

## DEOPHAM & HACKFORD PARISH COUNCIL

[www.deophamandhackfordpc.info](http://www.deophamandhackfordpc.info)

### Minutes of the Council meeting on Wednesday 2<sup>nd</sup> March 2022, 7.30pm at Gralix Hall

**Cllrs present:**

Jacky Phoenix – Chair (JP), Chris Coath – Vice Chair (CC), Chris Chorley (CCh), Chris Biggs (CB), Martin Skidmore (MS), Catherine Grand (CG),

**Absent:**

Cllr Margaret Dewsbury (MD), Jordana Wheeler (Clerk)

**Others present:**

Cllr Yvonne Bendle (YB). There were no members of the public present.

1. To receive and accept apologies for absence
  - 1.1. All Parish Councillors were present. Apologies were received and accepted from the Clerk.
  
2. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
  - 2.1. MS declared an interest in item 8.2 as owner of the property. MS will not partake or vote on item 8.2.
  
3. To approve and sign the minutes of the Parish Council meeting on 2<sup>nd</sup> February 2022
  - 3.1. The minutes of the meeting held on 2<sup>nd</sup> February 2022 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 and review the action log
  - 4.1. The Dog bin location has been approved for Church Road, the bin is on order. Will need someone to volunteer to help install the bin when it arrives.
  - 4.2. The planning application for a new entrance at the playing field will be submitted this week.
  - 4.3. The casual vacancy for a new Councillor is in progress. If there are no requests for an election by 4th March the Council can co-opt from April meeting onwards. If anyone knows of anyone interested please ask them to email the Clerk for more information.
  - 4.4. Whole Council training should be in April, dates for Wed or Thurs evenings have been sought from the trainer.
  
5. Finance - To receive the bank reconciliation for February 2022 and approve the following payments:

The dog bin invoice has been received (3 months late due to delay at SNC). They have billed for the wrong amount therefore a revised bill has been requested. This payment is therefore expected be made in the next financial year. In this instance the budget figure for this will be carried over and held in reserve to pay the bill at a later date.

Draft minutes until approved at the Parish Council meeting on Wednesday 6<sup>th</sup> April 2022

Chairman Signature:

Date:

The transfer to the deposit account is in line with budgeted amount and is to align accounts ready for end of financial year. It was noted the reserves would be used to purchase a new Council laptop at a later date.

JP has confirmed the new bank charges are correct. The Clerk will now finalise options for changing to an alternative bank.

The Council reviewed the bank reconciliation, there were no other queries. The Council **RESOLVED** to approve the payment.

	Description	Cheque Number	Amount
5.1	Transfer to Deposit Account – Computer Purchase Reserve	Letter to Bank	£250.00

6. To consider and agree on suppliers for the replacement play equipment and new car park
  - 6.1. A summary of all the quotes was provided including comparison tables. It's important to note that the Council will only be applying for grants for the NET amount as VAT will be reclaimed. This means the Council will need suitable levels of cash flow to pay the full invoice initially. This may mean utilizing the general reserves and/or CIL money to allow payment of invoices, before then reclaiming the VAT.
  - 6.2. Because the quotes for the play equipment are greater than £25,000 the Council has to advertise the contract on the government website 'Contract Finder'. The Clerk has started this process by registering to use the site. This will publicly advertise the contract opportunity for the new play equipment (not car park or fencing as these are under the threshold). Companies are then eligible to submit a quote within the timeframe advertised. The Council are not under any obligation to accept any quote via this method but must advertise it before they can make a final decision. The Council agreed to proceed with advertising the contract on Contract Finder. This can be in progress whilst the planning application is being considered. A final decision on the supplier will made following this.
  - 6.3. YB provided details of applying for the Community Action Fund 2022. Due to a surplus from the fund over the last 2 years grants may be available of up to £15,000 for an individual project. Any project must be ready to go.  
**ACTION** – JP and the Clerk will prepare a 2 page summary of the project with the view to apply.
  - 6.4. YB also has her members grant to hand out. This is in the region of £1000 and may be more suited to smaller projects such as from Gralix Hall. JP will make Gralix Hall aware.
7. To consider applying for a grant towards a Platinum Jubilee event
  - 7.1. A grant from South Norfolk Council is available from South Norfolk Council for £200 for an event to take place to celebrate the Platinum Jubilee between 2nd-5th June 2022. This could be applied to the 'Deopham Through the Ages' history event. This is currently scheduled for 28th May. Applications can only be made if the event falls over the bank holiday weekend therefore if Council wants to apply the event would have to be moved. It was agreed the original date of 28<sup>th</sup> May would remain as the event had already been advertised. JP requested Councillors volunteer to help man the display area at the event. The remaining money from the VE Day grant will be used to cover any costs.

Draft minutes until approved at the Parish Council meeting on Wednesday 6<sup>th</sup> April 2022

Chairman Signature:

Date:

8. To consider or ratify a response to the following planning application
  - 8.1. Application 2022/0100 - Erection of new dwelling and detached garage, Land At Mill Farm, Attleborough Road, Deopham  
The Council queried some details of the application and wished these to be resolved before submitting their official comments. The Council felt any construction should be sympathetic to the neighbouring properties with regard to their privacy.  
**ACTION** – Clerk to discuss queries with planning officer.
  - 8.2. Application 2022/0242 - Change of Use of an Agricultural Barn to Provide Holiday Accommodation, Barn Adj To Hill Farm, Hingham Road, Hackford.  
The Council **RESOLVED** they had no comments or objections to the application.
  - 8.3. Application 2022/0253 – Installation of 37 Solar Panels on roof, 2 Hall Farm Barns, Low Common, Deopham  
The Council **RESOLVED** they were in support of application 2022/0253 and asked regard was paid to the environment.
  - 8.4. Application 2022/0254 – Listed Building consent for installation of 37 solar panels on roof, 2 Hall Farm Barns, Low Common, Deopham  
Comments under item 8.3 also apply to application 2022/2054.
9. To review and adopt the following policy;
  - 9.1. Standing Orders – Standing Orders have been updated, these come from a model document which is edited based on the size and make-up of the Council. They should be reviewed every 3 years. The Council **RESOLVED** to adopt the updated Standing Orders.
10. Correspondance
  - 10.1. Mid Norfolk Flood Partnership Campaign Update from MP George Freeman – A copy of the letter is available on the Council website.
  - 10.2. Norwich Western Link update – The update includes details of the revised route of the proposed new road. This has been amended due to local bat colonies. Details available on the website.
11. Opportunity for public participation
  - 11.1. There were no members of the public present.
  - 11.2. YB reported South Norfolk Council are developing electric car charging points in villages. Further details will be shared with the Council via email.
12. To confirm the date of the next meeting
  - 12.1. The next Council meeting will take place at Gralix Hall on Wednesday 6<sup>th</sup> April 2022, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 8.40pm.