

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on Wednesday 4th October 2023, 7.30pm at Gralix Hall

Cllrs present:

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

Absent:

Cllr Josh Woolliscroft (JW), Cllr Margaret Dewsbury (MD),

Others present:

Jordana Wheeler (Clerk), Members of the public - 2.

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 6th September 2023
 - 3.1. The minutes of the meeting held on 6th September 2023 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
 - 4.1. The updated website is now live.
 - 4.2. The Clerk is waiting on the outcome of the application for a grant from the district councillor before ordering the new noticeboard.
5. Finance
 - 5.1. To note the completion of the Annual External Audit for 2022-23
 - 5.1.1. The Council reviewed the outcome of the annual external audit by PKF Littlejohn. There were no actions to note. The annual audit of the Council's finances is now complete.
 - 5.2. To receive the bank reconciliation for September 2023 and to ratify or approve the following payments;
The Council considered the bank reconciliation, no queries were raised. The Council **RESOLVED** to approve the payments.

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

	Description	Cheque Number	Amount
5.2.1	PKF Littlejohn LLP – External Audit Fee 2022-23	100683	£252.00

6. To consider and adopt the following policies:
 - 6.1. Publication Scheme and the ICO Model Publication Scheme – The Clerk summarised the policies noting that they must be adopted together and are a requirement of the Information Commissioners Office (ICO). The ICO Model Publication Scheme is a standard policy which explains the principles behind information public bodies hold and why it should be available to the public, and the Publication Scheme details the specific information the Council holds and how the public can access it, including any fees. The Council **RESOLVED** to adopt both publication policies.
7. Correspondance
 - 7.1. Police & Crime Commission Budget Consultation 2024-25 – CC gave a summary of the consultation, noting the PCC budgets were tight. Full information is available via the Council website. The Council has no comments to submit.
8. Opportunity for public participation
 - 8.1. A member of the public queried who was responsible for the maintenance of the churchyard. The Clerk clarified that the Council makes an annual donation to the PCC towards the maintenance of the churchyard but that the church is directly responsible for the maintenance. It was noted there has been a move towards rewilding of some areas of the churchyard. JP recommended the member of the public contact the church warden for more information. CC and CCh gave some more details of the Deopham Star project which will include some future plans for the churchyard.
 - 8.2. CB raised concerns about the use of a property on Park Lane. Based on the concerns it was recommended anyone concerned speaks directly to South Norfolk Council for advice as it was not an issue the Parish Council had any powers to assist.
9. To confirm the date of the next meeting
 - 9.1. The next Council meeting will take place at Gralix Hall on Wednesday 1st November 2023, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 8.00pm.