

## DEOPHAM & HACKFORD PARISH COUNCIL

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

### Minutes of the Parish Council meeting on Wednesday 1<sup>st</sup> March 2023, 7.30pm at Gralix Hall

**Cllrs present:**

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

**Absent:**

Catherine Grand (CG), Cllr Margaret Dewsbury (MD)

**Others present:**

Jordana Wheeler (Clerk) and Cllr Yvonne Bendle (YB). There were no members of the public present.

1. To receive and accept apologies for absence
  - 1.1. Apologies were received and accepted from CG.
  
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 1<sup>st</sup> February 2023
  - 3.1. The minutes of the meeting held on 1<sup>st</sup> February 2023 were received and read by Councillors prior to the meeting. CC requested an amendment to clarify item 10.3. The Council **RESOLVED** to approve the amendment to item 10.3 and approve the minutes.
  
4. To report on progress of matters arising from previous meetings and review the action log
  - 4.1. A revised quote for the remaining play equipment has been received for £26,562. Overall this is slightly less than previously quoted and will be used for applying for grants.
  - 4.2. The verge on Low Common has been reported to highways as it is severely eroded and dipping into the deep ditch by the side of the road causing a danger to drivers.
  - 4.3. VAT has been reclaimed and should be received before the end of the financial year.
  
5. Finance
  - 5.1. To receive the bank reconciliation for Feb 2023 and to ratify or 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
5.1.1	Jordana Wheeler – Salary & Expenses (Feb 2023)	100665	£111.80

Draft minutes until approved at the Parish Council meeting on Wednesday 5<sup>th</sup> April 2023  
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6. To consider making a donation to Age UK
  - 6.1. The Council considered the donation request. CC suggested the Council should develop a policy to identify criteria for considering donation requests from charities in relation to how the donation will benefit residents of the parish. The Council agreed to postpone a decision until a policy is in place. Reference was made to a local car share service which the Council had previously donated to.
 

**ACTION** – Clerk to prepare a Charity Donation Policy.

**ACTION** – Clerk to research past charity donations and whether these organisations are still operating.
  
7. To consider areas in the Parish which would benefit from a reduction in the speed limit
  - 7.1. CC noted government guidance called ‘Setting Local Speed Limits’ which notes that it is government policy that the usual speed limit in villages should be 30mph. Rat running continues to be a problem in the parish, including from the current roadworks on the A11. Previous requests for a reduction in speed have been unsuccessful. The elongated nature of the residences means there is no distinct village centre.
  - 7.2. JP felt the Council need to establish what may be possible and the exact process. Councillors felt the whole parish should be looked at for 30mph, then specific areas can be identified following advice from the Highways team if it is not possible to reduce it in all areas. It was noted the completion of the new play park may help support any request along Vicarage Road. The Clerk suggested that any request would need to be supported by traffic data. Councillors asked if any other parishes had been successful in reducing their speed limit.
 

**ACTION** – Clerk to gather further information on reducing speed limits and contact the Highways Engineer for further advice.
  
8. To consider a response to the following planning application;
  - 8.1. Application 2023/0271 – Change of use from agricultural to B2 (general industrial), Stalland Farm, The Stalland, Deopham
    - 8.1.1. The Council raised concerns regarding any external lighting affecting the dark skies of the area, along with increases in traffic through Deopham, and suggested all traffic should access the site via Hingham Road. It was noted the change could be beneficial for local employment. The Council **RESOLVED** to submit comments to application 2023/0271 as detailed. They did not object to the application.
  - 8.2. Application 2023/0152 – Notification of Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA & QB), Agricultural building north of Vicarage Road, Deopham
    - 8.2.1. The Council queried whether the current building was worthy of conversion. The Council had no comments to submit and would consider any future design if a full planning application is submitted at a later date.
    - 8.2.2. JP proposed the Council consider having a policy regarding responding to planning applications, with particular regard to external lighting and dark skies, as this matter is arising more regularly.
 

**ACTION** – Clerk to draft planning policy.
  
9. To consider and adopt the updated policies:
  - 9.1. Safeguarding Policy – The Council **RESOLVED** to adopt the Safeguarding Policy.

- 9.2. Equality Policy – The Clerk **RESOLVED** to adopt the Equality Policy.
- 9.3. Health & Safety Policy – The Council **RESOLVED** to adopt the Health & Safety Policy.
- 9.4. Play Equipment Inspection Policy & Schedule – CC requested the wording be amended from ‘bi-weekly’ to ‘once every 2 weeks’ to ensure clarity. The Council **RESOLVED** to adopt the Play Equipment Inspection Policy & Schedule. It was agreed inspections will initially be carried out by the Clerk and JP. The regularity of inspections will be reviewed once the play park project has been completed.
- ACTION** – Clerk to research appropriate signage for the new play park.

10. To receive an update on the upcoming elections for Parish Councillor

- 10.1. The Clerk summarised details of the elections in May. All current Councillors must stand down and be nominated for re-election. Nomination forms must be submitted by hand to South Norfolk Council by 4<sup>th</sup> April. The election is on Thursday 4<sup>th</sup> May 2023. Full details are available on the Council website. The elections will be publicised around the village in the hope of filling the current vacancy.

11. To consider if the Council will mark the Coronation of King Charles III

- 11.1. The Clerk noted local events being organised to celebrate the coronation and the availability of grants if the Council wished to organise their own event. JP suggested a car boot sale and picnic at the playing field on 14<sup>th</sup> May (National Sports Sunday). This could also be a fundraiser for the new play park. It was felt that local residents are more likely to attend other larger local events during the coronation weekend. JP will research potential details for the event.

12. To consider supporting a request to decrease the number of grips installed by Highways on Stalland Lane

- 12.1. JP reported that between Ivy Farm and The Stalland there are 36 grips, which are intended to drain water away from the highway. This is a large amount for a short distance and they are causing damage to vehicles, affecting local farmers and residents. They were previously removed from the maintenance list but have recently been reinstated. The Council **RESOLVED** to support a request to remove grips from Stalland Lane.

13. Correspondance

- 13.1. Greater Norwich Local Plan – Gypsy and Traveller Sites Focussed Consultation  
The Clerk noted the closet site to the parish was on Stayground Lane in Wymondham  
The Council had no comments to submit.
- 13.2. Electoral Commission – Voter ID  
The Clerk reported that all voters will be required to take photographic ID to vote in the May elections. More details are available on the Electoral Commission website.
- 13.3. ‘A County Deal for Norfolk’ Consultation  
The consultation relates to a proposed deal which would bring additional powers and money to the County and lead to having an elected County Council leader from 2024.  
The Council had no comments to submit.

14. Opportunity for public participation

- 14.1. There were no members of the public present.
- 14.2. JP reported the recent Bingo event was well attended and raised £318.34 for the play park project.

Draft minutes until approved at the Parish Council meeting on Wednesday 5<sup>th</sup> April 2023

Chairman Signature:

Date:

- 14.3. JP noted other upcoming fundraising events of a Spring Fair (25<sup>th</sup> March) and an Easter Egg Hunt (1<sup>st</sup> April) in aid of the church security system.
- 14.4. YB congratulated the Council in the quick installation of the first piece of new play park equipment, noting it would be beneficial for the village.

15. To confirm the date of the next meeting

- 15.1. The next Council meeting will take place at Gralix Hall on Wednesday 5<sup>th</sup> April 2023, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 9.00pm.