

## DEOPHAM & HACKFORD PARISH COUNCIL

[www.deophamandhackfordpc.info](http://www.deophamandhackfordpc.info)

### Minutes of the Council meeting on Wednesday 7<sup>th</sup> October 2020, 7.30pm via Zoom Video Conferencing

Cllrs present:

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

Cllrs absent:

John Chilvers (JC)

Other:

Jordana Wheeler (Clerk), Cllr Yvonne Bendle (YB), one member of the public was present. This meeting took place via video conference due to the current Coronavirus pandemic and government guidelines to social distance.

1. Apologies for Absence
  - 1.1. John Chilvers (JC) was absent. County Councillor Margaret Dewsbury (MD) also sent her apologies. All other Councillors were present.
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 2<sup>nd</sup> September 2020
  - 3.1. The minutes of the meeting held on 2<sup>nd</sup> September 2020 were received and read by Councillors prior to the meeting. No amendments were requested and the Council **RESOLVED** to approve the minutes. The Clerk will liaise with JP to sign the minutes after the meeting.
4. To receive an update on the vacancies for Parish Councillor
  - 4.1 JP reported she had spoken with JC, who has not been able to attend meetings for over a year. JC said he was happy to stand down as Councillor. JP has had a conversation with a resident interested in joining the Council and will follow up with the resident in a few weeks. The Clerk explained a written resignation from JC was required before the vacancy could be filled. The other remaining vacancy can be filled at any point via co-option. An advert has been placed in The Net and will also be placed on the website, facebook and noticeboards.
5. To report on progress of matters arising from previous meetings and review the action log
  - 5.1. The Council entry in The Net had been updated to include the Councillor vacancy and advertising the new facebook page.
  - 5.2. JP requested the amendments to bank signatories was progressed now that lockdown had been eased and Councillors were able to visit the bank.
  - 5.3. The Clerk has updated the Council website in line with new Accessibility Regulations.
  - 5.4. The Council agreed the Clerk did not need to continue to chase the key still held by Norse.

Draft minutes until approved at the Parish Council meeting on Wednesday 4<sup>th</sup> November 2020  
Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

6. Finance - To receive the bank reconciliation for Aug/Sept 2020 and approve the following payments:

The Council reviewed the bank reconciliation. The Clerk will request the invoice for the grass cutting to allow enough time to reclaim the VAT before the end of the financial year. The Council **RESOLVED** to approve the payments. The Clerk will arrange for JP and MS to sign the cheques outside of the meeting.

	Description	Cheque Number	Amount
6.1	Great Ellingham Parish Council – Donation for maintenance of Deopham Green war memorial	100590	£25.00
6.2	Clerks expenses – Sept 2020	100591	£17.55
6.3	HMRC Employers PAYE – Sept 2020	100592	£8.60

7. To discuss and agree actions to improve The Hut
- 7.1. The Clerk suggested that the Council should make a decision whether to repair or rebuild the Hut so that the Council can move forward with a plan of action. The billie boxes previously considered were discussed again. Disadvantages included problems with moving the water supply, a crane needed for installation and that they would sweat.
- 7.2. CB queried whether there was a need for a building the size of the current hut and what its future use would be other than as changing rooms for the football team and storage. It was not known whether the football team would continue using the playing field next season. The current facilities may not attract a new football team in the future.
- 7.3. JP felt the concrete pad was in good condition and the site had the benefit of the toilets and water supply. CC suggested the CIL money could be used as match funding for grant applications to further the hut project. YB recommended that if applying for grants to include the cost of removal within the project rather than dealing with it as a separate issue.
- 7.4. JP reported the roof was leaking in 3 places. There had been reports in the past of people climbing on the roof which may have damaged it. Some of the rubbish inside had also been cleared. JP suggested a short term solution was to repair the roof to keep the building water tight. Signs warning people not to climb on the fragile roof were also required. For safety reasons JP proposed the roof should be repaired by a professional. The Council **RESOLVED** to carry out repairs to the roof to make the building water tight. JP will obtain quotes and report back to the Council. Further repairs to the hut, including repainting, will be put on hold until the roof is repaired.
- 7.5. It was noted that the village has changed a lot over the years with the loss of many local groups who may have previously used the Hut. It has no electricity so has limited use. It was suggested a survey be carried out to see what residents would like to see on the site and how it might be used in the future. A previous survey had very little response. This would also be useful evidence if applying for grants.  
**ACTION** – CC to share the previous survey regarding the Hut.
- 7.6. The condition of the concrete pad was considered again. CB questioned whether it would meet current building regulations. Any replacement building would need planning permission and therefore it was recommended the planning department was consulted pre-application if the Council decided to replace the Hut. The Clerk noted if the building were to be permanently removed permission from the Rix charity would be needed first as it is a condition of the lease to maintain the building.
- 7.7. MS suggested replacing the play equipment should be considered. The Clerk noted it would be easier to obtain grants to replace play equipment than for a new building

8. To consider the 'Planning for the Future' consultation
  - 8.1. The Clerk summarised the government white paper which intends to improve and speed up the planning process. Examples of responses from other organisations were shared with Councillors. An implication is that local authorities such as the Parish Council will have less say on planning applications.
  - 8.2. YB noted it was a complex paper. Concerns included the extra houses which could be built in the area and that it will be easier to build in the countryside. Councillors considered options for responding to the consultation. CC suggested the Council accept and support the wording of the CPRE response. MS felt the CPRE didn't have any direct influence. The Council agreed individuals would submit their own responses if they wish.
  - 8.3. YB brought to the Councils attention a possible additional site in the village submitted to the Greater Norwich Local Plan for development. The Clerk noted the next stage of consultation for this is expected in December where further details would be available.
  
9. To consider the Boundary Commission consultation on recommendations for changes to division boundaries in Norfolk
  - 9.1. The Clerk explained the proposed changes to local divisions affecting the areas County Councillors are responsible for. The intention is to create areas with equal numbers of residents. The same number of County Councillors will be maintained (84). MD was unable to attend the meeting but had submitted her comments on the consultation to the Council. There is the potential for MD to no longer be the County Councillor for this area. Deopham & Hackford would remain part of the Hingham division.
  - 9.2. It was noted that as Wymondham has grown the surrounding divisions are having to change. This is leading to divisions being mostly urban or rural with many small villages. The countryside areas are much larger in physical size and often have a greater variation of need. JP encouraged Councillors to speak directly with MD if they had concerns about the consultation. The Council agreed individuals would submit comments to the consultation if they wished.
  
10. To receive an update on Deopham STAR
  - 10.1. CC reported on a newly formed group who are working on fundraising for the restoration of St Andrews church. Approx £500,000 is required. The group would like to increase their media presence and CC asked if a page could be created on the Council website. The Clerk noted that she could not give access to the group to the Council website but was happy to create a page on their behalf if the group could provide the information to be included. The Council requested that a disclaimer was included to note the information as not the opinion or decisions of the Council.  
**ACTION** – CC to provide Clerk with information to create a webpage for the Deopham STAR.
  - 10.2. CC advised that the group intended to distribute a survey in the village to gauge community opinion of future use of the church including non-worship activities. The Clerk advised that the Council should liaise with the group to ensure a survey about the church & playing field & hut did not go out at the same time.
  - 10.3. JP allowed a member of the public to speak. Concerns were expressed that the new group were not effectively communicating with the PCC and requested information was shared with the PCC on the Deopham STAR's activities.

11. To note correspondence received
  - 11.1. Norfolk County Council – Partner & Community Focus News Update – The Clerk noted the new newsletter from the County Council which has amalgamated previous newsletters into one.
  
12. Opportunity for public participation
  - 12.1. JP reported a resident had complained about the amount of dog poo around the parish, particularly on verges and near the bus stop. The Clerk noted South Norfolk Council may have some additional resources and will find out more. It was noted that as many people were working from home during the pandemic that dog ownership has increased and may be contributing to the issue.
  
13. To confirm the date of the next meeting - Wednesday 4<sup>th</sup> November 2020
  - 13.1. The next Parish Council meeting will take place via video conference on Wednesday 4<sup>th</sup> November 2020, 7.30pm. The press and public are welcome to attend. Current guidance is continue holding virtual meetings for the time being.
  
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:  
To Council **RESOLVED** to exclude the press and public to discuss a staffing matter.  
The public meeting closed at 9.07pm.
  - 14.1. To consider adopting the NJC payscales for 2020-21
    - 14.1.1. The Clerk presented the new NJC payscales for 2020-21 noting the increases to payscales and holiday allowance. The Council **RESOLVED** to adopt the NJC payscales, including holiday allowance, for 2020-21 and to backdate this to April 2020.

The confidential meeting closed at 9.10pm.