

DEOPHAM & HACKFORD PARISH COUNCIL

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Draft Minutes of the Parish Council meeting on Wednesday 2nd October 2024, 7.30pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair (JP), Chris Chorley (CCh) – Vice Chair, Eliska Cheeseman (EC), Chris Coath (CC) and Martin Skidmore (MS)

Absent:

Catherine Grand (CG) and Cllr Josh Woolliscroft (JW)

Others present:

Carol Bailey (Clerk), Cllr Margaret Dewsbury (MD), Members of the public - 2.

1. To receive and accept apologies for absence
 - 1.1. Apologies were received and accepted from Catherine Grand (CG) and Cllr Josh Woolliscroft (JW).
2. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 2.1. Eliska Cheeseman (EC) declared a Personal Interest in Item 10 Planning 2024/2612 as the applicant is known to her.
3. To consider the co-option of a new Parish Councillor
 - 3.1. A resident had shown interest in becoming a Parish Councillor but, unfortunately, was unable to attend the meeting due to other commitments. It was **AGREED** that he would be invited along to the November meeting where, if he was happy to go ahead, his co-option would be **RESOLVED** and formalized.
4. To approve and sign the minutes of the Parish Council meeting of 4th September 2024.
 - 4.1. The minutes of the meeting held on 4th September 2024 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
5. To report on progress of matters arising from previous meetings
 - 5.1. The Chair updated the Council on current situation with Unity Trust and confirmed the September payments had been processed including the agreement to ensure the payment to HMRC provided for a nil balance.
6. Finance - To receive the bank reconciliation for August/September 2024 and to ratify or approve the following payments;

Draft minutes until approved at the Parish Council meeting on Wednesday 6 November 2024

Chairman Signature:

Date:

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

	Payment Description – UNITY Trust Bank Current Account	Cheque Number	Amount
6.1.1	Carol Bailey – Salary & Expenses – September 2024	BACS	£274.88
6.1.2	HMRC – Income Tax Payment for September	BACS	£61.60
6.1.3			
6.1.4			
6.1.5			
6.1.6			
6.1.7			
6.1.8			

7. To receive budget report to 30th September 2024 and set timetable for preparation of 2025/2026 budget and Precept request.
 - 7.1 Councillors had been provided with the budget report prior to the meeting and the Clerk updated them on receipt of £20 from SNDC for the litter pick. The invoice for the External Auditors was still to be paid which would lead to a small overspend to the budget heading. The Grounds Maintenance Contract for the year had not yet been received so still required payment. The Clerk reported that the Contract expired in the next financial year, so she had contacted the current contractor and four other contractors for quotations. Of the five contacted only the current one had shown interest and had provided an email confirming they would carry out the 2025/2026 works for the same cost as the current financial year. The Council **RESOLVED** to continue with the current contractor and requested the Clerk contact them to ascertain if they would be in a position to enter into a rolling contract with yearly quotes being provided in October in time for the budget preparations.
8. To consider matters in relation to the annual audit for financial year 2023-24
 - 8.1 The Clerk reported that the Conclusion of Audit had been received and that she had posted the documentation on the Councils website as required. One small matter of attention had been drawn by the External Auditors with regard to Box 4 of the AGAR.
9. To receive quotation for the destruction of the old Council laptop
 - 9.1 A quotation had been sought from a local company in Dereham and the total cost of destruction, including the required Certificate of Destruction, was £15 plus VAT. The Council **AGREED** the Clerk arrange for the work to be carried out.
10. Planning – 2024/2616 Laurel Farm Pye Lane Deopham NR18 9AB

Non-material amendment to 2021/1653 – Addition of obscured glass window to side of property to give natural light and ventilation into en-suite bathrooms
Since receiving this application SNDC had subsequently made the approval decision prior to the Council meeting so no comments were made.

2024/2608 Annexe to 10A Hackford Road Hardingham Road Hackford
Variation of condition 3 of 2022/1673 – Change of use of annexe to holiday let
There were no comments on this application.
11. Correspondence
 - 11.1 Norfolk Parish Training & Support – Internal Auditor Training

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Chairman Signature: _____ Date: _____

11.2 SNDC (Local Plan) Invitation to 2nd Stage Workshops – The Chair reported she had attended the online workshop and should other Councillors wish to attend more were being held.

11.3 Norfolk ALC updates

11.4 CPRE – National Planning Policy Consultation

12. Opportunity for Public Participation

12.1 Councillor Dewsbury had provided a written report prior to the meeting but provided the Council on a further update.

12.2 A resident attending the meeting made the Council aware that a vehicle, believed to be from White House Farm, had been abandoned, minus its wheels, at Wicklewood Village Hall. The Council requested that the Clerk contact Wicklewood Parish Council and inform them of the situation. The resident also updated the Council on the situation regarding White House Farm. Councillor Dewsbury agreed to chase the Highways department with regard to the situation.

13. To confirm the date of the next meeting – Wednesday 6th November 2024 at the Gralix Hall.

There being no other relevant business the meeting was duly closed at 8:22pm.