

DEOPHAM & HACKFORD PARISH

To Members of the Council

You are hereby summoned to attend the meeting of Deopham & Hackford Parish Council at Gralix Hall, Deopham on **Wednesday 5th June 2024 at 7.30pm.**

The Council welcomes the public and press to its meetings. The public and press are able to address the Council during the Public Participation session.

AGENDA

1. To receive and accept apologies for absence
2. To receive declarations of interest in items on the agenda and consider any requests for dispensations
3. To approve and sign the minutes of the Parish Council Meeting on 1st May 2024
4. To report on progress of matters arising from previous meetings
5. Finance
 - 5.1. To receive the bank reconciliation for May 2024 and to ratify or approve the following payments

	Payment Description – Unity Trust Current Account	Amount
5.1.1	The Helping Hands – Litter pick equipment (Clean Up & Bloom Grant)	£64.02
5.1.2	Clear Insurance Management Ltd – Insurance 2024-25	£463.21
5.1.3	Sandra Lain – Internal Audit 2023-24	£80.00
5.1.4	Jordana Wheeler – Salary & Expenses (May 2024)	£181.19

6. To consider matters in relation to the annual audit for financial year 2023-24
 - 6.1. To consider the Internal Auditors report for the financial year ending 31 March 2024 and consider recommendations
 - 6.2. To agree the accounts and budget comparison for the financial year ending 31 March 2024.
 - 6.3. To consider the assertions on, and complete, the Annual Governance Statement 2023-24 and to authorise the Clerk and Chairman to sign.
 - 6.4. To consider and approve the Accounting Statements 2023-24 and to authorise the Chairman to sign.
7. To consider a request for additional funding from St. Andrews Church, Deopham and St. Mary's Church, Hackford
8. To consider a proposal regarding fencing at the playing field
9. To receive an update on the new play area and agree to submit a grant application to the Community Action Fund
10. To consider the storage and future usage of the litter pick equipment
11. To consider appointing a new trustee to the charities The Deopham Charity of the Reverence Henry Rix and The Poor's Allotment Charity

12. To consider a response in relation to the following planning applications:
 - 12.1. Application 2024/1369 - Two storey rear extension and alterations (Amended Scheme to Planning Permission 2021/2195), Boundary Farm, Hardingham Road, Hackford
 - 12.2. Application 2024/1474 - First floor extension and conversion of ground floor garage, Loke House, Church Lane, Hackford
13. Correspondance
 - 13.1. Hingham Neighbourhood Plan – Statutory Consulation
 - 13.2. South Norfolk Community Award
 - 13.3. Complaint from resident regarding highways repairs
14. Opportunity for Public Participation
15. To confirm the date of the next meeting – Wednesday 3rd July 2024 at Gralix Hall. Please note there is no meeting scheduled for August.
16. To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public for the following confidential items:
 - 16.1. To receive an update on recruitment for the new Parish Clerk

J Wheeler