

## DEOPHAM & HACKFORD PARISH COUNCIL

[www.deophamandhackfordpc.info](http://www.deophamandhackfordpc.info)

### Minutes of the Council meeting on Wednesday 3<sup>rd</sup> March 2021, 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). There was 1 member of the public 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. John Chilvers (JC) was absent. Apologies were received from County Councillor Margaret Dewsbury (MD). All other Councillors were present.
  - 1.2. The Clerk noted that it had now been longer than 6 months since JC had attended a Council meeting. During this time no apologies have been received or accepted by the Council. Therefore JC has now ceased to be a Parish Councillor. This will be reported to South Norfolk Council and a casual vacancy will arise on the Council.
  - 1.3. The Council agreed that they would wait for the return to face to face meetings to try to recruit new Councillors.
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 3<sup>rd</sup> February 2021
  - 3.1. The minutes of the meeting held on 3<sup>rd</sup> February 2021 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes. The Clerk will liaise with JP to sign the minutes after the meeting.

MD joined the meeting at 7.45pm.

4. To report on progress of matters arising from previous meetings and review the action log
  - 4.1. The Council agreed to continue to postpone changing bank signatories until after lockdown has been lifted and it is safe to visit the bank.
  - 4.2. It is hoped as the weather improves the pavilion can be repainted at the end of April.
  - 4.3. The Football Club has asked permission to cut back some hedges near the far goal so balls do not get lost. JP has spoken with the Rix charity and they are happy for this to be done.
  - 4.4. The football club has asked permission to install some advertising boards on the fence at the playing field to generate some additional sponsorship money for the team. JP had consulted with the Rix charity regarding their preferences. Suitable areas were considered, it was felt the fences leading to the gate, just off the road were best. Solid signs were preferred to a banner. JP will provide measurements.

Draft minutes until approved at the Parish Council meeting on Wednesday 7<sup>th</sup> April 2021

Chairman Signature:

Date:

4.5. MS is following up on outstanding matters with the new lease and will send the final copy across when ready.

5. Finance - To receive the bank reconciliation for Jan-Feb 2021 and approve the following payments:

The Council reviewed the bank reconciliation. The Clerk noted the VAT refund had been received. The remaining reserves had now been transferred to the deposit account. The donation to High Oak PCC was a missed payment from 2019-20. 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
5.1	High Oak PCC – Donation for churchyard maintenance (2019-20)	100603	£150.00
5.2	Value Products Ltd – Safety signs for playing field	100604	£109.68
5.3	Jordana Wheeler – Expenses (February 2021)	100605	£19.41

6. To appoint an internal auditor for the financial year 2020-21
- 6.1. The Council **RESOLVED** to appoint Max Bergin as auditor for 2020-21.
7. To consider the following planning application:
- 7.1. Application 2021/0169 – Conversion of existing games room to residential accommodation, Barn at Mill Farm, Attleborough Road,  
The Council had no comments.
8. Correspondance
- 8.1. Norwich Western Link project update  
A further delay of 3 months is expected to the Norwich Western Link project following delays in the procurement process.
- 8.2. Donation request from Norfolk Citizens Advice  
CC declared an interest as a volunteer for the charity. No dispensation was required. The Clerk shared the letter, noting it had been the only request received from a charity this year, the Council had funds available if they wished to consider the request. Councillors felt the charity was important and helped many local residents in need. The Council **RESOLVED** to make a donation of £50 to Norfolk Citizens Advice.
9. Opportunity for public participation
- 9.1. YB noted an increase of £5 to a band D property in South Norfolk to enable the Council to continue to maintain current services.
- 9.2. MD had submitted a written report to the Council regarding activities at Norfolk County Council.

Draft minutes until approved at the Parish Council meeting on Wednesday 7<sup>th</sup> April 2021

Chairman Signature:

Date:

10. To confirm the date for the Annual Parish Meeting and the Annual Parish Council Meeting

10.1. Both meetings will take place on Wed 5<sup>th</sup> May and will be virtual meetings via Zoom.

11. To confirm the date of the next meeting

11.1. The next Parish Council meeting will take place via video conference on Wednesday 7<sup>th</sup> April 2021, 7.30pm. The press and public are welcome to attend.

The meeting closed at 8.21pm.