

**Minutes of the annual meeting of Drayton Parish Council
held in the Pavillion, King George V Playing Field, Drayton High Road, Drayton
on Thursday 21st May 2015 at 7.00pm**

Present: Parish Councillors Jeff Anderson, Chris Binns, Carl Brown, Paul Burall, Graham Everett (Chairman), Beverley Gibson, Des Mack, Keith Morgan, William Morgan, Victor Ray-Mortlock (also a District Councillor), Peter Stanger (Vice-Chairman), and Lionel Wilkinson. County Councillor Tony Adams, District Councillor Roger Foulger, Parish Clerk Jackie Orford and 3 members of the public were also in attendance.

1. Election of Chairman

1.1 Declarations of Acceptance of Office forms having been signed in front of the Clerk, Mr Burall opened the meeting and nominations were invited for Chairman. Mr Burall proposed Mr Anderson, Mrs Gibson seconded the nomination. Mr William Morgan proposed Mr Everett, Mr Wilkinson and Mr Keith Morgan seconded the nomination. It was agreed that voting should be made by paper and the Clerk received 7 votes for Mr Everett and 5 votes for Mr Anderson. Mr Everett was duly elected as Chairman.

2. Acceptance of Office - Chairman

2.1 The Declaration of Acceptance of Office was received.

3. Declaration of Acceptance of Office - Councillors

3.1 The Declarations were received.

4. Apologies for absence

4.1 No apologies were received.

5. Members' declarations of interest

5.1 The Chairman confirmed that he was a District Councillor for Reepham and a member of Hellesdon Parish Council.

5.2 Mr Ray-Mortlock confirmed that he was a District Councillor for Drayton North

6. Election of Vice-Chairman

6.1 The Chairman proposed Mr Stanger. Mr Burall seconded the nomination. No other nominations were proposed. Mr Stanger was duly elected as Vice-Chairman.

7. Receipt of Reports:

a The Bob Carter Centre - The report was noted.

b Draituna Trees - The report was noted. Mr Keith Morgan advised the Parish Council that no 's' should be added to Suter and therefore that the correct title should be Suter Drive.

c Drayton Drewary Relief - No report was received.

d Drayton Village Hall - The report was noted

e Thorpe Marriott Village Hall Management Committee – No report was received.

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8 **Appointment of representatives to Committees and Sub Committees**

8.1 Mr Everett proposed appointing a Chairman and Vice-Chairman for each Committee and that the Staffing Committee should have 5 members. Mr Keith Morgan/Mr Wilkinson seconded the proposal and this was agreed.

a Communications Committee

Membership was agreed as Mr Burall and Mrs Gibson. Mr Stanger also agreed to be a representative.

Chairman - Mr Everett nominated Mr Burall, Mr William Morgan seconded the nomination. It was agreed that Mr Burall be elected as Chairman.

Vice-Chairman - Mr Burall proposed Mrs Gibson, Mr Everett seconded the nomination. It was agreed that Mrs Gibson be elected as Vice-Chairman.

b Environment and Amenities Committee

Membership was agreed as Mr Binns, Mrs Gibson, Mr Keith Morgan, Mr William Morgan.

Chairman - Mr Keith Morgan proposed Mr William Morgan. Mr Mack seconded the nomination. Mr Anderson proposed Mrs Gibson. Mr Burall seconded the nomination.

5 votes were received for Mr William Morgan and 7 votes for Mrs Gibson and Mrs Gibson was duly elected as Chairman.

Vice-Chairman - Mr Keith Morgan proposed Mr William Morgan. Mr Mack seconded the nomination and it was agreed that Mr William Morgan be elected as Vice-Chairman.

c Finance and Administration Committee

Proposed membership exceeded the agreed 7 representatives and therefore a paper vote took place. The Clerk received 4 votes for Mr Anderson, 1 vote for Mr Burall, 5 votes for Mr Everett, 1 vote each for Mr William Morgan and Mr Wilkinson. Voting then took place again for the 3 remaining members and Mr Binns received 1 vote, Mr Brown 4 votes, Mr Morgan 7 votes. The membership was therefore confirmed as Mr Anderson, Mr Brown, Mr Burall, Mr Everett, Mr Keith Morgan, Mr William Morgan, and Mr Wilkinson.

Chairman - Mr Keith Morgan proposed Mr Graham Everett, Mr William Morgan seconded the nomination. Mr Anderson proposed Mr Burall, Mr Brown seconded the nomination. Following a paper vote Mr Everett received 7 votes, Mr Burall received 5 votes and Mr Everett was duly elected as Chairman.

Vice-Chairman - Mr Burall proposed Mr Anderson, Mr Brown seconded the nomination. Mr Everett proposed Mr William Morgan, Mr Ray-Mortlock seconded the nomination. Following a paper vote Mr Anderson received 7 votes, Mr William Morgan received 5 votes and Mr Anderson was duly elected as Vice-Chairman.

d Highways Committee

Membership was agreed as Mr Anderson, Mr Everett, Mr Mack, Mr Keith Morgan, Mr Stanger.

Chairman - Mr Everett proposed Mr Keith Morgan. Mr William Morgan seconded the nomination. It was agreed that Mr Keith Morgan be elected as Chairman.

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Vice-Chairman - Mr Keith Morgan proposed Mr Everett. Mr William Morgan seconded the nomination. It was agreed that Mr Everett be elected as Vice-Chairman.

e Planning

Membership was agreed as Mrs Gibson, Mr Everett, Mr Mack, Mr Ray Mortlock and Mr Wilkinson.

Chairman - Mr William Morgan proposed Mr Everett. Mr Wilkinson seconded the nomination. Mr Brown proposed Mrs Gibson. Mr Mack seconded the nomination. After a tied vote, Mr Everett agreed not to stand. It was agreed that Mrs Gibson be elected as Chairman.

Vice-Chairman - Mr Burall proposed Mr Wilkinson. Mr Everett seconded the nomination. Mr Wilkinson was agreed as Vice-Chairman.

f Playing Fields

Membership was agreed as Mr Anderson, Mr Brown, Mr Keith Morgan, Mr William Morgan, Mr Ray-Mortlock, Mr Stanger, and Mr Wilkinson.

Mrs Gibson proposed combining the Playing Fields Committee with the Environment and Amenities Committee. Mr William Morgan proposed allowing the Clerk 6 months to settle into post before reviewing the Committee Structure and Mrs Gibson agreed to drop the proposal.

Chairman - Mr Burall nominated Mr Stanger, Mr William Morgan seconded the nomination. It was agreed that Mr Stanger be elected as Chairman.

Vice-Chairman - Mr Everett proposed Mr William Morgan, Mr Wilkinson seconded the nomination. It was agreed that Mr William Morgan be elected as Vice-Chairman.

g Staffing

Proposed membership exceeded the agreed 5 representatives and therefore a paper vote took place. The Clerk received 3 votes for Mr Anderson, 1 vote for Mr Keith Morgan, 3 votes for Mr William Morgan, 3 votes for Mr Stanger, 2 votes for Mr Wilkinson. Mr Brown and Mr Ray-Mortlock were therefore not elected to the Committee.

Chairman - Mr Everett proposed Mr William Morgan, Mr Ray-Mortlock seconded the nomination. Mr Brown nominated Mr Anderson, Mrs Gibson seconded the nomination. Following a paper vote there was no majority. The Chairman therefore had the casting vote and Mr William Morgan was duly elected as Chairman.

Vice-Chairman – Mr Everett proposed Mr Stanger but Mr Anderson interjected and explained that he couldn't stand as he was Vice-Chairman of the Council. On that basis, Mr Burall nominated Mr Anderson, Mr Ray-Mortlock seconded the nomination. It was agreed that Mr Anderson be elected as Vice-Chairman.

h Friends of Longdale sub Committee

Mr Anderson confirmed that membership was by invitation

Mr William Morgan proposed Mr Anderson. Mr Everett proposed Mr Stanger and it was agreed that Mr Anderson and Mr Stanger both be considered as representatives on the sub Committee.

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i Risk Assessment

Membership was agreed as Mr Burall, Mr Binns, Mr Brown, Mr Ray-Mortlock, Mr William Morgan

It was agreed that the sub-Committee would deal with the election of the Chairman and Vice-Chairman.

9 **Membership of local bodies**

a Airport Consultative Committee

Mr Everett proposed that Mr Wilkinson continue as the member. Mr Keith Morgan seconded the nomination. It was agreed that Mr Wilkinson be the Parish Council representative.

b Norfolk Association of Local Councils

Mr Ray-Mortlock has represented the Parish Council previously. Mr Keith Morgan proposed that he continue, Mr William Morgan seconded the nomination. It was agreed that Mr Ray-Mortlock be nominated.

10 **Full Council meetings**

10.1 Mr Burall proposed that full Council move to the second Thursday in the month primarily to aid financial reporting but moved to adapt the proposal to commence in September 2015. The Chairman had researched practices in other Parish Councils and observed that financial data was not always presented for a full calendar month. Mr Stanger sought the Clerk's view and the Parish Council noted that it was early in the Clerk's appointment for an informed view to be provided. Mr Brown suggested that a clear cut-off date be available.

Suspending standing orders Mr Everett sought Mr Adams' view and then *reinstated standing orders*. Mr Wilkinson proposed that the full Council continue to meet on the first Thursday of the month and Mr William Morgan seconded the proposal. It was agreed that the schedule be reviewed again in 6 months. Mr Anderson proposed that the scheduled dates for other meetings be noted. Mr William Morgan seconded the proposal. It was agreed to note the dates.

11 **Minutes of the Full Council meeting held on 2nd April**

11.1 Mr William Morgan agreed not to pass comment as he had not been a member at that meeting.

11.2 It was agreed that Item 18 was incomplete. Concern had been raised regarding existing contracts and the high spend for computer maintenance. Following discussion it was agreed that item 18 should be amended to include the agreement that the Clerk should review all contracts particularly the spend on computer support.

12 **Reports from Councillors/the Police**

a County Council - County Councillor Tony Adams had nothing to report. Mr Anderson asked that Highways look at the trees adjacent to the Red Lion as complaints had been received that the County Council had not done a good job. With regard to the SUDS scheme on Badger Brook Road CClr Adams confirmed that this was a matter for the District Council. Mr Burall advised that work was due to be completed at the end of May. CClr Adams suggested that the Parish Council

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write to Keith Simpson MP and that Mr Ray-Mortlock contact Mr Nash to see what action he had taken.

- b District Council – Drayton South – District Councillor Roger Foulger confirmed that he was pleased to be re-elected and presented his report.
- Drayton High Road - there were no problems with the application.
 - Hellesdon Leather - the Planning Inspectorate had dismissed the appeal and an enforcement notice had been served.
 - School Road . Appropriate action would be taken following the complaint received.
 - Planning Applications during the election period. DCllr Foulger confirmed to Mr Wilkinson that he had received the planning application for Lowlands, the time limit had passed but he had discussed this with Planning and the proposals were acceptable.
- District Council - Drayton North - District Councillor Victor Ray-Mortlock thanked those who had supported him. With regard to the service of Roger Nash, Mr William Morgan asked that the Parish Council send a letter of thanks/put an article in the Chronicle. It was agreed that the Clerk should draft this if it had not already been done.
- c Police - The figures in the report were noted. It was agreed that the Clerk should draft a letter of thanks to PC Coe thanking him for his outstanding work.

13 **Adjournment of the meeting**

The meeting was adjourned to allow members of the public to speak.

- Mrs Kisby thanked contributors for the plant and highlighted the forthcoming garden competition. A list of participants would be provided to the Clerk before the next meeting and members were asked to advise the Clerk, before July, of areas they would cover.
- Mr Lamb noted with gratitude that potholes at the Kingwood Avenue squeeze point had been filled and the sleeping policeman had gone. He reported another pothole next to the sleeping policeman at the entrance to Acres Way and thirdly queried who is responsible for pavement tarmac. The Clerk was asked to liaise with Highways.
- Mrs Gibson noted that surface on Hurn/Howell Roads had now been repaired
- Mr Lamb wished the new Chair, Clerk and Council well in the new session.

The meeting was reconvened.

14 **Planning issues**

a Street Name - 2-4 Adj Firbanks, School Road

The following suggestions were received: Chalk Pit Way; Church View Close; Waterloo Way. Mr Anderson suggested the Post Office may prefer to continue with School Road i.e. a, b etc. It was agreed that Members should contact the Clerk with any ideas.

b Applications for consideration

20150710 – 95 Drayton High Road - There being no potential difficulties Mr Wilkinson proposed that the application be approved. Mr Burall seconded the proposal.

c Planning decisions/enforcements.

None had been received.

15 **Finance**

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- a RFO's report and payment of accounts - Mr Keith Morgan queried the payment for computer support. During the ensuing discussion it was noted that some systems were required (for example to back up data, maintain a web presence etc) and that care needed to be exercised before changing existing practices. It was agreed that the matter fell within the remit of the Finance and Administration Committee and that the Communications Committee could also consider this (particularly with regard to web presence) and the Clerk should therefore review the situation and report to the Committees.

With regard to protecting the monies held in the Council's accounts Mr Burall proposed, seconded by Mr Keith Morgan that this should be an agenda item for the Finance and Administration Committee.

Mr Stanger asked that the Clerk confirm the amount of monies held in the bank and the whether the precept was included in the figures presented.

Mr Ray-Mortlock left the meeting.

TJ Jones lighting - the Chairman asked that this be considered by the relevant Committee

Travel Expenses March 2015 - The Chairman requested a copy of the relevant claim form. It was agreed that the policy regarding claiming business mileage needed to be considered by the Finance and Administration Committee.

Longdale - It was noted that recommendations had been made and that the issues previously raised should be considered by the Playing Fields and Finance and Administration Committees.

Payment of the following invoices were approved; Zurich Insurance; Broadland District Council Business rates; HMRC

- b Cheque signatories - It was agreed that Mrs Kisby should be removed as a signatory and that Mr Gotts' name should be removed from the account. Signatories were agreed as Mr Everett, Mr Stanger, Mr Anderson, Mr Wilkinson, and Mr Burall would continue. It was agreed that Mr Burall and Mr Wilkinson would go the NatWest with the Clerk (as the bank had refused to meet the Clerk without the signatories) to process the changes.

16 **Risk Assessment Committee**

- 16.1 The draft minutes of the Risk Assessment Committee held on 8th April were received.
- 16.2 Mr Burall observed that some recommendations were within the remit of Clerk to authorise. A quote had been received from the Norwich Fringe Project with regard to work at Green Lanes and this did need to be progressed. Mr Everett proposed, seconded by Mr Brown that items should be referred to the relevant Committee for action.

17 **Playing Fields' Committee**

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- 17.1 The draft minutes of the Playing Fields Committee held on 16th April were received.
17.2 Mr Anderson proposed, seconded by Mr Everett that much time had been spent considering the cash issues and recommendations needed to be implemented to ensure a clear trail.

18 **Finance Committee**

- 18.1 The draft minutes of the Finance Committee held on 23rd April were received.
18.2 It was agreed that the Clerk should review the situation regarding mileage.
18.3 Mr Brown noted that the payments list for March had been agreed subject to the one item in query. It was therefore agreed that a change to the minutes should be considered by the Committee that the March payments list was approved with the exception of the travelling expenses until this was satisfactorily resolved.

19 **Neighbourhood Plan**

- 19.1 Mr Burall proposed, seconded by Mrs Gibson, that once the plan was in near final form the Parish Council should ask for a presentation to full Council in July. It was agreed that this should be scheduled.

20 **Correspondence**

- 20.1 Youth council - Mr Stanger agreed to represent the Parish Council at the event scheduled for Thurs 11th June 6-8pm in Sprowston
20.2 Light pollution Conference - Mrs Gibson may be interested attending. The Clerk would forward the information.
20.3 Design Awards - there were no proposals to enter a property
20.4 Green Open Homes grant - there were no suggestions for a property to meet the criteria.
20.5 Highways Community Rangers - next scheduled visit wc 8th June - It was agreed that suggestions for maintenance works should be submitted to the Clerk before 28th May. Mr Burall asked that the Rangers cut back the hedge along School Road backing onto Longdale.
20.6 Training for Chairs/Councillors - it was agreed that the Clerk should circulate the information.
20.7 LGPS - Norfolk Pension Fund - a letter had been received which requested that, before the Clerk's pension could be effected the Council must agree a resolution as follows: 'The Council resolves under Regulation 4(3) of the Local Government Pension Scheme (Administration) Regulations 2008 that Jacqueline Orford should be designated as being eligible for membership of the LGPS with effect from 11th May 2015'. Mr Everett proposed, seconded by Mr Brown, that the resolution be accepted.
20.8 Free copy of the full register of elector for Parish Councillors - this was not required.
20.9 Planning Survey - Broadland District Council national initiative to send a planning survey to parish councillors directly - Members with email addresses agreed that the Clerk could forward these to the District Council.

It was requested that the Clerk circulate copies of correspondence for consideration in advance of the meeting.

21 **Exchange of Information**

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- 21.1 Mr Anderson noted that the Parish Council should have considered nominations for the Bob Carter Centre on the agenda. It was agreed that this should be added to the agenda for the next meeting.
 - 21.2 Safeguarding - it was agreed that the Parish Council's policy should be considered at the next meeting.
 - 21.3 Mr William Morgan had noticed an issue with regard to the CCTV and requested that an intercom system be considered for the Parish Office. Mr Brown noted that this had been agreed, by the Risk Assessment Committee, as an item to be taken forward.
 - 21.4 Mr Stanger thanked Mr Burall for all his work to help out in difficult circumstances.
 - 21.5 Mr Keith Morgan thanked the Chairman and the Clerk for their work for this meeting.
22. **Date of next meeting**
- 22.1 The next meeting had, as per item 10, been agreed as **Thursday 4th June 2015** at 7.00pm in the Pavilion.

There being no further business the meeting closed at 9.35pm

Signed: