

**Minutes of the Rackheath Community Council Meeting
Of Tuesday 15th March 2022 at 7.00p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Present: Pippa Nurse (Vice Chair), Brian Gardner, Julie Hunt, Tracy Buckley

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public: 4

- 149.** Presentation of the Covid Plaque took place by Carol Bundock from the Norfolk Lieutenancy. James Watts and Darleen Plattin were in attendance to receive the plaque on behalf of all the volunteers.
- 150.** Apologies for absence were received from Chris Yates, Fran Whymark and Paula Lowe. **All approved.**
- 151.** A declaration of interest for items on the agenda was received from Tracy Buckley for agenda item 10b.
- 152.** The meeting was adjourned for Public Participation:

A member of the public had brought along copies of the display panels presented at the recent consultation for the North Rackheath Masterplan.

District/County Councillors Report (submitted via email)

Ukraine is being pounded by the Russian Army and over 3 million people have fled their homes, so far. We all want to help and the best way to do so is through the Disasters Emergency Committee (DEC). Money is the best thing to send, so that it can be directed where needed most. To donate go to: <https://www.dec.org.uk/appeal/ukraine-humanitarian-appeal> . If you pay tax remember to Gift Aid it, so that an extra 25% will be added by the government.

The Broadland Community at Heart Lottery is one year old. Over the last year it has raised nearly £50000 for local good causes. Local groups are being encouraged to join to raise much needed funds. BDC also has the Get it Started Grant to help get ideas off the ground. Any three residents or an existing community group can apply for a grant up to £300 to kickstart your idea. Call the Communities Team on 01508 533914 or look on the website for more information.

Norfolk County Council (NCC) introduced Go Digital, giving free digital support to small and medium sized businesses. You can apply for up to a £500 grant and free advice to help with Ecommerce, social media or anything else to grow your business. www.norfolk.gov.uk/GoDigital . NCC now have over 10 miles of Roadside Nature Reserves, with many more planned over the next few years. They will promote once common but now rare plant species and also help wildlife. They will be cut at the end of the summer when plants have flowered and set seed.

- 153.** The minutes of the Community Council meeting of **Tuesday 8th February 2022** were received. The Council **approved** these as a correct and accurate record of the meeting.
- 154. The Clerk reported matters arising from the last meeting:**
The visit from Helen Sibley, Green Infrastructure Officer has been postponed until the April meeting owing to the weight of this agenda.

155. HRH Platinum Jubilee Plans update

- a. The planting location of the Jubilee Oak tree was proposed as Holy Trinity Church. The church are in agreement. **All agreed.** Brian will arrange for the planting to take place.
- b. The purchase of a Jubilee plaque was approved from CIM Limited at a cost of £35.00 +VAT. A budget of up to £50.00 was **approved** to purchase 4 wooden posts and chicken wire to surround the tree and protect from damage.
- c. There were no members of the Jubilee Event Planning Working Group, in attendance so it was agreed that a meeting will be arranged virtually with the Working Group within the next week to establish what has been arranged and begin publicising the event.

156. Planning Applications:

- a. 20200207
Description: To replace the wood and metal windows with uPVC double glazed windows, retaining the same size and shape. Design to replicate the current windows.
Location: Holy Trinity Church, Salhouse Road, Rackheath, Norwich, NR13 6PD
Application Type: Full Planning
Comments: The replacement glass will no longer be stained glass and although the Council felt that this defines the building as a church, **no objections** to the uPVC replacement windows were raised.
- b. The intention of Norfolk Homes to transfer the open space at The Landings development on Green Lane West to a residents' private management company, was considered and the Council would like more information about whether this could be managed in a more hybrid manner where the Council takes responsibility for grass cutting, waste bins and play equipment and all other maintenance is transferred to an external provider. The Clerk is to investigate and report back to Council.
- c. The plans presented at the recent public consultation for Taylor Wimpey show the employment area has reduced in size but it is unclear what other changes have been made. Feedback from the consultation has been offered by the developer at a meeting at the end of April. The Council are proposing Tuesday 26th April 2022. The Clerk is to arrange this.
- d. The Planning Report for February/March 2022 **was noted.**

157. To receive the draft Minutes of the Finance Working Group Meeting on Monday 21st February 2022 and matters arising:

- a. The Pavilion hire fees were reviewed. An increase is proposed in the Pavilion hire fee of 20% in view of the increasing energy costs and will be reviewed in 6 months time. This will be effective from 1 May 2022 for all regular hirers and any invoices already raised will be honoured at the old rate. All new bookings will be subject to the increase from 1 April 2022. The day and weekend rates were brought into line with each other. Football fees to be reviewed at the start of the next season. **All agreed.**
- b. It was proposed that outstanding invoices totalling £187.30 for 2020/21 to be cleared from the system due to admin errors and covid cancellations. **All agreed.**
- c. The balance of the Reserve Funds were noted. A new reserve was proposed for elections at £2,500.00 and topped up annually when depleted. **All agreed.**
- d. The review of the Financial Regulations was **approved.**
- e. The review of Rackheath Community Council's Risk Assessment Scheme was **approved.**
- f. The review of the Asset Register was **approved.** Jubilee Park play equipment was increased to include the toddler park and basketball court which had been installed by developers. A £1.00 value was applied to Stracey Playing Field. **All agreed.**

158. The Pavilion and Stracey Playing Field

- a. The Pavilion Risk Assessment was reviewed and **approved.**
- b. The quotes for the reinstatement of the old school car park at Stracey Playing Field to provide additional car parking for football were considered and it was proposed to adopt the more basic solution at a cost of £2,820.00 +VAT. **All agreed.**
- c. Matters relating to Wroxham Youth Football Club were deferred until the next meeting when more information can be made available. **All agreed.**

159. Two quotes were considered for the grounds maintenance contract for 2022/23 and it was proposed to accept the quote from Garden Guardian Limited. **All agreed.**

160. Accounts

- a. The payments for March 2022 were **approved** (appendix 1)
- b. The monthly bank reconciliation to 28th February 2022 was **noted**.
- c. The receipts for February 2022 were **noted**.
- d. The Clerk's attendance on the Norfolk SLCC Conference was **approved** at a cost of £39.00 inclusive.
- e. The renewal of the annual SLCC Membership at a cost of £171.00 inclusive was **approved**.
- f. The invoice from McWebb Building Contractors to reseal 5 loose tiles on the Pavilion roof at a cost of £60.00 +VAT was **approved**.
- g. The invoice from Blockbuster Drains Limited to unblock the ladies toilet drains at a cost of £100.00 +VAT was **approved**.
- h. The renewal of the Norfolk Parish Training and Support subscription at a cost of £525.00 inclusive, was **approved**.

161. Policy Review

- a. The updated Code of Conduct was reviewed and **approved**.

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

- Norwich Western Link project update
- Norfolk Police advising of Time to Talk sessions with Your Police and Crime Commissioner Giles Orpen-Smellie. *Shared with the community on Facebook.*
- Wroxham Ward Newsletter - From your Local Policing Neighbourhood Team

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

- Wroxham Youth Football Club
- A visit from Helen Sibley, Green Infrastructure Officer
- Any updates on the Taylor Wimpey masterplan
- Update on plans for the Queens Jubilee

164. To consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the item to be discussed – personnel matters.

- a. The Booking Assistants pay was reviewed and an increase above the new Minimum Living Wage of 5.3% was proposed. **All agreed.**
- b. An adjustment to the Booking Assistant's hours were **agreed**
- c. The Clerk's pay was reviewed and the 1.75% increase from 1 April 2021 was **noted**; pay to be backdated in the March salary payment. The annual pay scale increment from 1 April 2022 was also **noted**.
- d. The Clerks Annual Leave requests were **approved**.

The Meeting concluded at 20:44

Rackheath Community Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
275 Training	01/03/2022		Parish Council	BACs	Training	Norfolk SLCC	X	39.00		39.00
277 VAT	01/03/2022		Parish Council	BACs	VAT Payment	HMRC	X	106.69		106.69
278 VAT	01/03/2022		Parish Council	BACs	VAT Payment	HMRC	X	470.75		470.75
272 Admin & Office Expenses	03/03/2022		Parish Council	Direct Debit	Microsoft 365 subscription	Anglian internet	S	14.50	2.90	17.40
257 NEST Pension	09/03/2022		Parish Council	Direct Debit	Pension Contributions	Nest Pension	X	138.48		138.48
256 PAYE & NIC	14/03/2022		Parish Council	BACs	PAYE & NI	HMRC	X	23.05		23.05
279 Admin & Office Expenses	15/03/2022		Parish Council	BACs	Annual Subscription	Wix.com	S	93.12	18.63	111.75
280 Pavilion Utilities	15/03/2022		Parish Council	BACs	Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
261 Subscriptions	15/03/2022		Parish Council	BACs	Annual Subscription	Norfolk Parish Training &	X	525.00		525.00
274 Training	15/03/2022		Parish Council	BACs	Training	Norfolk Parish Training &	X	48.00		48.00
276 Subscriptions	15/03/2022		Parish Council	BACs	Annual Subscription	SLCC	X	171.00		171.00
273 Pavilion Cleaning	15/03/2022		Parish Council	BACs	Window & gutter cleaning	Heritage Contract	S	30.00	6.00	36.00
259 Pavilion Cleaning	15/03/2022		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	220.48	44.10	264.58
260 Repairs, Renewals and	15/03/2022		Parish Council	BACs	Pavilion Maintenance	Blockbuster Drain	S	100.00	20.00	120.00
263 Repairs, Renewals and	15/03/2022		Parish Council	BACs	Pavilion Maintenance	M C Webb Construction	S	60.00	12.00	72.00
264 Dr's Surgery	15/03/2022		Parish Council	BACs	Doctors Surgery repairs	Broadland Installers	S	1,080.00	216.00	1,296.00
265 All-Saints Church Grass	15/03/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	19.66	3.93	23.59
266 Grounds	15/03/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	91.00	18.20	109.20
267 Grounds	15/03/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	28.92	5.78	34.70
268 Jubilee Park Grasscutting	15/03/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	217.08	43.42	260.50
269 Jubilee Park Play	15/03/2022		Parish Council	BACs	Play equipment inspection	Garden Guardian	S	18.17	3.63	21.80
270 Grounds	15/03/2022		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	119.38	23.88	143.26
271 Grounds	15/03/2022		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	138.89	27.78	166.67
285 Doctors Surgery Repair	17/03/2022		Parish Council	BACs	Doctors Surgery repairs	PJH Property	X	30.00		30.00
262 Pavilion Utilities	21/03/2022		Parish Council	Direct Debit	Pavilion Electricity	British Gas	S	522.51	104.50	627.01
283 Admin & Office Expenses	23/03/2022		Parish Council	Direct Debit	Internet & Phone	plusnet	S	24.70	4.94	29.64
286 Pavilion Utilities	25/03/2022		Parish Council	Direct Debit	Water	Wave-Anglian Water	X	10.01		10.01
284 Clerk's Salary	31/03/2022		Parish Council	BACs	Salary	Anne Tandy	X			
281 Booking Assistant Salary	31/03/2022		Parish Council	BACs	Salary	Hannah Lawrance	X			
282 Clerk's Salary	31/03/2022		Parish Council	BACs	Salary	Anne Tandy	X			
Total								5,618.00	556.68	6,174.68