

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on Wednesday 7th June 2023, 7.30pm at Gralix Hall

Cllrs present:

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

Absent:

Martin Skidmore (MS), Cllr Josh Woolliscroft (JW)

Others present:

Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD), Members of the public - 1.

1. To receive and accept apologies for absence
 - 1.1. Apologies were received and accepted from MS and JW.
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 10th May 2023
 - 3.1. The minutes of the meeting held on 10th May 2023 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
4. To co-opt an applicant to the casual vacancy of Parish Councillor
 - 4.1. The Council **RESOLVED** to co-opt Eliska Cheeseman (EC) to the role of Parish Councillor. EC's term of office will run until May 2027.
5. To consider adopting the General Power of Competence
 - 5.1. The Clerk explained the General Power of Competence which gives a local authority the power to do anything which individuals generally may do. The Council is eligible to adopt this power following the recent election where more than 2/3rds of Councillors were elected (6 of 7) and the Clerk is CiLCA qualified. The Council **RESOLVED** to adopt the General Power of Competence.

Draft minutes until approved at the Parish Council meeting on Wednesday 5th July 2023
Chairman Signature: _____ Date: _____

6. To report on progress of matters arising from previous meetings and review the action log
- 6.1. Repairs have been completed to the south side of the Pavilion where the cladding had been damaged by the mowers. This side has been completely reclad. The Rix Trust are paying for the work. The Council gave thanks to the Trust for organising the repairs. JP reported the guttering will be replaced next and JP will repair the toilet door. The Clerk noted the Council had a budget towards repairs, JP suggested this could be used towards recladding the remaining sides of the building. The Rix Trust will investigate potential costs then liaise with the Council.
- 6.2. There have been some delays to the grass cutting at the playing field due to staff shortages at the company. The grass cutting will be back on schedule this week.
- 6.3. The hedge around the noticeboard on The Green needs cutting back, the Clerk will request this via Norfolk County Council. This noticeboard is now completely rotten. The Clerk will seek quotes with the view to replace it in the autumn before the bad weather returns. MD suggested approaching the new district Councillor (JW) to enquire about making an application to his Member's Grant to help pay for the noticeboard.
- 6.4. Ongoing tasks include opening the new bank account, finishing the updates to the website and submitting the next round of grant applications.

7. Finance

- 7.1. To receive the bank reconciliation for May 2023 and to approve the following payments; The Council considered the bank reconciliation and had no queries. The Council **RESOLVED** to approve the payments.

	Description	Cheque Number	Amount
7.1.1	The Rix Trust – Rent for Playing Field 2023-24	100672	£400.00
7.1.2	BHIB Ltd – Insurance 2023-24	100673	£453.66
7.1.3	High Oak PCC – Donation for churchyard maintenance 2023-34	100674	£165.00
7.1.4	Gralix Hall – Hall Hire Feb-May 2023	100675	£102.00
7.1.5	Sandra Lain – Internal Audit 2022-23	100676	£60.00
7.1.6	Jordana Wheeler – Salary & Expenses (May 2023)	100677	£352.04

8. To consider matters in relation to the annual audit for financial year 2022-23
- 8.1. The consider the Internal Auditors report for the financial year ending 31 March 2023 and consider recommendations
- 8.1.1. Councillors considered the Internal Auditors report, there were no recommendations or actions required. JP congratulated the Clerk on her good record keeping.
- 8.2. To agree the accounts and budget comparison for the financial year ending 31 March 2023
- 8.2.1. The Clerk summarised the Council's spending against the budget. Overall income was £29,492 which means the Council also has to have an external audit. Overall spend was £7734 against a budget of £7875 (98%). Additional spending was also made from the reserves. Key points to note were:
- Salary expenditure was over budget due to an increase in the Clerks contracted hours mid-way through the year.

- Office costs expenditure was over budget due to bank charges and an increase in mileage costs.
 - Hall hire costs were less as February and March 2023 were not invoiced in that financial year.
 - Insurance expenditure was less than budgeted due to the Council taking out a 3-year policy with a discount.
 - Charity donations were less due to no requests being received.
 - Dog bin emptying was not paid due to the invoice being received both late and incorrect.
 - The training budget was not utilised this year.
 - Water for the Pavilion was less than budgeted due to there being no football club using the building.
 - £445 of the equipment purchase budget was allocated to the play equipment reserve as per a previous decision.
- 8.2.2. The closing balance was £15,364 which includes a £9082 reserve for the new play equipment (including CIL). CC queried when the CIL held in reserve had to be spent. It has to be spent by Autumn 2024. The Clerk summarised how CIL works and when it is received by the Council, noting there is no further CIL expected in the near future. The Council had no further questions and **RESOLVED** to approve the accounts and budget comparison for 2022-23.
- 8.3. To consider the assertions on, and complete, the Annual Governance Statement 2022-23 and to authorise the Clerk and Chairman to sign
- 8.3.1. The Council considered the Annual Governance Statement and suggested answers. The Council **RESOLVED** to approve the Annual Governance Statement for 2022-23. The Clerk and Chairman signed the form.
- 8.4. To consider and approve the Accounting Statements 2022-23 and to authorise the Chairman to sign
- 8.4.1. The Clerk summarised the Accounting statement and noted why the figures are different to the budget comparison considered in item 8.2, noting the requirement to record figures under different groupings for the Statement. The Clerk listed the new assets gained this year, leading to an increase in the total value of assets. The Council **RESOLVED** to approve the Accounting Statement for 2022-23. The Chairman signed the form.
9. To consider the Annual Play Area Inspection and any actions required
- 9.1. The overall risk rating of the inspection was medium, this has not changed from last year. The Clerk summarised the recommendations from the report and any actions were agreed:
- 9.1.1. Part of the railing is missing on the fence by the entrance. This will be repaired.
- 9.1.2. It's recommended the goals are repainted, the Council agreed to leave these as they are as they are not currently used. This will be reviewed once the play area is complete.
- 9.1.3. The ball game needs cleaning. JP reported this has been tried in the past but it isn't possible to get it clean. The game is due to be removed when the new play area is installed. It will be assessed at this stage to see if it can be repaired and reinstalled in a new location.
- 9.1.4. The roofs on the new activity tower have warped under the heat of the sun on the south side. JP will contact the company for advice.
- 9.1.5. The holes under swing seats will be filled in with additional soil to level the surface.

9.1.6. The rotten noticeboard will be replaced and relocated as part of the creation of the car park.

9.1.7. It was agreed that CG will monitor the grass cutting on the field to ensure it is being cut regularly enough.

10. To discuss progress on the replacement play equipment and new car park

10.1. The Council has 2 years left on the planning permission for the car park and 1 year left to spend the CIL. The Council decided to prioritise installing the new play equipment over the car park. Fencing for the car park could be installed and the replacement surface could be done at a later date. Further grants will now be applied for.

JP and CG left the meeting at 8.30pm. CB took over as chair for the remainder of the meeting.

11. To consider and adopt the following policies:

11.1. Planning Policy – The Council reviewed the policy, EC suggested adding an additional clause regarding implications to traffic in relation to planning applications, for example not allowing commercial lorries on country roads except for access. Other suggestions included that any in-fill housing included appropriate parking. The policy will be revised and brought back to the Council at the next meeting.

12. Correspondance

12.1. Updates to the Mobile Library Schedule – A new schedule for the mobile library will launch at the start of July. The date will not change but the times have been amended.

12.2. Greater Norwich Green Infrastructure Strategy Consultation – There is a link on the Council website for the consultation.

12.3. Update on the South Norfolk Flexibus service in Deopham – There will be a new shopping service from September running from Deopham to Wymondham on Friday mornings. The current bookable services to Watton (Wednesday's) and Attleborough (Thursday's) will remain.

13. Opportunity for public participation

13.1. MD shared details of her monthly report. The Norfolk County Council cabinet is now 50/50 men and women following the recent elections. A new Chief Executive has been appointed to the Council. Children's services have been inspected by Ofsted and rated Good. Police are working on trying to reduce underage vaping. The £2 bus fare scheme has been extended to 31st October.

13.2. MD reported that the highways scheme offering funding for works is coming to South Norfolk. The Council were advised to contact the Highways Officer to obtain quotes for reducing the speed limit in the parish to find out if they would be eligible to apply to the scheme.

14. To confirm the date of the next meeting

14.1. The next Council meeting will take place at Gralix Hall on Wednesday 5th July 2023, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 9.00pm.

Draft minutes until approved at the Parish Council meeting on Wednesday 5th July 2023

Chairman Signature:

Date: