

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Parish Council meeting on

Wednesday 7 October 2026, 7.30pm at Gralix Hall

Cllrs present:

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

Absent: District Councillor Josh Woolliscroft (JW)

Others present: Cllr Gary Douglas-Beet (GDB) County Councillor

Members of the public 0

1. To receive and accept apologies for absence
 - 1.1 Apologies were received and accepted from Catherine Grand (CG)
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 September 2026
 - 3.1 The Minutes of the Meeting held on 2 September 2026 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 of 2 September 2026
 - 4.1 There were None
5. To report on progress of matters arising from previous meetings
 - 5.1 There were no matters arising that were not dealt with elsewhere on the agenda
6. Finance
 - 6.1 To receive the bank reconciliations for September 2026 and to **RATIFY** or

APPROVE the following payments: All payments were duly authorised.

	Payment Description – Unity Trust Current Account	Amount
6.1.1	Unity Trust – Bank Charges – September 2026 – RATIFICATION ONLY	£7.00
6.1.2	Scribe Accounts – Monthly Fees – July/August 2026 – RATIFICATION ONLY	£28.80
6.1.3	Carol Bailey – September Salary & Expenses	£429.58
6.1.4	HMRC – PAYE & Employers NI – September 2026	£115.19
6.1.5	RLS Computers – Windows 11 Home to Pro upgrade for MS365	£90.00
6.1.6	SNDC – Planning Fee	£31.00
6.1.7	SNDC – Dog Bin Emptying - 01/04/2026-31/03/2027	£472.88
6.1.8		
6.1.9		
6.1.10		
6.1.11		
6.1.12		
6.1.13		
6.1.14		

6.2 To receive the monthly budget and 6-month budget report.

6.2.1 These were duly received and noted.

6.3 To receive an update on repayment of an invoice for Microsoft 365

6.3.1 The Chair reported that following receipt of updated paperwork and information this payment was paid. The Chair would ask the recipient to confirm they had received the payment in full and final settlement.

6.4 To receive and discuss any items in readiness for the draft 2027/2028 budget

6.4.1 The Clerk was asked to consider adding estimates in the budget for: possible elections as a charge could be made; £1,500 towards a SAM2 machine and to keep in mind a possible amount for a Service Level Agreement for Computer Services

6.5 To discuss the quotation from RLS Computers Ltd and make any DECISION necessary

6.5.1 As Councillors still had a number of questions the Clerk was requested to arrange a TEAMS meeting with Rob Lucas as soon as practicably possible and

the **DECISION** on this item was deferred to the November meeting.

7. To **REVIEW** and **ADOPT** the Model 2025 Financial Regulations from NALC

7.1 The Clerk was requested to enter the relevant Standing Order Number on Appendix 1 and the Council were happy to APPROVE the updated Financial Regulations

8. Playing Field

8.1 To receive an update from the Chair on the recent works at the Playing Field

8.1.1 The Chair reported that the planning application for the Pavilion had needed amending with a change proposed works and an extra payment of £31 had been made as an urgent payment. The Clerk reported that after attending the NPTS Autumn Seminar where Community Payback had made a presentation approaching them with a view to them undertaking the cladding, plumbing and underground septic tank pipework works. She advised they undertook work free of charge, would only request running water and a toilet and participants would be supervised at all times. The Clerk was asked to investigate this option.

8.2 To **AGREE** the draft agreement with Rocklands FC

8.2.1 Due to time restraints this item was deferred to the next Council meeting in November with the Chair agreeing she would update the Club Secretary regarding this

9. Planning –

Proposal: Solar photovoltaic (PV) system on the roof of the property

Location: 1 Hall Far Barns Low Common Deopham

Application Type: Listed Building Consent

Applicant: Mr Trevor Chapman

9.1 The above decision was duly noted

10. Correspondence –

10.1 Town & Parish Council Forum Minutes – SNDC

10.2 Review of Hackney Carriage and Private Licensing Policy and Conditions – SNDC

10.3 Norfolk Police & Crime Commissioner – Opportunity for Public Participation Plan – OPCC Norfolk

11. Opportunity for Public Participation

11.1 There were no members of the public in attendance.

11.1 Councillor Gary Douglas-Beet (GDB) had forwarded his report to the Clerk. He

further updated Council on items including the current Council Tax scam that was being sent to members of the public. The Clerk was requested to put a link to the document warning of the scam on the Council's website and Facebook Page as well as the Deopham Community Facebook page.

12. To confirm the date of the next meeting – the next meeting will be held on Wednesday 4 November 2026 at the Gralix Hall

There being no other business the meeting ended at 8:50pm