

**Minutes of Deopham and Hackford Annual Parish Council Meeting
in the Gralix Hall on Wednesday 9th May 2018**

Present :

Councillors : Martin Skidmore Jackie Phoenix
 Chris Biggs Chris Coath
 John Chilvers

Cllr. Y. Bendle - South Norfolk Council

Parish Clerk : Rowena Harkness

Parishioners : Jason Marsh,

1. Apologies - Mark Howard, Jayne Allan, Cllr. M. Dewsbury – Norfolk County Council,

2. Election of Chair & Vice Chairman of Parish Council

2.1 Chairman

Jackie Phoenix was nominated by John Chilvers and seconded by Chris Coath. She was elected unopposed.

2.2 Vice Chairman

John Chilvers was proposed by Martin Skidmore and seconded by Chris Coath. He was elected unopposed.

3. Declarations of Interest in items on the agenda

3.1 There were no declarations of interest

4. Minutes of Previous Meeting

4.1 The minutes of the meeting held on 11th April 2018 were agreed as a correct record. Proposed Chris Biggs, seconded Martin Skidmore.

5. Matters Arising

5.1 Land Adjoining 10 Hackford Road, Hardingham, NR9 4ED – New Stable Block (App. 2018/0751). The Parish Clerk has been notified that the application has been changed to include the change of use of the land to keeping horses.

5.2 The Rix Trustees have still not met but Jackie reported that Mike Flowerday is not able to continue to do the finances for the trust. It was agreed that Martin should tell the solicitors to go ahead and draw up a new lease between the Parish Council and the Rix Trust.

6. Correspondence

6.1 Letter from RoSPA notifying that the Playing Field will have the annual inspection sometime in June/July.

6.2 Other correspondence was circulated around the table

7. Finance

7.1 The account balances as at 18/4/2018 were £582.31 in the current account and £544.32 in the deposit. There are 3 unpresented cheques and so the reconciled balance is £512.31. The precept and Council Tax grant have been paid into the deposit account and so balance is £3,327.82

7.2 The Internal Auditor has carried out the annual internal audit and written a letter saying that the council has met all the required internal control objectives for the financial year ended 31/3/18. She has also signed and completed the Annual Internal Audit Report 2017/18. She said that as Martin and Rowena have both indicated their intention to resign as Chair & Parish Clerk, that she also feels it is the right time for her to stop.

The payment of £50 to her for carrying out the work was approved. Proposed Martin Skidmore, seconded Jackie Phoenix. She was thanked for the 8 years she has carried out the role of internal audit.

- 7.3 The 2017/18 Annual Governance Statement in the Annual Return was completed and signed by the Chair and Parish Clerk.
- 7.4 The Certificate of Exemption for submission to the external auditor was completed and signed. The certificate certifies that the gross income or gross expenditure for the year did not exceed £25,000 and that certain statements read out from the certificate apply.
- 7.5 The Receipts & Payments Account for the Financial Year 2017/18 had been circulated and were approved and signed by the Chair and Parish Clerk. The Accounting Statements 2017/18 (Section 2 of AGAR) were also approved and were signed accordingly.
- 7.6 The payment of £353.63 to Zurich Municipal for the insurance premium renewal for 2018/19 was approved. Proposed John Chilvers, seconded Martin Skidmore.
- 7.7 Following the decision at the last meeting to not renew the membership of Norfolk Association of Local Councils but to pay £30 for the continued use of the website, the Parish Clerk had been contacted by the County Officer at NALC to say that he hoped the Parish Council would re-consider the decision as NALC are unable to provide the subsidised website to non-member councils. The Parish Clerk had investigated the possibility of setting up an alternative website with someone recommended by NPTS who has helped other Parish Councils set up new websites. He can train the clerk to build it and then maintain it. He recommends Wix.com – as it's a very simple and intuitive site that anyone can easily get to grips with. The fee he charges is £120 plus another £75 to Wix to register the website and remove WIX adverts and chose a website name that doesn't include WIX in it. The Parish Clerk felt that it would be money well spent as it would be a real benefit to have a website that was attractive and easy to manage – which the current one isn't! – and which is easy for her to train and pass onto the new Clerk. It was agreed that the Parish Clerk should proceed and arrange with the website developer to set up a new website. Also that NALC be informed of the decision not be members and not to have the subsidised website and that the cheque for £30 be returned/cancelled. Proposed Jackie Phoenix, seconded Martin Skidmore.

8. Planning

- 8.1 Berwick, Half Field Lane, Deopham NR18 9DJ – Replace conservatory with pitched roof extension (App. No 2018/0832). After discussion it was agreed that the Parish Council would recommend approval.
- 8.2 Barn at Mill Farm, Attleborough Road, Deopham, NR18 9DQ – Conversion of redundant games room into residential accommodation (App. No 2018/0763). After looking at the application and drawings the Parish Council agreed that they were concerned that the drainage and soakaways should not affect the water table as local fields are prone to flooding. The Parish Clerk will send the comment to Planning.

9. Deopham Playing Field

- 9.1 Deopham Funday – June 10th 2018 – 1pm-4pm for public with some music, 4pm onwards mainly music with opportunity for locals to socialise. Jason updated the Parish Council on the further arrangements made following the meeting he had held with all participants.
- the tables and chairs from the Gralix will be taken to the hut on Sat.
 - the traditional games need collecting from Kath Flowerday – RH to arrange
 - the childrens games – running, egg and spoon, sack and three legged races. Jason to ask Jayne if she will run.
 - Jason circulated a list of all stalls/games and running order for the afternoon.

10. Any Other Business

10.1 Martin Skidmore thanked present and past councillors for all their help and efforts during his 10 years as Chairman. He was thanked in return for his commitment and dedication.

10.2 An increase in the donation towards the upkeep of the two churchyards will be considered at the next meeting.

11. Date of Next Meeting Wednesday 13th June 2018, 7.30pm.

There being no further business the Chairman declared the meeting closed at 9.10pm.