

## DEOPHAM & HACKFORD PARISH COUNCIL

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### Minutes of the Parish Council meeting on

**Wednesday 4<sup>th</sup> September 2024, 7.30pm at Gralix Hall**

Cllrs present:

Jacky Phoenix – Chair (JP), Chris Chorley (CCh) – Vice Chair, Eliska Cheeseman (EC), Chris Coath (CC), Catherine Grand (CG) and Martin Skidmore (MS)

Absent:

Cllr Josh Woolliscroft (JW)

Others present:

Carol Bailey (Clerk), Cllr Margaret Dewsbury (MD), Members of the public - 2.

1. To receive and accept apologies for absence
  - 1.1. Apologies were received and accepted from JW.
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
3. To consider the co-option of a new Parish Councillor
  - 3.1. The Clerk reported that as a by election had not been called the Council was now in a position to co-opt a new Parish Councillor under their Co-option Policy. Cllr Coath (CCh) had been approached by a parishioner who had showed a keen interest in the position. It was **RESOLVED** that the interested party would be invited to attend the meeting in October if they were still interested. If not, the Council would move forward with an advertisement on their website and Facebook pages.
4. To approve and sign the minutes of the Parish Council meeting on 3 July 2024
  - 4.1. The minutes of the meeting held on 3<sup>rd</sup> July 2024 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
5. To report on progress of matters arising from previous meetings
  - 5.1. Cllr Coath (CCh) asked if any update had been received regarding the query on the George Freeman election leaflet. The Clerk confirmed nothing had been heard.
6. Finance - To receive the bank reconciliation for July 2024 and to ratify or approve the following payments;

Draft minutes until approved at the Parish Council meeting on Wednesday 2 October 2024

Chairman Signature:

Date:

The Council **RESOLVED** to approve the payments.

	Payment Description – UNITY Trust Bank Current Account	Cheque Number	Amount
6.1.1	The Fencing Workshop – temporary fencing at Playing Field	BACS	£660.00 <b>RATIFIED</b>
6.1.2	Carol Bailey – Salary & Expenses (July 2024)	BACS	£93.86 <b>RATIFIED</b>
6.1.3	Wave – Water Rates for Playing Field	DD	£19.50 <b>RATIFIED</b>
6.1.4	Gralix Hall – Hire of Hall (April-July 2024)	BACS	£108.00
6.1.5	Jordana Wheeler – Salary & Expenses (July 2024)	BACS	£140.21
6.1.6	Carol Bailey – Salary & Expenses (August 2024)	BACS	£274.08
6.1.7	HMRC – Outstanding Income Tax (June-August 2024)	BACS	£237.12
6.1.8	SNDC – Dog Bin Emptying 1/4/2024-31/3/2025	BACS	£436.80

7. To consider matters in relation to the annual audit for financial year 2023-24
  - 7.1 The Clerk reported the External Auditors had come back with two queries that she had supplied answers for although she had been approached again with the same questions. If the email details would not suffice the Clerk would telephone to help bring the audit to a conclusion.
  
8. To agree spending of the remaining Clean Up & Bloom grant
  - 8.1 The Clerk reported there was still £121.70 remaining to be spent. The Chair and Councillor Grand (CG) would look into purchasing a wooden plant container.
  
9. To receive an update on funding for the new play area and agree any actions.
  - 9.1 The Clerk reported the application to the Community Action Fund had been unsuccessful. She had investigated further grants and reported there was less availability of funding for larger grants so there were two options – looking at smaller grants to make up the amount or re-apply to the National Lottery after the statutory period ends in November. The Clerk would report back on this at the next meeting.
  - 9.2 The Clerk reported that the grant for £810 from the District Councillor for a new bench had been received and it was **AGREED** that purchasing from a local company would be investigated
  
10. To consider applying to The Parish Partnership 2025/2026
  - 10.1 This was a match funding grant from Norfolk County Council for highways improvements. Councillors were requested to come back to the next meeting if they had ideas for a suitable project.
  
11. To receive a quotation for the destruction of the old Council laptop
  - 11.1 The Clerk had provided a quotation in the sum of £76 for the pick-up and removal of the laptop with the quotation including the Certificate of Destruction as required by legislation. As this was not a local company Councillors requested the Clerk contact some local companies to ascertain if they could provide the full service and bring the matter back to Council to a future meeting.

12. Planning – To note details of appeal lodged for Applications No 2023/3164, DCLG Ref: APP/L2630/W/24/3345475, Location: Land at Mill Farm Attleborough Road Deopham, Appeal by Mr Tim Davidge Deer View Bow Street Great Ellingham NR17 1JA

2024/2493 Conversion of existing barn into new self-build dwelling & erection of garage The Old Piggery Hill Farm Morley Road Deopham Mr Andrew McDowell

This application had been before the Council previously, but this new application had been changed to provide an appearance much more suited to the village and its surroundings. Lighting and drainage had also been updated. The Chair stated that she would be happy to support the application in its present form. This was duly **AGREED** and **RESOLVED** by Council and SNDC would be informed.

13. To receive and approve the draft General Reserves Policy Document  
13.1 This was duly agreed and it was **RESOLVED** to adopt the General Reserves Policy.
14. To received details of obtaining a gov.uk website and the associated cost  
14.1 The Clerk had investigated this and there were several options available. As this was not currently only a recommendation and not legislation the Clerk was requested to provide detailed information and costings at a future meeting.
15. To received details of a Corporate Multi Pay Card from Unity Trust along with the associated cost  
15.1 Councillors had been provided with details of the Corporate Multi Pay Card and the Clerk updated the meeting on the associated costs. It was **AGREED** this would be brought back to a future meeting for discussion and decision once the Clerk had full access to the Unity Trust Bank accounts.
16. Correspondence  
16.1 Norwich Western Link Project update – County Councillor Dewsbury also updated the Council on this project  
16.2 Norfolk County Council – Adult Learning  
16.3 South Norfolk Clusters Housing Allocations Plan – Reg 19 Pre-submission Addendum
17. Opportunity for Public Participation  
17.1 The attending residents had come to the meeting to request the help of the Parish Council in connection with The Annexe at White House Farm Hackford. They stated they had been dealing with Steve Kenny of the Planning Department at SNDC and had made him aware of the following serious issues:

- The roof tiles and cladding were not like for like from the old farmhouse and were different from those lodged with the original planning application
- There were serious issues with both the drainage and the sewage
- Approximately 1.5 metres of land had been taken from highways and was being used to park several cars
- Smashed tiles which had been used as flooring were now an issue on the road
- There was an untaxed vehicle on the verge
- The property has a floating door with no barrier and this was extremely dangerous

The Council showed extreme concern regarding the situation with this property and requested that immediate action should be sought from the relevant parties. The Council **RESOLVED** that a stern email be sent to the Head of Planning at SNDC, the Head of Highways at Norfolk County Council and that a copy be sent to District Councillor Woolliscroft.

18. To confirm the date of the next meeting – Wednesday 2<sup>nd</sup> October 2024 at 7:30pm at the Gralix Hall

There being no other relevant business the meeting was duly closed at 8:35pm.