

**Minutes of Deopham and Hackford Parish Council Meeting
in the Gralix Hall on Wednesday 11th April 2018**

Present :

Councillors :
Martin Skidmore Jackie Phoenix
Chris Biggs Jayne Allan

Cllr. Y. Bendle - South Norfolk Council
Cllr. M. Dewsbury – Norfolk County Council,

Parish Clerk : Rowena Harkness

Parishioners : Jason Marsh,

1. **Apologies** - John Chilvers, Mark Howard, Chris Coath,

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 14th March 2018 were agreed as a correct record.
Proposed Chris Biggs, seconded Jackie Phoenix

4. **Matters Arising**

4.1 Meadow Barn, Church Lane, Hackford, NR18 9HN. – Retrospective change of use from agricultural to facility for carrying out agricultural machinery repairs and light fabrication. The application has been approved with the condition that the working hours are restricted to 8 – 18.00 Monday – Saturday and that there is no use on Sunday, bank holidays or public holidays. There is no condition about traffic use of Church Lane as the applicant says all visiting vehicles will be coming in from Low Road unless they are agricultural machinery coming in from neighbouring farms.

5. **Correspondence**

5.1 Letter from South Norfolk re discount scheme for emptying dog bins. If there are any bins which are used less and could cope with only being emptied once a week (instead of two) there would be a reduction from £104 to £70 per bin. After discussion it was agreed that all 3 bins need emptying twice a week and so not to use the discount scheme.

5.2 Letter from South Norfolk re £50k pot for community projects. This is the funding that Cllr. Bendle can apply for. Next Community Action Fund panel is on 31/5/2018.

5.3 Notification that the Deopham Road into Attleborough is due to be closed for 3 days from 23/4/18 – 25/4/18.

5.4 Other correspondence was circulated around the table

6. **Finance**

6.1 The account balances as at 18/3/2018 were £242.48 in the current account and £1,544.32 in the deposit. There are no outstanding payments and so these are the end of year balances.

6.2 Payment to Parish Clerk for salary and expenses for period 1/1/18 – 31/3/18 of £605.84 was approved. The Clerk explained that the amount is more than on the circulated agenda as it had just come to her attention that the salary grades for Parish Clerks had risen in April 2017 to £12.56 and she had been using the April 2016 figure of £12.44 per hour. She has now corrected the figure on her timesheet and hence the change in the amount to be paid. She has decided not to claim the backdated amount for hours worked during 2017. Proposed Jackie Phoenix, seconded Chris Biggs.

- 6.3 The Parish Clerk explained the new arrangements for the 2017/18 Annual Governance and Annual Return. As part of the 'simplification' for small authorities with income and expenditure below £25,000 the Parish Council can sign a Certificate of Exemption which has to be sent to the appointed external auditor but which means the Annual Governance and Annual Return (AGAR) do not have to be sent. However they still have to be completed and published on the Parish Council website. The Internal Audit also has to be carried out – before the Parish Council agree the Annual Accounts – unlike previous years when the internal audit was done after the May meeting which approves the annual accounts . So the Parish Clerk has started preparing the accounts and all the supporting documentation so as it can be given to the Internal Auditor to complete her audit before May 9th meeting. It was agreed that Caroline Steggles be appointed to carry out the internal audit and will be paid £50 as last year. Proposed Jackie Phoenix, seconded Jayne Allan.
- 6.4 The membership subscription of £20 to Community Action Norfolk for 2018/19 was approved. Proposed Jackie Phoenix, seconded Jayne Allan.
- 6.5 The membership renewal of £20 for Norfolk Playing Fields Association for 2018/19 was approved. Proposed Jackie Phoenix, seconded Chris Biggs.
- 6.6 Following the questions raised at the meeting last year and during the budget setting / precept meeting re value for money, the Parish Clerk had investigated options for arranging external advice and support for 2018/19. She had circulated a report with the options and figures comparing membership of Norfolk Association Local Council and Norfolk Parishes Training and Support. After some discussion it was agreed to join NPTS for a membership fee of £54.33 (1% of precept) and to pay £30 for the continued use of the website with NALC. Proposed Jackie Phoenix, seconded Jayne Allan.
- 6.7 The Financial Regulations had been circulated with the agenda as they needed to be reviewed – should have been done in July 2017 but were forgotten. There were no changes to the regulations and so they were approved.
- 6.8 The Parish Clerk has spoken to Katherine Gray re the cheque from The Net received by Jason payable to Playing Field Association. Katherine has now provided a new cheque payable to Deopham and Hackford Parish Council which the Clerk will pay into the account. Therefore it was agreed that a cheque for £125 be made to Jason Marsh which then can be used by Jason as money for expenses incurred in organising the Funday Proposed Jackie Phoenix, seconded Martin Skidmore.
- 6.9 The transfer of £1000 from the deposit to the current account was approved. Proposed Martin Skidmore, seconded Jackie Phoenix
- 7. Planning**
- 7.1 Land Adjoining 10 Hackford Road, Hardingham, NR9 4ED – New Stable Block (App. 2018/0751). The property is in Breckland and the land South Norfolk. After looking at the drawings it was agreed that the Parish Council has no views or comments.
- 7.2 Mill Farm, Attleborough Road, Deopham, NR18 9DQ – Replacement dwelling (App. 2018/0769). This is a new application to replace the previous one. After looking at the drawings and noting that it is a much smaller dwelling (3 bedrooms) than the earlier application and more in line with what had been approved in 2014, it was agreed that the Parish Council has no views or comments.
- 8. Deopham Playing Field**
- 8.1 New Lease for the Playing Field with the Rix Trust.- The Rix Trustees have still not met.

- 8.2 Deopham Funday – June 10th 2018 – 1pm-4pm for public with some music, 4pm onwards mainly music with opportunity for locals to socialise. Jason updated the Parish Council on the arrangements so far:
- he has booked Galix Hall for Tuesday 8th May 6-8pm for all participants etc to come for arrangements/details.
 - he asked for volunteers from Parish Council to help – he asked if Jayne would do an activity for the children?
 - the outside bar has been organised and the PA system/ etc. is organised with staging
 - the publicity/banners/advertising are being done by Jackie and Hannah
 - Facebook and SNC Events page mentioned as good advertising places
 - Letter to all Supermarkets re donations for raffle prizes etc. – Jackie to arrange
 - Entry charge of £2 for over 16's. Martin asked about the cost of everything and what the worst case scenario is. Jason said that he has got the outlay 'covered' and that the worst is that it breaks even but people have a good time.
- 8.3 The Parish Clerk reported that she was telephoned by a parishioner reporting that children were climbing and walking along the roof of the playing field hut. When she investigated she discovered there has been some vandalism to the hut and the lock to the main door has been tampered with - fortunately it was still secure. She had put some notices up warning that it was dangerous and unsafe to walk on the hut roof! It was agreed that a leaflet should be circulated around the village asking parents to monitor their children's behaviour when they are at the playing field and that the Fun and Music Day is being organised to raise money to get new play equipment and people could get involved in that. Jackie will let the Parish Clerk have some wording that could be used to put on notices warning of the danger.
Jason will have a look at the locking mechanism to see if he can get it working.
- 8.4 The issue of having a firework display in November was discussed again and the general feeling was that due to the location of the field and the proximity to farm animals and the nature of modern fireworks, it was not an event that the Parish Council would wish to be involved with.
9. **Any Other Business**
- 9.1 The Parish Clerk announced that she wishes to resign from the post of Parish Clerk – effective from 1st September 2018.
10. **Date of Next Meeting** Wednesday 9th May 2018, 7.30pm.
This will be the Annual Parish Meeting followed by the Annual General Meeting of the Parish Council.

There being no further business the Chairman declared the meeting closed at 9.10pm.