

## DEOPHAM & HACKFORD PARISH COUNCIL

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### Minutes of the Parish Council meeting on Wednesday 1<sup>st</sup> February 2023, 7.30pm at Gralix Hall

#### Cllrs present:

Jacky Phoenix – Chair (JP), Chris Biggs (CB) – Vice Chair, Chris Chorley (CCh), Chris Coath (CC), Catherine Grand (CG), Martin Skidmore (MS),

#### Absent:

Cllr Yvonne Bendle (YB),

#### Others present:

Jordana Wheeler (Clerk), Cllr Margaret Dewsbury (MD). There were no members of the public present.

1. To receive and accept apologies for absence
  - 1.1. All Councillors were present.
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 7<sup>th</sup> December 2022
  - 3.1. The minutes of the meeting held on 7<sup>th</sup> December 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. There was nothing to report.
5. Finance
  - 5.1. To receive the bank reconciliation for Dec 2022 – Jan 2023 and to ratify or approve the following payments;
 

The Clerk noted her expenses included reimbursement for the Council's new laptop. The Clerk sought approval to purchase Office 365 software for use on the new laptop, summarising the annual costs. This would need to be purchased using the General Reserves for 2022-23, funds for software have been budgeted for in 2023-24. The Council wished to explore use of free software Libra. It was agreed the Clerk would trial this until the new financial year. If it doesn't meet requirements purchase of software will be reconsidered.

It was noted the bank transfer was required to cover the outstanding balance for the play equipment, this is due to the VAT refund not yet being received. The Council considered the bank reconciliation and had no queries. The Council **RESOLVED** to approve the

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payments.

	Description	Cheque Number	Amount
5.1.1	Gralix Hall – Hall Hire (Sept – Dec 2022)	100661	£132.00
5.1.2	Jordana Wheeler – Salary & Expenses Nov 2022	100662	£14441.28
5.1.3	HMRC – PAYE Quarter 3 (Dec)	100663	£6.20
5.1.4	Jordana Wheeler – Salary & Expenses Dec 2022 & Jan 2023	100664	£575.30
5.1.5	Transfer from deposit account to current account	Letter to Bank	£3000.00

5.2. To receive an update on opening the new bank account with Natwest and re-consider options for changing bank accounts

5.2.1. The Clerk explained that after submitting the application to Natwest they informed the Council that they cannot offer them the Community Account as they previously advised and could only offer a business account. This included significant fees to use online banking. This did not meet the previous approved action.

5.2.2. The Council reconsidered the other options for banking, including comparing fees. The Council **RESOLVED** to open a current account with Unity and not continue with Natwest. Signatories to be JP, CCh, CB and JW. If only 3 signatories are allowed CCh will not be added. The Council **RESOLVED** to open a deposit account if one was offered connected to the current account.

5.3. To consider paying HMRC employers PAYE by Direct Debit

5.3.1. The Council **RESOLVED** to set up a Direct Debit to pay employers PAYE.

5.4 To appoint an internal auditor for 2022-23

5.4.1. The Council **RESOLVED** to appoint Sandra Lain as internal auditor for 2022-23.

6. To consider a response to the South Norfolk Village Clusters Housing Allocations Plan Reg 19 pre-submission

6.1. There are no locations in Deopham or Hackford proposed for future housing in the plan. The Council had no comments to submit.

7. To consider a response to the following planning application;

7.1. Application 2022/2207 – Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB) (Revised), The Old Piggery, Hill Farm, Morley Road, Deopham  
JP gave a brief summary of the previous planning applications of the site, many which were similar but had not been successful. The Council **RESOLVED** they had no comments.

8. To receive an update on matters in relation to the replacement play equipment and new car park, and agree any actions

8.1. The Clerk summarised the current financial situation for the play park project. At the end of the financial year the Council are forecast to have £8284. To complete the whole project including car park the Council requires approx. a further £37,000 (exc VAT).

8.2. The Clerk has identified 4 grants to apply for, one with an application deadline in early March. In order to be eligible to apply for most of the grants the Council require some additional policies. These will be implemented as soon as possible. One is for up to

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£35,000 and the other for £2000. If applications to these were unsuccessful the other grants are for up to £30,000 and £10,000.

- 8.3. The new activity tower was installed in early January and has been well received by local residents and is being regularly used. JP noted she was pleased with the work carried out and the installers did a good job.
  - 8.4. The Council considered options for completion of the rest of the project. One potential grant cannot be used towards wooden fencing. Subject to receiving grants (and their criteria for use) the Council agreed they would like to install the remaining equipment in one go and the surrounding fence to make the area safe. The car park would be done separately after this, potentially subject to further grant applications/fundraising.
  - 8.5. JP noted that the ball game will be removed, cleaned up, re-painted and reinstalled in the new play area.
9. To consider and adopt the updated policies:
    - 9.1. Website Accessibility Statement – The Council **RESOLVED** to adopt the updated Website Accessibility Statement.
    - 9.2. Information Audit – The Clerk explained the purpose of an Information Audit as a record of the types of data the Council hold, why they hold it, for how long and who has access to the data. The Council **RESOLVED** to adopt the Information Audit.
    - 9.3. Data Protection Policy & Privacy Notice – The Council **RESOLVED** to adopt the updated Data Protection Policy & Privacy Notice.
    - 9.4. Co-option Policy – The Council **RESOLVED** to adopt the updated Co-option Policy.
  10. Opportunity for public participation
    - 10.1. There were no members of the public present.
    - 10.2. MD gave details of an upcoming consultation by Norfolk County Council which could help provide more funding for the County. Full details will be provided to the public when the consultation is opened. Changes to the Fire Service are also being considered.
    - 10.3. The Council raised continued concerns over speeding traffic with MD and whether she can provide any further support. A scheme run by Norfolk County Council is looking at reducing speed limits. MD also has a small budget to spend on highways matters but has a large number of villages who all want support. It was suggested that the Council try to narrow down an area in the parish which is of most concern before approaching the Highways Engineer for costings on options for reducing the speed. The Council's preference was that the whole parish had the speed reduced and not just a small area.
  11. To confirm the date of the next meeting
    - 11.1. The next Council meeting will take place at Gralix Hall on Wednesday 1<sup>st</sup> March 2023, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 8.40pm.