

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Annual Parish Council meeting on Wednesday 1st May 2024, 8.00pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair (JP), Martin Skidmore (MS), Chris Chorley (CCh) – Vice Chair, Eliska Cheeseman (EC), Chris Coath (CC), Catherine Grand (CG),

Absent:

Chris Biggs (CB),

Others present:

Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD), Cllr Josh Woolliscroft (JW), Members of the public - 2.

1. To elect the Chairman for 2024-25
 - 1.1. EC proposed JP, CC seconded. The Council **RESOLVED** to elect JP as Chairman for 2024-25.
2. Chairman to sign Declaration of Acceptance of Office
 - 2.1. JP signed the Declaration of Acceptance of Office for position of Chairman.
3. To elect a Vice-Chair for 2024-25 and sign the Declaration of Acceptance of Office
 - 3.1. JP noted a preference for all Councillors to have an opportunity to take on the role of Vice Chair. CC proposed CCh, JP seconded. The Council **RESOLVED** to elect CCh as Vice-Chair for 2024-25. CCh signed the Declaration of Acceptance of Office for position of Vice-Chair.
4. To receive and accept apologies for absence
 - 4.1. Apologies were received and accepted from CB.
5. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 5.1. There were no requests for dispensation.
6. To approve and sign the minutes of the Parish Council meeting on 3rd April 2024
 - 6.1. The minutes of the meeting held on 3rd April 2024 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
7. To appoint a Councillor responsible for the oversight of the Council finances for 2024-25
 - 7.1. The Clerk summarised the role as agreed in the Council's Internal Controls policy. The Councillor in role cannot be a current signatory. The Council **RESOLVED** to appoint CC

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Chairman Signature:

Date:

to be responsible for the oversight of finances for 2024-25.

8. To consider re-adopting the Delegation of Powers to the Clerk
 - 8.1. The Council **RESOLVED** to adopt the Delegation of Powers to the Clerk policy for 2024-25.

9. To consider re-adopting the General Power of Competence
 - 9.1. The Clerk confirmed the Council remained eligible to adopt the General Power of Competence. The Council **RESOLVED** to adopt the General Power of Competence for 2024-25.

10. To report on progress of matters arising from previous meetings
 - 10.1. The website has been updated with details of the play park project.
 - 10.2. The audit has been submitted to the internal auditor.
 - 10.3. Signs have arrived for the play area fence; JP will arrange installation.
 - 10.4. A portrait of the King, to celebrate his coronation, was presented to the Galix Hall for display.

11. Finance - To receive the bank reconciliation for April 2024 and to ratify or approve the following payments;

The Clerk confirmed the first half of the precept has been received. The opening balance for the new financial year was £5638. Full details will be provided in the June meeting. Item 11.9 was due for payment as HMRC had not processed the new Direct Debit form. A new form was signed. The Council considered the bank reconciliation, no queries were raised. The Council **RESOLVED** to approve the payments.

| | Payment Description – UNITY Trust Bank Current Account | Cheque Number | Amount |
|-------|---|---------------|----------|
| 11.1 | The Fencing Workshop – Installation of Noticeboard – RATIFIED | BACS | £108.00 |
| 11.2 | The Fencing Workshop – New Play Area Fence – RATIFIED | BACS | £4608.00 |
| 11.3 | The Helping Hand Company – Litter Pick Equipment (Clean up & Bloom Grant) | BACS | £149.94 |
| 11.4 | Great Ellingham Parish Council – Donation for maintenance of war memorial | BACS | £35.00 |
| 11.5 | High Oak PCC – Donation for churchyard maintenance | BACS | £165.00 |
| 11.6 | Gralix Hall – Donation towards maintenance of hall | BACS | £100.00 |
| 11.7 | The Rix Trust – Playing Field Rent 2024 | BACS | £400.00 |
| 11.8 | The Sign Shed – Signs for play area fence | BACS | £26.33 |
| 11.9 | HMRC – PAYE Qtr 4 2023-24 | BACS | £39.40 |
| 11.10 | Jordana Wheeler – Salary & Expenses (April 2024) | BACS | £25.78 |

12. To discuss progress of the new play park and proposed car park
 - 12.1. The Clerk summarised the estimated costs to complete the remaining work at the new play park; play equipment £10,965, car park £10,953, fencing £3610, dog bin £182, noticeboard £765, other £365. Current funds available are £602. Funds required are £26,238. Planning permission for the car park expires in June 2025. Figures don't

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include the removal of the old play equipment which the Council intend to remove themselves. The Council agreed to prioritise obtaining funding to install the remaining play equipment.

- 12.2. Options for further funding were considered and need to be researched further. JW suggested that the Council may be eligible to reapply to the Community Action Fund (CAF) via South Norfolk Council for up to £15,000.

ACTION – Clerk to investigate eligibility to apply for the CAF fund.

13. To confirm details of the Big South Norfolk Litter Pick

- 13.1. The litter pick will take place on Sunday 12th May, meeting at 2pm at the playing field. EC will lead the litter pick on the day. The Risk Assessment has been completed. Focus areas will be Vicarage Road and Church Road. The litter pick will be further advertised on facebook and the noticeboards. Councillors and the public were encouraged to attend.

14. To consider a response to the following planning applications:

- 14.1. Application 2024/1080 – Conversion of agricultural building to dwelling, The Old Piggery, Hill Farm, Morley Road, Deopham

JW provided some background information on the previous use of the building. Due to its original construction the building may fall down if it is not converted. The application is an amended resubmission of a previous application which now seeks full planning permission.

- 14.2. JP noted that the proposed stone cladding to the external walls will increase the footprint of the building and that there was no information provided in the application regarding what this cladding may look like. The Council were concerned this would not be in keeping with the other buildings in the area.

The Council **RESOLVED** to submit comments regarding the increase in the footprint and the proposed cladding not being in keeping with the local area.

15. Opportunity for Public Participation

- 15.1. It was noted that cars being parked around the junction of Church Lane and Low Street in Hackford continue to be an issue, including restricting visibility and making the junction dangerous.

16. To confirm the date of the next meeting

- 16.1. The next Council meeting will take place at Gralix Hall on Wednesday 5th June 2024. The press and public are welcome to attend.

The public meeting closed at 9.00pm.

17. 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:

- 17.1. To acknowledge the Clerk's resignation and agree actions in relation to recruitment.

- 17.1.1. The Council noted the Clerk's resignation. Actions and timescales for recruitment were discussed and agreed. The Council **RESOLVED** that JP, CCh and EC will form the interview panel.

The private meeting closed at 9.15pm.