

DEOPHAM & HACKFORD PARISH COUNCIL

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Draft Minutes of the Parish Council meeting on Wednesday 3rd July 2024, 7.30pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair (JP), Catherine Grand (CG), Martin Skidmore (MS),

Absent:

Chris Chorley (CCh) – Vice Chair, Eliska Cheeseman (EC), Chris Coath (CC), Cllr Josh Woolliscroft (JW)

Others present:

Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD), Members of the public - 0.

1. To receive and accept apologies for absence
 - 1.1. Apologies were received and accepted from CCh, CC and EC.
2. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 2.1. There were no Declarations of Interest.
3. To approve and sign the minutes of the Parish Council meetings on 5th June 2024 and 24th June 2024
 - 3.1. The minutes of the meetings held on 5th June 2024 and 24th June 2024 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
4. To report on progress of matters arising from previous meetings
 - 4.1. The new, temporary, fence has been installed at the playing field to create some off-road parking. The invoice was not received in time for inclusion in the meeting and will be agreed to be paid by email, to be ratified in September.
 - 4.2. The external audit has been submitted to the auditor.
 - 4.3. A resident contacted the Council to clarify a claim in a recent election leaflet by MP George Freeman that he had helped to raise funds for the new play park at Deopham. The Clerk confirmed that he had no involvement in obtaining any of the funding for the play park and that clarification on the claim had been sought but not yet received from Mr Freeman.
 - 4.4. Contents for an entry to The Net was agreed and will be prepared by JP.

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Chairman Signature: _____ Date: _____

5. To receive an update on the vacancy for Parish Councillor
- 5.1. The vacancy for Councillor, due to the recent death of Councillor Chirs Biggs, has been advertised. If no election is called by 15th July 2024 the Council will then be able to co-opt a new Councillor.

6. Finance - To receive the bank reconciliation for June 2024 and to ratify or approve the following payments;

Payment 6.1.3 includes the annual subscriptions to Office365. The Council considered the bank reconciliation, no queries were raised. The Council **RESOLVED** to approve the payments.

	Payment Description	Payment Type	Amount
6.1.1	David Bracey – Play area inspection 2024	BACS	£120.00
6.1.2	HMRC – PAYE (April-May 2024)	BACS	£104.60
6.1.3	Jordana Wheeler – Salary & Expenses June 2024	BACS	£216.81

7. To approve amendments to the bank signatories
- 7.1. Following the death of Councillor Chris Biggs, who was a signatory on the bank accounts, a replacement signatory is required. The Council **RESOLVED** to appoint MS as a new signatory on the Council bank accounts (view & authorize access).
- 7.2. Following a successful recruitment the new Clark will require access to the bank account (view & submit access). This will directly replace the access of the current Clerk. The Council **RESOLVED** to add Carol Bailey to the Council bank accounts once she is in role.
8. To consider the Annual Play Area Inspection Report and agree any actions required
- 8.1. The overall risk rating of the play area was low to medium. It was noted that the inspection was undertaken before the new fencing and temporary car park was completed therefore some recommendations from the report will no longer be relevant. Recommendations included:
- 8.1.1. Increase the gap between the pedestrian gates and the fence posts to prevent crushing – Main gate already moved, gap will need to be re-checked.
- 8.1.2. Remnants of barbed wire on gate – Will be removed.
- 8.1.3. Add padlock to maintenance gates – **JP to ACTION**
- 8.1.4. Rub down and re-paint football posts – will be monitored
- 8.1.5. Clean Ball Shoot Game – The game is permanently stained, will be cleaned and re-sited as part of the play park project
- 8.1.6. Old swings need rust removing, repainting, shackles lubricated and surface made level – Will be monitored, swings will be removed permanently as part of the play park project.
9. To consider a request to hire the football pitch
- 9.1. JP met with the potential football team to discuss their requirements for hiring the pitch. JP held further discussions with the grass cutting contractor about additional costs. The team decided to use an alternative pitch for matches next season but expressed an interest in using the playing field for training. There has been no further contact from the team to date.

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10. To agree spending of the remaining Clean Up & Bloom grant
 - 10.1. Conditions of the grant include submitting evidence (including photos) of how the grant has been spent, the deadline for this is 15th December. The Council still has £121 remaining to spend on bulbs/plants following the purchase of the litter pick equipment. Possible locations for planting were considered including by the village sign and on Church Road.
ACTION – JP and CG to seek feedback from residents on possible locations for planting.
11. To receive an update on funding for the new play area
 - 11.1. The Council currently holds £620 for the project, most of which will pay for the temporary fencing.
 - 11.2. The Council's application to the District Councillors Members Grant was successful and £810 has been received for a multi-coloured round picnic bench for the new play area. Purchase will be put on hold pending the outcome of a further grant application. The grant must be spent within 12 months.
 - 11.3. An application has been submitted, via the District Councillor, to the Community Action Fund for £12,464. This is for the remaining play equipment of swings and a slide, along with further benches. If the application is successful the play equipment will be installed as a priority, followed by the benches.
12. Opportunity for public participation
 - 12.1. MD noted there was nothing to report from the County Council due to the current election and purdah period. It was noted that the boundaries for County Councillors are being reviewed and some may change for the next local elections in 2025.
13. To confirm the date of the next meeting
 - 13.1. The next Council meeting will take place at Gralix Hall on Wednesday 4th September 2024. The press and public are welcome to attend. Please note there is no meeting scheduled for August.
 - 13.2. This being the last meeting of the current Clerk, she was thanked for her hard work and presented with flowers.

The public meeting closed at 8.10pm.