

DEOPHAM & HACKFORD PARISH

To Members of the Council

You are hereby summoned to attend the meeting of Deopham & Hackford Parish Council at Gralix Hall, Deopham on **Wednesday 6th December 2023 at 7.30pm.**

The Council welcomes the public and press to its meetings. The public and press are able to address the Council during the Public Participation session.

AGENDA

1. To receive and accept apologies for absence
2. To receive declarations of interest in items on the agenda and consider any requests for dispensations
3. To approve and sign the minutes of the Parish Council Meeting on 1st November 2023
4. To report on progress of matters arising from previous meetings
5. To receive an update on progress with the replacement play equipment and approve the purchase of new equipment
6. To consider and adopt an Internal Controls Policy
7. Finance
 - 7.1. To note the updated NJC Payscale for 2023-24
 - 7.2. To receive the bank reconciliation for November 2023 and to ratify or approve the following payments

	Payment Description – HSBC Current Account	Amount
7.2.1	Notice Board Company (UK) Ltd	£924.53
7.2.2	Vortex Grounds Maintenance & Services Ltd	£1104.00
7.2.3	Deposit for new play equipment	Up to £5000 – See item 5.
7.2.4	Transfer from Deposit Account to Current Account – Letter to Bank	£10,499.00
7.2.5	Deopham & Hackford Parish Council – Transfer from current account to Unity Trust Bank Account	£8000.00
7.2.6	Deopham & Hackford Parish Council – Transfer from current account to Unity Trust Bank Account (To be paid once item 7.2.4 is complete)	£10,499.00

	Payment Description – Unity Trust Current Account	Amount
7.2.7	Gralix Hall – Hall Hire (June-Dec 2023)	£108.00
7.2.8	Jordana Wheeler – Salary & Expenses (Dec 2023)	£175.41

- 7.3. To consider and approve the final budget and precept for 2024-25
8. To agree to book the 'Induction for new Councillors' training
9. To note discussions regarding improvement to the verges on Morley Road, Deopham
10. To consider applying for a 'Clean Up & Bloom' grant
11. To consider a response to the following planning applications:
 - 11.1. Application 2023/3256 - Demolition of existing rear extension and erection of two storey and single storey extension, Walnut Tree Farm, Stalland Lane, Deopham
12. Opportunity for Public Participation
13. To confirm the date of the next meeting – Wednesday 7th February 2024 at Gralix Hall.

Please note there is no meeting in January 2024

J Wheeler

Jordana Wheeler – Parish Clerk
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