

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 7th April 2021, 7.30pm via Zoom Video Conferencing

Cllrs present:

Jacky Phoenix – Chair (JP), Chris Coath (CC), Chris Biggs (CB), Martin Skidmore (MS), Catherine Grand (CG), Nick Hindley (NH)

Cllrs absent:

None

Other:

Jordana Wheeler (Clerk), Cllr Yvonne Bendle (YB). There were no members of the public present.

This meeting took place via video conference due to the current Coronavirus pandemic and government guidelines to social distance.

1. Apologies for Absence
 - 1.1. All Councillors were present. Apologies were received from County Councillor 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 in any items on the agenda.
3. To co-opt two Councillors to the casual vacancies
 - 3.1. The Clerk explained how the 2 casual vacancies on the Council arose. A third position is currently pending. If no election is called the Council should be able to co-opt to this position from the May meeting. Prospective Councillors were invited to introduce themselves.
 - 3.2. The Council **RESOLVED** to co-opt Catherine Grand (CG).
 - 3.3. The Council **RESOLVED** to co-opt Nick Hindley (NH).
4. To approve and sign the minutes of the Parish Council meeting on 3rd March 2021
 - 4.1. The minutes of the meeting held on 3rd March 2021 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes. The Clerk will liaise with JP to sign the minutes after the meeting.
5. To report on progress of matters arising from previous meetings and review the action log
 - 5.1. The new rubbish bin for the playing field has arrived and will be concreted in. Volunteers are needed to assist with this. JP will organize installation.
 - 5.2. A resident has emailed the Council with concerns about traffic. The Council agreed to discuss the matter at the next meeting.
 - 5.3. Audit forms have arrived, the Clerk will be completing the annual audit over the next month. This will be reported to Council in June.

Draft minutes until approved at the Parish Council meeting on Wednesday 5th May 2021

Chairman Signature:

Date:

6. Finance - To receive the bank reconciliation for Feb-March 2021 and approve the following payments:

The Council reviewed the bank reconciliation. The Council **RESOLVED** to approve the payments. The Clerk will arrange for JP and MS to sign the cheques outside of the meeting.

	Description	Cheque Number	Amount
6.1	Norfolk Parish Training & Support subscription 2021-22	100606	£78.00
6.2	Donation to Norfolk Citizens Advice	100607	£50.00
6.3	Glasdon – Topsy 2000 Rubbish Bin	100608	£211.83
6.4	Jordana Wheeler – Expenses (March 2021)	100609	£5.02

7. To consider the outstanding football rent for 2020-21
- 7.1. Due to the pandemic and various lockdowns the football team have been unable to play for 4 months over the current season. So far £450 rent has been received of a total of £600 for the year. The Council **RESOLVED** to withhold the final invoice for £150 due to the team being unable to use the pitch.

8. To consider conditions for the reopening of the pavilion for use by the football team during COVID 19
 - 8.1. The Council considered a risk assessment for the reopening of the pavilion for use by the football team. It was produced in line with current government guidelines and mirrors the recommendations by the Football Association. As the pavilion is not staffed the football team are responsible for ensuring all COVID 19 guidance is followed when they use the hut.
 - 8.2. It was considered whether a bin should be provided in the pavilion due to increased rubbish such as face masks. The Council agreed that under the current arrangement the football team must dispose of all rubbish themselves after every use and that this should remain the case therefore no bin will be provided inside the pavilion. The Council agreed the risk assessment was appropriate. The football team should also have their own risk assessment in place.

9. To agree the Asset Register for 2021-22
 - 9.1. The Clerk noted replacement costs had been updated and now includes the noticeboards. More accurate item descriptions, purchase dates, locations and purchase prices have also been included. For this reason the value of the Council's held assets for the purposes of the internal audit has also increased. The Council **RESOLVED** to approve the updated Asset Register.

10. To agree the Risk Assessment for 2021-22
 - 10.1. The Clerk presented the updated Risk Assessment for the Council. The only key change is an increase to the risk for meeting locations. For example, under current COVID restrictions the Gralix Hall is too small to meet the requirements for Council meetings and social distancing requirements. The Council **RESOLVED** to approve the Risk Assessment.

11. To record the response to the following planning application:
 - 11.1. Application 2021/0037 – New porch and two storey side extension including alterations, Boundary Farm, Hardingham Road, Hackford.
The Council had no objections to the application.

12. To appoint a grass contractor for 2021-22
 - 12.1. The Clerk noted not all quotes had yet been received. MS noted he was happy with the current contractor and felt the quality of work was good and the quote was reasonable. The Council **RESOLVED** to consider final quotes and appoint a contractor via email if the chosen contractor was within the budget. If the Council choose a contractor whose quote is greater than the budget the decision will be brought to the next meeting.

13. To agree the Football Hire Agreement for 2021-22
 - 13.1. The Clerk summarised the amendments to the hire agreement. This included adding a 5 year term and provision of a notice period to withdraw from the agreement. Councillors requested the addition of the right to vary the contract for special events, the right to amend the rent and clarification of responsibility for cleaning the pavilion. The Council **RESOLVED** to approve the hire agreement with the amendments proposed.

Draft minutes until approved at the Parish Council meeting on Wednesday 5th May 2021

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14. Correspondence

14.1. 1 Million trees for Norfolk

Applications will open in May for sites for planting trees. JP suggested the playing field could accommodate 3-4 new trees. JP will make enquiries on behalf of the Rix charity.

14.2. Norfolk Strategic Flood Alliance

A new group has been set up to deal with flooding across the County and have a more joined up approach across agencies.

15. To consider options for the Council meetings in June and July 2021

15.1. The Clerk explained the variation in restrictions over the next few months and the restrictions on holding face to face meetings at Gralix Hall. The Council **RESOLVED** to postpone the June meeting from 2nd to 23rd June when all restrictions are expected to have been lifted. This meeting will take place at Gralix Hall. The July meeting will be considered at the June meeting.

16. Opportunity for public participation

16.1. YB noted she will have a ward allowance available and offered support to purchase additional benches for the playing field. JP will research bench options and potential costs.

17. To confirm the date of the next meeting

17.1. The next Parish Council meeting will take place via video conference on Wednesday 5th May 2021, 7.30pm. This will incorporate the Annual Parish Meeting and the Annual Parish Council Meeting. The press and public are welcome to attend.

18. To pass a resolution under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the press and public for the following confidential items;

18.1. To consider the annual increase in the Clerk's salary

The Council **RESOLVED** to exclude the press and public to consider a staffing matter.

The public meeting closed at 8.50pm.

The Council **RESOLVED** to agree the annual increase to the Clerk's salary.

The confidential meeting closed at 8.55pm.