

Minutes of Deopham and Hackford Parish Council Meeting in the Gralix Hall on Wednesday 10th April 2019

Present:

Councillors : Jacky Phoenix Martin Skidmore
 Chris Coath Chris Biggs
 John Chilvers
 Cllr. Yvonne Bendle - South Norfolk Council

Parish Clerk : Sarah Way

Parishioners: Jason Marsh, George Router

1. **Apologies** - Mark Howard, Jayne Allan, Cllr. M. Dewsbury – Norfolk County Council

2. **Declarations of Interest**

3. **Minutes of Previous Meeting**

3.1 The minutes of the meeting held on 13th March 2019 were agreed as a correct record.
Proposed Martin Skidmore, seconded Chris Biggs.

4. **Matters Arising**

4.1 Parish Clerk reported that the planning application 2019/0301 Threeways Cottage, 2 The Green, Deopham for 2 storey extension to rear and side of property was approved on 25th March 2019.

4.2 Parish Clerk reported that the planning application 2019/0447 Park Farm, Park Lane, Deopham for 2 storey extension with new porch was approved on 28th March 2019.

4.3 The new swing seats have been fitted at the playing field with help from Tom Everett & Duncan Kerridge

5. **Correspondence**

5.1 The correspondence was circulated around the table.

6. **Finance**

6.1 The bank balances at 18/3/2019 were £724.59 in the current account and £3048.46 in the deposit account.

Current account there is the transfer of £1000.00 from the deposit account and 1 unpresented cheque, so the reconciled balance for the current account is £724.59.

Deposit account there is the transfer of £1000 to the current account and no outstanding cheques so the reconciled balance for the deposit account is £2048.46.

6.2 To approve payment of £524.66 to the Parish Clerk for salary and expenses for period 1st December 2018 to 31st March 2019 and to review 6 month probationary period/grade change. Proposed Chris Biggs, seconded John Chilvers.

6.3 To approve the 2019/20 Membership Subscription of £20 to Community Action Norfolk Proposed Chris Coath, seconded Martin Skidmore.

6.4 To approve the 2019/20 Membership renewal of £20 for Norfolk Playing Fields Association Proposed Martin Skidmore, seconded Chris Coath.

6.5 To approve the 2019/20 Membership Subscription of £54.01 for Norfolk Parish Training & Support. Proposed Jacky Phoenix, seconded Martin Skidmore.

6.6 The Parish Clerk reported that the arrangements for the 2019/20 Annual Governance and Annual Return is for the Parish Council to sign a Certificate of Exemption and send to the external auditor. This is because the Parish income is below £25,000 so an exemption can be applied for.

The auditor that carried out last years internal audit stated that they do not wish to carry out this service for 2018/2019 internal audit. The Parish Clerk has been in contact with the Parish Clerk from Fornsett with regards to their internal auditor and if they would be willing to carry out the internal audit for Deopham & Hackford. Confirmation has been received from the internal auditor, Pauline James, that she will be willing to carry out the internal audit for Deopham & Hackford. Proposed John Chilvers, seconded Jacky Phoenix.

- 6.7 To approve transfer of £500 from deposit to current account. Proposed John Chilvers, seconded Jacky Phoenix.
- 6.8 Review and approve the Parish Councils Financial Regulations. Proposed Martin Skidmore, seconded Chris Biggs.
- 6.9 To approve donation of £50 to the late Michael Flowerday's chosen charity. Proposed Martin Skidmore, seconded Jacky Phoenix.

7. Planning

- 7.1 2019/0677 – 3 Hall Farm Barns, Low Common, Deopham NR18 9DX – Small plant room & WC. Changes to wall finish & one window position. (revisions/addition to permission 2018/2428 annexe extension). After consideration of the plans and discussion it was agreed that the Parish Council recommends approval.
- 7.2 2019/0735 – 3 Hall Farm Barns, Low Common, Deopham NR18 9DX – Small plant room & WC. Changes to wall finish & one window position. (revisions/addition to permission 2018/2428 annexe extension) – Listed Building Consent. After consideration of the plans and discussion it was agreed that the Parish Council recommends approval.
- 7.3 2019/0812 - Chestnut Farm, Deopham Road, Hackford, NR18 9HJ – Erection of 2 livestock buildings, to house pigs for fattening. After consideration of the plans and discussion it was agreed that the Parish Council recommends approval pending approval being given by the Environmental Agency and the Highways Agency.

8. Deopham Playing Field

- 8.1 Jacky provided an update on the options for replacement storage & changing facilities. Jacky raised an alternative option that the current hut could be re-clad (including the roof). All agreed for Jacky to obtain quotes from Bacon's and Dave Miller for this work. Bacon's have yet to send a quote but Dave Miller verbally quoted £12,500 including VAT which is for cladding the existing building, a new roof, insulated and with sky lights. Jacky is still waiting to receive the written quote. It is stated in the Parish Councils Financial Regulations that 3 quotes for the work must be received. Chris Biggs to pass on details of another company to Jacky to request a quote for the work.
- 8.2 The parish clerk reported that AG Athletic have confirmed that the number of Saturday & Sunday matches for the season would be around 22. They also stated that they will be stressing to Norfolk FA that as much as possible they do not want home fixtures on both days at the weekend so the pitch does not have 2 days of consecutive playing. AG Athletic have confirmed that they will be paying for any subsequent cuts to the pitch and that they have also carried out a trial with a local groundcare company to ensure that the pitch is well maintained, again at a cost to them.
- 8.3 Jason Marsh provided an update on the current status of the Fun Day/Music Event. This is to be held on Saturday 22nd June and Sunday 23rd June. Tens application has been applied for, Risk assessment has been completed and sent to the HS Executive and a management plan has also been completed. Jason stated that there will be cameras on site for the overnight camping as well as monitors from the hours of 11pm to 7am working in 4 hour shifts.

Jason is going to ask Jewsons, who are sponsoring the event, if they can provide some security fencing to secure the outside towards the road. If Jewsons are unable to provide this Jacky stated that she had some fencing that could be used and Jason also stated that he would ask Gary Lambert if he could provide some.

The dog show is now being run by a lady from Kimberly who raised the question that we should check with the insurance company to make sure the dog show is covered. The parish clerk will contact the insurance company on this matter.

Jason stated that there will be 18 craft stalls and asked if there were any tables available. Jacky will contact the Gralix hall to see if their tables could be used and Yvonne stated that Hingham Playing Field hire out their tables and to contact Alison Lys.

Jason has contacted Morely School about the event to see if they would like to do a class performance. The school is already performing at the Royal Norfolk Show and have said that they may come to the fun day to use as a warm up for their performance at the Norfolk Show – Jason is waiting for confirmation.

There was also some discussion about having the steam engine at the Fun Day – Jacky is going to contact Ian to see what the current situation is and if the engine is available.

Gate Post – Jacky is going to source from Farm Bits and has been given a cheque from the parish clerk to cover this expense.

Parish Clerk has been in contact with the insurance company and has asked for advice on what is required for 499 people on each day and for approximately 30 people camping overnight on the Saturday. She also informed the insurance company that a risk assessment is currently being prepared for the first aid, fire and general safety for the event. Lucy Tallent from Zurich replied stating that the figures we had provided were fine and asked if we were taking all the necessary risk assessments prior to the event and if we were taking all the necessary health and safety procedures too.

9. Any Other Business

9.1 Parish Clerk reported that the Parish Councillor Elections will be held on May 2nd 2019. Information about the process is on South Norfolk Council website. Jacky confirmed that all forms were handed into South Norfolk Council.

9.2 An email from a parishioner at Coldham Green has been received regarding an increase in the level of heavy duty vehicles travelling back and forth through Coldham Green. Can the Parish Council give a reason for this increase? The Parish Council cannot give a direct answer to this question. Jacky said she will speak to the parishioner.

9.3 The Parish Clerk advised that an email had been received from Robert West of Norfolk County Council regarding the reporting of highway defects & general enquiries. Robert has stated that all highway defects must be reported to CSC (Customer Services Centre) via the online system or by calling 0344 8008020 and not sent directly to himself. Jacky said she would draft an article to put into The Net so that the parishioners know the process and where to find the relevant information.

9.4 The Parish Clerk stated that due to a new full time position, that she will no longer be able to carry on working as the Clerk and will have to stand down as from 7th May 2019.

10. Date of Next Meeting Wednesday 8th May 2019, 7.30pm.

There being no further business the Chairman declared the meeting closed at 8:50 pm.