

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on Wednesday 10th May 2023, 8.00pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair (JP), Chris Biggs (CB) – Vice Chair, Chris Chorley (CCh), Chris Coath (CC), Catherine Grand (CG), Martin Skidmore (MS)

Absent:

Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD), Cllr Josh Woolliscroft (JW)

Others present:

There was 2 members of the public present.

1. To elect the Chairman for 2023-24
 - 1.1. MS proposed JP for Chairman, CC seconded. The Council **RESOLVED** to elect Jacky Phoenix as Chairman for 2023-24.
2. Chairman to sign Declaration of Acceptance of Office
 - 2.1. JP signed the Declaration of Acceptance of Office for the position of Chairman.
3. To elect a Vice-Chair for 2023-24
 - 3.1. MS proposed CB for Vice-Chair, CC seconded. The Council **RESOLVED** to elect Chris Biggs as Vice-Chair for 2023-24. CB signed the Declaration of Acceptance of Office for the position of Vice-Chair.
4. To receive and accept apologies for absence
 - 4.1. Apologies were received and accepted from the Clerk and MD. In the absence of the Clerk minutes were taken by JP and CB.
5. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 5.1. There were no declarations of interest.
6. To approve and sign the minutes of the Parish Council meeting on 5th April 2023
 - 6.1. The minutes of the meeting held on 5th April 2023 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.

Draft minutes until approved at the Parish Council meeting on Wednesday 7th June 2023
Chairman Signature: _____ Date: _____

7. To consider adopting the Local Government Association's (LGA) model Code of Conduct
 - 7.1. The Council considered the updated model Code of Conduct for Councillor's as recommended by South Norfolk Council. The Council **RESOLVED** to adopt the LGA Code of Conduct. This replaces the Council's previous Code of Conduct.
8. To re-adopt delegation of powers to the Clerk
 - 8.1. The Delegation of Powers to the Clerk is updated and re-adopted every year. The Council **RESOLVED** to adopt the Delegation of Powers to the Clerk for 2023-24.
9. To consider adopting the General Power of Competence
 - 9.1. The Council agreed to defer consideration of the General Power of Competence to the next meeting.
10. To report on progress of matters arising from previous meetings and review the action log
 - 10.1. The play area inspection has been completed, the overall risk rating was medium. The full report, with recommendations will be considered at the next meeting.
 - 10.2. Following the recent election there is 1 casual vacancy on the Council. The Council can co-opt at any future meeting.
 - 10.3. The audit paperwork is complete and being sent to the internal auditor this week.
 - 10.4. The Highways Rangers have completed a number of repairs to the local highways including repairing potholes and clearing foliage around signs. Work has also been done to improve the bank on the bend of Morley Road and work has been scheduled to repair the bank along Low Common.
It was noted the residents by the bend of Morley Road were not happy with the repairs to the verge. The Council suggested additional signage such as 'road narrow' signs and 'slow' signs could be installed to improve safety in the area.
 - 10.5. Following the election the Council has a new District Councillor, Josh Woolliscroft (JW). JW will be invited to future Council meetings.
 - 10.6. Councillors were reminded to complete and submit their Register of Interests and Election expenses forms following the election.

11. Finance

- 11.1. To receive the bank reconciliation for April 2023 and to approve the following payments;
The bank signatories have now been updated at HSBC. Payment for item 11.4 is being deferred and not paid due to a dispute with HMRC. The first half of the precept for 2023-24 has been received. The Council considered the bank reconciliation and had no queries. The Council **RESOLVED** to approve the payments.

	Description	Cheque Number	Amount
11.1	South Norfolk Council – Dog bin emptying 2022-23	100668	£297.60
11.2	P.J. Phoenix – Resources for community fundraising event (via VE Day Grant)	100669	£107.16
11.3	David Bracey – Play Area Inspection 2023	100670	£120.00
11.4	HMRC – PAYE QTR 3	PAYMENT DEFERRED	£6.29
11.5	Jordana Wheeler – Salary & Expenses (April 2023)	100671	£126.79

12. To agree the purchase of Microsoft Office 365
 - 12.1. The Council considered the issues being faced by the Clerk using free software Libre. CC and Cch will offer support to the Clerk via email to try to resolve the issues. If the issues persist the Clerk can liaise with JP regarding purchasing Office 365.
13. To discuss progress on the replacement play equipment and new car park
 - 13.1. The Council currently has £9082 in reserve towards the play park project. The estimated funds needed to complete the project is £35,874. A Grant application submitted to Mick George for £28,368 was unsuccessful. Feedback is not provided as to the reason for being unsuccessful. The Clerk will now work on grant applications to the Norfolk Playing Field Association (£2000) and the National Lottery Awards for All (up to £10,000).
 - 13.2. If further grant applications are unsuccessful the Council will need to consider doing either 1-2 pieces of equipment or the car park as the CIL money which forms part of the reserve has to be spent by October 2024. The Council felt that the new play equipment and fence around the equipment should be a priority over the car park.
14. To ratify or consider a response to the following planning applications:
 - 14.1. Application 2023/0271 (amended) – Change of Use from Agricultural to Light Industrial Class E, Stalland Farm, The Stalland, Deopham
The Council have commented on the original application. No further comments were submitted in light of the changes to the application.
15. To consider and adopt the following policies:
 - 15.1. Planning Policy – The Council deferred consideration of the Planning Policy to the June meeting.
16. Opportunity for public participation
 - 16.1. The Council wished to thank Yvonne Bendle for her work supporting the Council as District Councillor. Yvonne has now stood down.
17. To confirm the date of the next meeting
 - 17.1. The next Council meeting will take place at Gralix Hall on Wednesday 7th June 2023, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 8.45pm.