

DEOPHAM & HACKFORD PARISH COUNCIL

Minutes of the Council meeting on Wednesday 6th November 2019, 7.30pm at Gralix Hall, Deopham

Cllrs present: Jacky Phoenix – Chair (JP), Jayne Allan (JA), Chris Biggs (CB), Chris Coath (CC), Martin Skidmore (MS)

Cllrs absent: John Chilvers (JC)

Other: Jordana Wheeler (Clerk), 1 member of the public.

1. Apologies for Absence
 - 1.1. Apologies were received and accepted from John Chilvers (JC). Margaret Dewsbury and Yvonne Bendle also sent their apologies.
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 approve and sign the minutes of the Parish Council meeting on 2nd October 2019
 - 3.1. The minutes of the meeting held on 2nd October were received and read by Councilors prior to the meeting. No amendments were requested and the Council **RESOLVED** to approve the minutes. JP signed the minutes.
4. To report on progress on matters arising from previous meetings and review the action log
 - 4.1. The Clerk reported the due date had been added to the action log as previously requested.
 - 4.2. Highways are going to carry out a site visit to the junctions on the B1108 to assess for possible 'slow down' signs or improved road marking.
 - 4.3. The Council discussed the requirement to move the meeting date in January due to the meeting falling on 1st January, a bank holiday. Monday 6th January was confirmed as the new date of the meeting.
 - 4.4. JP reported she was obtaining further quotes for replacement cladding of the Hut
 - 4.5. MS noted the lease for the playing field was ongoing and expected the final lease to be ready to be signed in December
 - 4.6. JP will write an update on the polling station review, new Clerk, current bank reserves and issues in the village on dog fouling for inclusion in The Net.
JA arrived at 7.37pm
5. To note correspondence received
 - 5.1. Request for volunteers to distribute The Net
The Clerk reported that extra people were required to distribute The Net newsletter in Deopham. If anyone is interested in volunteering please contact the Clerk.
 - 5.2. To consider the Norfolk Fire & Rescue Service draft Integrated Risk Management Plan
JP summarised the reason for the consultation, the questions and a proposed response. In summary the service needs to raise additional money to continue to provide some existing and some new services. The Council were in support of the consultation and **RESOLVED** to submit comments as per JP's recommendations.


Item 7 was discussed before item 6.

6. Finance

- 6.1. To review and agree the mid-year budget review and accounts

Draft minutes until approved at the Parish Council meeting on Wednesday 4th December 2019

Chairman Signature:



Date:

4-12-19

6.1.1. The Clerk presented the mid-year budget review. The Council reserves have been updated.

The Council now holds reserves of:

Playing Field Development Fund - £511.99

Play Equipment Fund - £725.35

General Reserves - £2169.06

Recommendations are that parish councils hold between 3-12 months of precept as a general reserve for cash flow purposes. At 1.4.2019 the Council held approx. 4 and half months precept as a general reserve. Smaller councils should hold closer to 12 months. This will be reviewed again at the end of the financial year and the Clerk will present a new policy to the Council to agree an ongoing general reserve.

6.1.2. Overall income was at £5971.38. When the original budget was produced there was no income expected from rent from a football team. The team continued their use of the field this year and invoices are due to be issued so income will increase.

6.1.3. Overall expenditure is at £2220.71, 42% against budget. The Council are currently on budget. The Clerk noted points of interest:

Gralix Hall hire costs are currently at £0 but expected to go over budget. Invoicing is a year behind, the Clerk has requested this is brought in line with the financial year.

Dog bin emptying costs are at £0 however invoices are usually issued around December.

Training/Admin costs are £167.52 which is already 140% of the budget. This requires further investigation and will be addressed in the draft budget.

Rent of the playing field is at £0, invoice is due in December

6.1.4. The Clerk advised that when drafting the next budget some of the categories of expenditure currently used may be changed to better reflect the key areas of expenditure.

6.2. To review and approve the following payments

Councilors inspected the invoices and **RESOLVED** to approve the payments. JP and MS signed the cheques.

	Description	Cheque Number	Amount
6.2.1	Invoice for Annual rent of the playing field (Jan-Dec 2019)	100560	£400.00
6.2.2	Jordana Wheeler – Salary & Expenses (Oct 2019)	100561	£159.94

6.3. To approve a transfer from the deposit account to current account to cover payments

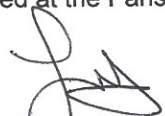
The Clerk explained that no transfer was required to cover payments, however one would be required in December. Following the review of the reserved funds there was £1377.06 remaining in the deposit account which is the remainder of the precept for 2019-20. The Clerk proposed moving all of it to the current account to reduce the need for regular money transfers and to keep reserves and precept separate. The Council **RESOLVED** to transfer the remainder of the precept (£1377.00) from the deposit account to the current account. JP and MS signed the letter to authorise the transfer.

JP requested the council consider moving to online banking.

ACTION – Clerk to investigate options for online banking.

6.4. To confirm receipt of a Community Infrastructure Levy payment and consider options for how to spend payment

The Clerk confirmed £6338.35 had been received in relation to 2 planning applications for agricultural buildings. The Council have 5 years to spend the money and the Clerk shared some examples of what the money could be spent on. It has to be in relation to improving infrastructure. The Clerk confirmed that the money could be spent on The Hut at the playing field as long as the Council could demonstrate a long term benefit to the community because the Council do not own the land it is on. JP noted that the Hut urgently needed repairing. JP is currently obtaining quotes to repair the building with the intention of repairs taking place in the Spring. The Council will consider spending the CIL money when quotes have been obtained.



7. To consider a response to the following planning application

7.1. 2019/1966 Single Storey front extension, The Conifers, Stalland Lane, Deopham

A member of the public was given permission to explain the planning application and the reason for retrospective planning permission. Planning permission is required because the proposed extension is facing a highway, and not due to its size or specification. Councilors noted they felt visibility had been improved at the junction since the removal of a large hedge on the plot. The Council **RESOLVED** to support the application

8. To consider the proposal to request amendments to the route of the Highways Grip Contractors

8.1. JP explained the current issues with grips along roads in the parish which are designed to clear water. They are currently causing damage to tyres on farm machinery. Additional problems with standing water, speeding and overgrown trees & hedges along Church Road were noted. The Clerk reminded Councilors that anyone can report a highways problem at any time via the Norfolk County Council website.

ACTION – JP to speak to local residents regarding overgrown trees & hedges causing obstructions to traffic

ACTION – Clerk to share details of how to report highways problems

The Council **RESOLVED** to send a letter of support to Highways regarding the proposed changes to the grip contract and to request a parish visit with those affected.

ACTION – Clerk to draft letter outlining concerns about the increase of HGVs in the parish.

9. To consider any provisions required for Gralix Hall to improve access when used as a polling station

9.1. JP noted she has submitted proposals to the church PCC with recommendations to improve access and that no further action was required from the Council.

10. Opportunity for public participation

10.1. Nothing to report

11. Date of Next Meeting - Wednesday 4th December 2019

11.1. The next Parish Council meeting will take place on Wednesday 4th December, 7.30pm in Gralix Hall. It was noted that the meeting in January will take place on a Monday due to the usual meeting date falling on a bank holiday. The meeting date is Monday 6th January 2020, 7.30pm in Gralix Hall. Members of the public and press are welcome.

The meeting closed at 8.44pm.

