

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 2nd October 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)

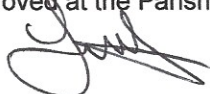
Cllrs absent: John Chilvers (JC)

Other: Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD), Cllr Yvonne Bendle (YB), there were no members of the public present.

1. Apologies for Absence
 - 1.1. No apologies were received. Cllr John Chilvers (JC) was absent.
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 4th September 2019
 - 3.1. The minutes of the meeting held on 4th September 2019 were received and read by Councillors 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 presented the proposed Action Log which had been backdated to January 2019. A request was made to include a due date for clarity. The Council **RESOLVED** to adopt the use of an Action Log for use in monitoring Council activities.
 - 4.2. It was noted that following a request from MD the road sweepers had been down Church Lane as complaints had been made regarding the amount of mud and debris on the road.
 - 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. Tuesday 7th January was proposed.
ACTION – Clerk to confirm Gralix Hall availability for January and advertise new date of meeting.
 - 4.4. YB reported that the consultation on Polling stations had been considered and the proposal to reinstate Gralix Hall as a polling station had been approved. A ramp would improve disabled access. YB indicated that a grant may be available to help fund this and quotes would be required by the end of November.
ACTION – JP to write an update on the polling station review and issues in the village on dog fouling for inclusion in The Net.
5. To note correspondence received
 - 5.1. Update from South Norfolk Council on changes to responding to planning applications
They Clerk reported that following Broadland District Council and South Norfolk Council joining together, the method for responding to planning applications was being unified. Councils can respond by either email or via the online portal.
 - 5.2. Community, Well-being & Environmental Initiative from Norfolk ALC
The Council were in receipt of details of the proposed initiative. MD noted that the new President of Norfolk ALC was also the president of the CPRE Norfolk and was working towards the 2 organisations working together more closely. YB noted that the initiative reflected what district and county councillors also do at their level. Councillors felt they currently did not have time to commit to the initiative but wished to stay updated on its progress.

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Chairman Signature:



Date:

6-11-19

6. Finance

6.1. To receive an update on the future reporting of financial matters at Council

The Clerk presented a draft bank reconciliation and explained the contents and financial information it represented. Key contents are balances in each of the Councils accounts, details on ring fenced funds within the bank accounts and details of payments to be approved at the Council meeting. The Council were happy with the document and **RESOLVED** to adopt the use of the bank reconciliation. This will be presented at each meeting.

6.2. To confirm receipt of the 2nd installment of the precept for 2019-20

The Clerk confirmed that the 2nd installment of £2742.50 had been received.

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

JP proposed £1000 is transferred from the deposit account to the current account. The Council **RESOLVED** to approve the transfer of £1000. The Clerk presented a confirmation letter for the bank to process the transfer, JP and MS signed the letter.

6.4. To review and approve the following payments

The Clerk enquired why the invoice for the hire of Gralix Hall was issued 6 months after the end of the hire period. Councillors understood this to be a historic issue. It was noted that the same occurred for the rent of the playing field.

The Clerk explained that the use HMRC RTI for submission of the Clerks salary was now set up and active. Councillors inspected the invoices and **RESOLVED** to approve the payments. JP and MS signed the cheques.

	Description	Cheque Number	Amount
6.4.1	Invoice for Hire of Gralix Hall for Council Meetings (April 2018-March 2019)	100556	£363.00
6.4.2	Invoice for Wave – Water supply for playing field Hut (May-July 19)	100557	£11.93
6.4.3	Invoice for Norse – Grounds maintenance for playing field (Oct-March 2019)	100558	£517.49
6.4.4	Clerks Salary and expenses (September)	100559	£169.85

6.5. To receive an update on options for alternative bank accounts

The Clerk presented 3 options for bank accounts including current interest rates. It was noted there was no advantage in terms of better interest rates (currently 0.20%) and therefore no advantage to switching to another bank. The Clerk reported that due to the current banking arrangements of the Council 2 cheques this year had been refused at a cost of £30 and the estimated additional costs of the Clerk having to travel to the bank to make repeated transfers was £20 across the year.

MS expressed concerns about holding a large amount of funds in the current account for reasons of preventing fraud. JP was keen to continue to review the Council banking and reduce the instances of needing to transfer money by realigning money held and separating the precept from the reserved funds.

ACTION – Clerk to obtain advice on safety of current account funds and review the Council banking arrangements.

7. To consider the options for purchasing a replacement Council laptop and printer

7.1. The Clerk explained that the current laptop was slow and occasionally freezes and switches off. The Clerk had completed all software updates and had seen a small improvement in performance. An estimate of £350-400 was given for the purchase of a replacement laptop.

The Council currently does not have a printer and the Clerk is utilizing another printer in her possession. The Clerk noted she did not have space to house numerous printers. YB suggested it may be possible to hire a printer. Alternatively the costs of printing could be shared across the Clerks other roles.

YB provided details of the Community Action Fund which may be able to provide a grant for the purchase of new equipment, applications are due by 10 January 2020.

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ACTION – Clerk to investigate sources of funding for new equipment. Clerk to draft next budget including a figure towards the purchase of new equipment.

- 8. To consider complaints received relating to dog fouling at Deopham playing field
 - 8.1. Complaints had been received from the football club who hire the pitch on the playing field regarding the increasing levels of dog fouling. Notices for the playing field have been displayed, including additional signs created by JP in the hope it will deter/prevent further fouling. Local residents have provided photos of animals believed to be responsible for the fouling. The owner was identified and JP visited the parishioner to inform them of the issues, of which they were unaware. An apology had been issued by the dog owners. JP thanked everyone who had helped to clear the dog fouling from the field in recent weeks.
 - 8.2. JP recommended that to improve the situation the hedges along the edge of the playing field should be trimmed back and a wire fence by installed along the left hand side. JP to obtain 3 quotes. It was noted that as the field is owned by the Rix Trust it may be the charity which is responsible for paying for and installing a new fence.

- 9. To consider problems with speeding traffic in the parish and discuss possible actions
 - 9.1. JA raised awareness of the issues on Hingham Road (B1108) and that although hedging had been cut the blind bend with the junction of Hall Lane was still dangerous. The addition of slow down signs before the bend was suggested.

ACTION – Clerk to write to the Highways department of Norfolk County Council to request additional 'slow down' signs on the B1108.

- 10. To discuss the casual vacancy for a Parish Councillor and options for recruitment
 - 10.1. The Clerk reported that the Council can co-opt a Councillor at any time. JP noted a parishioner had approached her expressing an interest in becoming a Councillor as they are keen to contribute to the village.

ACTION – Clerk to write co-option policy

ACTION – JP to put the interested parishioner in contact with the Clerk to discuss becoming a Councillor.

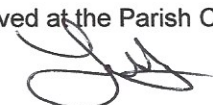
- 11. Opportunity for public participation
 - 11.1. YB reported that South Norfolk Council and Broadland District Council are now working together and are looking at how to align policies and strategies of the 2 councils.
 - 11.2. MD reported that from 1 October 2019 Norse are taking over some of the services provided by Norfolk County Council, this should save money. Action for Children will be taking over the running of early action services and will try to reach people in more rural areas. Grants are now available for community events to mark the 75th anniversary of VE day in 2020. JP noted the strong history of the village and its connections to the world war and suggested the Council hold an event to celebrate the history of the village.

ACTION – Clerk to investigate options for grants for a VE anniversary celebration.
 - 11.3. CC reported that the group who put on the village music festival have decided that they will not hold an event next year but may consider for 2021.
 - 11.4. JP noted the Beetle Drive event in aid of a new security system for the church. It will be on Sat 12th October, 6.30pm in Gralix Hall. A Christmas bingo event was being planned for November.
 - 11.5. JA noted the new signs which had been placed in the churchyards asking for dogs to be kept on a lead. JA noted that as there is a public footpath through the churchyard in Hackford that this was not enforceable.

- 12. Date of Next Meeting - Wednesday 6th November 2019
 - 12.1. The next Parish Council meeting will take place on Wednesday 6th November, 7.30pm in Gralix Hall. Members of the public and press are welcome.

The meeting closed at 8.25pm.

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Chairman Signature:  Date: 