

DEOPHAM & HACKFORD PARISH COUNCIL

www.deophamandhackfordpc.info

Minutes of the Council meeting on Wednesday 4th November 2020, 7.30pm via Zoom Video Conferencing

Cllrs present:

Jacky Phoenix – Chair (JP), Chris Coath (CC), Chris Biggs (CB)

Cllrs absent:

John Chilvers (JC), Martin Skidmore (MS)

Other:

Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD). There were no members 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. Apologies were received and accepted from Martin Skidmore (MS). Cllr Yvonne Bendle (YB) also sent her apologies. All other Councillors 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 7th October 2020
 - 3.1. The minutes of the meeting held on 2nd September 2020 were received and read by Councillors prior to the meeting. CC proposed amendments to a sentence in point 7.3 and an additional sentence added to point 8.2. The Council **RESOLVED** to approve the amendments and 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. Updating the bank signatories has been delayed again due to the new lockdown but will be arranged as soon as possible.
 - 4.2. The Clerk clarified items for inclusion in the next entry in The Net parish newsletter. JP requested details of work on The Hut to be included, in conjunction with the Rix Trust. Details on the Councillor vacancies and use of the play area during the current lockdown should also be included.

Draft minutes until approved at the Parish Council meeting on Wednesday 2nd December 2020
Chairman Signature: _____ Date: _____

5. Finance - To receive the bank reconciliation for Sept/Oct 2020 and approve the following payments:

The Council reviewed the bank reconciliation. CC sought clarification on the pending transfer from the current account to the deposit account as part of the general reserves. The Clerk noted this figure had not been double counted but was documented to demonstrate which account the money was held in. CC requested some amendments to the formatting of the report to make it easier to read, the Clerk will implement these from the next meeting. The Council **RESOLVED** to approve the payments. The Clerk will arrange for JP and MS to sign the cheques outside of the meeting.

	Description	Cheque Number	Amount
5.1	Vortex – Grass cutting 2020-21	100593	£1104.00
5.2	Deopham Rix Charity – Rent of playing field 2020	100594	£400.00
5.3	Clerks expenses – Oct 2020	100595	£11.00
5.4	HMRC Employers PAYE – Oct 2020	100596	£15.60

6. To consider the half year budget review
- 6.1. The Clerk presented the half year budget review. Overall income is at £7743.58, 96% of expected. The income from the football rent is expected to be 50% over budget due to some of last year's rent being received this year. There is no CIL expected this year. VAT will be reclaimed in January after the invoice for the dog bin emptying has been paid.
- 6.2. Expenditure is currently at 31% of budget. This is low due to large invoices being received late in the year, e.g. grass cutting & rent. There are currently no costs expected to be incurred for hall hire due to the continuing pandemic.
- 6.3. Reserves are much healthier this year. The Clerk reported it was much easier to manage the Council's finances since the precept had been paid into the current account. The draft budget for 2021-22 will be considered in December and agreed in January.
- 6.4. JP requested on behalf of the Rix Charity that the rent for the playing field is paid earlier in the year, it is currently paid in October. The rent has historically been paid in arrears, the reason for this is unknown. The Clerk noted payment for the hire of Gralix Hall was also in arrears and by the end of this year payments will have caught up. The Clerk suggested using some of the unused hall hire budget for this year to contribute towards catching up on payments of rent for the playing field.
ACTION – Clerk to clarify rent payments terms on lease and draft plan to bring rent payments forward.
7. To consider a proposal for repairs to The Hut
- 7.1. JP reported a local contractor was currently trying to source 3 new sheets to repair the roof of the Hut. Broken side panels will also be replaced. Donations of paint and guttering have been received. The Rix charity wishes to keep the Hut as an asset to the village and is able to contribute £500 towards external repairs. The Council has a budget of £500 to contribute. Painting will be carried out by volunteers.
- 7.2. JP noted that by making the required repairs the CIL money held by the Council could be used for something more meaningful such as replacement play equipment. CB noted the great effort by JP to source repairs. It was noted appropriate disposal records would be required following the roof repairs.

- 7.3. CC felt the Hut was a depreciating asset and that in the near future larger scale repairs or replacement would be needed and the Council should be mindful of this and how it might be funded. JP wanted to secure the Huts use by the football team and that by maintaining the Huts use by the team, it would enable applications to possible future sports related grants. CC thanked JP for her efforts to arrange repairs. The Council **RESOLVED** to approve the repairs to the roof up to the amount of £500.
8. To consider the Norfolk County Council budget consultation for 2021-22
- 8.1. The Clerk noted the key points of the consultation. Norfolk County Council are proposing a 1.99% rise, plus a 2% rise in the Adult Social Care budget. They are also proposing to reduce opening hours of recycling centres and reduce verge cutting.
- 8.2. MD noted the Council needed to increase the precept to cover the increasing costs of children and adult services. The Council are trying to use their funds in a different way but are restricted to a maximum 2% increase. The Council has had extra costs this year due to the pandemic as well as not receiving usual income from things such as museums and leisure centres. The Council agreed that individuals will respond to the consultation if they wish.
9. To consider the consultation for amendments to the Public Space Protection Order
- 9.1. The Clerk drew attention to the consultation noting that South Norfolk Council proposed to add the restriction that dogs will not be allowed in fenced play areas. It was unclear if this would affect the playing field and whether the swings would be considered a play area thus meaning that no one could walk dogs on the playing field. The Council didn't feel there was a problem with dog fouling near the play equipment but noted it was sometimes a problem on the football pitch.
10. To note correspondence received
- 10.1. Norfolk County Council – Support to Help People to Self-Isolate leaflet
The Clerk noted the leaflet was available on the Council website and provided information on how to get help if isolating due to the pandemic.
- 10.2. Norfolk County Council – Remembrance Service Guidance
The Clerk noted since first issued, the guidance on holding remembrance services had changed due to the second lockdown. District councils and the police were requesting details of any planned events to ensure they met the new guidelines.
- 10.3. Return of Mobile Library Service
The mobile library was scheduled to return on 10th November but this has since been postponed due to the second lockdown.
11. Opportunity for public participation
- 11.1. JP confirmed that Stalland Lane had been removed from the grip contract by the highways department. Previous maintenance to the grips was causing damage to farm vehicles.
12. To confirm the date of the next meeting - Wednesday 2nd December 2020
- 12.1. The next Parish Council meeting will take place via video conference on Wednesday 2nd December 2020, 7.30pm. The press and public are welcome to attend.
- The meeting closed at 8.40pm.