

**Minutes of Deopham and Hackford Parish Council Meeting
in the Gralix Hall on Wednesday 14th February 2018**

Present :

Councillors :
Martin Skidmore Jackie Phoenix
Chris Biggs, Chris Coath
John Chilvers

Parish Clerk : Rowena Harkness

Parishioners : Kathleen Flowerday, Tracy Fillingham

1. **Apologies** - Mark Howard, Jayne Allan, Cllr. M. Dewsbury – Norfolk County Council, Cllr. Y.Bendle - South Norfolk District,
2. **Declarations of Interest in items on the agenda**
 - 2.1 There were no declarations of interest
3. **Minutes of Previous Meeting**
 - 3.1 The minutes of the meeting held on 10th January 2018 were agreed as a correct record. Proposed Jackie Phoenix, seconded Chris Coath
4. **Matters Arising**
 - 4.1 Ivy Bungalow Farm, Victoria Lane, Deopham, NR18 9DU (App.No 2017/1383) – proposed redevelopment of Ivy Farm. Nothing new to report. Tracy said that a new employee of the company who are buying/have bought the Farm is moving into the bungalow.
 - 4.2 The Old Kings Head, Kings Head Lane, Hackford, NR18 9HS (App. No. 2017/2788) has been approved.
 - 4.3 The South Norfolk Enforcement Officer has confirmed that the business which is being run from the yard/premises on Church Lane, Hackford - now called Meadow Barn – needs planning permission to continue the use as they are being used for the engineering and repair of agricultural vehicles, machinery and agricultural items. The owner of the land has been requested to submit an application. Should no application be submitted the Council, in accordance with the scheme of delegation, will have to decide whether enforcement action should be taken. Planning permission is not required for the structural changes which have been carried out to the building or for the fencing around the site.
5. **Correspondence**
 - 5.1 Correspondence was circulated around the table including January Newsletter from Norfolk Playing Field Association, February newsletter from Police and Greater Norwich Local Plan Reg. 18 consultation posters.
6. **Finance**
 - 6.1 The account balances as at 18/1/2018 were £405.80 in the current account and £1,544.08 in the deposit. There is one unrepresented cheque and so the reconciled current account balance is £255.80. The deposit balance is as above.
 - 6.2 The payment of £13.32 to Anglian Water for the playing field supply from 8/11/2017 – 6/2/18 was approved. Proposed Jackie Phoenix, seconded Chris Biggs.
 - 6.3 The Parish Clerk has received a new quote and contract for 2018/19 season from Norse for the Playing Field grass cutting. It takes into account having the grass cut less frequently through the summer and not cut at all during the winter. So the contract price will be £821.42 + vat. This is for the following:
aerate field on one occasion between November and March
mow field on 16 occasions (twice monthly) from March to the end of October.
This was agreed and the contract will be signed and returned.

7. Planning

- 7.1 Land at Mill Farm, Attleborough Road, Deopham, NR18 9DQ (2018/0282) – Replacement Dwelling.

After looking at the application drawings and some discussion it was agreed that the Parish Council had no views or comments about the application, apart from noting that the scale of the proposed dwelling is larger than the previous approved application in 2014. This will be sent to Planning.

8. Deopham Playing Field

- 8.1 New Lease for the Playing Field with the Rix Trust.

8.1.1 At the last Parish Council meeting it was agreed that Martin would tell the solicitors to go ahead with preparing a new Playing Field Lease between the Rix Trust (as the owners of the field) and a 'new' organisation that would be set up called 'Deopham Community Association' which could then apply to Biffa for a grant for the play equipment – and that this was necessary as Biffa won't give grants to Parish Councils and will only give to a group whose name is on the lease.

8.1.2 The Parish Clerk had done some work on looking for a constitution for 'Deopham Community Association' (DCA) and thought it would be quite straightforward to set it up as a unincorporated association.

8.1.3 However, the solicitor raised the issue that if the DCA is an unincorporated association it will have no separate legal capacity and so cannot hold property in its own right and the individuals on the DCA will end up having personal responsibility for any funds etc. Therefore the DCA needs to have a legal structure which means it can have a legal identity and the people running it have limited liability and are not individually responsible for funds.

8.1.4 The Parish Clerk circulated details of 'Legal Structures for Groups' which included the advantages and disadvantages of each and which indicated that the best structure would be a 'Charitable Incorporated Organisation' (CIO).

8.1.5 After some discussion about a way forward it was agreed that the first stage should be about getting a lease drawn up and signed and that having considered all the facts the overwhelming agreement was for the lease to be between the Rix Trust and the Parish Council. The second stage, once the lease is done, will be to decide the best way of securing funding – be it from Biffa or elsewhere – and whether to set up a new CIO in order to do that.

8.1.6 The Rix Trustees are due to meet on 1st March and Kathleen Flowerday and Jackie Phoenix will report back to them and secure their agreement for the lease to be between the Parish Council and the Rix Trust.

8.2 Deopham Funday – June 10th 2018 – Jason was unable to attend but will come to the March meeting to update the Parish Council with the arrangements so far. Chris Coath agreed at Jason's request to apply to South Norfolk Council for a music license.

9. Any Other Business

9.1 The Parish Clerk reported that the General Data Protection Regulation comes into effect on 1st April 2018 and will affect the data that the Parish Council is allowed to hold. She will make a fuller report to the next meeting – provided she can find some easy to understand information!

9.2 John Chilvers raised an issue that a parishioner had raised with him re a planning matter. He was advised to tell the parishioner to report it to South Norfolk Council Planning Dep't.

10. Date of Next Meeting Wednesday 14th March 2018, 7.30pm.

There being no further business the Chairman declared the meeting closed at 8.35pm.