

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on Wednesday 7th February 2024, 7.30pm at Gralix Hall

Cllrs present:

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

Absent:

Chris Coath (CC), Cllr Josh Woolliscroft (JW),

Others present:

Jordana Wheeler (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 CC.
2. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 2.1. There were no requests for dispensation.
3. To approve and sign the minutes of the Parish Council meeting on 6th December 2023
 - 3.1. The minutes of the meeting held on 6th December 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 has reported some blocked ditches on Church Lane by the Hackford notice-board which is causing water and mud to flow down the road. Norfolk County Council have assessed it and have referred it to Anglian Water to investigate if there is a leak.
 - 4.2. A net has been put up on one of the goal posts at the playing field without permission. The net is not secured properly and has some holes, making it a trip hazard. The Clerk noted the Council could be liable for any accidents if the net is not removed or made safe. The Council **RESOLVED** to remove the net, which will be stored in case the owner comes forward to claim it. JP will arrange the removal.
5. Finance
 - 5.1. To receive the bank reconciliation for December 2023 – January 2024 and to ratify or approve the following payments;
The Clerk thanked the Council for moving to Unity Trust Bank, noting how easy the new online banking system was to use, making to role of Responsible Financial Officer eas-

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Chairman Signature: _____ Date: _____

ier to carry out. JP also noted that the system was easy to use when approving payments. The Council considered the bank reconciliation, no queries were raised. The Council **RESOLVED** to ratify payment 5.1.2 and approve the remaining payments.

	Payment Description – UNITY Trust Bank Current Account	Cheque Number	Amount
5.1.1	Norfolk Parish Training & Support – Councillor Training	BACS	£44.00
5.1.2	Playquest Recycled Ltd – Outstanding balance for new play equipment (From Reserves)	BACS	£15088.08
5.1.3	David Bracey – New play equipment installation inspection	BACS	£330.00
5.1.4	Jordana Wheeler – Salary & Expenses (Jan 2024)	BACS	£58.31

6. To appoint an internal auditor for 2023-24
 - 6.1. The Council **RESOLVED** to appoint Sandra Lain as internal auditor for 2023-24.

7. To agree the closure of the Councils current account and deposit account with HSBC
 - 7.1. The Council **RESOLVED** to close the current and deposit accounts with HSBC. Remaining funds in the account will be transferred to the new Unity accounts. JP provided the forms from the bank to complete the closure and will assist the Clerk with the closure.

8. To receive an update on progress with the replacement play equipment
 - 8.1. The installation of phase 2 of the equipment was completed in early January 2024. The Asset Register and insurance have been updated.
 - 8.2. The new equipment was inspected following installation. The overall risk rating was Low. There were 3 actions noted. A bag of sand left behind which has already been removed. Some additional labels noting the equipment installer, date of installation and EN standards are being requested. Councillors who had visited the new play equipment noted some loose screws. It was agreed this was due to the equipment being new and these would be re-tightened.
 - 8.3. The Clerk noted revised figures for the project. The Council is approx. £80 short of funds required to install the fence around the play equipment. JP noted a further fundraising event in February which should raise the extra funds needed.
ACTION – Clerk to arrange the installation of the fence.
 - 8.4. JP suggested a plaque is installed on the new fence to note the project was part funded by the National Lottery Community Fund grant.

9. To consider options for installing the noticeboard on The Green
 - 9.1. JP noted the new noticeboard is fairly large and heavy and installing it is not a safe job for volunteers. The Council **RESOLVED** to appoint K Reeve to install the new noticeboard. The Clerk advised this will be paid for from either the General Village Maintenance funds or the General Reserves, to be determined when the invoice is received.

10. To consider the use of the ‘Clean Up & Bloom’ grant
 - 10.1. The Clerk noted the grant of £300 had been received. The Council considered options for spending the money, with preference for the purchase of litter picking equipment and bulbs/plants for around the village sign. JP also suggested some planters for the playing field once the new play equipment is fenced in.

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ACTION – EC to research litter picking equipment. CG to speak to potential residents to assist with planting bulbs/flowers.

11. To consider correspondence received in relation to the following planning applications:
 - 11.1. Application 2023/3164 – Change of use for existing pig shed to two new dwellings, Land at Mill Farm, Attleborough Road, Deopham
 - 11.1.1. The Clerk spoke to the planning officer regarding the application. The officer had changed and therefore South Norfolk Council have not progressed any further with their assessment of the application. The developer suggested they would be interested in supporting the Council with a future project. The Council agreed that they had submitted all comments to South Norfolk Council through the formal planning process and would await the outcome of the application.
12. Correspondance
 - 12.1. Email from resident regarding dissemination of Council Information
 - 12.1.1. A resident has noted that not all residents read the local newsletter The Net and therefore may not always see information shared by the Council via this method. The Clerk noted that the Council currently meets its legal requirements by sharing information on the Council noticeboards and website. The Council requested that awareness of the Council website was increased via the use of social media.
 - 12.2. Norfolk Association of Local Councils (Norfolk ALC) Membership Information
 - 12.2.1. The Clerk summarised the services provided by Norfolk ALC. The Council currently subscribes to another provider for a similar service. The Council were happy with their current provider.
13. Opportunity for public participation
 - 13.1. MD summarised her monthly report from Norfolk County Council (NCC). There are increased numbers of children and adults needing social care which is impacting costs. NCC are looking at how they can do things differently to save money in other areas.
 - 13.2. CB noted a resident on Park Farm Lane had apologised to local residents for disturbance and noise which has come from their land.
 - 13.3. Concerns were expressed about road safety on Low Street, Hackford, caused by cars parking close to and on the verges of the road.
 - 13.4. JP shared details of the tree planting days planned for the playing field. People are planting trees in memory of loved ones and installing plaques. The saplings will be planting in a copse rather than in a row, along the southern boundary of the field.
14. To confirm the date of the next meeting
 - 14.1. The next Council meeting will take place at Gralix Hall on Wednesday 6th March 2024, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 8.30pm.