

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on Wednesday 5th February 2025, 7.30pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair (JP), Chris Chorley (CCh) – Vice Chair, Eliska Cheeseman (EC), Chris Coath (CC), Martin Skidmore (MS) and David Thresh (DT)

Absent:

Cllr Josh Woolliscroft (JW)

Others present:

Carol Bailey (Clerk), Cllr Margaret Dewsbury (MD), Members of the public 1

1. To receive and accept apologies for absence
 - 1.1. Apologies were received and accepted from Catherine Grand (CG).
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 consider the co-option of a new Parish Councillor
 - 3.1 The Council **RATIFIED** the decision of 4 December to co-opt David Thresh. The Clerk confirmed he had signed his Acceptance of Office so he was duly welcomed to the meeting and the Council
4. To approve and sign the minutes of the Parish Council meeting on 4th December 2024
 - 4.1. The Minutes of the Meeting held on 4th December 2024 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
5. To report on progress of matters arising from previous meetings
 - 5.1. There was nothing to report from the minutes of the meeting of 4th December 2024
6. Finance
 - 6.1. To receive the bank reconciliation for December 2024 and January 2025 and to ratify or approve the following payments:

Draft minutes until approved at the Parish Council meeting on Wednesday 5 March 2025

Chairman Signature:

Date:

The Council **RESOLVED** to approve the payments

	Payment Description – UNITY Trust Bank Current Account	Cheque Number	Amount
6.1.1	Information Commissioners Office – ICO Fee (RATIFICATION ONLY)	BACS	£35.00
6.1.2	Carol Bailey – Salary December 2024 (RATIFICATION ONLY DELEGATED)	BACS	£265.33
6.1.3	HMRC – Income Tax December 2024 (RATIFICATION ONLY DELEGATED)	BACS	£64.40
6.1.4	NGF Play Ltd – Play Equipment (RATIFICATION ONLY AS PREVIOUSLY AGREED)	BACS	£6697.20
6.1.5	EADR – Destruction of Data and Hard Disk (RATIFICATION ONLY AS PREVIOUSLY AGREED)	BACS	£24.00
6.1.6	Transfer from Deposit to Current Account (RATIFICATION ONLY)	TRANSFER	£2000.00
6.1.7	Gralix Hall – Hire of Hall Set-Dec 2024	BACS	£72.00
6.1.8	The Fencing Group – Fencing at Playground	BACS	£918.00
6.1.9	Carol Bailey – Salary January 2025	BACS	£265.53
6.1.10	HMRC – Income Tax January 2025	BACS	£64.20
6.1.11	Transfer from Current to Deposit Account	TRANSFER	£2000.00
6.1.12	Huws Gray – Padlocks for Playground Gates	BACS	£41.37
6.1.13	Unity Trust Bank – Bank Charges December 2024 & January 2025	BACS	£12.00

7. Planning – The following application had been received:
 Ref: 2025/0196
 Proposal: Garage Conversion to kitchen/dining area, side extension and new workshop/garden store
 Location: Ashlee The Green Deopham NR18 9DH
 7.1 There were no comments regarding this application
8. Playground/Playpark – to **AGREE** and **RESOLVE** the way forward on the following items:
 8.1 Inspection check for the newly installed equipment – the Clerk was requested to contact the relevant party to request he carry out and inspection of the equipment
 8.2 Car Park Area – it was reported that a few people had become stuck in the mud due to the weather so a sign will be produced to encourage parking at the entrance when the area is wet. The Clerk was requested to investigate the possibility of a grant to surface the car park area
 8.3 Set up a Working Party to put benches together and then position and to prune tree and other minor works – this was **AGREED** and a date would be set to undertake the works
 8.4 To note the gate and service gates were now locked and the grass cutting contractors had been informed - duly noted
 8.5 Signage to acknowledge grants received – to authorize purchase – the Clerk reported that signs needed to be provided to acknowledge the grants that had been received from

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Pride in Place, the National Lottery and the Community Action Fund. It was requested the Clerk obtain prices for aluminium signs as they would not warp

9. Correspondence

9.1 Norwich Western Link Project Update – duly noted

10. Opportunity for Public Participation

10.1 A member of the public raised the condition of potholes in the village following their repair approximately 4 months previously. He reported that the repairs had broken up and were now loose tarmac and that both he and his wife had damaged tyres on them. Chris Coath (CC) also confirmed that he had suffered a damaged tyre as well. It was reported that the Attleborough Road was especially bad but other parts of the village were also affected. The Clerk was requested to contact the Highways Officer at NCC to ask what process there was for the quality control of the repair of potholes

10.2 A member of the public enquired about the result of the Councils litter pick earlier in the year and the Councillor that organized the event gave a report.

10.3 Cllr Margaret Dewsbury (MD) had provided her report prior to the meeting but updated the Council on the proposed plan for a devolved Council consisting of Norfolk and Suffolk. She informed Council that there would shortly be an 8-week consultation period for the public to put their views forward on the things they would like to see happen. It was **AGREED** that once available it would be placed on the Councils website and Facebook pages to encourage residents to take part

11. To confirm the date of the next meeting – it was confirmed as Wednesday 5th March 2025 at 7:30pm at the Gralix Hall

12. Exclusion of the Press and Public – to **CONSIDER** the exclusion of the Press and Public in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public shall be excluded for the next item of business on the grounds that it is likely to be prejudicial to the public interest by reason of the confidential nature of the business to be transacted – it was **AGREED** to proceed to a Confidential session

13. To note the Clerks six-month probationary period had finished on 22 January 2025 and:

13.1 To **RESOLVE** on whether the offer of employment should be made permanent – it was unanimously **AGREED** to make the Clerks post permanent

13.2 To **APPROVE** the increase of salary from Point 14 £14.84 per hour (£3858.40 pa) to Point 15 £15.08 per hour (£3920.80 pa) as per the contract offered at the commencement of service – it was unanimously **AGREED** to increase the salary by once increment Point from 14 to 15

There being no other relevant business the meeting was duly closed at 9pm.