

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 4th September 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)

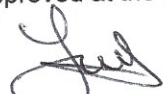
Cllrs absent: John Chilvers (JC)

Other: Jordana Wheeler (Clerk), there were no members of the public present.

- 1. Apologies for Absence
 - 1.1. Apologies were received and accepted from Cllr Yvonne Bendle (District Council). Cllr John Chilvers (JC) was absent. JP welcomed the new Clerk to the Council and noted the Clerk had attended a handover meeting the previous week.
- 2. To receive any Declaration of Interest in items on the agenda
 - 2.1. There were no declarations of interest in any items on the agenda.
- 3. To approve Minutes of previous meeting – 10th July 2019
 - 3.1. The minutes of the meeting held on 10th July were received and read by Councillors prior to the meeting. An amendment was requested for item 8.1. Additional text noted as:
The Parish Council unanimously thanked Jason Marsh and Chris Coath for help and organizing the music festival and funday.
The Council RESOLVED to approve the amendments and the minutes. JP signed the amendment and the minutes. MS proposed, JA seconded.
- 4. Matters Arising
 - 4.1. The Clerk had no updates to provide on any matters arising.
 - 4.2. JP noted that £120 donation from Vanvino in relation to the recent music festival and fun day still needed to be moved to the deposit account and ring fenced for the future purchase of new play equipment.
- 5. Correspondence
 - 5.1. JP noted that the road closure on Morley Road had taken place and was completed.
- 6. Finance
 - 6.1. To note balance of bank accounts at 18/8/2019
The Clerk noted there is currently £1038.26 in the current account and £3042.55 in the deposit account.
The Clerk explained that she would be undertaking a review of the Councils current banking arrangements to look at options for reducing the need to transfer money between accounts on a regular basis which has previously lead to problems with cheques clearing.
CC enquired about the current interest being earned on the deposit account and whether there would be an advantage in looking into changing to another bank provider. The Clerk did not have this information to hand but would make enquiries as part of the review.
The Council also expressed an interest in moving to online banking, the Clerk will provide more information as part of the review.

The Clerk confirmed additional paperwork will be required in relation to the expenditure on the recent music festival. This is required for audit purposes and the Clerk will seek to obtain this.

Draft minutes until approved at the Parish Council meeting on Wednesday 2nd October 2019

Chairman Signature: 

Date: 

6.2. To approve payment to Rowena Harkness for work done in absence of Parish Clerk and expenses.

Description	Cheque Number	Amount
Payment to temporary Clerk for hours worked and expenses	100555	£272.45

MS proposed, SA seconded. The Council RESOLVED to approve the payment and JP and MS signed the cheque.

7. Planning

7.1. As at 28th August no planning applications have been received. The Clerk had no further update to provide.

8. Deopham Playing Field

8.1. It was noted that a meeting would be taking place on 9th September to discuss interest levels for a village event in 2020 as a fundraiser for the playing field. This meeting will help to determine a way forward.

9. Any Other Business

9.1. CC requested that the Council have an action log to track and monitor Council tasks and activities. The Clerk will look into implementing one, starting from May 2019 on a trial basis and will provide an update at the Oct meeting.

9.2. JP and MS signed a letter to HSBC to confirm the change of address for all correspondence from the bank to be sent to the new Clerk.

9.3. MS thanked the new Clerk for joining the Council.

9.4. JP noted that Yvonne Bendle (South Norfolk District Councillor) had received the Councils response, along with letters from parishioners, regarding the proposed changes to polling stations and South Norfolk Council are looking at options for re-instating Galix Hall as a polling station. Ways in which to improve access will need to be considered, such a ramp.

9.5. JA asked if the Council were able to do anything about the speeding on Watton Road and request traffic calming measures to be installed. Options were briefly considered, the item will be added to the agenda for Oct to consider writing a letter to Norfolk County Council.

9.6. It was noted a footpath sign had been installed on Vicarage Road.

10. Date of Next Meeting - October 2nd 2019

10.1. The next Parish Council meeting will take place on Wednesday 2nd October, 7.30pm in Galix Hall. Members of the public and press are welcome.

The meeting closed at 8.03pm

PLEASE NOTE: PARISH COUNCIL MEETINGS HAVE MOVED AND NOW TAKE PLACE ON THE FIRST WEDNESDAY OF THE MONTH, 7.30pm AT GRALIX HALL, DEOPHAM. THE PUBLIC AND PRESS ARE WELCOME TO ATTEND.