

**Minutes of the Rackheath Parish Council Meeting
Of Tuesday 21st September 2021 at 7.00 p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

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

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public: 1

63. Co-option of a new member to the Community Council

Following an informal interview with the applicant, Brian Gardner, Tracy Buckley proposed that Brian be co-opted as a new member of the Community Council, seconded by Stephen Oakley and unanimously agreed. The Acceptance of Office will be signed when Brian Gardner attends his first meeting.

64. Apologies for absence were received from Joel Whymark and Pippa Nurse. **All approved.**

65. There were no declarations of interest or dispensations for items on the agenda.

66. The meeting was adjourned for Public Participation.

A member of the public commented on the Brillig planning application in relation to the amended access proposed, being shared ownership. The attendee was interested to see what the Council's views were.

67. The minutes of the Community Council meeting of **Tuesday 20th July 2021** were received. The Council **approved** these as a correct and accurate record of the meeting.

68. Items not on the Agenda from the last meeting (Clerk's Report). There was nothing to report.

69. The draft Minutes of the Parks and Leisure Committee of 14th September 2021 were presented and noted by the Council.

70. The draft Minutes of the Planning Committee meeting on 3rd August 2021 and 7th September 2021 were noted by the Council.

Julie Hunt arrived

The following amended planning application was then discussed:

a. 20201625

Description: Retrospective consent for a 2-bed holiday lodge and the conversion of part of the existing Simply Soaps workshop to provide 2 further 2-bed holiday cottages including ancillary work

Location: The Retreat, Brillig, Rackheath Park, Rackheath, NR13 6LP

Comments: The Council had **no objections** to the amendment. However, previous concerns, raised by NCC Highways, regarding access from the application site onto Salhouse Road were acknowledged but it was suggested that the 40mph limit imposed at the boundary with Sprowston could be extended along this stretch of road to improve the

safety. The Council also understands that the amended access route proposed, is, in part, jointly owned, and that representations were being made by the owner separately.

- 71.** The draft Minutes of the Finance Working Group meeting on 1st September 2021 were noted by the Council. Stephen reported that a response to enquiries from the external auditor regarding the AGAR had been discussed and agreed and the invoice for Wroxham Youth Football Club had been set which was subsequently approved by the Parks and Leisure Committee.

Fran Whymark arrived

72. Accounts

- a. Payments for August and September 2021 were approved (appendix A). **All approved.**
- b. The monthly bank reconciliation to 31st July and 31st August 2021 was **noted.**
- c. PJ Plumbing invoice £68.00 + VAT. Recommended for payment by P&L Committee was **approved.**
- d. Fold up laptop table £19.99 + VAT. Approved by P&L Committee was **approved.**
- e. Dog Waste bin and post for All Saints Church £211.79. Approved by P&L Committee was **approved.**

73. Policy Review

- c. The Freedom of Information Act policy was reviewed and **approved.**

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

- Norfolk ALC Bulletin
 - July 2021
 - 18 August 2021
- Norfolk ALC Wellbeing
 - Safer Norfolk Plan 2021-24 follow up after webinar
 - Three Important Webinars
 - PCC and Police and Crime Plan Priorities Consultation
 - Briefing Note 29 July 2021
 - Briefing Note 5 August 2021
 - Covid Commemorative Gift – *this was applied for and will be presented at a future meeting.*
 - Flooding Leaflet and Norfolk Flooding Hotline
 - Briefing Note 12 August 2021
 - Perfect Storm Approaches
 - Free Trees – *a request was submitted for Jubilee Park but all trees have now been allocated.*
 - Briefing Note 2 September 2021
- Norfolk Police Newsletter - July and August 2021
- Norfolk Policy and Crime Plan Consultation
- NCC Water Management – Draft Flood Investigation Report for BDC Winter 2020/21
- Tree Council – Broadsheet 203
- NCC – Notification of Great Norwich Local Plan Submission
- Norfolk Parish Training and Support – Training update
- NCC – Transport for Norwich Strategy Consultation

75. Items for publication/media and items for the next Community Council meeting on Tuesday 19th October 2021.

- Fireworks

76. It was **resolved** to exclude 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.

The Clerk left the meeting and handed over minute taking to the Council.

- The Council dealt with the complaint in line with the Council's own Complaints policy.
- It was agreed by all members that the policy had been followed correctly.
- The complainant had been asked to provide evidence to corroborate matters but none was forthcoming. The Council asked the Clerk to return to the meeting to answer questions about the complaint.

The Clerk left the meeting

- The Council felt that they had made sufficient enquiries to be satisfied that there was insufficient evidence to progress the case further and therefore **a resolution was made** that there was no case to answer and the case was closed.
- The outcome of the investigation will be communicated by letter to both the complainant and the Clerk.

The Meeting concluded at 20:27

Rackheath Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
101	NEST Pension	09/08/2021		Parish Council	BACs	Pension Contributions	Nest Pension	X	138.47		138.47
102	PAYE & NIC	12/08/2021		Parish Council	BACs	PAYE & NI	HMRC	X	23.05		23.05
103	All-Saints Church Grass	23/08/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	19.67	3.93	23.60
104	Grounds	23/08/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	91.00	18.20	109.20
105	Grounds	23/08/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	28.92	5.78	34.70
106	Jubilee Park Grasscutting	23/08/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	217.08	43.42	260.50
107	Jubilee Park Play	23/08/2021		Parish Council	BACs	Play equipment inspection	Garden Guardian	S	18.17	3.63	21.80
108	Pavilion Utilities	23/08/2021		Parish Council	Direct Debit	Electricity	British Gas	S	435.61	87.12	522.73
109	Admin & Office Expenses	23/08/2021		Parish Council	Direct Debit	Internet & Phone	Plusnet	S	11.50	2.30	13.80
110	Pavilion Cleaning	23/08/2021		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	220.48	44.10	264.58
111	Booking Assistant Salary	31/08/2021		Parish Council	BACs	Salary	Hannah Lawrance	X	193.42		193.42
112	Clerk's Salary	31/08/2021		Parish Council	BACs	Salary	Anne Tandy	X	926.50		926.50
Total									2,323.87	208.48	2,532.35

Rackheath Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
113	Admin & Office Expenses	02/09/2021		Parish Council	BACs	Microsoft 365 subscription	Anglian Internet	S	14.50	2.90	17.40
116	Repairs, Renewals and	20/09/2021		Parish Council	BACs	Pavilion Maintenance	PJ Plumbing Heating and	S	68.00	13.60	81.60
125	Admin & Office Expenses	20/09/2021		Parish Council		Stationery	Rocaba Packaging Ltd	S	-5.90	-1.18	-7.08
114	Pavilion Utilities	21/09/2021		Parish Council	BACs	Pavilion Electricity	British Gas	S	503.10	100.62	603.72
117	Pavilion Cleaning	21/09/2021		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	220.48	44.10	264.58
118	All-Saints Church Grass	21/09/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	19.66	3.93	23.59
119	Grounds	21/09/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	91.00	18.20	109.20
120	Grounds	21/09/2021		Parish Council	BACs	Hedge Cutting	Garden Guardian	S	28.92	5.78	34.70
121	Jubilee Park Grasscutting	21/09/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	217.08	43.42	260.50
122	Jubilee Park Play	21/09/2021		Parish Council	BACs	Play equipment inspection	Garden Guardian	S	18.17	3.63	21.80
123	Grounds	21/09/2021		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	119.38	23.88	143.26
124	Grounds	21/09/2021		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	138.89	27.78	166.67
126	Admin & Office Expenses	21/09/2021		Parish Council	BACs	Stationery	Rocaba Packaging Ltd	S	5.90	1.18	7.08
127	Admin & Office Expenses	21/09/2021		Parish Council	BACs	Stationery	Roys (Wroxham) Ltd	S	5.82	1.17	6.99
128	Street Furniture	21/09/2021		Parish Council	BACs	Bins	Sitebox Limited	S	176.49	35.30	211.79
129	Admin & Office Expenses	21/09/2021		Parish Council	BACs	Office Equipment	Amazon EU UK Branch	S	19.99	4.00	23.99
130	Subscriptions	21/09/2021		Parish Council	BACs	Laptop security	McAfee	S	74.99	15.00	89.99
133	PAYE & NIC	21/09/2021		Parish Council		PAYE & NI	HMRC	X	23.05		23.05
115	Admin & Office Expenses	23/09/2021		Parish Council	BACs	Internet & Phone	Plusnet	S	11.50	2.30	13.80
131	Booking Assistant Salary	30/09/2021		Parish Council	BACs	Salary	Hannah Lawrance	X	193.42		193.42
132	Clerk's Salary	30/09/2021		Parish Council	BACs	Salary	Anne Tandy	X	926.50		926.50
Total									2,870.94	345.61	3,216.55