

## DEOPHAM & HACKFORD PARISH COUNCIL

### Minutes of the Council meeting on Wednesday 5<sup>th</sup> February 2020, 7.30pm at Gralix Hall, Deopham

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

Cllrs absent: John Chilvers (JC), Jayne Allan (JA),

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

1. Apologies for Absence
  - 1.1. Apologies were received and accepted from John Chilvers (JC). Jayne Allan (JA) 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 6<sup>th</sup> January 2020
  - 3.1. The minutes of the meeting held on 6<sup>th</sup> January 2020 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 consider a co-option to the casual vacancy for Parish Councillor
  - 4.1. The parishioner interested in the role of Parish Councillor was not able to attend the meeting therefore the Council agreed to continue advertising the casual vacancy within the parish.
5. To report on progress of matters arising from previous meetings and review the action log
  - 5.1. Funding options for a new computer will be postponed until 2020-21 when the new budget will come into place. New grants may also become available at this time.
  - 5.2. JP is due to liaise with local residents regarding overhanging trees.
  - 5.3. Quotes are still pending on the refurbishment of the Hut at the playing field. It is proving difficult to find a contractor who is able to undertake the work required.
6. To note correspondence received
  - 6.1. Launch of the Greater Norwich Local Plan (GNLP) consultation
    - 6.1.1. The Clerk summarised the current consultation. The draft strategy explains the approach to future planning and the site allocations are the sites put forward for future building. Currently there are none in Deopham or Hackford. The deadline to submit a response is 16<sup>th</sup> March. South Norfolk Council (SNC) is undertaking its own strategy which will fit within the GNLP for villages in South Norfolk.
    - 6.1.2. YB provided more detail on the plans for a separate South Norfolk plan. SNC feel that villages need some small scale growth to remain viable. SNC will be asking for additional sites to be put forward for future building. For example, sites for up to 3 self-build houses, or sites for small clusters of houses (approx. 20) which could be within one village or spread across a cluster of small neighbouring parishes. Timescales for the new proposed sites will be within the current GNLP schedule.
    - 6.1.3. MD noted the plan, once agreed, will be in place until 2038. Some villages may benefit from additional houses which may make local services more sustainable. The Council may also wish to consider liaising with local parishes to consider

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options for supporting new houses across multiple parishes. MD noted the proposed approach could offer more flexibility. Small clusters of housing would include affordable housing.

- 6.1.4. Councillors felt some small development may be beneficial and that some local land owners may be interested in putting areas of land forward. The Council felt that a response to the overall GNLP consultation would not be given but that the Council would respond to the South Norfolk plan once further details are available.
- 6.2. Update on the Norfolk ALC Well-being Initiative
  - 6.2.1. Information was shared on recent activity of the Well-being Initiative. The group will be looking at submitting a joint response on behalf of Parish Councils to the current Norfolk County Council consultations; Transport Plan and Rail consultations and the Greater Norwich Local Plan consultation.
- 6.3. The Big South Norfolk Litter Pick 2020
  - 6.3.1. JP reported that previous litter picks have been poorly attended. A local resident has offered to organize a litter pick therefore the Council do not need to take any action.
- 6.4. Update on the Norwich Western Link
  - 6.4.1. Norfolk County Council provided an update on the Norwich Western Link (NWL) project. Although the proposed road is not in close proximity to the parish the Clerk will continue to provide updates to the Council. Surveys have been undertaken and the road design is being developed. A consultation will take place in the spring looking at other design features such as what to do with local roads in the area of the NWL.
7. To consider signing the CPRE Norfolk pledge in relation to planning strategies
  - 7.1. The Clerk summarised the initiative, CPRE Norfolk are asking Parish Councils to sign a pledge against the allocation of new sites for development until all current allocated sites have been built on. MD noted this could cause problems for smaller parishes where they may wish to build a few houses. YB reported that when planning applications are approved they now have only 3 years to start building, whereas before it was 5 years. This puts more pressure on people to build quicker where they have applied for permission. The Council **RESOLVED** they did not wish to sign the CPRE planning pledge at this time.
8. Finance
  - 8.1. To review the current bank signatories
    - 8.1.1. JP noted the current signatories as JP, MS and JC. As JC was currently unable to attend Council meetings it was proposed that signatories were reviewed. The Council **RESOLVED** to remove JC and add CC and CB as signatories.
  - 8.2. To consider using online banking
    - 8.2.1. The Clerk summarised the options for using online banking. An authorized signatory can be set up as a Primary User with full access, additional Secondary Users can be added. It is also possible to add users as read only (for example for the Clerk to have access to bank statements). Dual signatory will still be required by 2 users logging on to authorize payments. The Council considered options for who would be responsible for uploading the payments onto the system. The Council **RESOLVED** to set up online banking with JP as Primary User. The intention is to begin using from April 2020. Bank signatories will be updated first (as per item 8.2) before setting up online banking. The Clerk advised the Council would need to document the agreed process for using online banking once it is set up. It was suggested JP could be responsible for uploading payments.

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- 8.3. To agree amendments to the invoicing for use of the football pitch
- 8.3.1. The Clerk advised that the original agreement with the football team noted hiring fees would be paid by 2 equal installments. In 2018-19 this was paid in 4 equal installments. No payments have been received yet for 2019-20 due to the change in Clerk and a delay in issuing invoices. An invoice has now been issued for the season. The Football Club has advised they wish to make one payment for the full amount at the end of the season. The Council **RESOLVED** to accept one single payment for the 2019-20 season, this should be received before the end of the financial year. The Clerk advised a revised hiring agreement will be needed for the next season to avoid further issues with payments.

- 8.4. To receive the bank reconciliation for January 2020 and approve the following payments:

The Council reviewed the bank reconciliation, no questions were received. The Clerk noted that due to the delay in receiving the payment from the football club a transfer from the deposit account may be required next month to cover payments. The Council **RESOLVED** to approve the payments. JP and MS signed the cheques.

	Description	Cheque Number	Amount
8.4.1	Norfolk Playing Field Association - Membership 2020-21	100569	£20.00
8.4.2	Jordana Wheeler – Clerk’s Salary & Expenses (January)	100570	£190.63

9. To confirm receipt of VE Day Celebratory Grant from South Norfolk Council
- 9.1. The grant application made by JP has been successful and £200 has been received. This will be spent on the hire of Gralix Hall for the event and printing of flyers for advertising.
- 9.2. A sub-committee of volunteer parishioners has been set up by JP who will also oversee the planning of the event. It has been named the ‘Exhibition of Deopham & Hackford at War’ and will cover all aspects of the war. An exhibition of memorabilia is planned, food and decorations for the events have been sourced including a marque. It is hoped some vintage vehicles will also be there. The event will run from 12-4pm on Friday 8<sup>th</sup> May at Gralix Hall.
- 9.3. A second event will take place on the evening of Fri 8<sup>th</sup> May, all parishioners will be invited to come along and enjoy the evening, those attending will be asked to bring their own food and drink.
- 9.4. JP requested assistance from Councillors to set up the event on the day and to decorate the hall in advance.
10. To consider the revised lease for the Rix Charity Field
- 10.1. JP, as a trustee for the Rix Charity has been liaising with the other trustees regarding the new lease. JP requested that the names of the individual trustees are removed, as these can be changed over time, and replaced with a generic term for the trustees. JP requested an additional term was added noting the charity is responsible for maintaining the fences and hedgerows and that the tenant is responsible for maintaining the grass and the hut. JP is authorized to sign the lease on behalf of the charity, another Councillor will need to countersign on behalf of the Council. MS will action the requests and the revised lease will be brought back to the Council when completed.
11. To receive an update on options for refurbishing The Hut

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- 11.1. JP has been trying to obtain quotes for the work required to The Hut. It is proving difficult to find a contractor who can carry out the work required as there is some fabrication work required to the shell of the building.
12. Opportunity for public participation
- 12.1. No parishioners were present for this item.
- 12.2. YB reported that SNC are proposing an increase of £5 a year to the district council precept. Following a large number of applications for the Community Action Grants the Council are looking at being able to offer more grants in the future. YB suggested the Parish Council could explore the opportunities to improve the Hut via sports related grants and recommended speaking to SNC about this.
- 12.3. YB and MD both supported the suggestion to improve the access to Gralix Hall. JP will liaise with Gralix Hall about options and try to move this forward. As the hall is not run by the Parish Council improvements cannot be made by the Council.
- 12.4. JP has obtained some free stickers which deter cold callers. These will be distributed to parishioners together with the invites for the VE Day events.
13. To confirm the date of the next meeting - Wednesday 4<sup>th</sup> March 2020
- 13.1. The next Parish Council meeting will take place on Wednesday 4<sup>th</sup> March 2020, 7.30pm in Gralix Hall. The press and public are welcome to attend.

The meeting closed at 8.45pm

