DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on

Wednesday 3 June 2026, 7.30pm at Gralix Hall

Cllrs present:

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

Absent: District Councillor Josh Woolliscroft (JW)

Others present: CCllr Gary Douglas-Beet (GDB)

Members of the public 1

1. Chair and Vice-Chair to sign their Declaration of Acceptance of Office as both were absent from the Annual Parish Council Meeting.
   1.1 The Chair and Vice-Chair duly signed their Declaration of Acceptance of Office forms

2. To receive and accept apologies for absence
   2.1 Apologies were received and accepted from Martin Skidmore (MS)

3. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
   3.1 There were none

4. To approve and sign the minutes of the Council meeting on 4 March 2026
   4.1The Minutes of the Meeting held on 6 May 2026 were received and duly read by Councillors prior to the meeting. The Council **RESOLVED** to **APPROVE** the minutes

5. Any matters arising from the Minutes of the meeting of 4 March 2026
   5.1 There were no matters arising

6. To report on progress of matters arising from previous meetings
   6.1 The progress report on the Playing Field was dealt with separately at Item 8 of

the agenda

7. Finance

7.1 To receive the bank reconciliation for May 2026 and to **RATIFY** or **APPROVE** the following payments: All payments were duly authorised.

	Payment Description – Unity Trust Current Account	Amount
7.1.1	Unity Trust – Bank Charges – May 2026 – **RATIFICATION ONLY**	£7.00
7.1.2	Scribe Accounts – Monthly Fees May 2026 – **RATIFICATION ONLY**	£28.80
7.1.3	Carol Bailey – May Salary & Expenses	£355.60
7.1.4	HMRC – PAYE & Employers NI – May 2026	£84.28
7.1.5	WAVE – Playing Field Water – **RATIFICATION ONLY**	£25.78
7.1.6	NGF – Repairs to Junior Swings	£54.00
7.1.7	Transfer from Deposit to Current – **RATIFICATION ONLY**	£2000.00
7.1.8	Noticeboard Company – Noticeboard for Playing Field – **RATIFICATION ONLY**	£1149.24

7.2 To receive the monthly budget report – duly received and noted

7.3 To note the increase in mileage rates from HMRC and to make any **DECISION** necessary – it was **AGREED** to **ADOPT** the increase in mileage rates from 45p per mile to 55p per mile from 1 April 2026

7.4 To received the yearly insurance quote along with 3 year long term agreement option and **DECIDE** on which option is preferred and **AGREE** payment – the Clerk had provided the insurers with a copy of the Councils Asset Register in order to ensure correct cover. The Council **AGREED** to accept the 3 year long term agreement with a payment for 2026/2027 of £566.34 **AGREED**

8. To receive an update on works at the Playing Field and to discuss improvements to the Pavilion

8.1 The Chair updated Council on the current situation including talks with the Football Club with regard to the Pavilion improvements. The Chair has produced a rough plan on the intention to extend on to the current toilets each side to form two separate toilet areas split by a partition wall. The plumbing for these was already in place so would make the process easier. The new layout would also mean access

to the toilets would be from inside rather than outside, negating any issues with the tap being left on in the future. The plans would include cladding the outside walls to match the Pavilion and quotations had been sought from local carpentry companies. The Chair had spoken to Building Control at South Norfolk and they felt that the planned works would necessitate a planning application being made and the Clerk was asked to liaise with Planning to ascertain the correct procedure for the Council moving forwards.

9. Planning –
   Proposal: Variation of condition 2 to move car parking area of permission 2022/0522 (which consented to existing vehicular access point onto playing field and installing hard standing area for parking) Date of Decision 13 June 2022
   Location: Deopham Playing Field Vicarage Road Deopham
   Applicant: Mrs Carol Bailey
   Application Type: Removal/Variation of Condition (S73/S19)
   Decision: Approved with conditions

10. Correspondence –
    10.1 The Clerk reported a resident had been in contact with regard to the cutting of hedges abutting highways as part of her hedge on her land had also been cut. She had been signposted to contact Norfolk Highways in the first instance.
    10.2 An email had been received from a resident regarding the cutting of grass verges beyond their in front of properties and she asked if they could be encouraged to cut these. The Council has no policy with regard to the cutting of verges and it is not in their remit to either enforce or encourage the activity as the land is the property of SNDC and/or Norfolk CC

11. Opportunity for Public Participation
    11.1The Chair welcomed County Councillor Gary Douglas-Beet to the meeting following his success at the recent elections. Cllr Douglas-Beet (GDB) gave the Council a short resume of his professional life and gave his thoughts and ideas for how he intended to work with staff at Norfolk CC in ensuring Council enquiries were dealt with to a satisfactory conclusion. Councillors discussed the potential to allow for the reducing of speed limits in the two villages from 40mph to 30mph and how this could possibly be achieved. Cllr Douglas-Beet ensured the Council he would be working for their best interest at all times and the Chair stated the Council looked forward to working with him.

12. To confirm the date of the next meeting – the next meeting will be held on

Wednesday 1 July at the Gralix Hall

There being no other business the meeting ended at 8:45pm

Carol Bailey – Parish Clerk
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