

## DEOPHAM & HACKFORD PARISH COUNCIL

[www.deophamandhackfordpc.info](http://www.deophamandhackfordpc.info)

### Minutes of the Parish Council meeting on Wednesday 5<sup>th</sup> April 2023, 7.30pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair (JP), Chris Biggs (CB) – Vice Chair, Chris Chorley (CCh), Chris Coath (CC),

Absent:

Catherine Grand (CG), Martin Skidmore (MS)

Others present:

Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD) and Cllr Yvonne Bendle (YB). There was 1 member of the public present.

1. To receive and accept apologies for absence
  - 1.1. Apologies were received and accepted from CG and MS.
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 approve and sign the minutes of the Parish Council meeting on 1<sup>st</sup> March 2023
  - 3.1. The minutes of the meeting held on 1<sup>st</sup> March 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 and review the action log
  - 4.1. The invoice for the emptying of the dog bins has been chased again. The original invoice was incorrect. The delay in the invoice means the payment will not be made this financial year.
  - 4.2. Improvements are being made to the website. This will be launched later in the year and will include easier navigation around the site, further updates on the play park project and more information on local services.
  - 4.3. The grant application submitted for the play park has been submitted and is under consideration, a decision is expected by mid May.
  - 4.4. The VAT refund has been received.
  - 4.5. Updating the bank signatories is ongoing, pending further ID being required by the bank.
5. Finance

Draft minutes until approved at the Parish Council meeting on Wednesday 10<sup>th</sup> May 2023  
Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 5.1. To receive the bank reconciliation for March 2023 and to ratify or approve the following payments;

The Council considered the bank reconciliation and had no queries. The Council **RESOLVED** to approve the payments.

	Description	Cheque Number	Amount
5.1.1	Norfolk Parish Training & Support – Annual subscription 2023-24	100666	£96.40
5.1.2	Jordana Wheeler – Salary & Expenses (March 2023)	100667	£99.46

6. To appoint a play area inspector for 2023

6.1. The Clerk presented the options for inspections and associated costs. Following installation of new play equipment it is recommended to have a post installation inspection. The Council **RESOLVED** they would have a post installation inspection following the installation of the remaining new play equipment. The costs for this will be added to the overall play area project costs. The Council **RESOLVED** to bring forward the annual play area inspection from June to April 2023 and to appoint David Bracey as play area inspector.

7. To consider and adopt the following policies:

7.1. Risk Assessment 2023-24 – The Clerk noted the risk of being able to replace the Clerk if they are unable to work has been increased. This is due to a shortage of locum Clerks. The Council **RESOLVED** to approve the Risk Assessment 2023-24.

7.2. Asset Register – The Clerk noted the additions to the register including the new laptop. The old laptop remains on the register as it will need to be disposed of professionally due to GDPR. The Council **RESOLVED** to approve the Asset Register.

8. To receive an update on the upcoming elections for Parish Councillor

8.1. The election has been uncontested with all 6 current Councillors re-standing. There remains 1 vacancy on the Council which can be filled by co-option following the election. All Councillors will have to resubmit an updated Register of Interests.

9. To consider holding a Big South Norfolk Litter Pick

9.1. JP offered to look into arranging an informal litter pick. JP will liaise with possible volunteers. It was noted that there is more than one £200 winning prize awarded to groups taking part and that if won this could go towards the play park project. Equipment is also available to borrow. JP will confirm details if there are enough volunteers.

10. To consider a response to the South Norfolk Flexibuses: Passenger Consultation

Draft minutes until approved at the Parish Council meeting on Wednesday 10<sup>th</sup> May 2023  
Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 10.1. The Clerk summarised the proposals including a new shopping service from Deopham to Wymondham every Mon-Fri. This would allow for a 2 hour visit into the town. The Council were concerned the consultation had not been widely advertised and that any new service would also not be advertised directly to all residents. Other queries included whether bus stops would be installed? Is the service bookable or will it always run? Is Hackford covered? The Council **RESOLVED** they supported the proposals and requested answers to their queries.

#### 11. To consider options for village road signs for Hackford

- 11.1. A recent complaint about litter and speeding had led to it being noted that there are no road signs indicating when you are entering Hackford. These location signs notify motorists they are entering a residential area and can help to reduce speeding. Possible areas for potential signs were considered. Low Street in Hackford and Low Road close to the bend near the bridge were suggested.  
**ACTION** – Clerk to contact the Highways Engineer to discuss options for location signs.
- 11.2. JP noted she is still supporting a local resident whose verge has been eroded by the increase in traffic. Highways are going to install reflector posts but this has not been done yet. JP encouraged all Councillors to report any highways defects they spot to Norfolk County Council via their website. Alternatively, defects can be reported via the Clerk.

#### 12. Correspondance

- 12.1. South Norfolk Community Awards Nominations – Nominations can be made via the South Norfolk Council website.

#### 13. Opportunity for public participation

- 13.1. JP thanks YB for her assistance, help, support and grants which she has provided to the Council over the years as District Councillor. YB noted she always enjoyed attending meetings and will miss the Council.
- 13.2. JP noted her thanks to a resident who had cut back their hedges close to the junction of Wymondham Road and Church Road, improving visibility.
- 13.3. A reminder was given that all voters at the upcoming elections are now required to have photo ID in order to vote.
- 13.4. The village car boot sale is booked, alongside a picnic, for Sat 13<sup>th</sup> May, 12-4pm at the playing field. Funds raised will go towards the play park project. JP requested the grass was cut in advance of the event.

#### 14. To confirm the date of the next meeting

- 14.1. The next Council meeting will take place at Gralix Hall on Wednesday 10<sup>th</sup> May 2023, 7.30pm. Please note this meeting is one week later than usual due to the elections. The press and public are welcome to attend.

The public meeting closed at 8.35pm.