

DEOPHAM & HACKFORD PARISH COUNCIL

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Draft Minutes of the Parish Council meeting on Wednesday 4th December 2024, 7.30pm at Gralix Hall

Cllrs present:

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

Absent:

Cllr Margaret Dewsbury (MD) and Cllr Josh Woolliscroft (JW)

Others present:

Carol Bailey (Clerk), Members of the public – 2 (for the co-option)

1. To receive and accept apologies for absence
 - 1.1. Apologies were received and accepted from 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 consider the co-option of a new Parish Councillor
 - 3.1. The Council welcomed Martin Cavicchioni and David Thresh to the meeting. Both gave a short talk on their skills and experience and what they felt they could bring to the Council. The Chair thanked both applicants.
 - 3.2. Cllr Chris Coath (CCh) asked for confirmation of the total number of Councillors allowed to serve as he could only find written confirmation that Parish Councils must have at least 5 Councillors.
 - 3.3. The Clerk stated she would contact NPTS and SNDC for confirmation of this.
 - 3.4. As the matter of total number of Councillors could not be confirmed it was **AGREED** that, once known, the Council would decide on the co-option and inform both applicants as soon as practicably possible.
4. To approve and sign the minutes of the Parish Council meeting on 6th November 2024
 - 4.1. The Minutes of the Meeting held on 6th November were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.

Draft minutes until approved at the Parish Council meeting on Wednesday 5 February 2025
Chairman Signature: _____ Date: _____

5. To report on progress of matters arising from previous meetings
- 5.1. There was nothing to report from the minutes of the meeting of 6th November 2024
6. Finance
- 6.1. To receive the bank reconciliation for November 2024 and to ratify or approve the following payments:
The Council **RESOLVED** to approve the payments
- 6.2. To receive and **AGREE** final quotation from EADR in the sum of £20 plus VAT for Destruction of data and hard drive and to **AGREE** payment of the invoice once received
- 6.2.1 The Clerk explained the extra cost of £5 from the previous quotation was to destroy the hard drive. This was duly **AGREED** and **RESOLVED** to pay the invoice once received
- 6.3. To receive and **AGREE** to make a yearly donation to Deopham Church security system
- 6.3.1 The Deopham Church security system had been installed following several thefts of lead in the area, including at the Church itself. The invoices were increasing year on year with this years invoice including the purchase of a new battery bringing the total due to £800. It was proposed a variable grant be paid dependent on the cost of the invoice. It was, therefore, **AGREED** and **RESOLVED** that for this financial year a grant of £150 be paid

	Payment Description – UNITY Trust Bank Current Account	Cheque Number	Amount
6.1.1	Carol Bailey – Salary & Expenses	BACS	£288.93
6.1.2	HMRC – Income Tax	BACS	£64.20
6.1.3	WAVE – Water Rates at Playing Field (RATIFICATION ONLY PAID BY DIRECT DEBIT 16/11/24)	BACS	£17.56
6.1.4	Unity Trust – Service Charge (RATIFICATION ONLY PAID DIRECT 30/11/24)	BACS	£6.00
6.1.5	NGF Play Ltd – Deposit for Play Equipment Inv-5957 (RATIFICATION ONLY – APPROVED BE EMAIL ON 22/11/24)	BACS	£5037.48
6.1.6			
6.1.7			
6.1.8			

7. To receive an update to the budget report, projected 2025/2026 budget and **AGREE** any changes made
- 7.1. The Clerk confirmed she had made the changes discussed at the previous meeting and had also included a new budget header for Service Charges for Unity Trust that were not previously shown separately.
- 7.2. Prior to the meeting Councillors had been provided with the proposed budget along with five options for the 2025/2026 budget of 0% increase, 1%, 2.7% (CPI in September 2024), 3% and 5% increases. The Clerk had also provided details of the total yearly and weekly cost to residents. It was also confirmed the Tax Base had increased from 218 to 223 equivalent Band D properties.

8. It was **AGREED** and **RESOLVED** to set the Precept level request at £11,041.60 and increase on the 2024/2025 amount of 3%.
9. Planning – The following decision notices had been received:
 - 9.1. Application No 2024/2493 The Old Piggery Hill Farm Morley Road Deopham – Approved with Conditions
 - 9.2. Application No 2022/1031 Agricultural Building North of High Elm Pye Lane Deopham – Approved with Conditions
10. Correspondence
 - 10.1.Pride in Place – Resources – Helping you recruit Town & Parish Councillors
 - 10.2.Norwich Western Link Project Update
11. Opportunity for Public Participation
 - 11.1.There was nothing raised
12. To confirm the date of the next meeting – Wednesday 5th February 2025 at the Gralix Hall

There being no other relevant business the meeting was duly closed at 8:23pm.