

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on

Wednesday 2 July 2025, 7.30pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair, Eliska Cheeseman (EC), Chris Coath (CC) and David Thresh (DT)

Absent:

Chris Chorley (CCh), Catherine Grand (CG), Martin Skidmore (MS) and Cllr Josh Woolliscroft (JW)

Others present:

Carol Bailey (Clerk), County Councillor Margaret Dewsbury (MD) Members of the public 0

1. To receive and accept apologies for absence
 - 1.1 Apologies were received and accepted from Chris Chorley (CCh), Catherine Grand (CG), and Martin Skidmore (MS)
2. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 2.1 Cllr Phoenix (JP) declared a Personal Interest in Item 10 Planning Application No 2025/1270 as the applicant is a relative of the family.
3. To approve and sign the minutes of the Council meeting on 4 June 2025
 - 3.1 The Minutes of the Meeting held on 4 June 2025 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to **APPROVE** the minutes.
4. Any matters arising from the Minutes of the Annual Parish Meeting on 4 June 2025
 - 4.1 There were none
5. To report on progress of matters arising from previous meeting
 - 5.1 The Clerk reported the new dog bin was now in situ at the playground and SNDC had agreed to dispose of the old bin.
 - 5.2 The Clerk reported that she had completed a Community Action Fund Grant application for £11,633.50 to enable the Council to undertake Phase 4 (Car Parking Area and Mound Slide) of the playground. The application had posed significant problems as both Cllr Woolliscroft and Cllr Elmer (Leader of the Council) had not replied to any emails she had sent so a sponsor was not available. Following discussions with the Communities Dept of SNDC it was agreed they would arrange for another Councillor to sponsor the project, and the Clerk had received an email confirming the application was valid and would be included

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Chairman Signature:

Date:

in the application

process. The Council were both disappointed and concerned that Cllr Woolliscroft had not answered the Clerks emails and the Chair requested this be an agenda item for the meeting on 3 September 2025.

5.3 The Chair reported the Council had been approached by a Football Club that wished to use the facilities at the Playing Field, as well as car parking, for matches and training sessions. Cllr Thresh (DT) had met with a representative of the Football Club for an informal discussion and they said they would like 2-3 training sessions per week and to play matches on both Saturdays and Sundays. Ideally, they would like to start as soon as possible given the new season starts in September. The Council discussed any potential problems this may cause with regard to parking etc but felt it would be possible to accommodate this, and it would be good to see the pitch being used again. The Clerk was requested to investigate any potential insurance issues along with looking at costs and a contract. A small Working Party was set up and a meeting with the Football Club would be arranged to move the project forward.

6. Finance

6.1 To receive the bank reconciliation for June 2025 and to **RATIFY** or **APPROVE** the following payments:

The Council **RESOLVED** to approve the payments

6.2 To receive the monthly budget report. The report was duly noted.

	Payment Description – UNITY Trust Bank Current Account	Cheque Number	Amount
6.1.1	Unity Trust – Bank Charges – June 2025 – RATIFICATION ONLY	BACS	£6.00
6.1.2	Glasdon UK Ltd – Purchase of Dog Bin and Fixing Kit	BACS	£194.51
6.1.3	Carol Bailey – Salary & Expenses – June 2025	BACS	£298.21
6.1.4	HMRC –income Tax for June 2025	BACS	£65.20
6.1.5	NGF Play Ltd – Fixing Kits for Picnic Tables	BACS	£84.00
6.1.6			

7. Annual Accounts and AGAR 2024/2025

7.1 To **CONFIRM** on Section 1 Item 9 Trust Funds – that this is answered N/A – this was duly **AGREED** and **CONFIRMED**

7.2 To **CONFIRM** on Section 2 Item 11b Trust Funds – that this is answered N/A – this was duly **AGREED** and **CONFIRMED**

8. To consider the purchase of an Accounting Software system

8.1 The Council had been provided with information, sample reports and quotations from Rialtas and Scribe. Taking all things into consideration the Council **AGREED** and **APPROVED** the purchase of the Scribe system at a set up cost of £199 including all training followed by monthly payments of £24 for ongoing support.

9. To receive and consider the quotation from RLS Computers to provide a gov.uk website

9.1 The Council had received the quotation from RLS along with details from the Clerk of a further option of purchasing mailboxes from Parish online and to continue using the Wix website but changing the domain name to gov.uk. As there was not a full complement of Councillors in attendance it was requested this item be deferred to the meeting of 3 September to allow all Councillors to put their views forward prior to making the final decision.

10. Planning –

Application No: 2025/1270

Proposal: Notification for prior approval of proposed change of use and conversion from agricultural building to single two storey residential property, with associated parking, turning area and access

Location: Bloomfield Lodge Attleborough Road Deopham NR18 9DQ

Applicant: Ms Claire Lawrence

Application No: 2025/1754

Proposal: Variation of condition 2 – To cover clients revisions to design on consented permission 2022/1685 (which gave permission for Conversion and extension of out buildings to form new dwelling with associated works, including; demolition of buildings and provision of access and landscaping) Date of Decision: 4 April 2024

Location: Hawthorn Barn Morley Road Deopham NR18 9DG

Applicant: Mr & Mrs Eastwell

Both applications were discussed the only comments on both being they be requested to ensure adherence to both drainage and light pollution recommendations.

11. Correspondence

11.1 CPRE Norfolk – Invitation of Join the CPRE Norfolk Anti Mega Solar Alliance

11.2 LGR – Local Government Reorganisation in Norfolk – Your views

11.3 NCC – Parish Partnership Scheme

11.4 NCC – Your help to shape the future of local government in Norfolk

12. Opportunity for Public Participation

12.1 As Cllr Dewsbury's (MD) report had not been received until late she ran through the main points for Councillors including: Devolution, Norfolk Community Fund – each member has a £5,000 allocation to use to support local engagement, Parish Partnership allocation for 2026/2027, Summer Reading Challenge and Statistics for previous year.

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12.2 Cllr Cheeseman (EC) had been approached by a member of the public with concerns over the new baby swings at the playground as the frame appeared to be moving when the swings were used. The Chair and Cllr Cheeseman (EC) would investigate and report back to the Clerk on their findings.

13. To confirm the date of the next meeting – Wednesday 3 September 2025 at the Gralix Hall at 7:30pm

There being no other relevant business the meeting closed at 8:53pm

DRAFT