

**Minutes of Deopham and Hackford Parish Council Meeting
in the Galix Hall on Wednesday 14th June 2017**

Present :

Councillors : Martin Skidmore
Chris Biggs
Chris Coath

Parish Clerk : Rowena Harkness

Parishioners : Cheryl Dawes

1. **Apologies** - Jackie Phoenix, John Chilvers, Jayne Allan, Mark Howard, Cllr. Y.Bendle, Cllr. M. Dewsbury.
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 May 2017 were agreed as a correct record. Proposed Chris Coath, seconded Martin Skidmore.
4. **Matters Arising**
 - 4.1 The Morley anaerobic digester renewable energy unit (App. No. 2017/0001) – the application will be discussed at the July 21st Development Management Committee.
5. **Correspondence**
 - 5.1 Several items of correspondence were circulated around the table including a request for funding from Norfolk Family Mediation, details of the CPRE Campaign meeting re Greater Norwich Local Plan, flying the Red Ensign for Merchant Navy Day on 3/9/17 and information from Anglian Water Business.
 - 5.2 Notification from Norfolk CC Highways that the Highway Ranger Service are coming to Deopham soon and requesting items of work that need doing. Martin suggested the B1108 drainage gullie may need attention. The Parish Clerk will send that through and anything else that she spots before the deadline date of 3/7/17.
6. **Finance**
 - 6.1 The account balances as at 18/5/2017 were £524.98 in the current account and £3,208.48 in the deposit. There are 2 unrepresented cheques and so the reconciled balance is £153.94. The VAT repayment of £361.50 for 2016/17 should have been paid into the current account.
 - 6.2 The payment of £670.25 to Norse for 6 months grounds maintenance was approved. Proposed Chris Biggs, seconded Chris Coath.
 - 6.3 The Parish Council completed the Annual Governance Statement in the Annual Return for 2016/2017 for submission to the external auditor and it was signed as required by the Chairman and Parish Clerk. The Annual Return is to be sent to the external auditor by the 5th July 2017 and the Inspection Period for parishioners to inspect the accounts etc, is from 21st June to 2nd August. The Parish Clerk will display the notice to this effect on the noticeboard and also on the website along with the Annual Return and accounts.
 - 6.4 Caroline Steggles has carried out and completed the internal audit for the financial year 2016/17. She has written to the Chairman confirming that the Parish Council has met all the required internal control objectives for the financial year ended 31/3/17 and raised a couple of items she wished to bring to attention. Firstly - the purchase of catering items – members reminded that it is important to request and minute the receipt of more than one price for any such goods in order to demonstrate value for money. In addition invoices should be sent directly to the council and not settled by individuals prior to reimbursement. Secondly,

the adopted telephone box – the Council should investigate the insurance requirements and consult with other councils regarding the correct accounting treatment for this new asset.

She thanked the Parish Clerk for providing extremely clear and accurate records which ensured the audit process was smooth and efficient.

The payment to her of £50 for carrying out the audit was approved. Proposed Chris Coath seconded Chris Biggs.

- 6.5 The transfer of £500 from the deposit to the current account was approved. Proposed Martin Skidmore, seconded Chris Biggs.

7. Planning

- 7.1 Ivy Bungalow, Victoria Lane, Deopham, NR18 9DU (App.No 2017/1383) – proposed redevelopment of Ivy Farm – application for Environment Impact Assessment. The Parish Clerk explained that she had only received this application this afternoon and so had not had long to look at it. The applicant is EC Drummond (Agriculture) Ltd. and it is to redevelop the existing poultry farm. The existing farm comprises of 3 poultry buildings, which until March 2017 had been used for the rearing of pullets for the laying industry in cages and held 100,000 pullets. The proposed redevelopment is to demolish the existing units and replace them with 3 newer modern broiler rearing units, which will house 145,500 birds. They would appear from the drawings/ site layout plan provided to be longer and bigger but lower than the existing units. The application is for an Environment Impact Assessment, which is mandatory for an operation this size. The scope of the EIA as suggested by the applicant will include Noise and Air Quality (including odour impact and noise impact), Ecology and Ammonia Deposition, Flood Risk and Drainage, Landscape and Visual Impact and Transport and Access – including a transport statement with volumes, vehicle sizes and routing strategy.

It was agreed that the Parish Council will respond to the application as follows:

‘The Parish Council welcome the applicants proposal to carry out an Environmental Impact Assessment for the proposed redevelopment of Ivy Farm. We note that whilst replacing the existing 3 poultry units with 3 similar units the size of the new ones will be considerably larger and of course note that the operation is considerably different to what has happened at the farm previously. For this reason we would welcome the EIA, as the factors of noise and odour impact and the transport implications will be of significant interest to our parishioners and particularly those who live in Victoria Lane. Whilst supporting the applicants proposal to carry out the EIA, this should not be seen as support for the development. We look forward to receiving the EIA in due course.’

8. Deopham Playing Field

- 8.1 The Parish Clerk told the meeting that she had heard from Gary Howard and that he has received the plans and costs from HAGS and has sent the details to the local installation company who will price for the removal of existing and installation on new equipment with surfacing and including a RoSPA post installation inspection. Once he has this quote back he will come to Deopham to discuss the next steps.
- 8.2 The Parish Clerk also informed the meeting that she had received an e.mail from Tim at Morley YFC saying that they have lost 4 teams and that they no longer have a use for the Deopham pitch and would therefore like to cancel any further hire of the grounds. This obviously has implications for the overall income of the Parish Council as the rent of £550 was included in the budget projections. As long as there is no additional expenditure, other than that in the budget and some underspends on some of the budgets there is enough money to cover the loss. However, for the 2018/19 financial year the Parish Council may have to make some decisions about the cost of the playing field maintenance. Cheryl Dawes said that she will pass on the e.mail address of the Parish Clerk to a ladies football team who had been asking about the possibility of hiring the pitch.

9. Any Other Business

- 9.1 Cheryl Dawes asked about who to get permission from for people to have a car boot / garage sale outside their properties. She was advised that as long as it is on their property they don't need permission – however the grass in front of the properties at Coldham Green shouldn't be used without asking Saffron Housing as they own that land.
- 9.2 The Deopham Fete is on Saturday 17th June at the Flowerdays in Morley Road.

- 10. Date of Next Meeting** Wednesday July 12th 2017, 7.30pm.

There being no further business the Chairman declared the meeting closed at 8.05pm.