

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on Wednesday 7th September 2022, 7.30pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair (JP), Chris Biggs (CB) – Vice Chair, Catherine Grand (CG), Chris Coath (CC), Chris Chorley (CCh), Martin Skidmore (MS),

Absent:

None

Others present:

Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD), Cllr Yvonne Bendle (YB). There was 1 member of the public present.

1. To receive and accept apologies for absence
 - 1.1. All Councillors were present.
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.
3. To approve and sign the minutes of the Parish Council meeting on 27th July 2022
 - 3.1. The minutes of the meeting held on 27th July 2022 were received and read by Councillors prior to the meeting. CB requested an additional comment relating to a Correspondence item about use of the playing field was recorded. Councillors agreed the wording, JP added this to the minutes. The Council **RESOLVED** to approve the amended minutes.
4. To report on progress of matters arising from previous meetings and review the action log
 - 4.1. The dog bin on Church Road has been moved to a different location on Church Road due to a complaint from a resident.
 - 4.2. Meeting dates have been confirmed until May 2023. It was noted the May meeting will need to be a week later due to the local elections in 2023.
 - 4.3. VAT has been reclaimed and received.
 - 4.4. The Highways Engineer at Norfolk County Council has been contacted to arrange a meeting with the Council to discuss traffic concerns. Meeting details are not yet confirmed.
 - 4.5. Bank forms to change signatories have been requested again as the bank did not issue them last time.
 - 4.6. The risk assessment for the playing field has been revised.

Draft minutes until approved at the Parish Council meeting on Wednesday 5th October 2022

Chairman Signature:

Date:

5. Finance - To receive the bank reconciliation for July/Aug 2022 and approve the following payments:

The Clerk noted the VAT refund for £585.52 has been received. Following payment of the invoices at this meeting a further VAT refund will be submitted as this money will be needed for the next stage of the play park project.

The Clerk noted an increase in the bank charges. A summary of bank charges will be presented at the next meeting to inform decisions on considering changing banks.

The Clerk noted a quote for the grass cutting next year has been requested. The fee did not increase last year but due to the current financial situation and high cost of fuel it is expected to increase for 2023. The Council reviewed the bank reconciliation, there were no further queries. The Council **RESOLVED** to approve the payments.

	Description	Cheque Number	Amount
5.1	Playquest – Deposit for activity tower play equipment	100650	£6189.12
5.2	Vortex Grounds Maintenance & Services Ltd – Grass cutting 2022	100651	£1104.00
5.3	Jordana Wheeler – Salary & Expenses (July & August 2022)	100652	£107.35

6. To consider a request for a donation to Norfolk Citizens Advice

6.1. A request for a donation was received in 2021-22, the Council requested to reconsider this request in 2022-23. It was noted the Wymondham branch of Citizens Advice had now closed and the closest was Attleborough. The Council **RESOLVED** to make a donation of £50 to Norfolk Citizens Advice.

7. To consider future payments for the hire of Gralix Hall

7.1. The Clerk noted it had recently come to light that the Council are paying a considerably higher rate for the hire of Gralix Hall than other users. MS noted this was a historical matter when the Council agreed many years ago to provide some additional support to the hall to ensure it could remain open. The Clerk recommended the Council pay the 'going rate' and consider making a separate donation for upkeep of the hall which could be adjusted as required. To take this approach the exact status of the building needs to be known. Councils are not allowed to give money to the church and the building has connections to the church.

ACTION – Clerk to write to the group running the Gralix Hall to clarify its status.

8. To consider and agree repairs to the village sign

8.1. JP presented a quote for repairs to the wooden surround of the village sign. This is a bespoke repair requiring a carpenter. A brief history of the sign was given, having been given to the parish by the WI. The sign depicts a linden tree with a shepherd and his sheep underneath. The Clerk noted the quote would use the whole of the Council's maintenance budget for the year. The Council **RESOLVED** to repair the village sign. If any further maintenance of assets is required the Council may have to utilise the general reserves.

9. To consider options for the future use of the phone box
 - 9.1. The contents of the phone box have now been removed and the phone box cleaned out by JP. Some suggestions on social media for the future use include a free library and a food bank. It was noted the box is not water tight and is not suitable for items to be stored on the floor. The Clerk noted other Councils have used phone boxes to house defibrillators.
ACTION – Clerk to add article to the next addition of The Net, the website and facebook asking for ideas from residents for future use of the phone box.

10. To consider a response to the following planning applications;
 - 10.1. Application 2022/1484 – Proposed Workshop, The Garage, Unit 5, Hingham Road, Hackford – It was noted the building is away from the road and behind another building. The Council considered application 2022/1484 and **RESOLVED** they had no objections but requested any external lighting was kept to a minimum so as not to disturb the dark night skies.

11. To receive an update on the replacement play equipment and new car park project
 - 11.1. The Council considered the order for the new play equipment and **RESOLVED** to submit the order. YB requested some before and after photos of the site in support of the grant awarded.
 - 11.2. JP gave thanks to a neighbouring property which had recently trimmed the hedge along the perimeter along with some overhanging trees which were encroaching on the playing field.
 - 11.3. The Clerk has identified 6 potential grants to apply for, ranging from £100-£50,000 for the remaining works. Applications will start with the largest grants.
 - 11.4. JP has booked dates for another beetle drive and bingo event to raise funds in support of the project.

12. To consider how the Council communicates with the insurance company
 - 12.1. After recent phone calls to the insurance company CB requested the Council only communicates with them via email to provide evidence of any discussions. The Council agreed this as sensible.

13. Correspondence
 - 13.1. Norwich Western Link Pre-Planning Application Public Consultation
 - 13.1.1. Details are on the Council website. One proposal includes closing a local road in Carleton Forehoe to prevent rat running. Residents are encouraged to view and comment on the consultation online.

14. Opportunity for public participation
 - 14.1. YB noted South Norfolk Council would be moving to a new building at Broadland Business Park.
 - 14.2. MD reported the Fire Service have been particularly busy recently with wild fires caused by the recent hot weather and drought. Norfolk County Council (NCC) are looking at options to access additional water sources via local farmers during major incidences. Parish Councils are asked to support increased litter picks to reduce the amount of future wild fires caused by litter (e.g. glass bottles) and to help raise awareness of not having BBQs during droughts.

- 14.3. MD explained NCC are looking at ways to support residents this winter including options to use libraries as warm hubs for people struggling to heat their homes, and to distribute new hygiene packs, along with grab and go warm packs, to those struggling.
15. To confirm the date of the next meeting
 - 15.1. The next Council meeting will take place at Gralix Hall on Wednesday 5th October 2022, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 8.40pm.