

## DEOPHAM & HACKFORD PARISH COUNCIL

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### Minutes of the Council meeting on Wednesday 6<sup>th</sup> April 2022, 7.30pm at Gralix Hall

**Cllrs present:**

Jacky Phoenix – Chair (JP), Chris Chorley (CCh), Chris Biggs (CB), Catherine Grand (CG),

**Absent:**

Martin Skidmore (MS), Chris Coath – Vice Chair (CC), Cllr Yvonne Bendle (YB)

**Others present:**

Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD). There were no members of the public present.

1. To receive and accept apologies for absence
  - 1.1. Apologies were received and accepted from MS and CC.
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 co-opt a Councillor to the casual vacancy
  - 3.1. It was noted there had been no requests for an election. The Council are now able to co-opt a Councillor. There have been no expressions of interest to date.
4. To approve and sign the minutes of the Parish Council meeting on 2<sup>nd</sup> March 2022
  - 4.1. The minutes of the meeting held on 2<sup>nd</sup> March 2022 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 and review the action log
  - 5.1. The Dog bin is on order but is currently out of stock. A delay of approx. 6 weeks is expected.
  - 5.2. Dates for Councillor training had been shared but attendees from other Councils were no longer available. Without a minimum number of attendees it is not financially viable to host a training session. Councillors are able to attend training individually, the Clerk will share details.
  - 5.3. The installation of the horse warning signs has been chased again.
6. Finance - To receive the bank reconciliation for March 2022 and approve the following payments:

JP noted funds had been raised via a recent village Bingo event. £200.50 was donated to the Council for the new play equipment fund. The Council reviewed the bank reconciliation, there were no queries. The Council **RESOLVED** to approve the payment.

Draft minutes until approved at the Parish Council meeting on Wednesday 4<sup>th</sup> May 2022

Chairman Signature:

Date:

	Description	Cheque Number	Amount
6.1	Jordana Wheeler – Salary & Expenses March 2022	100630	£80.61

7. To consider changing the Councils bank
  - 7.1. The Clerk gave a brief summary of alternative banking options and an explanation of a possible process for running online banking within the guidelines of how Parish Councils must operate. JP felt banks which do not have banking charges should be considered.
  - 7.2. Councillors were given their own individual banks from a short list to research further. Feedback will be given at the next meeting for a decision to be made.  
**ACTION** – Clerk to continue with changing bank signatories on current bank account.
  
8. To discuss progress on the replacement play equipment and new car park
  - 8.1. The Clerk summarised progress with advertising the contract for the play equipment on the Contracts Finder website. There had been a delay whilst the Council obtained a required reference number. A new application to gain access to the website has been submitted, once approved the contract can be advertised.
  - 8.2. The planning application for the amended access to the playing field had to be amended to include the proposed carpark. The planning application has now been resubmitted.
  - 8.3. Money raised from a recent bingo event (£200.50) has been donated to the Parish Council to go towards the play equipment reserve fund.
  
9. To appoint a play area inspector for 2022
  - 9.1. The Council **RESOLVED** to appoint ROSPA as the play area inspector for 2022.
  
10. To consider a response to the following planning application
  - 10.1. Application 2022/0100 - Erection of new dwelling and detached garage, Land At Mill Farm, Attleborough Road, Deopham  
The Clerk reported that there had been a change of planning officer for the application which had led to a delay in receiving a response to the Council's query on the application. The planning officer is scheduling a site visit. The Councils response will be agreed once the queries have been responded to.
  
11. To review and adopt the following policies;
  - 11.1. Asset Register – The Clerk summarised the updates to the register including the addition of new assets. The Council **RESOLVED** to approve the Asset Register.
  - 11.2 Risk Assessment 2022-23 – The Clerk summarised the updates including adding some clarity on Council processes. The Council **RESOLVED** to approve the Risk Assessment for 2022-23.

Draft minutes until approved at the Parish Council meeting on Wednesday 4<sup>th</sup> May 2022

Chairman Signature:

Date:

## 12. Correspondance

- 12.1. Big South Norfolk Litter Pick – Run by South Norfolk Council, there is the chance to win a prize draw for Councils who take part. JP has some volunteers and will organize an event in the parish.
- 12.2. South Norfolk Council Queen’s Platinum Jubilee Celebrations – Details of events being run by South Norfolk Council for the jubilee have been shared. A Norfolk wide website has also been launched were people can share details of their own local events.
- 12.3. South Norfolk Community Awards Nominations – Nominations can now be made via the South Norfolk Council’s website.

## 13. Opportunity for public participation

- 13.1. There were no members of the public present.
- 13.2. MD reported that Norfolk County Council are anticipating financial shortfalls in the future and are exploring further ways to reduce expenses. The Council is aiming to be net zero by 2030. Electric charging points are being installed across the county. More trees are also being planted. Resources have been coordinated and sent to Poland in support of the war in Ukraine and residents who are helping to house Ukranian refugees are being supported. A new grant is being introduced to help support the installation of accessible public toilets

## 14. To confirm the date of the next meeting

- 14.1. The next Council meeting will take place at Gralix Hall on Wednesday 4<sup>th</sup> May 2022, 7.30pm. This will consist of the Annual Parish meeting immediately followed by the Annual Parish Council meeting. The press and public are welcome to attend.

## 15. 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:

The Council **RESOLVED** to exclude the press and public to discuss a staffing matter. The public meeting closed at 8.22pm

- 15.1. To approve the annual scale point increase to the Clerk’s salary  
The Council **RESOLVED** to approve the 1 scale point increase to the Clerk’s salary from 1<sup>st</sup> April 2022.

The confidential meeting closed at 8.25pm.