

DEOPHAM & HACKFORD PARISH COUNCIL

www.deophamandhackfordpc.info

Draft Minutes of the Parish Council meeting on Wednesday 6th November 2024, 7.30pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair (JP), Chris Chorley (CCh) – Vice Chair, Eliska Cheeseman (EC) and Chris Coath (CC)

Absent:

Catherine Grand (CG), Martin Skidmore (MS) and Cllr Josh Woolliscroft (JW)

Others present:

Carol Bailey (Clerk), Cllr Margaret Dewsbury (MD), Members of the public - 0

1. To receive and accept apologies for absence
 - 1.1. Apologies were received and accepted from Catherine Grand (CG) and Martin Skidmore (MS).
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 resident that had previously shown interest in being co-opted was, for the second time, unable to make the meeting due to a previous engagement. Another resident had now come forward to show interest. It was, therefore, **AGREED** and **RESOLVED** that both parties would be invited to attend the meeting on 4th December 2024 in order they could speak to Council on the reasons they feel they would make a good Councillor, prior to the Council voting for their choice of co-option either via a show of hands or a secret ballot.
4. To approve and sign the minutes of the Parish Council meeting on 2nd October 2024 and the Extraordinary Meeting on 18th October 2024
 - 4.1. The Minutes of the Meeting held on 2 October 2024 and the Extraordinary Meeting were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve both sets of minutes.
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 2nd October
6. To receive an update on the application for a Pride in Place grant for Phase 3 of the Play

Draft minutes until approved at the Parish Council meeting on Wednesday 4 December 2024
Chairman Signature: _____ Date: _____

Park works

6.1 It was with great pleasure the Chair was able to announce the Council had been successful in being awarded a Pride in Place grant from SNDC for the total amount of £13,415. Following talks with the chosen suppliers slight changes had been made to enable the Council to obtain a larger matrix net and the total cost of the equipment, with delivery and installation is £13,993 plus VAT. Additionally extra fencing will cost £765. Total cost of Phase 3 - £14,758 with funding coming from the Pride in Place grant along with a grant of £1,000 from the Rix Charity and the remainder from Council funds. As part of the Pride in Place grant agreement it would be necessary to complete the works by 31 December 2024. Councillors were pleased and excited that Phase 3 of the Play Park could now take place. A statement would be placed in the next edition of The Net magazine.

7. Finance - To receive the bank reconciliation for October 2024 and to ratify or approve the following payments;

The Council **RESOLVED** to approve the payments including the recently agreed Pay Award and backpay to salaries and homeworking allowance.

	Payment Description – UNITY Trust Bank Current Account	Cheque Number	Amount
7.1.1	PKF Littlejohn – External Audit Fees for 2023/2024	BACS	£252.00
7.1.2	Vortex Grounds Maintenance – Playing Field Grass Cutting April-October 2024	BACS	£1104.00
7.1.3	Jordana Wheeler – Backpay from Pay Award & Home-working Allowance	BACS	£61.63
7.1.4	Carol Bailey – Salary inclusive of backpay from Pay Award & Homeworking Allowance plus expenses	BACS	£304.39
7.1.5	HMRC – Income Tax	BACS	£85.80
7.1.6			
7.1.7			
7.1.8			

8. To receive an update to the budget report, including CIL payments, and amend any budget headings as required to allow for the 2025/2023 Precept to be resolved at the December meeting of the Council

8.1 The Clerk took Councillors through the working budget for 2025/2026 that had been prepared with explanations for increases to budget headings as necessary due to increased costs and charges

8.2 Councillors **AGREED** to remove budget headings Donations – Gralix Hall (for General Maintenance) and Donations – Gralix Hall (for purchase of defibrillator) and to set up a new budget head of General Grants with a budget of £150

8.3 Playing Field – the two budget heads of General Maintenance and Equipment Purchase totalling £1,450 for the current financial year are for the purchase of a new dog bin and a new notice board. This may have to be carried forward to 2025/2026.

8.4 The Clerk would update the spreadsheet and email to Councillors prior to the December meeting so any requests could be accommodated and **AGREED**, if necessary, at the meeting

9. Planning Issues – no planning issues received
10. Correspondence
 - 10.1 SNDC – Unauthorised Encampment Guidance Document
 - 10.2 SNDC – Invitation to attend Town & Parish Summit on 13 November 2024
 - 10.3 NCC – Norfolk Minerals & Waste Local Plan – Publication of modifications
 - 10.4 NPTS – Newsletter
11. Opportunity for Public Participation
 - 11.1 Cllr Dewsbury (MD) had sent her report prior to the meeting but updated Council on some areas including Pension Credits and that the Council were using some of their Household Support Fund to get to local people that needed help, Adult Education had recently won an award and all gritting vehicles had been fitted with an 'auto gritting' feature meaning they could be driven by any driver and grit would only be dropped where required.
12. To confirm the date of the next meeting – Wednesday 4th December 2024 at the Gralix Hall

There being no other relevant business the meeting was duly closed at 8:35pm.