

DEOPHAM & HACKFORD PARISH COUNCIL

To Members of the Council

You are hereby summoned to attend the meeting of Deopham & Hackford Parish Council at Gralix Hall, Deopham on **Wednesday 4 June 2025 at 7:30pm**.

The Council welcomes the public and press to its meetings. The public and press are able to address the Council during the Public Participation session.

AGENDA

1. To receive and accept apologies for absence
2. To receive declarations of interest in items on the agenda and consider any requests for dispensations
3. To approve and sign the Minutes of the Annual Parish Council Meeting on 7 May 2025
4. Any matters arising from the Minutes of the Annual Parish Council Meeting on 7 May 2025 not covered elsewhere on the agenda
5. To report on progress of matters arising from previous meetings
6. Finance
 - 6.1 To receive the bank reconciliation for May 2025 and to **RATIFY** or **APPROVE** the following payments
 - 6.2 To receive monthly budget report

	Payment Description – Unity Trust Current Account	Amount
11.1.1	Unity Trust – Bank Charges – May 2025 – RATIFICATION ONLY	£6.00
11.1.2	WAVE – Water Charges – Playing Field – RATIFICATION ONLY	£17.33
11.1.3	Carol Bailey – Salary, Extra hours and Expenses – May 2025	£544.79
11.1.4	HMRC – PAYE May 2025	£95.60
11.1.5	Zurich Insurance – Premium 9 June 2025 to 8 June 2026	£463.34
11.1.6		
11.1.7		
11.1.8		
11.1.9		
11.1.10		
11.1.11		
11.1.12		
11.1.13		

7. Annual Accounts and AGAR 2024/2025
 - 7.1 To consider the Internal Auditor report for the year ending 31 March 2025
 - 7.2 To **AGREE** and **APPOINT** the Internal Auditor for the 2025/2026 financial year
 - 7.3 To **AGREE** the accounts for the year ending 31 March 2025

- 7.4 To consider the assertions on and complete the Annual Governance Statement 2024/2025 and to **AUTHORISE** the Clerk and Chair to sign
- 7.5 To consider and **APPROVE** the Accounting Statements 2024/2025 and to **AUTHORISE** the Chair to sign
- 7.6 To confirm the period for the Public to Exercise their Rights started on Tuesday 3 June 2025 and runs to Monday 14 July 2025 (Notices posted on Monday 2 June 2025)
8. To consider the purchase of the Rialtas Accounting Software system for local councils
9. Planning –
- Application No: 2025/1409**
- Removal of Condition
- Park Lane Farm Park Lane Deopham NR18 9HL
- Variation of Conditions (2) – reposition dwelling and garage amendment to plans & (5) provision of parking – rewording of condition to “Prior to the first occupation of the development hereby permitted the existing access/proposed on-site car parking area shall be laid out, levelled, surfaced and drained in accordance with the approved plan and retained thereafter available for that specific use” Removal of Condition (3) – new access over ditch/watercourse as existing access now to be retained of consented permission
- Application No: 2025/1358**
- PD Change from Barn to Dwelling
- Park Lane Farm Park Lane Deopham NR18 9HL
- Notification for Prior Approval for a proposed change of use of 3 agricultural buildings to residential dwellings (QA & QB)
10. Correspondence –
- 10.1 Transport East Comms – Transport East Travel & Behaviour Survey Report
- 10.2 SNDC – Devolution & Local Government Re-organisation - Request for stakeholder input & response
- 10.3 SNDC – Design Code – Have your say
11. Opportunity for Public Participation
12. To confirm the date of the next meeting – Wednesday 2 July 2025 at the Gralix Hall at 7:30pm

Carol A Bailey

Carol A Bailey BA (Hons) CiLCA PIALC MAC Parish Clerk