

DEOPHAM & HACKFORD PARISH COUNCIL

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Draft Minutes of the Parish Council meeting on Wednesday 3rd April 2024, 7.30pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair (JP), Martin Skidmore (MS), Chris Chorley (CCh), Eliska Cheeseman (EC), Chris Coath (CC)

Absent:

Chris Biggs (CB) – Vice Chair, Catherine Grand (CG), Cllr Josh Woolliscroft (JW),

Others present:

Jordana Wheeler (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 CB and CG.
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 March 2024
 - 3.1. The minutes of the meeting held on 6th March 2024 were received and read by Councilors 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 litter picking equipment is on order.
 - 4.2. The Clerk has an appointment at the Norfolk Record Office to deposit some Council records including historical minutes.
 - 4.3. The Highways team will be sending an engineer out to assess the causes of the flooding on Pye Lane. No feedback on what actions may be taken to resolve the flooding has been received yet. MD provided contact details of the Surface Water Drainage Officer at South Norfolk Council who may be able to assist. JP believed some roads had already been surveyed by the Highways team. It was also reported that the tarmac on the edge of Low Common is now starting to become cracked due to previous repairs to the ditches.
 - 4.4. The invoices for the new fence and noticeboard were agreed via email and have been paid. These payments will be ratified at the May meeting.
 - 4.5. Details of items for the next issue of The Net were suggested.

Draft minutes until approved at the Parish Council meeting on Wednesday 1st May 2024

Chairman Signature:

Date:

5. Finance

5.1. To receive the bank reconciliation for March 2024 and to ratify or approve the following payments;

The Clerk confirmed the current account and deposit account at HSBC have now been closed and all funds have been transferred to the new Unity accounts. The Council considered the bank reconciliation, no queries were raised. The Council **RESOLVED** to approve the payments.

	Payment Description – UNITY Trust Bank Current Account	Cheque Number	Amount
5.1.1	Gralix Hall (Donation for Defibrillator)	BACS	£100.00
5.1.2	Jordana Wheeler – Salary & Expenses (March 2024)	BACS	£34.94

6. To appoint a play area inspector for 2024

6.1. The Council **RESOLVED** to appoint David Bracey as the play area inspector for 2024.

7. To consider applying to the District Councillor for a grant

7.1. The Clerk summarised the grant and the potential to apply for approx. £300-400 to help purchase an additional bench for the new play area. The original plans for the new play area included 2 new picnic benches. Options for additional funding to allow the purchase of both benches were discussed. JP explained the pros and cons of both rectangular and round picnic tables. The Council **RESOLVED** to apply for a grant towards a round rainbow picnic table to match the current bench. The full cost of the bench will be applied for. The Council will consider how to fund the full purchase once the outcome of the grant application is known.

The public left at 8.00pm.

8. To review and approve the following policies;

8.1. Risk Assessment 2024-25 – Amendments include adding details for using online banking and potential HMRC fines. The Council **RESOLVED** to approve the Risk Assessment 2024-25.

8.2. Asset Register – The updated Asset Register for 2024-25 was reviewed and included the addition of the new play equipment and new noticeboard. The Council **RESOLVED** to approve the Asset Register 2024-25.

8.3. Safeguarding Policy – The Council **RESOLVED** to approve the Safeguarding Policy.

8.4. General Data Protection Regulations (GDPR) Policy & Privacy Notice – The Council **RESOLVED** to approve the GDPR Policy & Privacy Notice.

8.5. Information Audit – Clarity on play inspection reports was added. The Council **RESOLVED** to approve the Information Audit.

9. Opportunity for Public Participation

9.1. MD gave a brief summary of Norfolk County Council activities including organising the Big Holiday Play Scheme. Libraries are now providing free school redness bags. There have been further delays to plans for the Norwich Western Link as a required license from Natural England has not been issued.

Draft minutes until approved at the Parish Council meeting on Wednesday 1st May 2024

Chairman Signature:

Date:

10. To confirm the date of the next meeting

- 10.1. The next Council meeting will take place at Gralix Hall on Wednesday 1st May 2024. This will consist of the Annual Parish Meeting at 7.30pm followed by the Annual Parish Council Meeting at 8pm. The press and public are welcome to attend.

The public meeting closed at 8.20pm.

DRAFT