

## DEOPHAM & HACKFORD PARISH COUNCIL

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### Minutes of the Parish Council meeting on Wednesday 5<sup>th</sup> July 2023, 7.30pm at Gralix Hall

#### Cllrs present:

Chris Biggs (CB) – Vice Chair, Chris Coath (CC), Eliska Cheeseman (EC)

#### Absent:

Jacky Phoenix – Chair (JP), Martin Skidmore (MS), Catherine Grand (CG), Chris Chorley (CCh), Cllr Margaret Dewsbury (MD), Cllr Josh Woolliscroft (JW)

#### Others present:

Jordana Wheeler (Clerk), Members of the public - 0.

1. To receive and accept apologies for absence
  - 1.1. Apologies were received and accepted from JP, CG, MS and CCh. MD and JW were also absent.
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> June 2023
  - 3.1. The minutes of the meeting held on 7<sup>th</sup> June 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 annual audit has been submitted to the external auditor. The Council should know the outcome by the September meeting.
  - 4.2. The noticeboard in Hackford has been damaged and is leaning backwards, resting on the hedge. It may have been hit but one of the supporting posts is also rotten at the base. It was felt the noticeboard is repairable. Further investigations will be made to assess the damage and get quotes for repair.
  - 4.3. A refund has been received from South Norfolk Council in relation to the dog bin invoice which was incorrect.
  - 4.4. Quotes have been requested from the Highways team about how much it would cost to reduce speed limits in the parish.
  - 4.5. New guttering has been installed on the South side of the Pavilion.

Draft minutes until approved at the Parish Council meeting on Wednesday 6<sup>th</sup> September 2023  
Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5. Finance

- 5.1. To receive the bank reconciliation for June 2023 and to ratify or approve the following payments;

The Council considered the bank reconciliation. CC queried why there were two entries for the Clerk's salary for May. The Clerk explained this was due to the standing order for the salary not covering the whole amount, therefore the second amount is for the balance plus any expenses. The Clerk noted the donations under item 5.1.1 and 5.1.2 had been agreed as part of the budget setting. The Council **RESOLVED** to approve the payments.

	Description	Cheque Number	Amount
5.1.1	Great Ellingham Parish Council – Donation towards maintenance of war memorial 2023-24	100678	£35.00
5.1.2	Gralix Hall – Donation towards maintenance of the hall 2023-24	100679	£100.00
5.1.3	Jordana Wheeler – Salary & Expenses (June 2023)	100680	£58.12

6. To consider replacing the noticeboard on The Green, Deopham

6.1. The door on the current noticeboard has fallen off after becoming rotten and is being stored by a Councillor, it is not repairable due to the extent of the rot. The Clerk provided examples of both metal and wooden noticeboards with wooden noticeboards being more than double the price of a metal noticeboard. The Clerk summarised the increased size needed to accommodate the amount of notices the Council is required to display, along with allowing space for posters for local events. Additional requirements included a magnetic backboard (felt or cork can go mouldy), and a lockable door.

6.2. The Council has a budget of £500 towards the purchase. Additional funds could be made available from the General Reserve, alongside the possibility to apply for a grant from the District Councillor (details to be confirmed).

6.3. CB suggested getting a more practical metal noticeboard at The Green and a wooden one for when the noticeboard at the playing field needs to be replaced, this being the more central point in the parish. It would be best to install the new board at The Green before the winter. The Council chose a preferred style from the options available.

**ACTION** – Clerk to finalise quotes for the preferred metal style of noticeboard. Purchase will be considered via email due to the summer break.

7. To consider and adopt the following policies:

7.1. Planning Policy – Following feedback an additional section has been added to the policy regarding traffic and parking. The Council **RESOLVED** to adopt the Planning Policy.

8. To consider a response to the Hingham draft Neighbourhood Plan: Pre-submission consultation (Reg 14)

8.1. The Clerk explained the purpose of a Neighbourhood plan, noting the proposed areas for development in Hingham as part of the plan are unlikely to directly impact Deopham. CC noted residents of Hingham had raised concerns about parking, speeding and road safety in relation to the proposals in the plan. The Council had no comments to submit.

9. Correspondance

9.1. Update on the Norwich Western Link – Full update is available on the website. The project is currently on hold for 3 months whilst they wait to hear about decisions on funding.

9.2. Invitation to bid for the Parish Partnership 2024/25 – The Clerk summarised the criteria for applying for the grant noting a lack of opportunities in the parish. A trod along The Green, a popular dog walking route, was suggested. The Clerk will make further enquiries regarding feasibility.

10. Opportunity for public participation

10.1. There were no members of the public present.

10.2. CC noted some recent complaints on social media about the quality of the repairs to potholes in the parish. The Clerk requested photographs of the repairs to submit to the Highways team.

11. To confirm the date of the next meeting

11.1. The next Council meeting will take place at Gralix Hall on Wednesday 6<sup>th</sup> September 2023, 7.30pm. The press and public are welcome to attend.

Please note there is no Council meeting scheduled for August 2023.

The public meeting closed at 8.30pm.