

**Minutes of the Rackheath Parish Council Meeting
Of Thursday 23rd April 2020 at 7.00 p.m.
Via Zoom video conference link: <https://zoom.us/j/98679637055>
Meeting ID: 986 7963 7055**

Present: Stephen Oakley (Vice Chair), Brian Gardner, Fran Whymark, Joel Whymark, Julie Hunt, Pippa Nurse, Tracy Buckley, Paula Lowe (arrived later)

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 0

10. Apologies for Absence: Paula Lowe (arrived later)

11. Declarations of Interest: 0

12. Adjournment of the meeting for Public Participation:

a) Report from Fran Whymark District Councillor

Highlighted steps already taken by Broadland District Council and those yet to take place to support the district through the Covid-19 health crisis.

13. To approve the minutes of the Parish Council meeting of 18th March 2020. The Parish Council deemed these to be a correct and accurate record of the meeting. **All Agreed.** These will be available for signing by the Chair, once it is appropriate to meet to do so.

14. To receive a report of any matters arising from the minutes not on the agenda from the meeting on 18th March 2020:

Nothing to report.

15. To receive the minutes of the Parks and Leisure Committee meeting of 20th April 2020 to include progress updates and recommendations concerning:

- a) Football fees – 2019/20. Wroxham Youth Football Team have asked for a discount for last years fees. It is recommended that the kitchen fees are waived and to reduce the pitch fees by 10%. **All agreed.**
- b) Review football contracts and fees for 2020/21 – deferred to May 2020 meeting.
- c) Pavilion building sign off – now completed and completion certificate received. Issue with main door locking mechanism needs to be looked at, as it is easy to get locked out and once opened anyone arriving needs to be physically let into the building.
- d) Sport England Grant - £2,500 received into the Council account.
- e) Reducing running costs while the Pavilion is out of use – turned heating off and heating off. Cleaning contract reduced to 1 hour per week. Clerk to check if a cursory clean is undertaken to keep on top any settling dirt and dust while the building is empty.

16. Planning matter for discussion:

- a) 20200747: Replacement Dwelling & Garage. Location: 28 Salhouse Road, Rackheath, Norwich, NR13 6QH, Application Type: Full Planning

It was agreed that this application is in line with other rebuilds in the vicinity, it doesn't impact negatively on immediate neighbours and is not out of scale. Concern raised by Stephen Oakley as to the rear balcony overlooking neighbours. This will be fed back but essentially, no objections. **All Agreed.**

17. Accounts

- a) To approve Payments (attached at Appendix A). **All Agreed.**
- b) To note the monthly bank reconciliation to 31st March 2020 and budget update. **All approved.**

Paula Lowe arrived at 19.35 and joined via telephone.

- c) Norfolk Community Foundation Grant - £1,000.00. How do we get this into the Community to support volunteers during Covid 19? Fran Whymark raised concerns about the lack of co-ordination of the volunteer group and very little information being held on who the volunteers are. It was felt that proper records should be maintained to safeguard the volunteers and the Council when offering financial support. No direct requests for money have been received by the Council so unless it was needed and the grant would remain in the Parish Council account and earmarked. If at a later date the situation changed, arrangements could be made. It was acknowledged that the grant was initially applied for to purchase food boxes but it quickly became apparent that these were not needed so none were purchased. The grant is not to be used as a hardship fund for individuals as there is a separate strand of support available through the BDC Hub for this. Any money left at the end of the health crisis will be donated back to the Norfolk Community Fund. The Clerk is to obtain an update from the two lead volunteers for the next meeting. **All agreed.**
- d) Agreement of the BHIB renewal of £968.79 an increase of £39.05 on last year. It was suggested by Paula Lowe that in the current climate it would be time consuming and difficult to obtain further quotes and all members felt that this small increase represented good value for money. **All agreed.**
- e) Request for a further years subscription to SLCC at £173.00, an increase of £17.00 on last year. Fran Whymark asked if the Council still needs this? The service provided is similar to the one already prescribed to from NPTS and it was suggested that membership to NALC would be more appropriate for legal advice. The Clerk to investigate further and report back to the next meeting. **All agreed.**
- f) Methods of receiving damage deposit payments for Pavilion hirers. Research into pre-authorisation card readers has highlighted the high cost involved per transaction and for a business such as the Pavilion this would not be cost effective. A straight card payment machine would still present the same problem of depositing money into an account and moving it out again. The best solution is to offer payment by cheque or cash in a marked and sealed envelope. **All Agreed.**

Meeting adjourned for NHS hand clap 8.00pm

Meeting reconvened 8.05pm

- g) Approval of replacement battery for the Booking Assistants laptop. Quote of £60 for compatible battery or £100 for original including VAT. Pippa Nurse suggested it would be more cost effective in the longer term to purchase an original battery. **All agreed.**
- h) Approval of the Highways verge cutting quote for 2020 of £2,706.51. **All agreed.**

18. Agreement under regulation No.392 of Local Governance Act 1972 to postpone the Annual Meetings. Provisional dates to be set for September 2020.

a) Annual Community Meeting to be held on Tuesday 8th September

b) Annual General Meeting to be held on Tuesday 15th September.

These dates are subject to change depending on Government advice surrounding the health crisis. If necessary, these will be held as virtual meetings.

19. Operation London Bridge. Draft protocol presented. The war memorial has its own American flag which would need to be lowered. The Clerk to contact those responsible for the maintenance of the memorial to put in place the arrangements for this to take place. It was reported that the flag is quite old looking and needs replacing. The Clerk to arrange for a replacement. The protocol covers the relevant points. The Clerk to investigate sourcing appropriate paper for the book of condolence. **All agreed to adopt the protocol.**

20. Approval of revised Safeguarding Policy.

Fran Whymark nominated himself to be Designated Safeguarding Officer. **All agreed.** A couple of amendments were noted to the Clerk who will make the changes. **All agreed to adopt the revised policy.**

21. Covid-19 measures. Discussed at 8c above. There was nothing further to add at this point.

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

a) *Email from Chris Fernandez postponing the Norwich Western Link Local Access Public Consultation. Date to be advised.*

23. Items for publication/media and items for the next Community Council meeting Wednesday 20 May 2020 at 7.00pm.

a) Covid 19 grant money. Clerk to report back if there have been any requests for money from the volunteers.

b) SLCC membership. The Clerk to provide information about the effective need for this membership and what else might be available instead.

c) Booking Assistant recruitment. How will the Council proceed with this if the lockdown continues?

There being no other business the meeting closed at 20.31