

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 2nd February 2022, 7.30pm at Gralix Hall

Cllrs present:

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

Cllrs absent:

Catherine Grand (CG), Cllr Yvonne Bendle (YB),

Other:

Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD). There were no members of the public present.

1. To receive and accept apologies for absence
 - 1.1. Apologies were received and accepted from CG.
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 1st December 2021
 - 3.1. The minutes of the meeting held on 1st December 2021 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
4. To note the vacancy for Parish Councillor
 - 4.1. The Clerk reported the Nick Hindley has now ceased to be a Councillor. JP noted he is still happy to continue to support the community and the council on projects outside of meetings. The vacancy will be advertised, following which the Council will be able to co-opt a new Councillor.
5. To report on progress of matters arising from previous meetings and review the action log
 - 5.1. The Clerk has chased South Norfolk Council about the installation of the horse warning signs. MD will also follow this up on behalf of the Council.
 - 5.2. Whole Council training is expected to be held in April due to availability of the trainer. The Clerk will confirm dates.
 - 5.3. The formal request for the precept for 2022-23 has been submitted.
6. Finance - To receive the bank reconciliation for November 2021-January 2022 and approve the following payments:

The Clerk explained new bank charges which have been incurred since HSBC changed the type of bank account the Council holds. This is contrary to the account the Council

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Chairman Signature:

Date:

understood they would be moved to.

ACTION – JP to speak to bank to clarify details of new bank account and charges.

The playing field rent is an additional payment to bring payments up to date. The Council reviewed the bank reconciliation, there were no other queries. The Council **RESOLVED** to approve the payments.

	Description	Cheque Number	Amount
6.1	The Rix Charity	100626	£400.00
6.2	South Norfolk Council – Planning application for playing field parking access	100627	£117.00
6.3	Gralix Hall – Hall hire for meetings 2021	100628	£165.00
6.4	Jordana Wheeler – Expenses Dec 2021-Jan 2022	100629	£63.90

7. To consider the purpose of the named reserves and rename or reallocate where required for clarity on funds held
 - 7.1. The funds under consideration are the Playing Field Equipment reserve (£1225.35) and the Playing Field Development Fund reserve (£511.99). JP explained the Development Fund was originally created to fund equipment for general village use, which in turn may facilitate further village events and fundraising.
 - 7.2. The Clerk noted that general reserves are held for cash flow purposes and cannot be used towards the costs of replacing the play equipment. When applying for grants for play equipment it will be beneficial to hold named reserves specifically for this project. Clarity on these 2 reserves will assist this process and make it clear to the public what the money is being held for.
 - 7.3. It was felt that the situation had changed since the money in the funds were originally raised. The Council **RESOLVED** to combine the two funds into one reserve fund for replacement play area equipment (£1737.34).

 8. To appoint an internal auditor for 2021-22
 - 8.1. The Council's recent auditor has retired. 3 quotes from recently trained auditors were considered. The Council **RESOLVED** to appoint S Lain as the internal auditor for the financial year 2021-22.

 9. To receive an update on the play area project and consider any actions
 - 9.1. JP has continued to seek quotes for the fencing and car park. Quotes are in the region of £10,000 for the car park and £7000 for the new fencing.
 - 9.2. The planning application for the new entrance to the car park is in progress. South Norfolk Council have advised there is a back log of applications and could not provide a timescale on a decision.
 - 9.3. **ACTION** – All quotes to be combined into one proposal. Council to decide at next meeting their preferred quotes and suppliers so that grants can be sought.

 10. To discuss fundraising events and a VE day event
 - 10.1. JP is working with some residents on fundraising events for the new play area. These include a bingo event and beetle drive. Money raised will be donated to the Parish Council. These events are not being organized by the Parish Council.
 - 10.2. JP is also organising an event around the time of VE day. This will focus on sharing local memorabilia and history and may also include refreshments. The Council Draft minutes until approved at the Parish Council meeting on Wednesday 2nd March 2022
- Chairman Signature: _____ Date: _____

RESOLVED to support the event by making available the grant previously received for the VE day event which was cancelled in 2020. It was suggested the event be called 'Deopham and Hackford through the ages'.

11. To ratify the response to the following planning application
 - 11.1. Application 2021/2600 & 2021/2601 – Full planning and Listed Building Consent for single storey extension, Hill Farm, Hingham Road, Hackford.
The Council **RESOLVED** they had no comments or objections to the application. This decision was made via email. MS did not submit any response due to having a declaration of interest in the application.

12. To review and adopt the following policy;
 - 12.1. Data Protection Policy – The Council **RESOLVED** to adopt the updated policy.

13. Correspondance
 - 13.1. Update on Norwich Western Link – Available on the website
 - 13.2. Request for donation from Norfolk Citizens Advice – The Clerk noted a donation had already been made this financial year. The Council asked to postpone this request to the following financial year.
 - 13.3. Letter from MP George Freeman – Norfolk Research Triangle – Available on website.

14. Opportunity for public participation
 - 14.1. There were no members of the public present.
 - 14.2. MD summarised a written report issued to Councillors regarding recent activities at Norfolk County Council.

15. To confirm the date of the next meeting
 - 15.1. The next Council meeting will take place at Gralix Hall on Wednesday 2nd March 2022, 7.30pm. The press and public are welcome to attend.

16. To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public for the following confidential items:

The Council **RESOLVED** to exclude the press and public to consider a staffing matter.
The public meeting closed at 8.33pm.

 - 16.1. To consider increasing the Clerk's office allowance for 2022-23
 - 16.1.1. The Council **RESOLVED** to increase the Clerk's office allowance from April 2022 to £8 per month.

The confidential meeting closed at 8.40pm.