

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 5th May 2021, 7.30pm via Zoom Video Conferencing

Cllrs present:

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

Cllrs absent:

Nick Hindley (NH)

Other:

Jordana Wheeler (Clerk), Cllr Yvonne Bendle (YB), Margaret Dewsbury (MD). There was one 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. To elect the Chairman for 2021-22
 - 1.1. MS noted the good job JP had done over the last year as Chairman. MS proposed JP as Chairman, CC seconded. The Council **RESOLVED** to elect JP a Chairman for 2021-22.
2. Chairman to sign declaration of acceptance of office
 - 2.1. JP signed the declaration of acceptance form.
3. To elect a vice-chair for 2021-22
 - 3.1. MS proposed CC, CG seconded. The Council **RESOLVED** to elect CC as vice-chair for 2021-22.
4. To receive and accept apologies for absence
 - 4.1. NH was absent. All other Councillors were present.
5. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 5.1. There were no declarations of interest in any items on the agenda.

Draft minutes until approved at the Parish Council meeting on Wednesday 23rd June 2021

Chairman Signature:

Date:

6. To consider the co-option of a Councillor to the casual vacancy
- 6.1. A prospective Councillor introduced themselves, explaining their reasons for wishing to become a Councillor. The Council **RESOLVED** to co-opt Chris Chorley (CCh). The Clerk noted the Council was now full with 7 Councillors.
7. To approve and sign the minutes of the Parish Council meeting on 7th April 2021
- 7.1. The minutes of the meeting held on 7th April 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.
8. To consider extending temporary delegation powers to the Clerk
- 8.1. The Clerk recommended extending the current delegation of powers due to the uncertainty over future meetings and possible lockdowns. The powers allow the Clerk to continue with day to day tasks, it is very common for this type of delegation to be in place. The Council **RESOLVED** to adopt delegation powers to the Clerk for 2021-22.
9. To report on progress of matters arising from previous meetings and review the action log
- 9.1. The water has been fixed at the hut and is now working again.
- 9.2. The Clerk will continue to monitor rubbish inside the pavilion to ensure the facilities are being cared for.
- 9.3. JP has sent a letter from the trustees of the Rix charity to approve the lease for the playing field. MS will chase to get the final version issued ready to be signed.
- 9.4. All warning signs have been installed at the pavilion and playing field. The noticeboard is due to be repaired and bin installed in the next few weeks.
10. Finance - To receive the bank reconciliation for March-April 2021 and approve the following payments:

The Clerk confirmed the insurance payment at £479.41. An additional £2000 of assets has been added to the policy including noticeboards and bins but the payment remained the same. The Council reviewed the bank reconciliation. 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
10.1	Zurich – Insurance 2021-22	100610	£479.41
10.2	HMRC - PAYE	100612	£7.40
10.3	Jordana Wheeler – Expenses (April 2021)	100611	£57.73

11. To appoint a play area inspector for 2021
- 11.1. The Council consider quotes and **RESOLVED** to appoint ROSPA as the play area inspector for 2021. The inspection will be scheduled for June.

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12. To consider recent traffic concerns in Deopham

12.1. A number of concerns from a resident have been received regarding speeding cars and drivers not taking care when passing horses in the Mill Hill Lane and Wymondham Road area. JP will speak to local residents about reducing the height of hedges to improve visibility after nesting season as finished.

12.2. It was suggested the 40mph signs could be moved further out of the village to slow traffic down earlier. The Clerk noted this can be very difficult to get implemented and has to go through a legal process by Norfolk County Council.

12.3. The installation of horse warning signs was considered. Councillors felt this was an appropriate action. CC queried whether there was any proof warning signs changed driving behavior, noting concerns about wasting money.

ACTION – Clerk to liaise with Norfolk County Council highways about options for horse signs and moving the 40mph signs.

13. To consider forming a working party for the playing field development

13.1. The Clerk recommended a working party of at least 3 Councillors to work on proposals for the development of the playing field outside of meetings. This may include researching options, obtaining quotes etc... The Clerk can provide support if needed. The working party will report back to the Council with proposals which would be voted on by the full Council.

13.2. JP suggested it would be good to review parking and options for off road parking, as well as replacing the play equipment with a preference for metal equipment over wood.

13.3. The Council **RESOLVED** to form a working party, members are JP, CC, CCh and CG. Other Councillors are welcome to contribute. The Clerk recommended provisional plans are fed back by September so any impact on the budget can be considered.

13.4. CC suggested visiting a newly installed portakabin at a local business. A portakabin is a possible option for replacing the pavilion in the future. CC will arrange a visit for Councillors.

14. To consider a request for an additional dog bin

14.1. The Clerk has received a request for a dog waste bin in the Low Common area. The nearest bin is on Church Lane. The Clerk summarised costs and noted the bin could be purchased with CIL money but the cost for emptying would need to come from the precept. General reserves could be used to cover costs in the first year. It was noted this was a busy area for walkers. The Council **RESOLVED** to install a dog waste bin at Low Common. General Reserves will be used to cover costs for the first year.

15. Correspondence

15.1. Norfolk Citizens Advice Grants for Individuals database
Information was available on the Council website. It was noted it may be useful to add details of the Pools Allotment charity.

16. Opportunity for public participation

16.1. There were no members of the public present.

17. To confirm the date of the next meeting

- 17.1. The next Parish Council meeting will take at Gralix Hall on Wednesday 23rd June 2021, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 8.45pm.