

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 6th May 2020, 7.30pm via Zoom Video Conferencing

Cllrs present: Jacky Phoenix – Chair (JP), Chris Biggs (CB), Martin Skidmore (MS), Chris Coath (CC)

Cllrs absent: John Chilvers (JC)

Other: Jordana Wheeler (Clerk), Cllr Yvonne Bendle (YB), no members of the public were present.

This meeting took place via video conference due to the current Coronavirus outbreak and guidelines to stay at home.

1. Apologies for Absence
 - 1.1. Apologies were received and accepted from John Chilvers (JC), Margaret Dewsbury also sent her apologies.
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 4th March and the Record of Decisions in relation to the cancelled meeting from 1st April 2020
 - 3.1. The minutes of the meeting held on 4th March 2020 were received and read by Councillors prior to the meeting. No amendments were requested and the Council **RESOLVED** to approve the minutes. The Record of Decisions documents decisions made outside of a meeting as approved via email by Councillors following the cancellation of the April meeting. The Council **RESOLVED** to approve the record of decisions. The Clerk will liaise with JP to sign the minutes after the meeting.
4. To confirm arrangements for the Annual Parish Meeting and the Annual Parish Council Meeting
 - 4.1. New regulations have been brought in due to the pandemic and are valid until May 2021 or until the Government retracts them.
 - 4.2. Meetings can be held virtually and must continue to be advertised in the normal manner. Meetings are still legal as long as they are advertised on the Council website, this means the agenda does not have to be displayed on the village noticeboards if it is not safe to do so.
 - 4.3. As long as everyone in attendance can be heard in the meeting it is considered the regulations have been met. It is preferable to also be able to see attendees (e.g. video conferencing). The press and public must also continue to be able to access meetings.
 - 4.4. The requirement to hold an Annual Parish Council meeting has been removed, therefore the Chair will continue in role for another year until May 2021 unless they do not wish to. Therefore JP will continue as Chair for 2020-21. The role of vice-chair continues to remain unfilled.
 - 4.5. There will be no Annual Parish Meeting but any reports received will be published on the Council website.
5. To report on progress of matters arising from previous meetings and review the action log
 - 5.1. The lease for the playing field is still ongoing, progress has been delayed due to the pandemic.

Draft minutes until approved at the Parish Council meeting on Wednesday 3rd June 2020

Chairman Signature: J Phoenix

Date: 10.6.2020

- 5.2. The Clerk is in the process of completing the audit. Due to the pandemic the usual deadlines have been extended to 31 July.
- 5.3. The overgrown hedge along Low Common, Hackford, is yet to be dealt with.
ACTION – Clerk to report the matter to Highways to see if it can be trimmed back.
- 5.4. Quotes for grass cutting of the playing field have been obtained and the Council has appointed a contractor, see item 12.
- 5.5. The Clerk has been working to identify how the Council will need to amend its working practices during the pandemic including testing options for video conferencing.
6. To consider temporary delegation of powers to the Clerk
- 6.1. The Council were in receipt of a draft policy to delegate powers to the Clerk. This would enable to Clerk to carry out essential Council duties should the Council be unable to meet during the pandemic. All decisions should be made where possible in consultation with the Council via email. Any decisions made outside of a meeting will be reported at the next Council meeting to be ratified. The Council **RESOLVED** to delegate temporary powers to the Clerk.
7. To note correspondence received:
- 7.1. A report from County Councillor Margaret Dewsbury covering Norfolk County Council's actions over the last year is available on the Council website.
- 7.2. Information had been received on how individuals can get tested if they suspect they have COVID19. Residents are advised to visit the NHS website for up to date information.
8. To consider a response to the following planning application:
- 8.1. 2020/0754 – Extension to existing stable block, Land adjoining 10 Hackford Road, Hackford
- 8.1.1. It was noted that the premises currently on site are within Breckland and the proposed stables fall within South Norfolk as the site crosses th boundary of the two districts. Councillors had no concerns regarding the application. The Council **RESOLVED** they had no objections to application 2020/0754.
9. Finance
- 9.1. To receive the bank reconciliation for April 2020 and approve the following payments:
The Council reviewed the bank reconciliation, no questions were received. The Council **RESOLVED** to approve the payment. The Clerk noted that the payment would be issued in 2 cheques as the payment covered 2 outstanding payments. The Clerk will arrange for JP and MS to sign the cheques.

	Description	Cheque Number	Amount
9.1.1	HMRC – Employers PAYE	100577	£2.20
		100578	£7.80

10. To note receipt of the precept
- 10.1. The first half of the precept has been received. This has been paid into the current account as previously agreed, rather than the deposit account as previously used. This will reduce the number of bank transfers required across the year to cover payments.

11. To appoint a play area inspector for 2020

- 11.1. The Council **RESOLVED** to use ROSPA for the play area inspection due in June 2020.

12. To confirm the appointment of a grass contractor for 2020

- 12.1. Following receipt of 3 quotes, Councillors had met with one contractor on 24th April to obtain further detail on their quote. The Council **RESOLVED** to appoint Vortex as the grass contractor for 2020, starting immediately. The grass at the playing field will be cut every 2 weeks between April and October. The contractor has been given a key to the gate to enable access.

ACTION – Clerk to request key to gate is returned from Norse (previous contractor).

13. To agree a submission to The Net (temporary version)

- 13.1. The Clerk explained that due to the pandemic the usual newsletter was being reduced to an A4 flyer and shared electronically rather than being delivered to households. Suggestions for Council entry included:

Play area being closed
Use of phone box for donations
Council holding virtual meetings
Parish Councillor vacancies
Contact details

ACTION – Clerk to submit entry to The Net.

14. To consider the option of subscribing to a video conferencing service for future meetings

- 14.1. The Clerk explained it was not known how long meetings would be held via video conferencing but legislation allowed for it until May 2021. Costs for the 2 main providers were considered (Zoom & go2meeting). CC recommended another free service called Jitsi. The Council **RESOLVED** to continue to use a free version of video conferencing, exact provider to be determined following further trials. **ACTION** – Clerk to set up trial meeting using Jitsi.

15. Opportunity for public participation

- 15.1. No parishioners were present for this item.

16. To confirm the date of the next meeting - Wednesday 3rd June 2020

- 16.1. The next Parish Council meeting will take place via video conference on Wednesday 3rd June 2020, 7.30pm. The press and public are welcome to attend.

The meeting closed at 8.10pm