

**Minutes of Deopham and Hackford Parish Council Meeting
in the Gralix Hall on Wednesday 11th July 2018**

Present:

Councillor : Martin Skidmore Chris Biggs
 Chris Coath Jayne Allan

Cllr. Yvonne Bendle - South Norfolk Council

Parish Clerk : Rowena Harkness

Parishioners : Bruce Catmur, Jason Marsh

- 1. Apologies** - Jacqui Phoenix, John Chilvers, Mark Howard, Cllr. M. Dewsbury – Norfolk County Council,

In the absence of the Chairman and Vice Chairman, it was agreed that Martin Skidmore would chair the meeting.

2. Declarations of Interest

- 2.1 There were no declarations of interest

3. Minutes of Previous Meeting

- 3.1 The minutes of the meeting held on 13th June 2018 were agreed as a correct record. Proposed Chris Biggs, seconded Chris Coath.

4. Matters Arising

- 4.1 Poultry Sheds east of Ivy Farm – Planning Application 2018/1017 – was withdrawn but will be revised and resubmitted at which point it will be counted as a new application with a new number and the consultation process will begin again, with people needing to submit new comments if they so wish and the Parish Council being re-consulted. Cllr. Bendle explained that as Highways were consulted as a statutory body and as they responded their comments were put on the website – under the withdrawn application.
- 4.2 Meadow Cottage, Park Lane, Deopham NR18 9HL (App. No. 2018/0969) – no decision has been made on this application and an extension of time has been agreed by the applicant.
- 4.3 The flooding at Vicarage Road which was raised by a parishioner is being looked at by Bob West at Highways – Nigel Davis has agreed to explain to him the history of the back drain needing to be cleared. The speed of traffic on Low Road, Hackford at junction with Kings Head Lane which was also raised by a parishioner has been looked at by Highways and they have agreed to put a junction warning sign for cars coming from Watton direction which they say may help slow cars down!

5. Correspondence

- 5.1 The correspondence was circulated around the table

6. Finance

- 6.1 The account balances as at 18/6/2018 were £1490.40 in the current account and £2,328.16 in the deposit. There are 5 un-presented cheques plus the Funday profit money (£1170) which was paid in and so the reconciled balance is £1911.60.
Chris Coath said that there are some current accounts paying interest which could be investigated. Jason Marsh handed over another £40 to the clerk raised by Tina and John Darkins selling plants outside their house and Helen Hawes also has some from selling plants which the Clerk will arrange to get from her and pay into the bank. Jason raised the concern that had been expressed at the Playing Field Events and Fundraising Group meeting about the money raised being used only for the improvement of the playing field

play equipment and not being used by the Parish Council for other things. The Parish Clerk reported that she had also been in correspondence with a parishioner who raised the same concerns. She had assured him that the money, though held in the Parish Council bank account, was shown in the account book as Playing Field Development Money and that it would not be used for anything else. She apologised that it had not been made clear in the previous minutes and that she would make sure it was clarified in these minutes.

- 6.2 The payment of £728.96 to Parish Clerk for salary and expenses for period 1/4/18 – 30/6/18 was approved. She explained that the figure was higher than normal because she had done 18 hours each month because of all the extra work required due to the audit, GDPR and the Ivy Farm application. Proposed Chris Coath, seconded Chris Biggs.
- 6.3 The payment of £79.80 to Play Safety for the annual inspection of the playing field. Proposed Jayne Allan, seconded Chris Coath. A copy of the report was available and discussed later on the agenda.
- 6.4 The Budget Monitor 1 was circulated and noted. The Parish Clerk said that there were no budget headings of concern.
- 6.5 The increase in donation to High Oak Parochial Church Council for upkeep of churchyards will be put on the next agenda.

7. Planning

- 7.1 The Lilacs, Church Lane, Hackford NR18 9HN – (App. No. 2018/0723) – change of use of paddock to residential curtilage, new vehicle access and car parking. After discussion and consideration of the drawings it was agreed to recommend approval.
- 7.2 Hall Farm Barns, 1 Low Common, Deopham, Norfolk NR18 9DZ – (App. No. 2018/1403) - erection of porch. After discussion and looking at the plans/drawings it was agreed to recommend approval.

8. Deopham Playing Field

- 8.1 Annual Safety Report – The Parish Clerk drew attention to the report and said that the ball game and the 1 seat swing both had a risk level of low. The swing had a risk score of 7 because the distance between the seat side and the support is insufficient – but the report couldn't identify any practicable action to be taken. The 2 seat swing has a medium risk level and a risk score of 9 because one of the seats is damaged and the report recommends replacement. They also recommend replacing the rusty shackles and worn bushes. The Clerk had looked at the cost of renewing the parts recommended and estimated that it could be done for approx. £100. It was agreed that a date will be arranged for meeting at the playing field to measure and work out what new parts are required and then the Parish Clerk can order the parts online.
- 8.2 Use of Playing Field by Football team AG Athletic - The Parish Clerk had met with the Chairman of the club and had signed an agreement with them which covered the main details discussed at the previous meeting. She had also given them a set of keys.
- 8.3 New gate post is needed. Jacqui offered to try and get one and Jason offered to fit it.

9. Recruitment of new Parish Clerk

- 9.1 There has been one application received to date and it was agreed that the Parish Clerk will arrange with Jacqui and Martin and John (or Chris) a suitable date/time to interview the person.

10. Update on General Data Protection Regulations

- 10.1 The Parish Clerk circulated what the Parish Council needs to do to comply with GDPR – including appointing the Parish Clerk as the Data Protection Officer, adopting a GDPR policy and adopting a privacy statement which is displayed on the website.

10.2 Cllr. Yvonne Bendle said that she understood that Parish Councils don't need to appoint a DPO and that will save a lot of work for Parish Clerks. The Parish Clerk will look into that but said that she felt the Parish Council should adopt the GDPR policy and privacy statement which had been circulated. It was agreed that these be adopted.

11. Deopham Rix Charity – Re - appointment of Trustee

11.1 The Parish Clerk explained that Jacqui Phoenix's four year term had expired in Feb. 2018 but that she could be reappointed for another 4 years. It was agreed that she be reappointed.

12. Any Other Business

12.1 Playing Field Events & Fundraising Group – Jason Marsh reported back from the meeting held by the group on Monday evening. It had been decided that they would like to run 2 events a year – a summer funday/music event and a Halloween themed event in October. The Halloween event 2018 would be for children from 4 – 8pm and Adam would do a disco. It would need a marquee and it was suggested that the money raised from the Funday could pay for that. The Parish Council felt unsure that a dark and cold evening in October in a marquee would necessarily be the best type of fundraising / social event. The idea of something more like a Christmas Bazaar selling homemade gifts and crafts in the Gralix Hall was felt to be a better idea. Jason will report the Parish Council's thoughts back to the group.

The group has set a date for 2019 Deopham Music Festival and Funday – weekend of June 22nd and 23rd 2019. There are already 2 bands who would like to play and the idea would be for music on the Saturday evening and camping overnight with the funday and more music on Sunday.

12.2 Chris Coath suggested the possibility of having a 1m wild flower meadow strip around the playing field.

12.3 Cllr. Yvonne Bendle reported on the collaboration between South Norfolk District Council and Broadland Council which is due to be discussed and possibly agreed the following day. It is not a merger – so each council retains its own identity and services but shares a Managing Director and senior management team.

13. Date of Next Meeting Wednesday 12th September 2018, 7.30pm.

There being no further business the Chairman declared the meeting closed at 9.15pm.