

## **Minutes of Deopham and Hackford Parish Council Meeting in the Gralix Hall on Wednesday 16<sup>th</sup> January 2019**

### **Present:**

Councillors :   Jacky Phoenix                      Martin Skidmore  
                  Chris Coath                         Jayne Allan

Parish Clerk : Sarah Way

Parishioners: None attended

1.    **Apologies** - Chris Biggs, John Chilvers, Mark Howard,  
                  Cllr. Yvonne Bendle - South Norfolk Council  
                  Cllr. M. Dewsbury – Norfolk County Council
  
2.    **Declarations of Interest**
  - 2.1   There were no declarations of interest in items on the agenda
  
3.    **Minutes of Previous Meeting**
  - 3.1   The minutes of the meeting held on 12<sup>th</sup> December 2018 were agreed as a correct record.  
      Proposed Martin Skidmore, seconded Chris Coath.
  
4.    **Matters Arising**
  - 4.1   Parish Clerk reported that the planning application for 3 Hall Farm Barns, Low Common for  
      a single storey annex extension has been approved.
  
  - 4.2   In the December Parish Council meeting the Lind Trust Projects was suggested by Sue  
      Pratt as a potential charity who could help with fund raising. Jacky investigated and  
      unfortunately we do not meet the criteria for funding.
  
5.    **Correspondence**
  - 5.1   Correspondence was circulated around the table.
  
6.    **Finance**
  - 6.1   The bank balances at 18/12/2019 were £1033.65 in the current account and £3547.06 in  
      the deposit account.  
      Current account there are 3 unpresented cheques, the transfer from the deposit account  
      and the second payment from AG Athletic Football Club so the reconciled balance for the  
      current account is £739.40.  
      Deposit account there is the transfer to the current account and so the reconciled balance  
      for the deposit account is £3047.06.
  
  - 6.2   To approve the donation of £150 to High Oak PCC for the contribution to upkeep of the  
      graveyards at Deopham & Hackford Churches. Proposed Jayne Allan, seconded Jacky  
      Phoenix. Chris Coath abstained from the decision. Jacky to send the Parish Clerk the  
      details of who to send the cheque to.
  
  - 6.3   Budget Monitor 3 – shown as column 4 (actual spend at 31/12/2018) on the financial  
      projections document circulated – was noted.

#### 6.4 Parish Council's Precept Requirement for 2019/20

- 6.4.1 The Parish Clerk had circulated the financial projections to March 31<sup>st</sup> 2019 and the budget estimates needed for 2019/20. The projections for end March 2019 show a surplus of **£2413.17** approx and so projected balance of funds to take over into 2019/20 = £4199.97.
- 6.4.2 The budget estimates show that the Parish needs approx **£5296.50** – which is based on a very realistic budget with less money for donations and a 10% increase in the contract amount with Norse for the playing field grass cutting.
- 6.4.3 The only projected income for 2019/20 is the repayment of the VAT approx £302. Currently there is rent from the hire of the playing field by AG Athletic FC – no indication from the club that they will continue to rent the playing field for the season 2019/2020. So total other income = **£ 302**
- 6.4.4 So the amount needed from the precept process is £5296.50 - £302 = **£4994** approx.
- 6.4.5 The precept is the money collected by South Norfolk Council through the Council Tax and given to the Parish Council. The funding towards the cost of the Council Tax Support (CTS) Scheme which was previously shared with Parish councils was contained within the overall Revenue Support Grant (RSG) which South Norfolk Council received. South Norfolk Councils RSG has been reduced by Central Government to **zero** for 2019/2020. Therefore, South Norfolk Council is having to reduce the overall amount of CTS to the parish from £54,365 to **£0.00**
- 6.4.6 The precept amount is divided by the tax base of the parish to arrive at the Band D charge – each of the bands A – H are calculated as a proportion of the Band D charge.
- 6.4.7 The tax base is a measure of the taxable capacity of the Parish – it takes into account the number of exempt properties, anticipated growth in new properties, number of properties subject to discounts, the estimated collection rate and an equivalent to the estimated level of Council Tax Support provided to residents.
- 6.4.8 The Tax base for Deopham & Hackford for 2019/20 has been set by South Norfolk Council at **207** (it was 205 last year)
- 6.4.9 The grant from SNC for Deopham & Hackford for 2019/20 is £0.00 (it was £67 last year).
- 6.4.10 The Parish Clerk circulated figures showing the implications of the Parish Council asking for a precept of:  
Option A - £4500 (with the grant of £0 this would be **£4500**) and would mean a band D council tax charge of £21.74 – which will show on the council tax bill as a -17.96% decrease or £4.76 a year less than last year.  
  
Option B - £4750 (with the grant of £0 this would be **£4750**) and would mean a band D council tax charge of £22.94 – which will show on the council tax bill as a -13.43% decrease or £3.56 a year less than last year.  
  
Option C - £5000 (with the grant of £0 this would mean **£5000**) and would mean a band D council tax charge of £24.15 – which will show on the council tax bill as a -8.8% decrease or £2.35 a year less than last year.  
  
Option D – If the parish wishes to keep the Band D charge shown on Council Tax bills the same as last year:  
Multiply last year band D charge by the 2019/20 tax base  
£26.5 x 207 = £5485.50 and would mean a band D council tax charge of £26.50 – which will show on the council tax bill as no change from last year

- 6.4.12 After some discussion it was agreed that the Parish Council Precept will be set at **£5485.50** Option D above.  
This is enough to cover the proposed budget & will show as a 0% increase on the council tax bills. Proposed Chris Coath, seconded Jayne Allan and agreed by all.

**7. Planning**

- 7.1 2018/2734 – Westways, The Stalland, Deopham, Norfolk, NR18 9ED  
Two storey extension to the side of the property. After consideration of the plans and discussion it was agreed that the Parish Council recommends approval.

**8. Deopham Playing Field**

- 8.1 Due to freezing conditions, the water supply must be turned off at the playing field changing facilities – Jacky to action.
- 8.2 Billie Box Containers – potential to use these for replacement changing facilities at the playing field. Jacky to obtain relevant information, costs and present at next parish council meeting.

**9. Any Other Business**

- 9.1 Parish Clerk has received a request from Sean of AG Athletic football club for a key to the small gate at the playing field so the players can open the gate rather than jump the fence. Parish clerk has received the key from Jacky and will get a spare cut for the football club.
- 9.2 Martin Skidmore presented the new lease agreement for the Playing field. Copies given to councillors to review. To be discussed at the next Parish Council meeting.

- 10. Date of Next Meeting**      Wednesday 13<sup>th</sup> February 2019, 7.30pm.

There being no further business the Chairman declared the meeting closed at 8:00 pm.