

DEOPHAM & HACKFORD PARISH COUNCIL

www.deophamandhackfordpc.info

Minutes of the Parish Council meeting on Wednesday 1st November 2023, 7.30pm at Gralix Hall

Cllrs present:

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

Absent:

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

Others present:

Jordana Wheeler (Clerk), Members of the public - 1.

1. To receive and accept apologies for absence
 - 1.1. All Councillors were present.
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 4th October 2023
 - 3.1. The minutes of the meeting held on 4th October 2023 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
 - 4.1. The Clerk provided assistance to residents on Church Lane who experienced flooding recently. Highways are going to be clearing the ditches on Hall Road to help prevent further flooding. They will also install hazard marker posts to help prevent the verges from being eroded further.
 - 4.2. The Clerk provided an update on the opening of the new bank account. The Council agreed to transfer £1000 to open the account.
 - 4.3. Delivery and installation details were agreed for the new noticeboard. CCh and JP will assist with this. The outcome of the District Councillor grant towards the cost is still pending.
 - 4.4. The outstanding debt with HMRC has been resolved and the account is now correct.
 - 4.5. A planning application has been received with a deadline before the next meeting. As this application is from a Councillor the Clerk has requested an extension so that it can be considered at the December meeting. The Council agreed to call an extraordinary

Draft minutes until approved at the Parish Council meeting on Wednesday 6th December 2023
Chairman Signature: _____ Date: _____

meeting should an extension not be granted to allow for transparency in decision making.

5. Finance

5.1. To receive the bank reconciliation for October 2023 and to ratify or approve the following payments;

The Council considered the bank reconciliation, no queries were raised. The Council **RESOLVED** to approve the payments.

	Description	Cheque Number	Amount
5.1.1	Deopham & Hackford Parish Council – Transfer of funds to new Unity bank account	100684	£1000.00
5.1.2	Jordana Wheeler – Salary & Expenses (Oct 2023)	100685	£22.56

5.2. To receive the half year budget review 2023-24

5.2.1. Due to the increased interest rates the Council are now receiving interest on their reserve funds. Currently this is being allocated to the General Reserves. The Council considered the best use of this additional income and **RESOLVED** to allocate any interest earned to the Replacement Play Park Equipment reserve. The Clerk will amend the accounts to incorporate this amendment. The Council **RESOLVED** to move the remaining VE Day Event Grant to the Replacement Play Park Equipment reserve.

5.2.2 Current spend against budget is 48%. Current predictions for the end of the year are an overspend of approx. £200 (2%). The majority of the overspend is from salary payments due to the annual inflation increase being higher than budgeted for (8% instead of 5%).

5.2.3 Office costs are predicted to be over budget. Additional costs have been incurred due to the external audit and elections. Bank fees have also been higher than predicted.

5.2.4 Hall Hire costs are predicted to be higher whilst there was a transition in billing from the old fees to the new fees.

5.3. To consider the draft budget and precept for 2024-25

5.3.1. Initial proposals are for an increase of 9% to the precept raising it to £10,506 for 2024-25. This equates to an extra 37p a month on a band D property.

5.3.2. Based on current projected costs in 2023-24 for salary and office costs these have been increased for 2024-25.

5.3.3. The Council is expected to be eligible for another external audit for 2023-24, thus keeping audit costs higher than previous years.

5.3.4. Contributions to the Computer Reserve have been reduced to keep in line with raising £500 over 5 years.

5.3.5. Training costs have been reduced.

5.3.6. Equipment purchase has been increased as the noticeboard at the playing field will need replacing in 2024-25. This has been balanced out by a reduction in the budget for maintenance to the Pavilion. The next improvements to the Pavilion will be the guttering. The Rix Trust is currently funding improvements but may need the Council to contribute towards this. The Council asked for the Equipment purchase to be revised to include the purchase of a new dog bin for the playing field. The Clerk will investigate costs and amend the budget accordingly.

5.3.7. The revised budget will be considered at the December meeting.

Draft minutes until approved at the Parish Council meeting on Wednesday 6th December 2023
Chairman Signature: _____ Date: _____

6. To receive an update on progress with the replacement play equipment and new car park
 - 6.1. The Council has successfully been awarded a £10,000 grant from the National Lottery Community Fund towards the new play equipment. This leaves the Council with £19,082 for the project. This is not enough for the whole project but is enough to install some more play equipment and fence around the new play area. Further funds will need to be raised to install the remaining play equipment and the new car park at a later date.
 - 6.2. The Clerk presented 3 options for which selection of play equipment could be installed based on funds available and trying to offer a range of equipment spread equally around the allocated space. The Council selected the trim trail, basket swing and net scramble. Revised quotes will be sought. Preference was to keep costs within those available but to maximise the use of the funds.

7. To discuss and consider options for improving speeding and speed limits in the parish
 - 7.1. As suggested by the Highways Engineer the Council had read Norfolk County Council's Speed Management Strategy. Any proposal to change speed limits will have to meet the guidelines and recommendations in the strategy. The strategy gives preference to interventions (either physical or persuasion measures) which are aimed at improving compliance with speed limits, rather than reducing speed limits.
 - 7.2. Potential options are installing village gateways but these are expensive and due to the layout of residential properties there are too many potential sites to consider them all. SAM2 speed signs are not allowed in 40mph zones so can not be considered. There are alternative speed signs which could be investigated along with increasing road markings, such having 'slow' painted on the road near the dangerous bends. CC discussed the possibility of having a community speed watch. This would require a number of volunteers being trained.
 - 7.3. Councillors felt the document was difficult to read and contradictory. None of the examples matched the criteria or circumstances of the parish.
 - 7.4. It was recognized that since the roadworks on the A11 had finished the volume of traffic had reduced but not speeding.
 - 7.5. It was noted that a number of roads in the parish are on gritting routes as these are used by school buses. There are number of pinch points and dangerous bends in the parish. The Council felt a reduction in speed to 30mph in these areas would be appropriate, in particular along Vicarage Road, Pye Lane and The Green.
ACTION – Clerk to liaise with the Highways Engineer to discuss this further.

CG left the meeting at 8.30pm.

8. To consider a response to the following planning applications:
 - 8.1. Application 2023/3164 – Change of Use for existing pig shed to two new dwellings, Land at Mill Farm, Attleborough Road, Deopham
 A brief history of the property and its past uses was provided by Councillors. The Clerk noted some errors in the planning documentation submitted. These have been reported to the planning officer and they will seek corrections. The properties would not be eligible for CIL money.
 Concerns were raised regarding the undocumented existence of a hedge on the property and whether this would be left or removed. Assurances were sought that there would be appropriate drainage to remove water from the site. It was also noted that the current pig shed is believed to be made from asbestos and that there may be other contamination on the site. The Council want assurances this will be removed by a fully

Draft minutes until approved at the Parish Council meeting on Wednesday 6th December 2023
 Chairman Signature: _____ Date: _____

licensed contractor and the site and surrounding land left clean, tidy and free of any potential contamination. The Council's Planning Policy regarding lighting is also applicable.

The Council had no objections to the application but **RESOLVED** to submit comments as per the discussion to application 2023/3164.

- 8.2. Application 2023/3185 & 2023/3186 - Replacement of two ground floor rear windows with French doors, & a new window dormer, Hill Farm, Morley Road, Deopham (including Listed Building Consent)

The Council had no comments or objections to applications 2023/3185 & 2023/3186.

9. Correspondance

- 9.1. Norwich Western Link Update – The government has confirmed it will provide some funding, Norfolk County Council is now finalising the planning application.
- 9.2. Nominations open for Broadland and South Norfolk Business Awards 2024 – Nominations can be made via the South Norfolk Council website.
- 9.3. Notice of Consultation on the Greater Norwich Local Plan Proposed Main Modifications – Some amendments have been made to some of the proposed sites, there are no changes to Deopham or Hackford with no sites being taken forward. Details can be viewed on the Greater Norwich Local Plan website.
- 9.4. Norfolk County Council Budget Consultation 2024-25 – The proposal is for a 2.99% increase to the budget along with a 2% increase to the adult social care budget. The public can view proposed cuts to services and submit comments via the Norfolk County Council website.
- 9.5. Review of Polling Districts and Places 2023-24 – This review takes place at least every 5 years. The consultation has been brought forward due to the potential for an election in 2024. There are no proposed changes to Deopham polling station.

10. Opportunity for public participation

- 10.1. A drain on The Stalland is flooding, JP will report this to Norfolk County Council.
- 10.2. The recent Beetle Drive event raised £150 which is being donated towards the play park project. The next fundraising event for the play park will be a Bingo event.
- 10.3. Noise concerns reported to a Councillor have been passed on to the appropriate team at South Norfolk Council.

11. To confirm the date of the next meeting

- 11.1. The next Council meeting will take place at Gralix Hall on Wednesday 6th December 2023, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 8.55pm.