DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 3rd February 2021, 7.30pm via Zoom Video Conferencing

Cllrs present:
Jacky Phoenix – Chair (JP), Chris Coath (CC), Chris Biggs (CB), Martin Skidmore (MS)

Cllrs absent:
John Chilvers (JC)

Other:
Jordana Wheeler (Clerk), Cllr Yvonne Bendle (YB). There was 1 member of the public present. This meeting took place via video conference due to the current Coronavirus pandemic and government guidelines to social distance.

1. Apologies for Absence
   1.1. John Chilvers (JC) was absent. All other Councilors were present.

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 in any items on the agenda.

3. To approve and sign the minutes of the Parish Council meeting on 6th January 2021
   3.1. The minutes of the meeting held on 6th January 2021 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes. The Clerk will liaise with JP to sign the minutes after the meeting.

4. To report on progress of matters arising from previous meetings and review the action log
   4.1. The Clerk queried if there was any progress on the lease for the playing field.
   ACTION – MS to chase the updated lease.

5. Finance - To receive the bank reconciliation for Dec – Jan 2021 and approve the following payments:

   The Council reviewed the bank reconciliation. The Clerk noted VAT had been reclaimed for the last 12 months and this should be received by the end of the financial year. The balance transfer to the deposit account is to move the remaining reserves into one account, in preparation for the end of the financial year. CC enquired about the Clerks expenses regarding phone calls and whether a call package may reduce costs. The Clerk explained the current arrangement for covering the cost of calls and that calls are fairly rare. The Clerk did not believe paying for a call package was required. The Council **RESOLVED** to approve the payments. The Clerk will arrange for JP and MS to sign the cheques outside of the meeting.

   A member of the public joined the meeting at 7.41pm.

	Description	Cheque Number	Amount
5.1	D.F.Miller Construction Ltd – Pavilion roof repairs	100601	£360.00
5.2	Transfer from Current Account to Savings Account (General Reserves)	Letter to bank	£1346.45
5.3	Jordana Wheeler – Expenses (January 2021)	100602	£15.95

6. To receive an update on repairs to the Pavilion
   6.1. The roof has been repaired and the inside of the building is drying out. JP has cleaned the toilets, some repairs were carried out and a new lock has been placed on the door. Bins have been removed from the hut and rubbish will have to be taken away after each use. Signs have been placed inside the hut regarding disposal of rubbish.
   6.2. The Rix charity have organized repairs to the southern side wall in March when the weather improves. JP noted that after exhaustive searching only one contractor was found who was able to carry out work on the pavilion, therefore comparison quotes were not available. The Clerk noted the repairs to the wall would be paid in the new financial year so funds would be available for the Council to contribute to paying for the repairs. This will be consider upon receipt of the final invoice and in liaison with the Rix charity.
   6.3. The Council considered additional signage required including 'Fragile Roof', litter signs and Respect signs. The purpose is to reduce incidences of littering and damage to property. CC queried if the Council were liable for any accidents at the pavilion. The Clerk noted the Council is responsible for the building under the terms of the lease and therefore is liable. The Council need to demonstrate that all reasonable actions have been taken to ensure safety. The Council agreed to order the signage.
   ACTION – Clerk to order safety signage and request additional litter signage from South Norfolk Council.
   6.4. The Clerk noted the damage to the noticeboard at the playing field. JP noted she was happy to attempt repairs.

7. To consider the installation of a rubbish bin at the playing field
   7.1. Councillors considered 3 options for bins, including options for securing the bin. The Clerk noted there would be no cost for emptying, only purchase and installation. The chosen location near the gate can be windy so the bin may be vulnerable to being blown over and broken. The Council **RESOLVED** to buy the bin via Glasdon and opted for it to be concreted into the ground.

8. To consider the following planning application:
   8.1. Application 2021/0138 – Erection of replacement dwelling, Land at Mill Farm, Attleborough Road, Deopham
   It was noted this was a resubmission of an application which had exceeded the timescale for building. The Council had no comments.

9. Correspondance
   9.1. Norwich Western Link project update
   A consultation is due to take place later in the spring. Currently the project is due to start construction in 2023. The update is available on the website.
   9.2. Update from South Norfolk Council on provision of rubbish bin calendars
   Calendars have not been changed therefore the new ones are available online via South Norfolk Councils website. YB noted that residents can apply for assisted collections if they are unable to move their bin to the road for emptying.
   9.3. Update on the Greater Norwich Local Plan
   A consultation is taking place on the legal soundness of the process. Sites being taken forward have been announced but Deopham & Hackford fall under the South Norfolk village cluster plan which has not yet been released. The Council decided they did not wish to submit comments to the consultation.
   9.4. South Norfolk Council business grants
   New grants are available for between £2000-£20,000. Businesses who have not yet been able to benefit from grants during the pandemic are encouraged to apply.

10. Opportunity for public participation
   10.1. The Clerk noted under current legislation virtual meetings would finish in May and return to face to face meetings in June.
   10.2. YB was impressed with the work being carried out at the pavilion. YB noted that some funds and grants will be rolled over into the next financial year. After the elections and purdah period YB would be happy to consider requests for funding if the Council had a project in mind. JP suggested some additional benches at the playing field, with the possibility of moving the one currently next to the pavilion.

11. To confirm the date of the next meeting
   11.1. The next Parish Council meeting will take place via video conference on Wednesday 3rd March 2021, 7.30pm. The press and public are welcome to attend.

The meeting closed at 8.35pm.