

DEOPHAM & HACKFORD PARISH COUNCIL

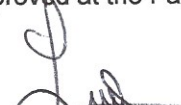
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Minutes of the Council meeting on Wednesday 4th December 2019, 7.30pm at Gralix Hall, Deopham

Cllrs present: Jacky Phoenix – Chair (JP), Chris Biggs (CB), Chris Coath (CC)
Cllrs absent: John Chilvers (JC), Jayne Allan (JA), Martin Skidmore (MS)
Other: Jordana Wheeler (Clerk), 3 members of the public.

1. Apologies for Absence
 - 1.1. Apologies were received and accepted from John Chilvers (JC), Jayne Allan (JA) and Martin Skidmore (MS). Cllrs Margaret Dewsbury and Yvonne Bendle also sent their apologies.
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 6th November 2019
 - 3.1. The minutes of the meeting held on 6th November 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 report on progress on matters arising from previous meetings and review the action log
 - 4.1. JP has placed an article has been placed in The Net about recent Council activities.
 - 4.2. Representatives from Norfolk County Council Highways department have visited the parish to review the grip contract. Some roads will be temporarily removed from the contract. Other roads need further investigation.
 - 4.3. JP has submitted a request to the PCC to make some improvements to access to Gralix Hall. Improvements will not be made at this time.
 - 4.4. The Rix Trust have received a grant which will be used to install fencing around the playing field. The damaged fence on the roadside of the field will also be repaired.
 - 4.5. Further investigations need to be made before the Council can consider online banking.
 - 4.6. JP is trying to acquire 2 further quotes for repairs to The Hut at the playing field. This will be considered again in February.
 - 4.7. JP will make further contact with the potential councillor with the view to co-opt them in the New Year.
 - 4.8. The Council agreed the Clerk did not have to send a letter regarding HGVs in the village due to there being no specific organisation to write to.
5. To note correspondence received
 - 5.1. Changes to website accessibility regulations
The Clerk reported that new regulations have come into force relating to websites being fully accessible. The website must meet these requirements by September 2020. The Clerk will assess the current website and make any changes needed. If there are any aspects of the work the Clerk cannot complete there is a service available to help.
 - 5.2. Local Government Boundary Commission consultation on division boundaries
The Clerk noted the current consultation looking at boundaries for County Councillors. This review seeks to ensure that County Councillors are representing similar sized areas and numbers of electorate. Comments can be submitted via the Boundary Commission website by 11th February 2020.

Draft minutes until approved at the Parish Council meeting on Monday 6th January 2020

Chairman Signature: 

Date: 6-1-2020

6. Finance

6.1. To receive the bank reconciliation for Nov 2019 and approve the following payments

The Council reviewed the bank reconciliation, no questions were received. Councillors inspected the invoices and **RESOLVED** to approve the payments. JP signed the cheques. In the absence of an additional signatory at the meeting the Council **RESOLVED** that the cheques can be countersigned outside of the Council meeting.

	Description	Cheque Number	Amount
6.1.1	Invoice for Gralix Hall Hire (April-Sept 2019)	100562	£165.00
6.1.2	Wave – Water supply at The Hut, Deopham Playing Field (Aug-Oct 2019)	100563	£13.61
6.1.3	Jordana Wheeler – Salary & Expenses (Nov 2019)	100564	£255.85

7. To consider and approve paying future invoices from Wave by Direct Debit

The Clerk presented the Direct Debit form and recommended that the Council move to using the Direct Debit to ensure future payments are paid on time. The Council **RESOLVED** to approve setting up a Direct Debit for Wave, paying the invoices in full as received. JP signed the form. The Council agreed the form could be countersigned outside of the meeting.

8. To consider the draft budget for 2020-21

8.1. The Clerk presented the draft budget. The draft proposal is for a precept of £7358, an increase from £5485 in 2019-20. Changes have been made to previous budget categories, the Clerk gave a summary of these:

- 8.1.1. The precept is assuming the income from rent of the football pitch was to continue.
- 8.1.2. Salary and expenses have been separated. Salary costs include assumed incremental payscale increases and annual payrises. There is no contingency for overtime.
- 8.1.3. A new expenses category includes all office costs, travel expenses etc...
- 8.1.4. Gralix Hall hire includes 11 standard meetings plus contingency for an additional meeting.
- 8.1.5. The Councils subscriptions were discussed. Further investigations will take place before the Council decide which to continue with.
- 8.1.6. Donations were discussed, it was agreed they should be combined to one amount to offer the Council flexibility in how to award donations.
- 8.1.7. Dog bin emptying costs were identified as being a big cost. The Clerk will clarify further if these costs can be reduced.
- 8.1.8. Training costs are applicable to both the Clerk and Councillors.
- 8.1.9. Computer purchase is a new category to enable the Council to save for new equipment over 2-3 years. Additional grants may also be available.
- 8.1.10. Discussions took place to clarify what the Council is responsible for maintaining at the playing field. The figure identified was considered reasonable.
- 8.1.11. A new category of equipment purchase was discussed. Money in this category could go towards saving for new play equipment, noticeboards or dog bins as examples.
- 8.1.12. A new category for maintenance of The Hut was identified. This is for both ongoing maintenance and refurbishment costs
- 8.1.13. The current tax base is estimated to be 207. Based on the draft budget this would mean a band D rate of £35.55, a 34% increase. The Clerk presented data on previous years and noted a pattern of alternating years of no increase followed by a large increase. There was no increase last year. The Clerk recommended a large increase this year and then small increases (if needed) for future years. The Council acknowledged that the precept needed to be increased if they wished to continue providing the services they do.
- 8.1.14. The Clerk will make amendments to the draft budget as discussed and will present the final budget at the January meeting for approval. Councillors thanked the Clerk, noting the budget was clearer.

- 9. To consider submitting a grant application for a VE Day event
 - 9.1. JP proposed the Council assist with organising a village event to celebrate the 75th anniversary of VE Day in May 2020. Ideas for the event include local militaria, information on the history of Deopham Airfield, a marque for afternoon tea, a band performing music of the era and other local history. The event is expected to be free except for the food. The event will be based at Gralix Hall. Grants are available of £200 from South Norfolk Council and £500 from The Norfolk Armed Forces Covenant Board working with the Norfolk Community Foundation. The Council **RESOLVED** to apply for grants for a VE Day event. There will be no cost to the Council for the event.

- 10. Opportunity for public participation
 - 10.1. A parishioner enquired if there was a formal report on the condition of The Hut and suggested there may be volunteers in the parish who may be willing to assist with refurbishments. JP noted the exterior needs to be removed and replaced due to low grade asbestos although it is currently consider safe. The building is required as a changing room for the football club. The parishioner offered to take a look at the building to offer advice on the refurbishment. The Council would like to rebuild The Hut but this would be too expensive.

- 11. To confirm the date of the next meeting - Monday 6th January 2020
 - 11.1. The next Parish Council meeting will take place on Monday 6th January 2020, 7.30pm in Gralix Hall. It was noted that the meeting in January will take place on a Monday due to the usual meeting date falling on a bank holiday.

- 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:
 - The Council **RESOLVED** to exclude the public due to the discussion of a staff matter. The public left at 9pm.
 - 12.1. To discuss matters relating to the Clerk's Contract of Employment.
 - The Council reviewed the Contract of Employment and **RESOLVED** to agreed the conditions. The contract was signed.
 - The confidential meeting closed at 9.25pm.

