

DRAYTON PARISH COUNCIL

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

PRESENT

Mr G Everett – Chairman

Mr C Binns Mr C Brown Mrs B Gibson Mr D Mack Mr K Morgan
Mr W Morgan Mr V Ray-Mortlock Mr P Stanger Mr L Wilkinson
Mr J Hall – Parish Clerk

IN ATTENDANCE

Cllr T Adams (Norfolk County Councillor Drayton & Horsford)
PC Hudson
2 Members of the general public

1. Absence and Apologies for Absence

Cllr Anderson & Kevin Blaxter – apologies received and accepted.

2. Declarations of Interest

Cllr Everett. Non pecuniary interest. All matters relating to Broadland District Council and Hellesdon Parish Council.

Broadland District Councillor – Reepham Ward & Hellesdon Parish Councillor.

Cllr Ray-Mortlock. Non pecuniary interest. All matters relating to Broadland District Council. Agenda item 12.3

Broadland District Councillor – Drayton North Ward. Member of Drayton Village Hall committee.

Cllr Stanger. Non pecuniary interest. Agenda item 12.3

Member of Drayton Fete committee.

Cllr K Morgan. Non pecuniary interest. Agenda item 12.3

Member of Drayton Village Hall committee

Cllr Brown. Non pecuniary interest. Agenda item 12.3

Member of Drayton Village Hall committee

3. Minutes of meetings held 2 and 5 November 2015

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

It was suggested that it is desirable for all minutes to be produced within seven days of a meeting taking place. The Clerk advised that from the start of the new civic year minutes would be numbered and paged subsequently.



4. Public Participation

Representations were made in respect of the ongoing parking issues on the highway on Drayton High Road (cul de sac numbers 21 to 41). Advice had been sought concerning the introduction of permit parking and the Clerk advised he would email the resident with further details.

5. Reports

County Councillor

Cllr Adams provided a verbal report.

- Discussion with all the relevant authorities were on going in relation to the Royal Norwich Golf Course development.
- Details had been issued concerning drainage schemes on the Low Road and School Road due to start in February 2016. It was hoped these schemes once completed would reduce flooding issues in the area.
- Consultation was ongoing concerning the Norfolk Fire & Rescue Service proposals. There was only one proposal that affected Drayton which involved the reduction of fire provision at North Earlham which provides cover for the Drayton area.

A discussion took place following the information from Cllr Adams concerning the Fire Service proposals. **RESOLVED** to inform Norfolk County Council that the Parish Council objects to the proposal to reduce fire provision at North Earlham and would advise that:

- Drayton has 2500 properties most in a high density
- Drayton is due to have an additional 200 homes built within the next 18 months.
- The airport flight path is directly over Drayton
- Drayton is close to a major chemical works near to the border of Hellesdon / Drayton
- If a major incident occurred elsewhere during the 500 hour period when there is no fire cover at North Earlham this would necessitate a fire tender having to possibly attend from as far afield as Aylsham which is approximately 10 miles away.
- In the consultation document it is accepted the anticipated savings depend on continuing to receive a grant from the DCLG for the USAR and if this grant is phased out there will eventually be no savings at all.

District Councillor (Drayton South)

- Cllr Foulger had given his apologies as he was unable to attend the meeting but had produced a written report.

District Councillor (Drayton North)

Cllr Ray-Mortlock gave a verbal report.

- Drayton Junior School had requested advice in respect of a Sport England grant to extend the school's swimming pool facilities to the wider community.

Police PC Hudson

PC Hudson gave a verbal report.

- Crime figures unavailable for meeting due to Christmas & New Year administration schedules. However only 2 crimes were recorded for December.
- Zero calls received for New Year's Eve due to police diligence in patrolling local public houses.



6. Report from the Clerk

The Clerk had previously circulated a written report and in addition advised:

- NDR updates are available weekly by signing up to the email newsletter from NCC.
- The car park extension project was completed and thanks was given to Cllrs Mack and Brown for all their hard work.

7. General Matters

7.1 Annual Town & Parish meeting 12 November 2015. Cllrs Everett & Gibson attended with the Clerk. The meeting saw the launch of the Community Infrastructure Levy Fund as well as provide an update on the recycling changes introduced last year.

7.2 Neighbourhood Plan. **RESOLVED** to ratify minor amendment to policy one of the Neighbourhood Plan as recommended by Natural England.

7.3 NALC Reimaging Norfolk Workshop 11 January 2016. Cllr Ray-Mortlock advised he would endeavour to attend the event.

7.4 Drayton Junior School Swimming Pool Grant. **RESOLVED** to write a letter to Active Norfolk to fully support the grant funding application.

7.5 Hellesdon Parish Council neighbourhood plan consultation. Noted.

7.6 Purchase of refurbished photocopier. **RESOLVED** to purchase copier/printer from SharPrint Ltd for a total cost of £495 plus VAT.

7.7 Decisions concerning Longdale arising from 2 November meeting. **RESOLVED** to defer all matters arising to Playing Fields and Staffing committees.

7.8 Decisions concerning The Chronicle arising from 5 November meeting. **RESOLVED** to defer all decisions arising to the Communications committee.

7.9 Committee meeting dates. **RESOLVED** to meet:

14 January 2016	6.30pm	Playing Fields
14 January 2016	7.30pm	Staffing
21 January 2016	7pm	Communications
11 February 2016	7pm	Playing Fields
18 February 2016	7pm	Finance & Administration

7.10 Residents request to replace fence on boundary line at Longdale Park.

RESOLVED to allow resident to erect close board fence on boundary line.

7.11 Uncirculated correspondence. The list was noted.

8. Finance

As there had been no Parish Council in December, bank reconciliations and accounts were presented for approval for two months.

G. Everett

8.1 Bank Reconciliations. The Chairman confirmed the bank reconciliations to 11 November 2015 and 9 December 2015.

8.2 Approval of Accounts. Voucher receipts 150 to 200 and voucher payments 254 to 341.

RESOLVED to accept income of £2,442.09 (December) and expenditure of £17,638.11 (December) with petty cash payments of £25.50 (December) and income of £1,199.50 (January) and expenditure of £10,189.63 (January).

8.3 Internal Auditor Interim Report for 2015/16. Noted. The Clerk advised that he would return to the Council with proposals to action the outstanding issues.

9. Planning

20151770 - Royal Norwich Golf Club Development. Hybrid Application.

RESOLVED to strongly object to the proposals. The development would see an unacceptable loss of green space and would create further congestion on the A1067. 20152015 - 5 Magnay Rd Single Storey Extension and Raise Height of Existing Float Roof to Side.

20152017 -73 School Road. Replacement Side Extension.

RESOLVED to support the above applications.

20151942 – 8 Carter Road. Triple Garage with Rooms in Roof – Revised Proposal (Part Retrospective)

RESOLVED to abstain from comment.

10. Playing Fields

10.1 Committee meeting held 3 December 2015 noted. The minutes having previously been circulated were agreed by those committee members present and sign by the committee chairman as a true and accurate record.

11. Communications

11.1 Committee meeting held 26 November 2015 noted. The minutes having previously been circulated were agreed by those committee members present and sign by the committee chairman as a true and accurate record.

12. Environment & Amenities

12.1 Committee meeting held 26 November 2015 noted. The minutes having previously been circulated were agreed by those committee members present and sign by the committee chairman as a true and accurate record.

12.2 Contribution to St Margaret's Church grass cutting contract. **RESOLVED** to contribute £1300 to the contract.

12.3 Donations to Charities / Local organisations.

RESOLVED to donate £25 each to Citizens Advice Bureau and Age Concern Norfolk.

RESOLVED not to make any payments to Thorpe Marriott Village Hall & Drayton Village Hall owing to donations received from the Parish Council in past financial years. **RESOLVED** not to reallocate unspent budget line of £250 earmarked for Drayton Fete.



13. Highways

13.1 Committee meeting held 19 November 2015 noted. The minutes having previously been circulated were agreed by those committee members present and sign by the committee chairman as a true and accurate record.

14. Staffing

14.1 Committee meeting held 19 November 2015 noted. The minutes having previously been circulated were agreed by those committee members present and sign by the committee chairman as a true and accurate record.

15. Finance & Administration

15.1 Committee meeting held 10 December 2015 noted. The minutes having previously been circulated were agreed by those committee members present and sign by the committee chairman as a true and accurate record.

15.2 Budget 2016/17. The budget 2016/17 had been previously circulated.

RESOLVED to accept budget for 2016/17 and to accept precept requirement of £133,395. The internal auditor had recommended that the low General Reserve Fund level was adjusted by re allocating the reserves held. **RESOLVED** to:

- reallocate the reserve funds
- accept the recommendation from the committee to meet the best practice requirement to have 50% of the precept level in the General Reserve Fund within three civic years.
- place any budget underspend for 2015/16 into the General Reserve Fund.

Cllr Ray-Mortlock left the meeting 9.45pm

16. Exchange of Information

Concerns were raised about flooding in the centre of Drayton as well as litter along the Drayton High Road. Thanks were expressed for the help the Parish Council provided in the return of the post box at Cator Rd which had been removed following an accident.

Cllr Everett gave the Clerk the Online Card for safe keeping. This card provides access to the online banking facility to set up new payees, however it can only be utilised together with a PIN number of which only the chairman has knowledge. This safe guard will mean that both the Clerk and Chairman will need to be present before new payees can be set up on the online banking system.

17. Date of next meeting

It was agreed that the next meeting of the parish council would be held on **Thursday 4th February 2016** at 7pm

Meeting closed 9.59pm

