

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 1st July 2020, 7.30pm via Zoom Video Conferencing

Cllrs present:

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

Cllrs absent:

John Chilvers (JC)

Other:

Jordana Wheeler (Clerk), Cllr Yvonne Bendle (YB), Margaret Dewsbury (MD), 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). All other Councilors 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 3rd June 2020
 - 3.1. The minutes of the meeting held on 3rd June 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. The Clerk reported that she has been experiencing problems with the Council laptop in recent months with the laptop being slow to respond and regularly crashing and closing itself down with an error message. The Clerk will be looking at bringing forward the purchase of a new laptop over the coming months and identifying funding.
 - 4.2. A query was raised regarding why the Clerk's salary had been higher the previous month. The Clerk noted this had included reimbursement for the annual subscription for the Council website which had to be paid on a credit card. JP noted this had also been the case with the previous Clerk paying the fees and being reimbursed.
5. To note correspondence received
 - 5.1. NALC Model Code of Conduct consultation
The model Code of Conduct adopted by most Parish Council's is under consultation. Councillors are able to respond directly if they wish to submit comments on the proposed changes.
 - 5.2. CPRE – Green Spaces Letter
Councillors were in receipt of a letter promoting the benefits of green spaces and

encouraging Councils to look after and make available green spaces for the public.

6. To consider the Annual Play Area Inspection and recommendations
 - 6.1. The Clerk summarised the report. The overall rating was low-medium. Key recommendations included repairing the fence, cleaning the ball shoot, replacing rusty items and improving the surface areas where grass had worn away.
 - 6.2. JP reported that the Rix Trust have arranged the fence repairs which will be carried out in the next few weeks. Councillors felt the other recommendations were not urgent and nothing was dangerous. The equipment will continue to be monitored.

Item 11 was discussed next due to its connection to item 6.

7. Finance

- 7.1. To receive the bank reconciliation for May/June 2020 and approve the following payments:

The Council reviewed the bank reconciliation, no questions were received. The Clerk noted a cheque to the Gralix Hall was still to be banked but assumed this had been delayed due to the pandemic. This will be chased if it remains outstanding in August. The Clerk noted the salary payment for July will be issued with the pay date of the August meeting but is being issued early due to no meeting in August. The Council **RESOLVED** to approve the payments. The Clerk will arrange for JP and MS to sign the cheques outside of the meeting.

	Description	Cheque Number	Amount
7.1.1	Playsafety Ltd – Play Area Inspection	100582	£82.20
7.1.2	Max Bergin – Internal Audit	100583	£23.00
7.1.3	HMRC – Employers PAYE	100584	£10.00
7.1.4	Jordana Wheeler – Clerks Salary & Expenses (June 2020)	100585	£190.51
7.1.5	Jordana Wheeler – Clerks Salary & Expenses (July 2020)	100586	£193.03

8. To consider a request to make a donation towards the costs of maintenance for the Deopham Green Memorial
 - 8.1. The Clerk reported on the request for a donation towards maintenance and confirmed that this usually includes strimming, weeding and litter picking, costing £45.00 last year. Previous donations had been £25.00 per year. The Council was not aware of specifically why the donations had ceased. The Council requested to see copies of receipts for the work carried out in the previous year and would reconsider the request once this information had been received.
ACTION – Clerk to obtain additional information on maintenance costs of the memorial.

9. To consider a request for temporary repairs to The Hut

The manager of the football team has requested that some of the items stored in the Hut be moved to make some additional space, that holes in the roof be repaired as there has been some leaks and the walls be repainted. The Council felt some of the items stored could be disposed of, others would need to remain in the Hut as they are used for large events. There were concerns about possible roof repairs due to asbestos and felt this may not be possible.

ACTION – Clerk to arrange meeting at the Hut with the football manager to discuss the

Draft minutes until approved at the Parish Council meeting on Wednesday 2nd September 2020

Chairman Signature: *J Phoenix*

Date: 10/9/2020

issues and consider options.

10. To consider re-opening the play equipment

- 10.1. The Clerk reported that government guidelines allowed for play equipment to be re-opened from 4th July subject to the relevant precautions being taken. Recommendations included signage and a COVID specific risk assessment. Councillors discussed the pros and cons of providing hand sanitizer, it was agreed this should be the responsibility of parents. Key points for signage to include the equipment is not cleaned, one family on the equipment at a time, reminders to wash hands and to maintain social distance.
ACTION – Clerk to complete a risk assessment and prepare signage. JP will put up signage.

11. To agree the terms of use for the football pitch for 2020-21 and approve the hire costs

- 11.1. To Clerk presented the draft agreement and noted the changes from the previous agreement including payments being made in 4 installments, clarification on insurance and maintenance responsibilities. Councillors noted the possible loss of matches due to the pandemic, should this occur the fees will be reviewed. The Council **RESOLVED** to approve the terms of use for 2020-21 and to keep the fees at £600.00.
- 11.2. Options for replacing the Hut were discuss again, CC shared information on a portakabin. Concerns were raised about the need for a replacement to fit on the current concrete base and with the current water supply.
- 11.3. The Clerk queried whether a replacement was needed and if a target date should be set for replacement. Councillors agreed a replacement was required for the Hut as it provided a vital space for the football team and village events. The key issues to replacement are being able to raise funds which has been difficult in the past. JP will continue to seek quotes for replacement of the Hut.

12. To discuss options for applying to the Parish Partnership grant

- 12.1. The Council were in receipt of a letter detailing the Parish Partnership grant from Norfolk County Council (NCC). The Clerk noted the grant was for specific highways related infrastructure and had to be matched 50/50 by Council funds.
- 12.2. CC suggested a portable speed camera as The Green/Pye Lane and Vicarage Lane experience a lot of speeding. The Clerk explained how this is done in other villages and that the Council could consider sharing one with another local Council to reduce costs. Locations to install the signs around the village would need to be agreed with NCC. MD noted she may be able to support the purchase via a highways grant.
ACTION – Clerk to obtain quote for speed camera and speak to local Parish Councils about sharing a sign.

13. Opportunity for public participation

- 13.1. No parishioners were present for this item.
- 13.2. YB reported problems with excessive flies in and around Hingham. Councillors were not aware of any problems in Deopham or Hackford. It was suggested it could be due to the weather of the local poultry farm.
- 13.3. MD will submit a written report to the Council but noted the re-opening of libraries and hopefully museums in time for the summer holidays. NCC have written a plan to address any local outbreaks of COVID-19.

14. To confirm the date of the next meeting - Wednesday 2nd September 2020

14.1. The next Parish Council meeting will take place via video conference on Wednesday 2nd September 2020, 7.30pm. The press and public are welcome to attend. Please note there is no meeting in August.

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 members of the public to discuss a staffing matter. The public meeting closed at 8.30pm. YB, MD and MS left the meeting.

15.1. To consider paying the Clerk's salary by Standing Order

The Clerk explained the options and benefits of paying the salary by standing order.

The Council **RESOLVED** to approve payment of the Clerk's salary by monthly standing order on the 1st of every month.

The confidential meeting closed at 8.40pm.