

**Minutes of the Rackheath Parish Council Meeting  
Of Tuesday 16<sup>th</sup> February 2021 at 7.00 p.m.  
Via Zoom video conference**

**Present:** Paula Lowe (Chair), Fran Whymark, Joel Whymark, Julie Hunt, Pippa Nurse, Stephen Oakley, Tracy Buckley

**In Attendance:** Anne Tandy Parish Clerk & Responsible Financial Officer

**Public:** 1

**139.** The Chair welcomed everyone to the meeting. There were no apologies for absence.

**140.** Declarations of interest in items on the Agenda were made as follows:

- Pippa Nurse declared her interest in the Gambles Planning application as a neighbouring property with a pecuniary interest.
- Fran Whymark and Julie Hunt declared they had individually submitted objections to the Gamble application.

**141. Adjournment of the Meeting for Public participation:**

Report from Fran Whymark as District and County Councillor.

Covid-19 is improving and vaccinations are going well but caution is still needed. Broadland District Council are undertaking test and trace. They are also offering support including financial assistance to residents and receiving 190-260 contacts per day.

Warm Home fund has secured an extra £1.7 million to help with domestic heating and insulation.

Tickets are on sale for the Community at Heart lottery. Nominations for worthy causes can still be made.

Norfolk County Council have been made aware of the flooding at Sole and Heel roundabout, Highways have been contacted and raised a 28-day work order and work should be done very soon. Future proofing against flooding is being looked into. NCC are undertaking a programme of swapping 15,000 streetlights to LED bulbs in the next 12 months. A tree planting scheme is underway and car charging points are being installed in Norwich City.

The Every Child online campaign run by Broadland has provided 2,241 children with laptops and tablets and alongside improvements to connectivity for homes, data packages are being provided.

**142. To approve the minutes of the Community Council meeting of Tuesday 19<sup>th</sup> January 2021.**

The Clerk raised an error at item 136 c) which should have stated the invoice for 2020/21 had been received for litter bin emptying and had been paid.

The Community Council **approved** these as a correct and accurate record of the meeting. These will be available for signing by the Chair once it is appropriate to meet to do so.

**143. To report progress on items not on the Agenda from the last meeting (Clerk's Report)**

The Council heard that lots of work has been undertaken into cataloguing the flooding in the village and the report put together by Mr Edleston was excellent and it is hoped that appropriate actions will be taken soon.

**144. To receive the Minutes from the Parks and Leisure Committee meeting of 9<sup>th</sup> February 2021:**

- a) The Council heard that the gate at the back of the Pavilion hall has been installed.
- b) Lovell Homes have released the funds allocated for s.106 for the Green Lane East site.

The allocation is as follows:

Play	£50,337.41
Sport	£248,839.73
Allotments	£11,333.58

Members heard that these funds will allow phase 2 of the business plan to be activated which includes renovation of the Pavilion Multi-purpose sports area and new outdoor play and gym equipment to be installed. Additionally, land is being sought for the provision of allotments.

- c) It was reported that the Alcohol Licence at Jubilee Park has been suspended as no longer required. Offers of help to clean up the play equipment are being pursued by Paula Lowe and concerns about the increasing amount of dog waste not being cleared up by owners may lead the Council to banning dogs off lead whilst in the park.
- d) Members heard that the tree contractors are due to commence work soon at Newman Road woods and once completed the transfer of ownership can begin. The dog waste bin has been installed at the car park.

**145. To receive the Minutes of the Planning Committee Meeting of Monday 8th February 2021 and matters arising:**

- a) 20202255 - Change of use to residential and erection of general-purpose building for storage of wood, gardening equipment and domestic workshop area. Oakwood House, Wroxham Road, Rackheath, NR13 6LY. No objections. **All approved** the application.
- b) 20210067 - Single storey factory extension at Mastercote Ltd, 52-54 Wendover Road, Rackheath, NR13 6LH. No objections had been raised by the Committee but residents concerns were supported. Recommendation to support the application. **Approved by all.**
- c) 20210088 - Single storey rear extension at Hillside, Green Lane West, Rackheath, NR13 6LT. No objections were raised and **all approved** the application.
- d) **PR3839-HP2-0100-001-A3** – Proposal for footway/cycleway along Salhouse Road, from Trinity Church to Lovells Development. The Committee reinforced the request to extend the scope of the pathway to meet up with the NDR pedestrian routes. **All agreed to approve** on this basis.
- e) **PR3831-HP-TRO-01A** – Proposal for footway/cycleway along Green Lane West and Toucan crossing. It was reported by the Committee that this was in line with plans put forward by Norfolk Homes but more information was needed in relation to the drainage plans for the Sole and Heel roundabout. **All agreed.**
- f) **FUL/2020/0064** - Gamble Plant (Norfolk) Ltd, Salhouse Road, New Rackheath, Norwich. Retrospective Application for a change of use to a Sui Generis use for the storage of top-soil, sub-soil, recycled construction materials, brick rubble, old fencing, green waste and concrete, and construction and demolition waste processing/recycling, the siting of mobile processing plant, offices, associated infrastructure and the construction of amenity bunds and landscaping. Council heard that the planning Committee had discussed a number of negative impacts for this site and as such recommended an objection. Pippa, Fran and Julie abstained from voting on this matter on the basis of declared interests. All remaining members (4) **voted unanimously to object** to the

application and approved the letter of objection proposed, including the mitigations recommended.

- g) The Planning Committee reported on a meeting with Konnectbus to consider future need of services in the village in view the extensive development. Konnectbus are reviewing their entire network and the Committee put forward recommendations for improvements. It is hoped that the additional housing will lead to a more robust service being put in place for Rackheath and surrounding areas.
- h) The Committee reported a pre-application submission for land at Rackheath Hall. The Council heard that concerns were raised by the Committee about access onto the Wroxham Road from the development as being of primary importance. The formal application is awaited for comment.

#### **146. Dr's Surgery Maintenance**

The Council considered quotes for replacement of guttering and downpipes and disposal of the old. It was requested that the Clerk looked into options for the work to be completed by one company and set a budget of £1,705.00 under delegated powers for the Clerk to authorise the work be carried out.

#### **147. Policy Review**

- a) The members reviewed the Complaints procedure and after minor amendments were suggested, **all agreed to approve.**
- b) The Co-option policy was discussed but it was felt that further work was needed to add clarity to the reasons for not being eligible to join the Council as set out in legislation. The Clerk to carry out more work and re-present next month.

#### **148. Accounts**

- a) The payments for February 2021 (appendix A) were **approved.**
- b) The monthly bank reconciliation to 31<sup>st</sup> January 2021 was **noted.**
- c) The Council considered refunding a Pavilion private party booking of £60.00. This was originally booked for April 2020 but transferred to April 2021 and it is very unlikely this can go ahead. **All approved.**

#### **149. To receive correspondence and agree response (if any)**

- Email from NPTS promoting their chairmanship course & networking sessions
- Emails from Norfolk ALC
  - Make a change to local communities
  - Protecting Your Council, Your Residents And Yourself From Cybercrime
  - Don't Give Covid More Chances
  - Bulletin - Responding To Covid
- Email from Greater Norwich Local Plan – inviting representations to Regulation 19 publication
- Email from Norfolk Police with Community Update
- Email from the Tree Council with Broadsheet 197
- Email from Broadland District Council planning enforcement update
- Email from Norfolk Citizens Advice inviting financial donations in order to sustain the service they provide

#### **150. Items for publication/media and items for the next Community Council meeting, Tuesday 16<sup>th</sup> March 2021**

- Co-Options policy

- Dr's surgery maintenance
- Planning responses
- s.106 plan

**151.** It was resolved, 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. **All approved.**

- a) The Council considered the return of their employee from maternity leave on the same terms as previously, with a temporary adjustment in the working hours on Fridays. **All approved.**
- b) The hourly rate for the Booking Assistant role was reviewed and in line with the National Living Wage a 2.2% hourly increase was put forward to commence from 1 April 2021. **All approved.**

Meeting was concluded at 20:55

Appendix A

16 February 2021 (2020 -2021)

**Rackheath Parish Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
250	28/01/2021		Parish Council		Microsoft 365 subscription	Anglian internet	S	14.50	2.90	17.40
240	29/01/2021		Parish Council		Salary	Emma Bowles	E	151.67	0.00	151.67
241	29/01/2021		Parish Council		Salary	Anne Tandy	E	1,029.67	0.00	1,029.67
239	09/02/2021		Parish Council		Pension Contributions	Nest Pension	E	158.83	0.00	158.83
242	16/02/2021		Parish Council		Grass cutting	Garden Guardian	S	49.08	9.82	58.90
243	16/02/2021		Parish Council		Grass cutting	Garden Guardian	S	21.50	4.30	25.80
244	16/02/2021		Parish Council		Grass cutting	Garden Guardian	S	74.37	14.88	89.25
245	16/02/2021		Parish Council		Grass cutting	Garden Guardian	S	206.33	41.27	247.60
246	16/02/2021		Parish Council		Play equipment inspection	Garden Guardian	S	17.83	3.57	21.40
247	16/02/2021		Parish Council		Pitch Line Marking	Garden Guardian	S	117.00	23.40	140.40
248	16/02/2021		Parish Council		Cleaning pavilion	Heritage Contract	S	100.86	20.17	121.03
249	16/02/2021		Parish Council		Pavilion Electricity	British Gas	S	730.51	146.10	876.61
252	16/02/2021		Parish Council		Pavilion Electricity	E.on	S	20.20	4.04	24.24
256	16/02/2021		Parish Council		Refund	Amy Grange	S	50.00	10.00	60.00
251	16/02/2021		Parish Council		Subscription	Zoom Video	X	11.99	0.00	11.99
<b>Total</b>								<b>2,754.34</b>	<b>280.45</b>	<b>3,034.79</b>