

DEOPHAM & HACKFORD PARISH COUNCIL

Minutes of the Council meeting on Wednesday 4th March 2020, 7.30pm at Gralix Hall, Deopham

Cllrs present: Jacky Phoenix – Chair (JP), Chris Biggs (CB), Martin Skidmore (MS)
Cllrs absent: John Chilvers (JC), Jayne Allan (JA), Chris Coath (CC)
Other: Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD), Cllr Yvonne Bendle (YB), no members of the public were present.

1. Apologies for Absence
 - 1.1. Apologies were received and accepted from John Chilvers (JC) and Chris Coath (CC). Jayne Allan (JA) attended prior to the start of the meeting and tendered her resignation. JA did not remain for the meeting.
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 5th February 2020
 - 3.1. The minutes of the meeting held on 5th February 2020 were received and read by Councillors prior to the meeting. No amendments were requested and the Council **RESOLVED** to approve the minutes. JP signed the minutes.
4. To report on progress of matters arising from previous meetings and review the action log
 - 4.1. The Clerk noted a VAT refund claim for 2018-19 and 2019-20 had been submitted for £562.84. This brings the VAT refunds up to date.
 - 4.2. The Council **RESOLVED** to send a letter to the house with overgrown trees which overhang the highway asking for them to be pruned back for safety.
 - 4.3. Forms have been requested from the bank to amend the bank signatories.
 - 4.4. YB expressed concerns about lorries in the village causing a danger due to driving at speed around corners with poor visibility. Councillors felt there had been a recent increase in lorries which was associated with the chicken factory. The Clerk will clarify the conditions of when the lorries can pass through the village and Councillors will continue to monitor any changes in traffic.
5. To note correspondence received
 - 5.1. CPRE Norfolk response to the Greater Norwich Local Plan
 - 5.1.1. The Clerk summarised a letter noting the CPRE Norfolk response to the Greater Norfolk Local Plan, noting that it had been shared in case Parish Council's wished to use it as an example when submitting their own comments.
 - 5.1.2. YB reminded the Council that additional sites can be put forward for development in South Norfolk villages. Information has been shared with Councillors to share with any land owners who may be interested.
 - 5.2. Update from Norse regarding future of Grounds maintenance contract
 - 5.2.1. Norse have issued a letter noting that they will no longer be offering grounds maintenance services in the area and therefore will not be cutting the grass at the playing field after 31 March. A new contractor will required as soon as possible. Short term and long term options were discussed including approaching Wymondham College, Wymondham Town Council, Hingham Town Council. The Clerk will also speak to the football team and obtain some quotes.

Draft minutes until approved at the Parish Council meeting on Wednesday 1st April 2020
Chairman Signature:

Date: 1/4/2020



5.2.2. JP noted that the hedges around the playing field have been cut back hard and therefore it would be preferable to have the grass cut closer to the hedges in the future.

6. To consider a response to the following planning application:
6.1. 2020/0231 – Demolish existing single storey extension and erect two storey side extension with single storey rear extension, High Elm House, Pye Lane, Deopham
6.1.1. Councillors had considered the application and felt the plans looked ok. There are no neighbours nearby and the proposal would improve the layout and provision of space at the property. The Council **RESOLVED** to support application 2020/0231.

7. Finance

- 7.1. To receive the bank reconciliation for February 2020 and approve the following payments:

The Council reviewed the bank reconciliation, no questions were received. The Council **RESOLVED** to approve the payments. JP and MS signed the cheques.

	Description	Cheque Number	Amount
7.1.1	Jacqueline Phoenix – Reimbursement for printing costs (VE Day event)	100571	£44.48
7.1.2	Jordana Wheeler – Clerk's Salary & Expenses (February)	100572	£200.89

8. To agree a transfer from the deposit account to the current account
8.1. The Council considered an amount for transfer to cover payments for April until the precept is received. JP noted there may be some additional costs for the VE day event to be included. The Council **RESOLVED** to transfer £500 from the deposit account to the current account. The Clerk noted that following the end of the financial year and the receipt of the outstanding football income this money will be returned to the deposit account.

9. To appoint an internal auditor for the 2019-20 financial year
9.1. The Clerk has contacted 3 separate auditors. Last year's auditor and another recommended auditor declined to carry out the audit due to distance from the parish. The auditor used by the Clerk's other parish quoted £50 (fix fee) or £45 if he was also to do Honingham as the audits can be carried out at the same time. He is a retired Parish Clerk with the relevant knowledge and experience. Previously the Council have paid £50-65. The Clerk confirmed the quote was in line with other auditors. The Council **RESOLVED** to appoint Max Bergin as the internal auditor for 2019-20.

10. To consider having a Council Facebook page
10.1. Following recent promotion of the VE Day event the Clerk suggested a Council facebook page may be a good way to engage the community. There is an active community on another Deopham community group on facebook. The Clerk noted she ran groups for her other Parish Councils and that discussions on the page would not be encouraged but that it would only be a source of information. The Council **RESOLVED** to set up a Council facebook page.



11. To agree signing the new lease for the Rix Charity Field

- 11.1. The Clerk noted some additional amendments, CC had also shared some via email. MS will take these back to the solicitor. The Rix Trust are happy with the lease. The Council **RESOLVED** MS could sign the lease on behalf of the Council when it is ready. The intention is to have it completed by the next meeting in April.
- 11.2. JP gave an update on investigations into repairing the Hut on the playing field. A number of contractors had been approached for quotes, of those approached 3 had said they could not carry out the work. One quote which included removing the cladding and replacing it was approx. £18,000. Another quote which was only valid if it included removing the current structure and building a new one was approx. £20,000.
- 11.3. Councillors discussed the options of recladding the current building or replacing the Hut with a new similar building. It was noted the current building has a good base with a working toilet block and water supply. To be able to apply for grants new quotes for a new building would be required. It was suggested that the CIL money could be used to clear the site and grants would be needed for a new building.
ACTION – JP to speak to South Norfolk Council regarding grants. JP will obtain new quotes for a replacement building (as opposed to repairing the current building).
ACTION – Clerk to investigate possible grants and enquire if planning permission would be required for a new building on the same site.

12. Opportunity for public participation

- 12.1. No parishioners were present for this item.
- 12.2. A parishioner had reported to a Councillor issues with damage to ditches causing flooding near Kings Head Lane and requested this is repaired.
- 12.3. A parishioner had reported to a Councillor problems with potholes in the layby on Church Lane, requesting they are repaired. Repair costs for this location are usually shared between Norfolk County Council and those living in the houses by the layby.
- 12.4. YB noted South Norfolk Council were looking at their emergency plan in light of the Coronavirus and how it might affect services such as bin collections. It is difficult to have a coordinated approach with all parishes. Currently there are no changes to services. MD reiterated that Norfolk County Council are also making preparations in case they are needed.
- 12.5. JP gave an update on the VE day preparations. Almost all invitations have been delivered to residents in both villages. Posters have been put up. There is the potential for memorabilia to fill the hall and the churchyard may also be used. It is hoped the event will be a success. Disabled parking will be available directly outside the hall, other parking will be available on the road and the field opposite the hall.
- 12.6. It was suggested the Annual Parish Meeting is moved from 6th May to allow additional time on that day for preparing the hall for the VE day event. The Annual Parish Council meeting will still take place on 6th May. The Clerk will identify an alternative date for the Annual Parish Meeting.
- 12.7. JP thanked JA for her service as a Councillor over the last 8 years.

13. To confirm the date of the next meeting - Wednesday 1st April 2020

- 13.1. The next Parish Council meeting will take place on Wednesday 1st April 2020, 7.30pm in Galix Hall. The press and public are welcome to attend.

The meeting closed at 8.50pm

