

DEOPHAM & HACKFORD PARISH COUNCIL

www.deophamandhackfordpc.info

Minutes of the Parish Council meeting on Wednesday 4 June 2025, 7.30pm at Gralix Hall

Cllrs present:

Chris Chorley (CCh) – Vice Chair, Eliska Cheeseman (EC), Chris Coath (CC) and Martin Skidmore (MS)

Absent:

Jacky Phoenix (Chair), Catherine Grand (CG), David Thresh (DT) Cllr Margaret Dewsbury (MD) and Cllr Josh Woolliscroft (JW)

Others present:

Carol Bailey (Clerk), Members of the public 0

In the absence of the Chair Chris Chorley (CCh), Vice-Chair chaired the meeting.

1. To receive and accept apologies for absence
 - 1.1 Apologies were received and accepted from Jacky Phoenix – Chair (JP). Catherine Grand (CG), David Thresh (DT), and Cllr Margaret Dewsbury (MD)
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 Annual Parish Council meeting on 7 May 2025
 - 3.1. The Minutes of the Meeting held on 7 May 2025 were received and read by Councillors prior to the meeting. Following the correction and initialling of two typing errors the Council **RESOLVED** to **APPROVE** the minutes .
4. Any matters arising from the Minutes of the Annual Parish Meeting on 7 May 2025
 - 4.1 There were none
5. To report on progress of matters arising from previous meeting
 - 5.1 The Clerk reported that the dog bin for the playground was on order. The old post would be replaced with a new post which would be concreted in the ground. She hoped this would be completed on her next visit to the playground at the end of June.
6. Finance
 - 6.1 To receive the bank reconciliation for May 2025 and to **RATIFY** or **APPROVE** the following payments:
The Council **RESOLVED** to approve the payments – following problems attempting to renew

Draft minutes until approved at the Parish Council meeting on Wednesday 2 July 2025

Chairman Signature:

Date:

the Microsoft 364 subscription it was requested that the matter be brought back to Council at a later date to discuss different options for moving forward

6.2 To receive the monthly budget report. Following receipt of the report it was **RESOLVED** to transfer £5,000 from the Current Account to the Deposit Account.

	Payment Description – UNITY Trust Bank Current Account	Cheque Number	Amount
6.1.1	Unity Trust – Bank Charges – May 2025 – RATIFICATION ONLY	BACS	£6.00
6.1.2	WAVE – Water Charges – Playing Field – RATIFICATION ONLY	BACS	£17.33
6.1.3	Carol Bailey – Salary, Extra hours and Expenses – May 2025	BACS	£544.79
6.1.4	HMRC – PAYE – May 2025	BACS	£95.60
6.1.5	Community First – Yearly Insurance Premium (Zurich)	BACS	£463.34
6.1.6	Jordana Wheeler – Reimbursement of Microsoft 365 Subscription Renewal	BACS	£116.64

7 Annual Accounts and AGAR 2024/2025

7.1 To consider the Internal Auditor report for the year ending 31 March 2025 –This was duly considered and noted

7.2 To **AGREE** and **APPOINT** the Internal Auditor for the 2025/2026 financial year – It was **AGREED** to **APPOINT** Robin Goreham as the Councils Internal Auditor for 2025/2026

7.3 To **AGREE** the accounts for the year ending 31 March 2025 – these were duly **AGREED**

7.4 To consider the assertions on and complete the Annual Governance Statement

2024/2025 and to **AUTHORISE** the Clerk and Chair to sign – these were duly **AUTHORISED** and signed by the Vice-Chair

7.5 To confirm the period for the Public to Exercise their Rights started on Tuesday 3 June 2025 and runs to Monday 14 July 2025 – It was confirmed the notices had been lodged on the website and the three noticeboards

8 To consider the purchase of the Rialtas Software system for local Councils.

The Clerk had previously distributed a report for Councillors on the package and duly answered a number of questions raised. In order to be open and transparent it was requested that a quote also be obtained from Scribe Accounting and the matter returned as an agenda item for the July meeting. It was further requested that a quote be obtained, from a suitable company, with regard to the purchase of a gov.uk website and be presented at the same meeting.

Draft minutes until approved at the Parish Council meeting on Wednesday 2 July 2025

Chairman Signature:

Date:

9 Planning –

Application No: 2025/1409

Removal of Condition

Park Lane Farm Park Lane Deopham NR18 9HL

Variation of Conditions (2) – reposition dwelling and garage amendment to plans & (5) provision of parking – rewording of condition to “Prior to the first occupation of the development hereby permitted the existing access/proposed on-site car parking area shall not be laid out, levelled, surfaced and drained in accordance with approved plan and retained thereafter available for that specific use” Removal of Condition (3) – new access over ditch/watercourse as existing access not to be retained of consented permission

Application No: 2025/1358

PD Change from Barn to Dwelling

Park Lane Farm Park Lane Deopham NR18 9HL

Notification for Prior Approval for a proposed change of use of 3 agricultural buildings to residential dwellings (QA & QB)

Both applications were duly noted with no comments.

10 Correspondence

10.1 Transport East Comms – Transport East Travel & Behaviour Survey Report

10.2 SNDC – Devolution & Local Government Re-organisation – Request for stakeholder input & response

10.3 SNDC – Design Code – Have your say

11 Opportunity for Public Participation

Cllr Skidmore reported problems with some road signage in the village and the Clerk said she would find an email for it to be reported to the Highway Rangers.

12 To confirm the date of the next meeting –the date was confirmed as Wednesday 2 July 2025 at the Gralix Hall

There being no other relevant business the meeting closed at 8:28pm