 13.

44. Exchange of Information

12. Members advised:

- Drayton Fete preparations were well advanced for 3rd July at Longdale Park with more events happening than any previous fete.
- Neighbourhood Plan referendum is likely to be late July. Exact date to be confirmed.
- A request was made to the Clerk to check the insurance position for Drayton Fete.

45. Date of next meeting

13. It was agreed that the next meeting of the Parish Council would be held on **Thursday 7th July 2016** at 7pm.

Meeting closed to press and public at 9.26pm and reconvened at 9.36pm after a short comfort break.

Confidential Item

46. **Staffing**

11.2 Disciplinary/Grievance Panel. The Chairman gave an update on the disciplinary and Grievance appeals. The matter is now resolved.

11.3 **RESOLVED** to ratify decision to appoint Kim Davis as HR adviser for appeal hearings to assist the panel.

Meeting closed 9.45pm