

DEOPHAM & HACKFORD PARISH COUNCIL

To Members of the Council

You are hereby summoned to attend the meeting of Deopham & Hackford Parish Council at Gralix Hall, Deopham on **Wednesday 5th February 2025 at 7.30pm.**

The Council welcomes the public and press to its meetings. The public and press are able to address the Council during the Public Participation session.

AGENDA

1. To receive and accept apologies for absence
2. To receive declarations of interest in items on the agenda and consider any requests for dispensations
3. To **RATIFY** the **DECISION** on the co-option of a new Parish Councillor and to accept the Declaration of Acceptance of Office
4. To approve and sign the minutes of the Parish Council Meeting on 4th December 2024
5. To report on progress of matters arising from previous meetings
6. Finance
 - 6.1. To receive the bank reconciliation December 2024 and January 2025 and to **RATIFY** or **APPROVE** the following payments

	Payment Description – Unity Trust Current Account	Amount
6.1.1	Information Commissioners Office – ICO Fee (RATIFICATION ONLY)	£35.00
6.1.2	Carol Bailey – Salary December 2024 (RATIFICATION ONLY DELEGATED)	£265.33
6.1.3	HMRC – Income Tax December 2024 (RATIFICATION ONLY DELEGATED)	£64.40
6.1.4	NGF Play Ltd – Play Equipment (RATIFICATION ONLY AS PREVIOUSLY AGREED)	£6697.20
6.1.5	EADR – Destruction of Data and Hard Disk (RATIFICATION ONLY AS PREVIOUSLY AGREED)	£24.00
6.1.6	Transfer from Deposit to Current Account (RATIFICATION ONLY)	£2000.00
6.1.7	Gralix Hall – Hire of Hall Sept-Dec 2024	£72.00
6.1.8	The Fencing Workshop – Fencing at Playground	£918.00
6.1.9	Carol Bailey – Salary January 2025	£265.53
6.1.10	HMRC – Income Tax January 2025	£64.20
6.1.11	Transfer from Current to Deposit	£2000.00
6.1.12	Huws Gray - Padlocks for Playground gates	£41.37
6.1.13	Unity Trust Bank – Bank Charges December 2024 & January 2025	£12.00

7. Planning – The following application has been received:
Ref 2025/0196
Proposal: Garage Conversion to kitchen/dining area, side extension and new workshop/garden store
Location: Ashlee The Green Deopham NR18 9DH
8. Playground/Playpark – to **AGREE** and **RESOLVE** the way forward on the following items:
 - 8.1 Inspection check for the newly installed equipment
 - 8.2 Car Park Area
 - 8.3 Set up a Working Party to put benches together and then position and also to prune tree and other minor works
 - 8.4 To note the gate and service gates are now locked
 - 8.5 Signage to acknowledge grants received – to authorize purchase
9. Correspondence
 - 9.1 Norwich Western Link Project Update
10. Opportunity for Public Participation
11. To confirm the date of the next meeting – Wednesday 5th March 2025 at Gralix Hall.
12. Exclusion of the Press and Public – To **CONSIDER** the exclusion of the press and public in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public shall be excluded for the next item of business on the grounds that it is likely to be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

CONFIDENTIAL SESSION: EXCLUSION OF THE PRESS AND PUBLIC

13. To note the Clerks six-month probationary period had finished on 22 January 2025 and:
 - 13.1 To **RESOLVE** on whether the offer of employment should be made permanent
 - 13.2 To **APPROVE** the increase of salary from Point 14 £14.84 per hour (3,858.40 pa) to Point 15 £15.08 per hour (£3,920.80 pa) as per the contract offered at the commencement of service