

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on Wednesday 2nd November 2022, 7.30pm at Gralix Hall

Cllrs present:

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

Absent:

Chris Coath (CC), Catherine Grand (CG), Cllr Yvonne Bendle (YB)

Others present:

Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD), There were no members of the public present.

1. To receive and accept apologies for absence
 - 1.1. Apologies were received and accepted from CC. CG was absent.

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 5th October 2022
 - 3.1. The minutes of the meeting held on 5th October 2022 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.

4. To report on progress of matters arising from previous meetings and review the action log
 - 4.1. Details were confirmed for a meeting with the Highways Engineer. Specific locations of concern regarding speeding traffic were the route from Attleborough Road to Hall Lane including Pye Lane, the bend on Morley Road and the junction of Hall Lane with the B1108. JP suggested local children could design some road signs for dangerous junctions, similar has been done at Great Ellingham.
 - 4.2. JP noted the recent Beetle Drive raised £141 which will be donated to the Parish Council for the play park project.

5. Finance
 - 5.1. To receive the bank reconciliation for October 2022
 - 5.1.1. The Clerk noted the 2nd half of the precept had been received. There were no payments to approve. The Council had no queries regarding the bank reconciliation.
 - 5.2. To note receipt of CIL and consider how to spend it
 - 5.2.1. CIL of £625.42 has been received. The Council **RESOLVED** to allocate the CIL to the play park project.
 - 5.3. To confirm signatories for the Council's new bank account

Draft minutes until approved at the Parish Council meeting on Wednesday 7th December 2022

Chairman Signature:

Date:

- 5.3.1. The Council **RESOLVED** to make Jacky Phoenix, Chris Biggs, Chris Chorley and Jordana Wheeler signatories for the new Natwest bank account. The Clerk will write additional guidance for the Council on how online banking will be operated using dual signatories once the account is active.
- 5.4. To receive the half year budget review 2022-23
- 5.4.1. Income at the half year point is £24,158 due to the grant received for the play equipment. With other expected income this will push the total income to over £25,000. This means the Council will fall into a different category for the end of year audit. This will also incur an additional audit fee of £200 (TBC).
- 5.4.2. Expenditure at the half year point is currently at 55%. Most budget categories are either completed for the year or on target. Office costs will go over budget due to the bank fees. These were unknown at point of setting the budget. The Council's new bank account should mean no bank fees in 2023-24.
- 5.4.3. The Clerk's salary is expected to go over budget. This is due to a higher than budgeted for increase in the annual inflationary increase along with overtime incurred. General Maintenance is also expected to go over budget due to most of the budgeted amount being spend on repairing the village sign. The Council **RESOLVED** to cover any spend over budget by using the general reserves. If other categories of the budget come in under budget this will be used to cover the over spend instead.
- 5.5. To consider the draft budget and precept for 2023-24
- 5.5.1. The initial proposal is to increase the precept to £8530. All figures are draft and can be discussed and amended.
- 5.5.2. Increases to budget categories include:
The internal audit to accommodate the additional fees
Donation to High Oak PCC for churchyard maintenance due to the increased cost of petrol
General maintenance
Grass cutting
Salary costs (to be discussed under item 11.1)
- 5.5.3. Decreases to budget categories include:
Office costs
Gralix Hall Hire
Donations to charity
Computer reserves – the revised amount will allow for money to be saved over a longer 5 year period
- 5.5.4. The Council considered all proposed increases and the reasons why and were in support in principal of the proposals. Some minor amendments were requested. A revised budget and precept will be considered at the next meeting.
6. To consider a response to the South Norfolk Council Code of Conduct Consultation
- 6.1. The consultation relates to the conduct of Councillors and the last major update was in 2012. If adopted by South Norfolk Council there is an expectation that it will be filtered down and adopted by all Parish Councils. MD noted the revised Code gives more protection to Councils where there are conflicts. The Council had no comments on the consultation. Individuals are also able to submit comments should they wish.

7. To consider a response to the following planning applications;
 - 7.1. Application 2022/1957 – Proposed annexe with garaging, Greens Willows, Victoria Lane, Deopham
The Council **RESOLVED** they had no comments or objections to application 2022/1957.
8. Correspondence
 - 8.1. A11 Spooner Row to Tuttle Interchange reconstruction scheme – Newsletter. Key information to note is the upcoming changes to the access on to and off the A11 at the end of November. This could impact the route of rat running traffic in the parish.
 - 8.2. South Norfolk Council's new bin collection app. Information on the new app is on the website. It provides up to date information on which bin is due for collection.
 - 8.3. South Norfolk Council's Warm Spaces Grant. Information on the grant has been shared with the Gralix Hall as the Council has no available building to run a Warm Hub from.
9. Opportunity for public participation
 - 9.1. MD reported on the current consultation by Norfolk County Council (NCC) on their budget for 2023-24. NCC are providing more support to food hubs and warm hubs. Libraries are being used to distribute bags with essential supplies such as toiletries and items to keep you warm. NCC are helping deal with the current avian flu outbreak affecting over 50 sites. An Environmental Learning Hub will be opening at Gressenhall. They are also growing trees which can be bought as part of the Queen's Green Canopy scheme.
 - 9.2. JP noted the resident who spoke at the previous meeting had received an apology from South Norfolk Council.
10. To confirm the date of the next meeting
 - 10.1. The next Council meeting will take place at Gralix Hall on Wednesday 7th December 2022, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 8.35pm.
11. To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public for the following confidential items:
 - 11.1. To consider changes to the Clerk's salary and working hours
 - 11.1.1. The Council consider a variety of options including the financial implications of proposals to change the Clerk's working hours. The Council **RESOLVED** to increase the Clerk's contracted hours to 6 hours per week from 1/1/2023. The Council requested further information on proposals for a change in salary.

The confidential meeting closed at 8.50pm.