

**Minutes of the Full Parish Council meeting  
held in the Pavillion, King George V Playing Field, Drayton High Road, Drayton  
on Thursday 4<sup>th</sup> June 2015 at 7.00pm**

**Present:** Parish Councillors Graham Everett (Chairman), Jeff Anderson, Chris Binns, Paul Burall, Beverley Gibson, 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 1 member of the public were also in attendance.

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from: Mr C Brown, Mr D Mack

**2. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**3. MINUTES OF THE PREVIOUS MEETING HELD ON 21<sup>ST</sup> MAY 2015**

Clarifying the matter of cheque signatories it was noted that Mr Burall would no longer be a signatory. It was proposed by the Chairman, seconded by Mr Keith Morgan and agreed, that Mr William Morgan be the additional signatory. The amended minutes were signed by the Chairman.

**4. MINUTES OF THE MEETING HELD ON 2ND APRIL 2015**

The amended minutes were signed by the Chairman.

**5. INFORMATION ON MATTERS ARISING**

There were no matters arising.

**6. REPORTS**

*Suspending Standing Orders*

6.1. County Councillor Tony Adams reported that with regard to the trees by the Red Lion public house, he had spoken to County Council Highways Engineer Chris Mayes who would arrange for these to be looked at. The NDR extension to the A1067 had now been agreed. Mr Wilkinson raised concern about local business notices on highways street furniture and the Clerk reported that the County Council were arranging for these to be removed.

6.2. District Councillors

**District Councillor Roger Foulger** reported on:

- North Norfolk Clinical Commissioning Group (CCG) – he confirmed he was the Broadland District Council (BDC) representative. One of the aims of the group is to try and implement the Government policy regarding GP availability. The boundaries of the CCGs are not co-terminous with the District Council boundaries and so there are two representatives on the North Norfolk and Norwich groups. Councillor Foulger said he would be pressing to ensure that all residents receive the same service and treatment as far as patient care is concerned.
- With regard to the Planning Application for 35 School Road he advised that this was a modified proposal and although there were no plans to call this in some modifications would be requested. Mr Wilkinson queried whether there was any further information regarding the proposed development for the meadow adjacent to the High Road. Mr Foulger confirmed that no formal application had been received. Responding to the request for full consultation, Mr Foulger said that he would liaise with the Planning Officers to ascertain progress. Mr Burall reported that the developers did not yet have a proposed date for consultation but had agreed to carry one out.
- There were no details of enforcements.
- The next SNAP panel would meet at 7pm on 24th June at Ringland Village Hall.

**District Councillor Victor Ray-Mortlock** advised that with regard to the SUDS on Badger Brook Road the Right Honourable Keith Simpson had advised he would be contacting Anglian Water. Mr Binns updated the Parish Council on recent activities and lack of finalisation. Mr Ray-Mortlock confirmed that he would push for resolution.

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- 6.3. The Police - The Chairman welcomed the new Beat Manager PC Andy Hudson and having introduced himself, he reported the recent crime figures and the notable spate of thefts from commercial vehicles. It was hoped that extra funding could be allocated to put another marked car in circulation. PC Hudson clarified that suspicious circumstances were incidents where calls had been received reporting concerns e.g. someone suspicious making house-to-house calls. PC Hudson agreed to do a profile for the next Drayton Chronicle. Responding to a query from Mr Binns, Mr Keith Morgan confirmed that yearly summaries were received via the SNAP meetings the next of which was scheduled for 24<sup>th</sup> June.

## **7. ADJOURNMENT OF THE MEETING**

The were no issues for consideration.

*Reinstating standing orders*

## **8. PLANNING ISSUES**

- 8.1. Application 20150741 - 35 School Road.  
Mrs Gibson's comments about the planning application were noted. It was noted that the Parish Council could not object in principle as the development had already been agreed. Mr Wilkinson seconded Mrs Gibson's proposal to object to the design. There were 7 votes in support of an objection and 2 abstentions.
- 8.2. Planning decisions or enforcements.
- The District Council report had not been received in time for the Clerk to action before the meeting.
  - Mr Wilkinson attended an airport meeting on Monday and a new test facility would be opened/tested in June. Engine testing had been an issue for some local parishes. The Airport reported less helicopter movements than in the previous year although it was noted that the Caister base had now closed and this may have an impact in the future.
  - School Road development naming - Mr Stanger's son had suggested ChurchHill and it was agreed that the Clerk would submit the suggestion.

## **9. FINANCE**

- 9.1. Report from the RFO and payment of accounts.
- The list of payments and receipts since the last meeting was received and approved. Mr Keith Morgan highlighted concern about the tree survey fee.
  - It was proposed by the Chairman and seconded by Mr Keith Morgan that the Clerk allocate two full days (12 and 19 June) to undertake the Scribe online tutorials. The Clerk would set the voicemail facility on the telephone.
  - Longdale - Concern was raised regarding the high level of cash banking at the month end (April) and it was noted that this would be considered at the next Playing Fields' Committee.
  - The Chairman confirmed that the matter of banking providers would be considered at the Finance and Administration Committee together with the option of taking payments by debit card at Longdale.
  - Payment of presented accounts were agreed to: Bob Pike for delivery of the Chronicle, Fiberweb (as the invoice had been paid by credit card last year but Sally Barber reported this had not been processed), Norfolk Association of Local Councils for the 15-16 membership, Premier for printing of the Chronicle, Promote online for the text alert service.
  - The receipts and payments report received at the previous meeting had now been checked and, being approved at the last meeting, was signed by the Chairman.
- 9.2. Village Sign refurbishment - Mrs Gibson presented the information. Having considered the differences in work specification and suggested length of works it was proposed by Mr Anderson, seconded by Mr William Morgan and agreed by all that Mr Warnes' quote be accepted as his work would could be completed in the shortest period of time.
- 9.3. Works to Parish Facilities - Council were asked to ratify the decision made by the Playing Fields Committee in support of the work that was legally required to fulfill Health and Safety requirements. Concern was raised regarding the qualification of providers to carry out the work and it was suggested that it would be preferable for the contractors to do the full job on each site rather than splitting the work between the contractor and the Parish Council's

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handyman. It was proposed by Mr Anderson and seconded by Mr William Morgan and agreed by all that the major works should now commence and the contractors should be asked to quote for the remaining minor elements in addition.

9.4. Internal auditors

The 'terms of agreement letter' was signed by the Chairman.

**10. VICE-CHAIRMAN OF THE STAFFING COMMITTEE.**

The Chairman confirmed that the previous meeting had voted on incorrect information. There was nothing in Standing Orders to prevent the Vice-Chairman of the Council being Vice-Chairman of the Staffing Committee. However, it was noted that previously this had not been the case. Mr Burall advised that there could be a difficulty if the Vice-Chairman were standing in for the Chairman. Mr Anderson proposed that Standing Orders be amended. Mr Anderson's counter proposal, that Standing Orders be reviewed in October once the Clerk was established, was seconded by Mr Stanger and agreed by all.

**11. BOB CARTER CENTRE REPRESENTATIVE**

Serving from March to March at meetings on the 3rd Wednesday of each month, the Chairman proposed Mr Binns and Mr William Morgan as representatives. This was seconded by Mr Burall and agreed by all.

**12. CO-OPTION POLICY**

The Clerk's draft policy was considered. The Chairman proposed, seconded by Mr William Morgan and agreed by all, that the draft be amended to include a sentence stating that the Council would not co-opt within 90 days of the 4 yearly re-election of Council.

**13. SAFEGUARDING POLICY**

The Clerk introduced the amended policy with tracked changes. It was agreed that, as all other employees had current DBS checks, that the Clerk should similarly undertake the process. It was proposed by the Chairman, seconded by Mr William Morgan and agreed by all that the policy amendments be accepted.

**14. THORPE MARRIOT VILLAGE HALL ANNUAL GENERAL MEETING MINUTES.**

Mr Burall reported that these had been submitted late with an apology. There were no comments and the minutes were noted.

**15. CORRESPONDENCE**

15.1. The Clerk's draft letter to Drayton Cricket Club, in support of their application to Sport England for funding, was approved. Suggestions were received with regard to the possible location of the KGV Deeds.

15.2. It was noted that the property next to 12 Station Road would be numbered 11 Station Road. Mr Burall left the meeting.

**16. EXCHANGE OF INFORMATION**

16.1. Mr Keith Morgan advised that a lack of play facilities had been reported at the Florence Carter site. This would be considered by the Playing Fields Committee.

16.2. Mr Keith Morgan raised the Parishioner concern about the trees overhanging the pathway to the Church and trees overhanging the footway on the Fakenham Road near no. 38-40. This would be considered by the Environment and Amenities Committee.

16.3. Mr Ray-Mortlock advised that Swallowtail raised concern about the loss of the printing contract. It was noted that the Parish Council had sought tenders for the work and the current supplier had provided a more competitive price. Mr Keith Morgan suggested that volunteers should be used to distribute the Chronicle. This would be considered by the Communications Committee.

16.4. The Chairman thanked the Clerk for her work.

16.5. Mr William Morgan asked who was responsible for watering the memorial and jubilee trees. It was agreed that the Clerk would check.

16.6. Mrs Gibson advised that full Council would need to consider the matter of the Drewray Lease. The Chairman reported that the NDR would affect the entrance to the Drewray.

16.7. Mr Anderson reminded the Parish Council that the Fete was scheduled for Sunday 14th June and raffle tickets were available from the Clerk to purchase. Mr Anderson asked that a text alert be circulated reminding recipients about the Fete and agreed to draft the text content.

16.8. Mr Anderson offered apologies for the next meeting.

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16.9. Mr Wilkinson reported that the trees on the triangle between the pubs were touching the land and obstructing the footpath and advised that the benches were in poor condition and needed maintaining. This would be considered by the Environment and Amenities Committee.

**17. COMMITTEE MEETINGS**

18. The dates proposed for future meetings were noted together with the addition of the Environment and Amenities Committee on 24th June. Mr Anderson advised that, to agree their budgets, all committees should meet in October.

**19. NEXT MEETING**

20. The date of the next meeting was noted as Thursday 2nd July at 7.00pm.

The meeting closed at 2050 hours.