

DEOPHAM & HACKFORD PARISH COUNCIL

www.deophamandhackfordpc.info

Minutes of the Parish Council meeting on Wednesday 7th December 2022, 7.30pm at Gralix Hall

Cllrs present:

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

Absent:

Jacky Phoenix – Chair (JP), Catherine Grand (CG), Martin Skidmore (MS), Cllr Yvonne Bendle (YB), Cllr Margaret Dewsbury (MD)

Others present:

Jordana Wheeler (Clerk), There were no members of the public present.

1. To receive and accept apologies for absence
 - 1.1. Apologies were received and accepted from JP, CC and MS. The Council **RESOLVED** CB would chair the meeting.

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 2nd November 2022
 - 3.1. The minutes of the meeting held on 2nd November 2022 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. Purchase of the new laptop is ongoing due to many being out of stock.
 - 4.2. It was noted that the current branch of HSBC in Wymondham will be closing in August 2023. As the Council are in the process of changing banks this should not cause any issues.
 - 4.3. The Clerk has sought advice from 2 further organisations regarding options for grants for the new play park and has details of a number of other grants to apply for.

5. Finance
 - 5.1. To note the updated NJC Payscales for 2022-23
 - 5.1.1. The new National Joint Council for Local Government Services (NJC) payscales for 2022-23 have been approved. These have been backdated to 1 April 2022 and applied by the Council.
 - 5.2. To receive the bank reconciliation for September 2022 and to ratify or approve the following payments;

CIL of £625.42 has been received. The Council **RESOLVED** to allocate the CIL to the play park project. The Council considered the bank reconciliation and had no queries.

Draft minutes until approved at the Parish Council meeting on Wednesday 1st February 2023
Chairman Signature: _____ Date: _____

The Council **RESOLVED** to approve the payments.

	Description	Cheque Number	Amount
5.2.1	HMRC – PAYE Quarter 3 (Oct & Nov 2022)	100659	£49.60
5.2.2	Jordana Wheeler – Salary & Expenses Nov 2022	100660	£175.86

5.3. To receive an update on opening the new bank account and agree to open a deposit account with NatWest

5.3.1. The Clerk reported the application to the bank was prepared and pending a decision on a deposit account before being submitted. The Council **RESOLVED** to open an instant access deposit account with Natwest. It should take approx. 6 weeks to process the application.

5.4. To consider and agree the budget and precept for 2023-24

5.4.1. The Clerk noted some minor changes to the draft budget including increases to office expenses and the internal audit fees. Salary expenses have also been amended in line with the recent changes to the Clerks working hours. It was noted that the final precept would depend on the outcome of confidential item 12.1. The Council considered the tax base and how an increase to the precept would be viewed by residents. Whilst the percentage increase may be high (21-26%) the actual increase per month is still below £1.00 for a band D property (£0.58-£0.71). The Council **RESOLVED** to approve the budget and precept for 2023-24 in the range £9555 – £9885. The final figure will be confirmed subject to item 12.1.

6. To consider signing up to the .gov.uk email pilot scheme

6.1. The Council discussed the pros and cons of the email pilot scheme being organized by Norfolk ALC. Details were limited but the Council considered that it may be more professional to have a .gov.uk email address and it could be a useful service if it also included cloud storage. Costs for the scheme were unknown at this stage. The Council agree to submit and interest in the scheme to find out more.

7. To consider signing the Civility & Respect Pledge

7.1. The Clerk explained the purpose of the pledge, the aim of which is to prevent bullying, harassment and intimidation within the sector. The Clerk read out the statements of the pledge, which the Council agreed to. The Council **RESOLVED** to sign the Civility & Respect pledge.

8. To receive feedback from the meeting with the Highways Engineer

8.1. CCh provided feedback of the meeting. The Highways Engineer was taken along the route used by rat runners and issues were explained in key areas of concern. It was suggested that red and white reflector posts could be installed on a bend on Morley Road. The recent accident involving a bin lorry which slid on ice into a ditch was discussed, concerns were raised that a similar incident could be much worse elsewhere in the parish where the ditches are deeper.

8.2. Attleborough Road between 3 Ways and Mill Farm was also proposed as an area to have reflector posts installed.

ACTION – Clerk to contact the Highways Engineer with details of the recent accident and follow up on recommendations for reflector posts.

8.3. The Highways Engineer was sympathetic to the issues with speed limits, noting the lack of footpaths for pedestrians. A scheme run by Norfolk County Council to review speed

Draft minutes until approved at the Parish Council meeting on Wednesday 1st February 2023

Chairman Signature:

Date:

limits was suggested. It was noted that when the new play park and car park are completed this may help support any case to reduce the speed limit in Deopham.

ACTION – Clerk to investigate NCC speed limit scheme.

- 8.4. The junction of Hall Lane onto the B1108 was visited. It was noted some signage has been damaged and is pointing in the wrong direction due to being knocked by passing lorries. The Highways Engineer will look into whether any improvements could be made at the junction.
- 8.5. The impacts of increased traffic from the roadworks on the A11 were discussed. The Highways Engineer is not able to assist, National Highways must be approached directly. They have already stated they deem Deopham too far from the A11 to be able to evidence any direct impact from the roadworks.

9. Correspondence

- 9.1. Norfolk Fire & Rescue Service Community Risk Plan 2023-2026 Consultation – Details available via the Council website. The Council had no comments.
- 9.2. Norfolk County Council budget 2023-24 Consultation – The Council consult on their budget every year, this year's budget was drafted before the government's recent financial statement. It is not known if this will have an impact on the proposed budget. Comments can be submitted via the Norfolk County Council website.

10. Opportunity for public participation

- 10.1. There were no members of the public present.

11. To confirm the date of the next meeting

- 11.1. The next Council meeting will take place at Gralix Hall on Wednesday 1st February 2023, 7.30pm. The press and public are welcome to attend. Please note there is no meeting scheduled for January 2023.

The public meeting closed at 8.20pm.

12. To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public for the following confidential items:

- 12.1. To consider changes to the Clerk's salary
 - 12.1.1. The Clerk explained the options for increases to the salary and timescales for reaching various scale points (SCPs). The Council **RESOLVED** to increase the SCP to 14 from 1/4/2023.
 - 12.1.2. Due to the decision in 12.1.1 the Council **RESOLVED** to approve the budget and precept for 2023-24 at £9640.00.

CB wished everyone a happy Christmas before closing the meeting.

The confidential meeting closed at 8.30pm.