DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on

Wednesday 4 February 2026, 7.30pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair, Chris Chorley (CCh), Chris Coath (CC), Eliska Cheeseman (EC) and David Thresh (DT)

Absent:
Catherine Grand (CG), Martin Skidmore (MS), CCllr Margaret Dewsbury (MD) 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 Martin Skidmore (MS) and CCllr Margaret Dewsbury (MD)

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 3 December 2025
   3.1 The Minutes of the Meeting held on 3 December 2025 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 3 December 2025
   4.1 The Clerk reported that following contact with the Planning Department at SNDC, planning application no: 2025/2127 Hawthorn Barn Morley Road had been placed on an

enforcement notice for a breach of condiitions

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

5.1 The Chair asked if there had been any contact from DCllr Woolliscroft but the Clerk confirmed she had heard nothing from him

6. Finance

6.1 To receive the bank reconciliation for December 2025 and January 2026 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 – December 2025 & January 2026 – **RATIFICATION ONLY**	BACS	£12.00
6.1.2	Scribe Accounts – Monthly Fees December 2025 & January 2026 – **RATIFICATION ONLY**	BACS	£57.60
6.1.3	Carol Bailey – December 2025 Salary & Expenses – **RATIFICATION ONLY**	BACS	£308.53
6.1.4	NPTS – Assertion 10 Training for Clerk – **RATIFICATION ONLY**	BACS	£43.20
6.1.5	1-2-1 Computer Services – Upgrade of hard disk on Clerks laptop – **RATIFICATION ONLY**	BACS	£139.98
6.1.6	ICO – Yearly fee – **RATIFICATION ONLY**	Direct Debit	£47.00
6.1.7	Carol Bailey – January 2026 Salary & Expenses	BACS	£277.73
6.1.8	Transfer from Deposit to Current Account	Transfer	£2000.00
6.1.9	Transfer from Current to Deposit Account	Transfer	£8157.00
6.1.10	HMRC – PAYE – January 2026	BACS	£67.60
6.1.11	HMRC – PAYE – December 2025 – **RATIFICATION ONLY**	BACS	£67.40
6.1.12			

6.2 To receive the monthly budget report – duly received

7. To **NOTE** donations received

7.1 The Chair reported that she had received two donations towards the Playing Field Project in the sums of £1500 and £500. She would be speaking to both sponsors to ask how they would like the money used. The Council would like to thank both sponsors for their kind donations

8. To receive an update on grant applications made

8.1 The Chair reported the Council had been successful in its application to the National Lottery Community Fund for a grant in the sum of £8157 for the car park at the Playing Field. Owing to the Councils success in obtaining this grant, along with a previous grant from SNDC for the mound slide, the Council were now in a position to finish the project at the Playing Field. The Chair would speak to the two sponsors that had kindly donated £2000 towards the car park to ask if their contributions could be used towards improving the Pavilion. The Chair would also contact the contractor so work could commence on the car park as soon as possible. The Football Club would also be contacted regarding their help in fundraising for further monies towards upgrading and improving the Pavilion and a fundraising football match or tournament was the idea put forward. The Clerk said she had a contact that may also be able to help with this. Work would continue on this.

9. To **REVIEW** and **AGREE** the following policies:

- Co-option Policy
- Equality Policy
- Financial Regulations
- Risk Assessment
- Information Audit
- Health & Safety Policy
- Play Equipment Inspection Policy
- Safeguarding Policy
- Planning Policy

9.1 The above policies were all reviewed and duly agreed unanimously

10. To **NOTE** the Precept request for 2026/2027 of £11,252.00 had been forwarded to SNDC

10.1 This was duly noted

11. To **NOTE** the list of meeting dates for 2026/2027

11.1 These were duly noted

12. To discuss the issue of light pollution following complaints from residents

12.1 The Chair brought to the meeting that several residents were concerned over the issue of bright lights, (some security lights), on properties in the village, that were impacting on the dark sky nature of the village as a whole. There was also an issue with lights coming from a commercial property in Great Ellingham and the Clerk was asked to contact the Clerk as it was believed they had a policy covering dark skies. The Clerk was also asked if the Council could put a gentle reminder to people on the dark sky nature of the villages on their website

and Facebook pages as newer residents may not be aware of the bright lights causing distress to some people in both villages.

13. Planning –

Application No: 2025/3402 DECISION

Proposal: Erection of new single-storey bedroom and bathroom extension to existing bungalow
Location: Meadowside Mill Farm Attleborough Road Deopham
Decision: Approval with conditions Date of Decision: 23 December 2025

14. Correspondence –

14.1 SNDC – Invitation to Town & Parish Forum 10 February 2026

15. Opportunity for Public Participation

15.1 There were no members of the public present at the meeting

16. To confirm the date of the next meeting – Wednesday 4 March 2026 at the Gralix Hall at 7:30pm

There being no other relevant business the meeting closed at 8:16pm