

**Minutes of the Rackheath Community Council Meeting
Of Tuesday 28th June 2022 at 7.00p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Present: Paula Lowe (Chair), Brian Gardner, Fran Whymark, Pippa Nurse

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public:

- 32.** Apologies for absence were received from Julie Hunt and Joel Whymark. **All approved.** The resignation of Chris Yates **was noted.**
- 33.** There were no declarations of interest for items on the agenda.
- 34.** The meeting was adjourned for Public Participation:

Report from the County and District Councillor

The structure of local health services are changing. From 1st July 2022 the current Clinical Commissioning Group (CCG) will be replaced by the Integrated Care System. This will enable greater working together of the NHS, local Councils, Adult Social Care and voluntary services. There will be local Health and Wellbeing Partnerships in each District and the Health and Wellbeing Board for Norfolk and Waveney will be replaced by an Integrated Care Partnership. Ultimately this should enable greater collaboration between services, which in turn will provide better services for residents. An example of where this is working well is the Swift Response Service. The Swifts are funded by the CCG (which will continue with the ICS) but provided through Adult Social Care. They help people 24/7 in their home, if there is a need for help but an ambulance is unnecessary. This could be someone having a fall or needing personal care at any hour of the day. The ICS will aim to develop more partnership working like this and improve services in our area.

- 35.** The minutes of the Annual Community Council meeting of **Tuesday 10th May 2022** and the adjourned meeting on **Tuesday 21st June 2022** were received. The Council **approved** these as a correct and accurate record of the meetings.
- 36. The Clerk reported matters arising from the last meeting:**
- a.** Jubilee event was well attended and everyone had a good afternoon although not much money was being spent through the outside caterers who attended.
 - b.** The purchase of the dog waste bin for Vera Road will now be incorporated into the larger project to assess and replace broken bins in the village.
- 37. To receive the draft Minutes of the Finance Working Group meeting on Thursday 16th June 2022 and matters arising:**
- a.** The RFO reported on the first quarter budget. Expenditure is largely where it should be with savings in some areas and potential overspends in others. **This was noted by the Council.**
 - b.** The Football fees for both adults and youths were reviewed and the recommendation not to increase fees for the coming season was agreed, despite this creating a short fall which will be subsidised by the Council. **All agreed.**
 - c.** The reserve funds were reviewed and it was recommended that the description for the Open Space fund should state 'this relates only to Jubilee Park and is to be spent on improvements and maintenance but does not include the purchase of new play equipment.' **All agreed.**

The Youth Fund/Fundraising is updated to state: ‘approximately £20,000 of this money was raised by the disbanded youth council for the purpose of purchasing play equipment and should be used as such. The remainder of approx. £5,000.00 was raised from the 2021 fireworks event and part of this has been used to resource a Platinum Jubilee Event for the village.’ **All agreed.**

- d. Due to a lack of transactions Barclays have requested the closure of one of the four bank accounts which is unused. It was agreed to allow this account to close on the allocated date and if it was proposed that if the other unused account meets similar requirements in the future, this should also be allowed to close. **All agreed.**
- e. The Internal Audit Report response was recommended to be sent. **All agreed.**
- f. It was recommended to delegate powers to the Clerk to approve variations in hire costs at the Pavilion on a case-by-case basis up to a limit of 10% and to be reported at the next full Council meeting. **All Agreed.**
- g. The grant application for new goalposts in 2019 was approved but not claimed. This was an oversight by the Clerk during the Covid crisis. **This was noted by the Council.**
- h. It was recommended that the Bowls Club fees are not increased for a further year due to the difficulties of retaining members during and following Covid. **All agreed.**

38. To receive the draft minutes of the Planning Committee Meeting on Tuesday 17th May 2022 and matters arising:

- a. A proposal for Rackheath Park to apply for listed for Heritage status was mentioned and agreed that any application at the Hall will be supported by the Council. **All agreed.**
- b. Planning appeal for land at: 99 Norwich Road, Rackheath, NR13 6FB
Proposed Development: Proposed two storey dwelling and double garage
Appeal Starting Date: 07 June 2022
Appeal Ref: APP/K2610/W/ 22/3295466
Comments: no objections proposed at the original application and no further comments to make. **All agreed.**
- c. It was proposed to adjourn the discussion about adopting the open space plan from Orbit Housing on Green Lane West, to the next Planning Committee meeting on Tuesday 12th July 2022. **All agreed.**
- d. The Planning Report of applications and decisions **was noted.**

39. To consider the following matters arising at the Pavilion:

- a. Quotes for the installation of CCTV at the Pavilion were considered but it was felt that the cost couldn't be justified at this time and against any potential income from the playing field. **The purchase was not approved.**
- b. The cost of tank chlorination costing £500 was approved but the legionella risk assessment will be carried out by the Clerk with appropriate training. Current risk reduction measures in place involve running the water systems on a weekly basis and keeping a written record. **All agreed.**
- c. The proposal by Wroxham FC to apply for a pitch improvement grant was rejected on the basis that the playing field was a community asset and the agreement which would be put in place along with this grant, would remove some of the control the Council has over the site. **All agreed.**
- d. To review and approve:
 - i. Football Steering Group Terms of Reference was **approved by all.**
 - ii. The adult football team contract 2022/23 was **approved by all**
 - iii. Partnership agreement with Wroxham FC was **approved by all** and proof of Wroxham's insurance cover would be required before the start of the season, if play is to commence.

40. An update on the CIL allocation for Rackheath was noted. Plans were discussed to install storage pods on the area behind the Pavilion Hall to help community groups to make use of the facilities.

41. The continuation of the electrical supply from Jubilee Park to HTC was discussed. No alternative power supplies are available and the Council await the outcome of the PCC meeting on 6 July 2022 to agree a way forward. It would be a significant loss to the safety of the community, if the supply to the park lighting is lost.

42. Accounts

- a. The payments for June 2022 **were approved.**
- b. The monthly bank reconciliation to 31st May 2022 **was noted.**
- c. The receipts for May 2022 **were noted**
- d. The cost of £30.00 for Play Equipment Inspections Training for the Clerk **was approved.**
- e. The cost of £58.00 +VAT for removing graffiti from fixtures in Jubilee Park **was approved.**
- f. The refund of £19.20 +VAT for 1 hours Pavilion hire due to problems with access **was approved.**

43. Policy Review

- e. The Privacy Notice was reviewed and approved. **All agreed.**
- f. The new Co-option Procedure application form was considered and approved with some minor amendments. An advertising campaign is to be run giving details of the work of the Council and encouraging some volunteers, to help with some specific projects.

44. To receive correspondence and agree response (if any)

- Email from NPTS subscriber news for May
- Email from Norfolk Police inviting attendance at the Sprowston, Thorpe St Andrew, Acle and surrounding areas Community Police Forum.
- Email from Broadland District Council – outlining the new street cleansing service

45. Items for publication/media and items for the next Community Council meeting on Tuesday 19th July 2022

HTC electrical supply and pathway lighting

The Meeting concluded at 20:38

Rackheath Community Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
54 Admin & Office Expenses	01/06/2022		Parish Council	BACs	Microsoft 365 subscription	Anglian internet	S	14.50	2.90	17.40
52 Event/Youth Fund	10/06/2022		Parish Council	BACs	Skip hire	PSH	S	120.00	24.00	144.00
72 Pavilion Fixtures and	13/06/2022		Parish Council	BACs	Mobility Handrail	Simplified Safety Limited	S	134.66	26.93	161.59
71 Admin & Office Expenses	20/06/2022		Parish Council	BACs	Refreshments	Tesco	S	8.64	1.73	10.37
53 Event/Youth Fund	21/06/2022		Parish Council	BACs	Jubilee Decorations	Cut Price Wholesaler	S	131.48	26.30	157.78
70 Admin & Office Expenses	21/06/2022		Parish Council	BACs	Pavilion Supplies	Anne Tandy	X	2.99		2.99
55 Pavilion Utilities	21/06/2022		Parish Council	BACs	Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
56 Pavilion Cleaning	21/06/2022		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	235.04	47.01	282.05
57 Event/Youth Fund	21/06/2022		Parish Council	BACs	Electrical Testing	Cozens (UK) ltd	S	125.00	25.00	150.00
58 All-Saints Church Grass	21/06/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	23.59	4.72	28.31
59 Grounds	21/06/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	97.83	19.57	117.40
60 Grounds	21/06/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	31.25	6.26	37.51
61 Jubilee Park Grasscutting	21/06/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	233.33	46.65	279.98
62 Grounds	21/06/2022		Parish Council	BACs	Pitch Fertilise	Garden Guardian	S	401.00	80.20	481.20
63 Grounds	21/06/2022		Parish Council	BACs	Goal Mouth Seeding	Garden Guardian	S	376.00	75.20	451.20
64 Pavilion Utilities	21/06/2022		Parish Council	BACs	Electricity	British Gas	S	355.41	71.08	426.49
66 Pavilion Cleaning	21/06/2022		Parish Council	BACs	Window & gutter cleaning	Heritage Contract	S	47.00	9.40	56.40
68 Admin & Office Expenses	23/06/2022		Parish Council	Direct Debit	Internet & Phone	plusnet	S	26.10	5.22	31.32
69 Pavilion Utilities	25/06/2022		Parish Council	Direct Debit	Water	Wave-Anglian Water	Z	127.65		127.65
78 Admin & Office Expenses	28/06/2022		Parish Council	BACs	Stationery	Amazon EU UK Branch	X	5.49		5.49
84 Event/Youth Fund	28/06/2022		Parish Council	BACs	Jubilee Decorations	Party Girl Store Limited	X	42.49		42.49
85 Event/Youth Fund	28/06/2022		Parish Council	BACs	Jubilee Decorations	Nationwide Splicing and	X	40.00		40.00
86 Event/Youth Fund	28/06/2022		Parish Council	BACs	Jubilee Decorations	LND Gifts Limited	X	9.99		9.99
77 Annual Inspection	28/06/2022		Parish Council	BACs	Fire Extinguisher Service	1st Class Fire Protection	S	80.55	16.11	96.66
79 Admin & Office Expenses	28/06/2022		Parish Council	BACs	Stationery	Amazon EU UK Branch	S	4.83	0.97	5.80
80 Admin & Office Expenses	28/06/2022		Parish Council	BACs	Stationery	Amazon EU UK Branch	S	2.24	0.45	2.69
81 Pavilion Fixtures and	28/06/2022		Parish Council	BACs	Pavilion Supplies	Amazon EU UK Branch	S	2.01	0.40	2.41
82 Admin & Office Expenses	28/06/2022		Parish Council	BACs	Stationery	Amazon EU UK Branch	S	9.93	1.99	11.92
83 Admin & Office Expenses	28/06/2022		Parish Council	BACs	Stationery	Amazon EU UK Branch	S	6.73	1.35	8.08
87 Admin & Office Expenses	30/06/2022		Parish Council	BACs	Microsoft 365 subscription	Anglian internet	S	14.50	2.90	17.40
Staff Costs	30/06/2022		Parish Council	BACs	Salary, Pension, PAYE & NI		X	1,352.65		1,352.65
Total								4,067.84	497.33	4,565.17