

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on

Wednesday 5 November 2025, 7.30pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair, Chris Chorley (CCh), Chris Coath (CC) and Eliska Cheeseman (EC), David Thresh (DT) and County Councillor Margaret Dewsbury (MD)

Absent:

Catherine Grand (CG), Martin Skidmore (MS) and District Councillor Josh Woolliscroft (JW)

Others present:

Carol Bailey (Clerk), Members of the public 0

1. To receive and accept apologies for absence
 - 1.1 Apologies were received and accepted from Catherine Grand (CG) and Martin Skidmore (MS)
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 1 October 2025
 - 3.1 The Minutes of the Meeting held on 1 October were received and duly 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 1 October 2025
 - 4.1 The Clerk reported that she had contacted District Councillor Josh Woolliscroft (JW) for a third time regarding communication with the Parish Council and an invitation to a meeting in the new year. The email was also copied to the Leader of SNDC. Over a week had passed and no acknowledgment or reply had been received from either. The Chair said

she would send a copy of the email by post to DCouncillor Woolliscroft just in case previous emails had not been received.

5. To report on progress of matters arising from previous meeting

6. Finance

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

The Council **RESOLVED** to approve the payments

	Payment Description – UNITY Trust Bank Current Account	Cheque Number	Amount
6.1.1	Unity Trust – Bank Charges – October 2025 – RATIFICATION ONLY	BACS	£6.00
6.1.2	Carol Bailey – Salary & Expenses – October2025	BACS	£301.33
6.1.3	HMRC – PAYE – October 2025	BACS	£67.40
6.1.4	Scribe – Monthly Fee October 2025 – RATIFICATION ONLY	BACS	£28.80
6.1.5	High Oak PCC – Donation for Church Roof Security System (See 6.3) from December 2024	BACS	£150.00
6.1.6	RLS Computer Services Ltd – Provision of gov.uk website and associated emails	BACS	£516.00
6.1.7			
6.1.8			
6.1.9			
6.1.10			
6.1.11			
6.1.12			

6.2 To receive the monthly budget report – duly received

6.3 Relating to Item 6.3.1 of the minutes of the meeting on 4 December 2024 - £150 donation to High Oak PCC for Church Roof Security System – this had been agreed but not paid – (see payments above). The Clerk apologised for this error and was unaware of how it had happened but it was agreed to make this payment immediately.

7. To receive the draft budget for 2026/2027 and make any amendments required.

7.1 Councillors were in receipt of the paperwork prior to the meeting along with a document explaining the reasons behind any increases/decreases in budget. The figure used for the Precept in the draft was a 3.8% increase based on September RPI but the

Draft minutes until approved at the Parish Council meeting on Wednesday 4 December 2025
Chairman Signature: _____ Date: _____

final Precept would not be decided until the December meeting. The Clerk requested Councillors contact her with any potential changes to the budget prior to the December meeting so it could be finalised along with the Precept figure.

8. Planning –

Application No: 2025/1409

Proposal: Variation of conditions (2) – reposition dwelling and garage amendment to plans & (5) provision of parking (re-wording of condition)

Location: Park Lane Farm Park Lane Deopham NR18 9HL: Mrs Firman

Application Type: Removal/Variation of Condition (S73/S19)

Comments made by Council: Light Pollution and drainage due to a marshy area

Application No:2025/3085 & 2025/3091 & 2025/3236

Proposal: Variation of Condition (2) Replace the existing new cut roof with visible trusses of permission 2025/1754 and Details reserved by condition 3 (materials), 4 (landscape) and 6,7,8 (BNG) of 2025/2127

Location: Hawthorn Barn Morley Road Deopham NR18 9DG Applicant: Mr & Mrs Eastwell

Application Type: Removal/Variation of Condition (S73/S19)

No comments

Application No:2025/3124

Proposal: Variation of condition 2 to change design of 2024/2493 (which consented to conversion of existing barn into new self-build dwelling and erection of garage Decision: 21/11/2024

Location: The Old Piggery Hill Farm Morley Road Deopham Applicant: Mr A McDowell

Re-iterate previous comments of no stone to be put on outside of property

Decision No: 2025/2127

Location: Hawthorn Barn Morley Road Deopham NR18 9DG

Proposal: 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

Decision Approval with Conditions (Delegated) Date of Decision: 29/09/2025

Decision No 2022/0242 Full & 2022/0661 Listed

Location: Barn Adj to Hill Farm Hingham Road Hackford

Proposal: Change of use and conversion of agricultural barn to holiday accommodation

Decision: Approval with Conditions (Delegated) Date of Decision: 24/10/2025

9. Council Laptop – To receive two quotations for work to increase the hard disk size of the laptop as against the cost a new laptop and **AGREE** the preferred option

9.1 It was AGREED to accept the quotation from 1-2-1 in Diss, as with mileage costs for the Clerk, it was the best value option

10. To discuss the current Planning Applications Policy and **DECIDE** if any amendments are required with regard to relevant issues

10.1 As the review date of the policy was July 2026 and any decisions regarding planning issues were not imminent Councillors requested this item be deferred until the February 2026 meeting

11. To **CONSIDER** a donation towards the cost of maintenance of the Church Roof Security System

11.1 The previous donation of £150 had been agreed at item 6.3. The Chair stated that the Rix Charity or the PCC would be applying for a Places of Worship grant for any other shortfall in the costs

12. Correspondence –

12.1 NCC - Norwich Western Link Project Update

12.2 SNDC – 2025/2026 Winter Pressure Grants

12.3 SNDC – Town & Parish Council Summit 12 November 2025

12.4 SNDC – Business Awards open for nominations

12.5 NCC – Budget Consultation 2026/2027

12.6 Norfolk Biodiversity Partnership – Winners of Biodiversity Awards

12.7 SNDC – Design Code Consultation

12.8 Norfolk Constabulary - Operation Radium Support – Courier Scams – it was agreed the Council would support this scheme and the Clerk would contact Norfolk Constabulary to move this forward

13. Opportunity for Public Participation

13.1 County Councillor Margaret Dewsbury (MD) had provided her report to Councillors prior to the meeting. She updated Councillors on items previously discussed

14. To confirm the date of the next meeting – Wednesday 4 December 2025 at the Gralix Hall at 7:30pm

There being no other relevant business the meeting closed at 8:23pm