

**Minutes of Deopham and Hackford Annual Parish Council Meeting  
in the Graix Hall on Wednesday 11<sup>th</sup> January 2017**

**Present :**

Councillors :	Martin Skidmore	Jackie Phoenix
	John Chilvers	Chris Biggs
	Jayne Allen	Mark Howard

Parish Clerk : Rowena Harkness

Parishioners : Stuart Whall, Iain Messenger

1. **Apologies** - Chris Coath, Cllr. Yvonne Bendle (South Norfolk DC)  
Cllr. Margaret Dewsbury (Norfolk CC)
2. **Declarations of Interest in items on the agenda**
  - 2.1 There were no declarations of interest.
3. **Minutes of Previous Meeting**
  - 3.1 The minutes of the meeting held on 9<sup>th</sup> November 2016 were agreed as a correct record. Proposed Chris Biggs, seconded Jackie Phoenix. There are no minutes from December 14<sup>th</sup> Meeting as it was inquorate and could make no decisions.
4. **Matters Arising**
  - 4.1 Car Parking at the playing field on football days – still causing some problems with people parking both sides of the road and blocking residents driveways. The Parish Clerk will ask Morley YFC to ensure this does not happen again.
  - 4.2 The meeting with the South Norfolk Council Play Officer about the play equipment proposal was not held as it proved difficult to find dates that everyone could make – especially as it got closer to Christmas. Needs to be re-organised.
5. **Correspondence**
  - 5.1 The letter and contract/agreement from BT Payphones was discussed and agreed that the Parish Council would sign and adopt the box. It was duly signed by Martin Skidmore as Chairman. Once BT have the agreement back they will arrange for the box to be decommissioned and the equipment to be removed. Stuart and Jason have both offered to renovate it and keep an eye on it. The Parish Council can decide at some point in the future if they wish to use it for anything – eg defibrillator cabinet! The Parish Clerk will ensure that the box is added to the asset register and discuss with the insurance company how to cover it.
  - 5.2 The Grounds Maintenance Contract for 2017 from Norse has been received by the Parish Clerk. The amount is £1,117.08 + vat and is for the same specification negotiated by John Chilvers with Norse last year – ie grass cut twice a month from April to end of October and then cut pitch on 5 occasions from November to March. The price is up £27 from last year. It was agreed to accept the contract and the Parish Clerk will sign and return it.
  - 5.3 Other correspondence for information was circulated around the table.
6. **Finance**
  - 6.1 The account balances as at 18/12/2016 were £555.71 in the current account and £2,051.33 in the deposit. There are no unrepresented cheques and so the reconciled balance is as on paper. The deposit account includes the grant for £300 from South Norfolk for the Playing Field Development fund.
  - 6.2 The payment of £1 to BT Payphones for the adoption of the Church Road phone box was approved. Proposed John Chilvers, seconded Jackie Phoenix.
  - 6.3 The payment of £553.44 to the Parish Clerk for salary and expense for period 1<sup>st</sup> October 2016 – 31<sup>st</sup> December 2016 was approved. Proposed John Chilvers, seconded Jayne Allen

- 6.4 The donation of £150 to the High Oak Parochial Church Council for contribution to the upkeep of the churchyards at Deopham and Hackford churches was approved. Proposed Chris Biggs, seconded John Chilvers. As in previous years the money is for £75 for each church and to go to the people who do the work.
- 6.5 The transfer of £500 from the deposit to the current account was approved. Proposed John Chilvers, seconded Jackie Phoenix.
- 6.6 Parish Council's Precept Requirement for 2017/18
- 6.6.1 The Parish Clerk had circulated the financial projections to March 31<sup>st</sup> 2017 and the budget estimates needed for 2017/18. The projections for end March 2017 show a surplus of £236 approx and so balance of funds to take over into 2017/18 = £2109.
- 6.6.2 The budget estimates show that the Parish needs approx **£5565**
- 6.6.3 The projected income for 2017/18 from the hire of the playing field if the usage stays the same by Morley YFC is £500 and the repayment of the VAT is approx £308. So total other income = **£ 808**
- 6.6.4 So the amount needed from the precept process is £5565 - £808 = **£4757** approx.
- 6.6.5 The precept is the money collected by South Norfolk Council through the Council Tax and given to the Parish Council. The Revenue Support Grant from central Government to South Norfolk Council has been reduced and so the council is reducing the overall amount of Council Tax Support Grant to parishes from £194,180 to £107,440. This funding has been allocated to parishes in the same way as previous years based on the extent to which Council Tax support reduces the tax base for each parish/town next year.
- 6.6.6 The precept amount is divided by the tax base of the parish to arrive at the Band D charge – each of the bands A – H are calculated as a proportion of the Band D charge.
- 6.6.7 The tax base is a measure of the taxable capacity of the Parish – it takes into account the number of exempt properties, anticipated growth in new properties, number of properties subject to discounts, the estimated collection rate and an equivalent to the estimated level of Council Tax Support provided to residents.
- 6.6.8 The Tax base for Deopham & Hackford for 2017/18 has been set by South Norfolk Council at **207** (it was 200 last year)
- 6.6.9 The grant from SNC for Deopham & Hackford for 2017/18 is £102 (it was £238 last year).
- 6.6.10 The Parish Clerk circulated figures showing the implications of the Parish Council asking for a precept of:  
Option A - £4398 (with the grant of £102 this would be **£4500**) and would mean a band D council tax charge of £21.25 – which will show on the council tax bill as a – 5.8% decrease.  
Option B - £4648 (with the grant of £102 this would be **£4750**) and would mean a band D council tax charge of £22.45 – which will show on the council tax bill as a - 0.48% decrease  
Option C - £4898 (with the grant of £102 this would mean **£5000**) and would mean a band D council tax charge of £23.66 – which will show on the council tax bill as a 4.8% increase  
Option D - £4670 (with the grant of £102 this would mean **£4772**) and would mean a band D council tax charge of £22.56 – which would show on the council tax bill as a 0% increase as it is what the band D charge was last year.
- 6.6.11 After some discussion it was agreed that the Parish Council Precept will be set at **£4670** (Option D above) – which will mean that with the grant of £102 the overall income will be £4772. This is enough to cover the proposed budget and show as a 0% change on the council tax bills. Proposed John Chilvers, seconded Jayne Allen and agreed by all.

**7. Planning**

- 7.1 Cats Cradle, Church Lane, Hackford, NR18 9HN – removal of existing conservatory and proposed side extension, loft conversion and front porch (App. No 2016/2938). After consideration of the plans and some discussion it was agreed that the Parish Council would recommend approval.
- 7.2 High Elm, Pye Lane - Erection of 4 bed farm managers dwelling and cart lodge (App. No. 2016/2272) – has been approved with usual conditions.

**8. Deopham Playing Field**

- 8.1 The rent that Morley YFC pay for the use of the playing field has been £500 for the past two seasons. There was a discussion about whether the rent should be reviewed every two years in light of costs rising every year – in particular the grass cutting costs and the water supply costs. It was agreed that the rent be increased to £550 for the 2017/18 season and will be reviewed in two years time. The Parish Clerk will notify the club.

**9. Any Other Business**

- 9.1 The poor condition of the road surface from Attleborough Road/Morley Road junction through The Green and down to the Pye Lane/Vicarage Road junction, which was only laid during the summer, was raised. The Parish Clerk will report it to NCC.
- 9.2 The Linden Close road sign needs repairing/replacing. The Parish Clerk will report it to South Norfolk Council.

- 10. Date of Next Meeting**      Wednesday February 8th 2017, 7.30pm.

There being no further business the Chairman declared the meeting closed at 8.20pm.