

DEOPHAM & HACKFORD PARISH COUNCIL

Minutes of the Council meeting on Monday 6th January 2020, 7.30pm at Gralix Hall, Deopham

Cllrs present: Jacky Phoenix – Chair (JP), Chris Biggs (CB), Chris Coath (CC), Martin Skidmore (MS)

Cllrs absent: John Chilvers (JC), Jayne Allan (JA),

Other: Jordana Wheeler (Clerk), 2 members of the public.

1. Apologies for Absence
 - 1.1. Apologies were received and accepted from John Chilvers (JC). Jayne Allan (JA) was absent. Cllrs Margaret Dewsbury and Yvonne Bendle also sent their apologies.
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 4th December 2019
 - 3.1. The minutes of the meeting held on 4th December 2019 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 consider a co-option to the casual vacancy for Parish Councillor
 - 4.1. The parishioner interested in the role of Parish Councillor was not able to attend the meeting therefore this item was postponed to the February meeting.

Item 7 was discussed next to allow the members of the public present to participate.
5. To report on progress on matters arising from previous meetings and review the action log
 - 5.1. JP has submitted the applications for the VE Day event grants.
 - 5.2. The Clerk explained that considering online banking had not been moved forward as bank signatories needed to be reviewed first, a brief discussion took place around options for bank signatories. This issue will be added to the agenda for February.
6. To note correspondence received
 - 6.1. Police & Crime Commissioner News Round-up 2019
 - 6.1.1. The Clerk summarised an email which had been received detailing the activities of the Police & Crime Commissioner (PCC) during 2019 including a new scam prevention service, a young driver campaign and a scheme to help protect Norfolk's churches from the threat of lead theft. There is currently a consultation taking place on the Norfolk PCC budget for 2020-21. Please refer to the Norfolk PCC website for further details and to submit any comments by 17th January.
 - 6.2. Update on the next Greater Norwich Local Plan consultation
 - 6.2.1. The next stage of consultation for the Greater Norwich Local Plan is expected to take place between 29 January – 16 March 2020, subject to approval by the Greater Norwich Development Partnership Board on 6th January. This consultation will cover the final proposed strategy for housing growth in South Norfolk, Broadland and Norwich and the final list of site allocations for new houses. There are no site allocations in Deopham or Hackford.

Item 8 was discussed after item 6 due to item 7 being discussed earlier in the meeting.

Draft minutes until approved at the Parish Council meeting on Wednesday 5th February 2020

Chairman Signature:



Date: 5-2-2020

7. To consider a response to the following planning applications
- 7.1. Application 2019/2169 – Change of use from (A3) restaurant to (C3) residential, Nicks Diner, Church Road, Deopham
- 7.1.1. JP invited 2 members of the public to speak in relation to the planning application. They provided a summary of the application, explaining the history of the business. The business has been on the market for 2 and half years. Business has been declining but the restaurant had stayed open whilst being on the market. A full history on the marketing of the business has been provided to South Norfolk Council (SNC). There were concerns the parking arrangements may have put off buyers. The business closed in August 2019 and the owners have remained living at the property. The owners would like to stay in the village and have therefore applied for change of use of the building. Plans have been drawn up for some internal works to adapt the building but there are no major structural works planned.
- 7.1.2. JP invited comments. Councillors noted they were sad to see the business close and that it will be missed. The member of the public noted that regulations around restaurant businesses had made it unsustainable to keep the business open in a small village. The Council **RESOLVED** to **SUPPORT** application 2019/2169. The Clerk confirmed SNC had given permission for the Council to submit a late response. JP thanked the members of the public for attending to explain the application.
- 2 Members of the public left at 7.45pm.
- 7.2. Application 2019/2505 – Single storey side extension and internal alternations, Westways, The Stalland, Deopham
- 7.2.1. Councillors had reviewed the application and had no comments or areas of concern. The Council **RESOLVED** to **SUPPORT** application 2019/2505.
- 7.3. Application 2019/2528 – Loft conversion including dormer construction to rear, insertion of side first floor window and velux windows to front, Green Willows, Victoria Lane, Deopham
- 7.3.1. Councillors had reviewed the application and had no comments or areas of concern. The Council **RESOLVED** to **SUPPORT** application 2019/2528.

Item 5 was discussed after item 7.

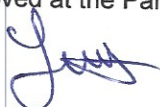
8. Finance

- 8.1. To receive the bank reconciliation for Dec 2019 and approve the following payments: The Council reviewed the bank reconciliation, no questions were received. The Clerk noted interest had been received on the deposit account. Councillors inspected the invoices, JP queried the Information Commissioners Office (ICO) fee. The Clerk explained that any organisation who holds personal data has to be registered with the ICO and pay a data protection fee. The fee is payable annually. The Council **RESOLVED** to approve the payments. JP and MS signed the cheques.

	Description	Cheque Number	Amount
8.1.1	Information Commissioners Office - Registration Fee	100565	£40.00
8.1.2	Honingham Parish Council – Reimbursement for Clerk Expenses	100566	£24.00
8.1.3	South Norfolk Council - Invoice for dog bin emptying (2019-20)	100567	£384.48
8.1.4	Jordana Wheeler – Clerk's Salary & Expenses (Dec 2019)	100568	£179.75

Draft minutes until approved at the Parish Council meeting on Wednesday 5th February 2020

Chairman Signature:



Date:

5-2-2020

9. To consider matters relating to the budget for 2020-21
- 9.1. To consider amending the contract for dog waste bin emptying for 2020-21
- 9.1.1. The Clerk explained the current annual costs for emptying 3 bins twice a week (£320.40) and the costs of reducing the emptying to only once a week (£215.55). The Council **RESOLVED** to reduce the dog bin contract to once a week emptying for 2020-21. This will be monitored and can be changed if bins begin to become full.
- 9.2. To consider membership to Community Action Norfolk and Norfolk Playing Fields Association
- 9.2.1. The Council considered the benefits of membership to Community Action Norfolk (CAN), costing £20 per year. The Council felt they had not previously used the services of CAN and therefore **RESOLVED** to discontinue membership with CAN for 2020-21.
- 9.2.2. The Council considered the benefits of membership to the Norfolk Playing Fields Association (NPFA), costing £20 per year. The Council have been members for approx. 10 years. The main benefit of membership being the ability to apply for grants towards play equipment, however the Council must have been a member for at least 5 years to be eligible. The Council **RESOLVED** to continue membership with NPFA in 2020-21.
10. To approve the budget and precept for 2020-21
- 10.1. The Clerk summarised the amendments made to the draft budget as being:
- Community Action Norfolk membership removed (£20)
 - Playing Field Maintenance and general village maintenance has been combined to cover maintenance of all village assets and reduced to £400
 - Equipment purchase has been reduced to £500
 - Following the agreed amendment to the dog bin emptying contract this will be reduced to £215.55 (saving £104.85)
- 10.2. The tax base has been confirmed as 209, an increase from 207 this year. Taking into consideration the amendments presented by the Clerk the final amount of precept required to cover the budget is £7423.00. The income received from renting out the football pitch is not deducted as it is unknown whether the football team will rent the pitch out next season. This will mean a charge of £35.52 for a band D property, an increase of 35%. In terms of a monthly charge this breaks down to £2.96 a month, an increase of 75p. The Council **RESOLVED** to approve the budget and set the precept for 2020-21 at **£7423**.
11. To consider and adopt a Co-option Policy
- 11.1. The Clerk explained the draft Co-option policy consisting of a policy and an application form. CC queried the requirement to fulfill a casual vacancy for a Councillor within 90 days. The Clerk explained this is the expected timescale but there is no consequence if this deadline is not met. The Council **RESOLVED** to adopt the Co-option policy. This will be reviewed and updated every 3 years.
12. Opportunity for public participation
- 12.1. No parishioners were present for this item.
13. To confirm the date of the next meeting - Wednesday 5th February 2020
- 13.1. The next Parish Council meeting will take place on Wednesday 5th February 2020, 7.30pm in Gralix Hall. The press and public are welcome to attend.

14. 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 public due to the discussion of a staff matter. The public meeting closed at 8.15pm.

14.1. To acknowledge the Clerk obtaining the CiLCA qualification and consider a change to the Clerk's payscale

14.1.1. The Council congratulated the Clerk on achieving the CiLCA qualification. The Council **RESOLVED** to increase the Clerks salary by 1 scale point back dated to 19th December 2019 (date of award of CiLCA).

The confidential meeting closed at 8.30pm.

