

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on

Wednesday 3 September 2025, 7.30pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair, Chris Chorley (CCh), Chris Coath (CC), Martin Skidmore (MS) and David Thresh (DT)

Absent:

Catherine Grand (CG), Eliska Cheeseman (EC) and Cllr Josh Woolliscroft (JW)

Others present:

Carol Bailey (Clerk), County Councillor Margaret Dewsbury (MD) Members of the public 0

1. To receive and accept apologies for absence
 - 1.1 Apologies were received and accepted from Eliska Cheeseman (EC)
2. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 2.1 There were none
3. To approve and sign the minutes of the Council meeting on 2 July 2025 and the Minutes of the Meetings of the Playing Field Working Group on 7 July 2025 and 11 July 2025
 - 3.1 The Minutes of the Meeting held on 2 July 2025 and the Minutes of the Meetings of the Playing Field Working Group on 7 July 2025 and 11 July 2025 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to **APPROVE** the minutes
4. Any matters arising from the Minutes of the Meeting on 2 July 2025
 - 4.1 There were none
5. To report on progress of matters arising from previous meeting
 - 5.1 The Clerk reported that the Community Action Fund Grant application had been partially successful and the Council had been awarded the amount of £3,476.50 for the mound slide at the playground and this money was now in the Councils bank account
 - 5.2 The Chair reported that she had tightened the bolts on the baby swings but they had come loose again and would need retightening. She had contacted NGF and they had stated the problem was because of the hot weather the wood had dried out significantly. The Chair also

Draft minutes until approved at the Parish Council meeting on Wednesday 1 October 2025

Chairman Signature:

Date:

reported there had been an issue with the white lining of the football pitch but this was now being rectified

6. Finance

6.1 To receive the bank reconciliation for July and August 2025 and to **RATIFY** or **APPROVE** the following payments:

The Council **RESOLVED** to approve the payments

6.2 To receive the monthly budget report. The report was duly noted along with all other budget reports from Scribe

	Payment Description – UNITY Trust Bank Current Account	Cheque Number	Amount
6.1.1	Unity Trust – Bank Charges – July & August 2025 – RATIFICATION ONLY	BACS	£12.00
6.1.2	Jacky Phoenix – Expenses for key cutting – RATIFICATION ONLY	BACS	£102.00
6.1.3	The Sheep Safety Store – 2 x Children’s Play Area Signs – RATIFICATION ONLY	BACS	£38.63
6.1.4	Carol Bailey – Salary & Expenses July 2025 – RATIFICATION ONLY	BACS	£282.13
6.1.5	HMRC – PAYE July 2025 – RATIFICATION ONLY	BACS	£65.40
6.1.6	Scribe – Monthly Fee Accounts August – RATIFICATION ONLY	DD	£28.80
6.1.7	WAVE – Water Charges Playing Field – RATIFICATION ONLY	DD	£18.49
6.1.8	SNDC – Dog Bin Emptying	BACS	£451.20
6.1.9	Carol Bailey – Salary (with backpay) & Expenses – August 2025	BACS	£321.93
6.1.10	HMRC – PAYE August 2025	BACS	£75.80
6.1.11	Transfer from Deposit to Current Account	Transfer	£1,500.00
6.1.12	Transfer from Current to Deposit Account (CAF Grant)	Transfer	£3,476.50

7. To note the addition of Assertion 10 to the 2025/2026 AGAR

7.1 This was duly noted

8. To receive and consider the quotation from RLS Computers to provide a gov.uk website

8.1 The Council had received the quotation from RLS along with details from the Clerk of a further option of purchasing mailboxes from Parish online and to continue using the Wix website but changing the domain name to gov.uk. The Clerk had also provided costings

including a five-year cost comparison. The Council duly **AGREED** and **RESOLVED** to accept the quotation from RLS Computers and the Clerk was authorised to move the project forward

9. Planning –

Applications for Hawthorn Barn Morley Road Deopham NR18 9DG

No 2025/2127 Demolition of existing concrete outbuilding, change of use of land to residential and erection of new garage/store building for use by previously approved barn conversion – **dealt with by email and comments already submitted**

No 2025/2262 Details of conditions 3 & 4 of 2025/1754 – (3) details of the materials used in the construction of the external surfaces & (4) detailed drawings of the proposed windows and profiles

Application No 2025/2155 Meadow Barn Church Lane Hackford NR18 9HN

Change of use from agricultural machinery repairs and light fabrication to vehicle workshop and MOT station – **dealt with by email and comments made**

County Councillor Margaret Dewsbury (MD) stated she had received correspondence from two residents of Hackford that had objected to this application on the grounds of noise

Decision No 2025/1754 Hawthorn Barn Morley Road Deopham NR18 9DG

Variation of condition 2 – To cover clients revisions to design on consented permission 2022/1685 (which gave permission for Conversion and extension of outbuildings to form new dwelling with associated works, including; demolition of buildings and provision of access and landscaping) Date of decision: 4 April 2024

Approval with conditions (Delegated) Date of decision 18 July 2025

Decision 2025/1313 Hill Farm Morley Road Deopham NR18 9DG

Variation of condition 2 – Revised plans for conversion of consented planning permission 2022/1684 – Conversion and extension of outbuildings to form new dwelling with associated works, including; demolition of buildings and provision of access and landscaping

Approval with conditions (Delegated) Date of decision 14 July 2025

Decision 2025/1496 3 Hall Farm Barns Low Common Deopham NR18 9DX

Installation of a 22kW (50 x 440W Solar Panels) Solar PV system across 4 different roof spaces

Approval with conditions (Delegated) Date of decision 19 August 2025

The decisions were duly noted

10. To **AGREE** and **ADOPT** the Internet Usage Policy as required by Assertion 10

10.1 The Council duly **AGREED** to **ADOPT** the Internet Usage Policy

Draft minutes until approved at the Parish Council meeting on Wednesday 1 October 2025

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11. To discuss signing up to the CPRE Anti-Mega Solar Alliance

11.1 The Council discussed this item but agreed to keep it on hold until such time as the Councils Planning Policy had been updated to include the issue of Solar Energy and its associated works

12. Correspondence

12.1 Norfolk Police – Introduction from Community Engagement Officer – the Clerk was requested to send an invitation to the November meeting

12.2 Norfolk ALC – NCC Recycling Annual Satisfaction Survey

12.3 County Councillor - One Million Trees

12.4 SNDC – Unauthorised Encampment Guidance Document

12.5 East Anglian Air Ambulance – General funding request

13. To discuss the non-attendance at meetings and lack of interaction/engagement with the DCllr

13.1 The Council were disappointed that DCllr Woolliscroft (JW) had only attended one meeting since his election in May 2023 and also that he had not replied to emails from the Clerk regarding the supporting of the Councils Community Action Fund Grant application. Whilst it was accepted that there may be other commitments to prevent attendance the Council felt that the provision of a regular report would be beneficial. The Clerk was requested to invite DCllr Woolliscroft (JW) to the November meeting so he may meet the Community Engagement Officer and residents would be able to attend to meet both and ask any questions they may have.

14. Opportunity for Public Participation

14.1 CCllr Margaret Dewsbury (MD) updated Councillors on devolution and re-organisation as well as informing Council she would not be standing at the next election. The Chair thanked CCllr Dewsbury (MD) for the hard work she had done as well as her regular attendance at the parish Councils meetings.

14.2 The Clerk reported that she was experiencing a number of issues with the Council laptop as it had a very small memory and was filling up quickly with updates. There was also the issue with OneDrive that she still had not managed to resolve. Council were informed that the Clerk had backed up the complete system to a large USB drive which she would continue to do until the issue could be resolved. She would look into things further and provide a report to Council at a later date.

15. To confirm the date of the next meeting – Wednesday 1 October 2025 at the Gralix Hall at 7:30pm

There being no other relevant business the meeting closed at 9:00pm