

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 2nd September 2020, 7.30pm via Zoom Video Conferencing

Cllrs present:

Jacky Phoenix – Chair (JP), Chris Coath (CC), Chris Biggs (CB)

Cllrs absent:

John Chilvers (JC), Martin Skidmore (MS)

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 pandemic and government guidelines to social distance.

1. Apologies for Absence
 - 1.1. Apologies were received and accepted from John Chilvers (JC) and Martin Skidmore (MS). County Councillor Margaret Dewsbury (MD) also sent her apologies. All other Councillors were present.
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 1st July 2020
 - 3.1. The minutes of the meeting held on 1st July 2020 were received and read by Councillors prior to the meeting. No amendments were requested and the Council **RESOLVED** to approve the minutes. The Clerk will liaise with JP to sign the minutes after the meeting.
4. To report on progress of matters arising from previous meetings and review the action log
 - 4.1. There were no queries in relation to the action log. Many actions are ongoing due to the pandemic.
 - 4.2. JP has a meeting arranged with HSBC regarding the Council bank account, this is a requirement to verify information about the Council.
 - 4.3. The Clerk is continuing to update the Council website to meet the new Accessibility Regulations starting at the end of September.
5. Finance - To receive the bank reconciliation for June/Aug 2020 and approve the following payments:

The Council reviewed the bank reconciliation. The Clerk noted payment 5.1 was for the Clerk's recent training. Invoices have been issued to the Clerk's other Councils for their 3rd share of the cost bringing the total cost to the Council of £8 (as previously agreed). CC enquired if the training had been useful, the Clerk confirmed it was well delivered and easy to understand and implement. The standing order for the Clerk's salary has been set up and will now be reported via the bank reconciliation. Overtime and expenses will continue to be paid via cheque. The Council **RESOLVED** to approve the payments. The Clerk will arrange for JP and MS to sign the cheques outside of the meeting.

Draft minutes until approved at the Parish Council meeting on Wednesday 7th October 2020

Chairman Signature:

Date:

	Description	Cheque Number	Amount
5.1	Vue IT Training – Accessibility Training	100587	£24.00
5.2	High Oak PCC – Donation for churchyard maintenance 2020-21	100588	£150.00
5.3	HMRC Employers PAYE – Aug 2020	100589	£8.60

6. To consider a request to make a donation towards the costs of maintenance for the Deopham Green Memorial
- 6.1. The Clerk shared details of the maintenance costs provided by Great Ellingham Parish Council. The Clerk noted a donation could be made from the village maintenance budget category. Previous donations had been £25 per year. The Council **RESOLVED** to make a donation of £25 to Great Ellingham Parish Council for the maintenance of the Deopham Green War memorial.
7. To receive an update on the request for temporary repairs to The Hut
- 7.1. The Clerk met with the manager of the football team who use the Hut to discuss the requests. JP also met him on a separate occasion to discuss the repairs. Requests include painting the inside, removal of some of the rubbish to create more space and reorganization of the storage of the items stored in the Hut. Provision of extra benches was also requested so both football teams had an area to get changed.
- 7.2. JP has some paint and proposed getting a group of volunteers to help clear out and paint the hut. Wooden rubbish can be disposed of by JP, metal could be collected by a scrap yard. A local resident who helps organize village events would need to be consulted regarding which items from the Hut need to be kept.
ACTION – JP to contact resident to meet and agree which items can be disposed of.
ACTION – Clerk to identify a weekend the football team are playing away leaving the hut free for work to be carried out.
- 7.3. JP has also obtained some wood to be used to build an internal walled area to contain the items stored neatly.
- 7.4. Further discussions took place about the repair/replacement of the Hut. JP reported it would not be possible to apply for grants without 3 comparison quotes however due to the bespoke nature of the work only 1 quote had been contained. The CIL money could be used to strip the building but grants would be needed to repair/rebuild. The Clerk noted the Council need to agree a clear course of action, e.g. whether to repair or replace the building, so that further quotes can be obtained and grants applied for.
ACTION – Clerk to re-share details of previous quotes obtained.
ACTION – Councillors to consider pros/cons for options to repair/replace the Hut in preparation for next meeting.
8. To consider recent increases in litter at the playing field
- 8.1. The Clerk noted a number of reports on social media of excess litter on the playing field. The Council have not received any direct complaints. The Council felt there was little they could do to prevent it but would consider providing extra bins.
ACTION – Clerk to investigate costs of installing a new rubbish bin including costs to have it emptied by South Norfolk Council.
9. To approve and sign the lease for Deopham Playing Field
- 9.1. There was nothing to report due to the absence of MS.

10. To note correspondence received
 - 10.1. South Norfolk Bi-weekly newsletter – The Clerk noted these would be changing format from September.
 - 10.2. Norwich Western Link Local Access Consultation – The consultation is looking at the proposed changes to local road access and public footpaths in the area of the proposed Norwich Western Link. Responses can be submitted online by Sunday 20th September.
 - 10.3. Norfolk County Council Local Outbreak Control Plan – The plan for how the County Council will deal with a local outbreak of COVID19 is available to read via the County Council website.
 - 10.4. South Norfolk Council Community Awards – Nominations are now open for these awards which can be made via the South Norfolk Council website.
 - 10.5. Parish Roadside Tree Inspections – Norfolk County Council highways will be carrying out inspections on trees close to the highway to identify and carry out maintenance required due to ash die back disease damage. If the tree is on private land the land owners will be contacted to carry out the work.
 - 10.6. Big South Norfolk Litter Pick – This litter pick event is taking place during September, anyone wishing to organize a litter pick should contact South Norfolk Council.

11. Opportunity for public participation
 - 11.1. No parishioners were present for this item.
 - 11.2. YB encouraged residents to nominate people for the South Norfolk Community Awards.

12. To confirm the date of the next meeting - Wednesday 7th October 2020
 - 12.1. The next Parish Council meeting will take place via video conference on Wednesday 7th October 2020, 7.30pm. The press and public are welcome to attend.

The meeting closed at 8.30pm.