



**DRAFT MINUTES from the Rackheath Community Council Meeting on Monday 16th March 2026
held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm**

Councillors in attendance: Fran Whymark (Chairman for this meeting), Julie Hunt, Nicola Kerr, Sharon McKim and Steve Nurse

Apologies: Pippa Nurse

Clerk: Aileen Beck and Assistant Clerk Dan Futter

Members of the public: 1 (until 9pm)

In the absence of the Chairman, it was AGREED that Fran Whymark be appointed to chair for the duration of this meeting.

1. To consider and approve apologies for absence

Apologies accepted from Pippa Nurse

2. To receive declarations of interest and consider dispensations for items on the agenda

None

3. To adjourn the meeting for public participation and receive reports from the District & County Councillors

The Revd. Naomi Tuma was welcomed to the meeting.

Fran commented that nominations for the Norfolk Rural Business Awards close on 21 April 2026; Norfolk's High Streets Matter project continues with support for pubs and hospitality as well as retail plus 'Go Digital' which gives advice on using digital tools. Broadland District Council has a Business Builder scheme; Registration for the Magna Medical Centre is now open [Magna Medical Centre - Hoveton & Wroxham Medical Centre](#) with clinics moving on site and awaiting a date for the facilities to be used by Hoveton and Wroxham Medical Centre, initially 2 days a week; Norfolk County Council elections will be held on 7 May 2026.

4. To agree and approve the minutes of the Rackheath Community Council meeting held 16th February 2026

The minutes of the Rackheath Community Council meeting held on 16th February 2026 were agreed as a true record and signed by the Chair.

5. To receive the Clerk's report (to report progress on items not on the agenda from the last meeting and any correspondence received) plus ratification of any delegated decisions

Matters arising from February meeting – updates

6b. Damage to the Salhouse Road bus shelter has been costed at £2,777.65. Norfolk Police are pursuing recovery of costs of replacement parts. Bus shelter to remain in its current condition until Police involvement concluded. Anti-graffiti coating applied to the bus shelters to minimise any potential future acts of vandalism.

6g. Cricket – to be moved forward by the working group.

7ai. 20220663: Taylor Wimpey/GT16 application approved at Planning Committee – awaiting decision notice as decisions around trigger points to be approved by the committee, rather than being delegated to the assistant Planning Director.

8c. Outstanding invoice being pursued.

The updated Rackheath Neighbourhood Plan was adopted by Broadland District Council on 19 February 2026 and is available to view on its website, the Community Council's website, and a hard copy at the Pavilion.

Correspondence

- CHS Healthcare - a free service dedicated to helping self-funding older adults find care solutions tailored to their individual needs.
- Hear for Norfolk – supporting people with hearing loss and related conditions
- Suggestion for a skatepark – Clerk replied explaining that no land currently owned by council suitable for such a project but open to suggestions of locations and landowners who may be amenable to such a project
- Podiatry Service Flyer

6. To discuss the following projects, including agreement to incur costs where necessary:

- To discuss pavilion and sports park maintenance, repairs and enquiries:** Council noted that the perimeter hedges have been cut to improve visibility, trampoline repairs completed; Flawless fees for cleaning the pavilion to increase to £494 per month. The cost of fixing the heating in the hall (completed under delegated powers within Financial Regulations) was ratified by council and the cost of £1,412.06 plus VAT agreed and additional tweaks carried out to improve efficiency. It was agreed to accept the quote from Haydn Evans at £1,550 plus VAT and disbursements before proceeding with plans to refresh and redecorate the pavilion as well as installing sound panels in the council office.
Community Payback have confirmed that work can be conducted at Stracey Sports Park in accordance with their scheme; Memorandum of Understanding agreed.
A new contractor has been found for the bowls green within the budget previously agreed.
A request to hire the pavilion and grounds on a Sunday in September was considered – due to football fixtures in the morning and limitation on parking the Assistant Clerk is to liaise with the enquirer to obtain further details to discuss further next month.
- To receive update on the transfer of ownership of Newman Road woods and parking arrangements:** The site plan has been agreed and is with solicitors awaiting finalisation of contract documentation. Council discussed implementing a holistic approach to improving biodiversity at the site, accessing funds that are available to council and working with the Pathfinders. Clerk to approach Norfolk Wildlife Trust, Woodland Trust and the Tree Council to see if they can offer advice and partnership, if appropriate, with a view to forming a working group, members to include representatives from the Pathfinders and council.
Parking at the site was discussed as there are no restrictions and overnight parking has been noted.
- To receive feedback on the changes to the structure and age range of the Youth Club:** Chair and Clerk have met with the YMCA following implantation of the age range changes which has increased the number of participants to 14. A new senior worker has been appointed who will lead an assembly at the Primary School and distribute leaflets and speak to parents/pupils at the school gates. The Rev'd Tuma confirmed that she will be meeting with the YMCA Rackheath team the following day to discuss moving the older age group to the church facilities. Sessions will be held at the Pavilion during the school Easter holidays on Tuesdays and Thursdays. Council considered the request to purchase a TV and stand for use by the youth club: council agreed to a budget of £350, to be paid from CIL funds, with the TV being purchased from a particular supplier to make use of the extended warranty offered.
- To consider updating the village sign area:** the loose paving slabs have been removed, and it was agreed to ask Ivan Barnard if his seat design (as used within Newman Road woods) could be replicated for use at that location and to obtain quotes for their manufacture. It was agreed that Community Payback would be asked if removing the remainder of the slabs, tidying and grassing the area could be added to its schedule of works.

7. Planning Matters

- a. To review and comment on Planning Applications:
 - i. **2026/0274: Erection of 143 dwellings, vehicular access, spine road, public open space, landscaping, and associated infrastructure (existing agricultural building to be demolished) at Land East of Green Lane West, Rackheath Norfolk:** council agreed the draft response prepared by One Planning and that the invoice be settled promptly upon receipt if in accordance with the £2,000 limit previously agreed.
 - ii. **2026/0450: Erection of self-build detached dwelling with an integrated double garage at Land South of Beech Tree House, Wroxham Road, Rackheath:** comments to be submitted to query whether the visual splay meets current Highways requirements or if work is required which would result in the loss of the hedge.
 - iii. **2026/0478: Variations of conditions 2,3,6,10,11,12 and 13 of permission 2023/0534 which consented to proposed replacement dwelling at Gazebo Farm, Newman Road, Rackheath NR13 6LG:** no comment save for an observation that box tree caterpillars are known to be present in Rackheath Park.
- b. **To note the draft Norfolk County Council (Rackheath, Harmer Drive and Stanway Road) (20 mph Speed Limit) Zone Order 202X:** noted

8. Finance and Administration

- a. **To discuss the request for a charitable grant from Making Connections on the Broads:** it was agreed to donate £100 from the grants budget to the Dementia Café in view of the support it provides.
- b. **To approve the payments for March 2026:** the following were approved:

Rackheath Community Council PAYMENTS (AWAITING AUTHORISATION) LIST

13 March 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
223	Stracey Park - Play Equipment	05/03/2026		Unity Trust - Current		New Trampoline	Wicksteed	S	1,413.64	282.73	1,696.37
257	Repairs, Renewals and General	05/03/2026		Unity Trust - Current		Air Conditioning Repair	Fresh Air	S	1,057.00	211.40	1,268.40
281	Dog & Litter Bin Collection	05/03/2026		Unity Trust - Current		Dog Bin Servicing - Annual Cha	Broadland District Council	S	2,223.00	444.60	2,667.60
282	Dog & Litter Bin Collection	05/03/2026		Unity Trust - Current		Annual Litter Bin Servicing	Broadland District Council	S	1,729.00	345.80	2,074.80
283	Clerk's Salary	31/03/2026		Unity Trust - Current		Salary	Clerk	X	1,581.17		1,581.17
284	Assistant Clerk's Salary	31/03/2026		Unity Trust - Current		Salary	Assistant Clerk	X	1,037.22		1,037.22
285	Dr's Surgery Electricity	13/03/2026		Parish Council Curren		Doctor's Surgery Electricity	Octopus Energy Limited	L	17.05	0.85	17.90
286	NEST Pension	31/03/2026		Parish Council Curren		Pension Contributions	Nest Pension	X	596.86		596.86
287	Training	13/03/2026		Unity Trust - Current		Training	Norfolk Parish Training & S	S	60.00	12.00	72.00
288	Bus Shelters	13/03/2026		Unity Trust - Current		Bus Shelters Replacement & Re	Bus Shelters Ltd	S	2,057.52	411.50	2,469.02
289	Pavilion Cleaning	13/03/2026		Unity Trust - Current		Pavilion cleaning	Flawless Cleaning Norfolk L	S	464.32	92.86	557.18
290	Repairs, Renewals and General	13/03/2026		Unity Trust - Current		Air Conditioning Repair	Ames Air-Conditioning Ltd	S	1,412.06	282.41	1,694.47
291	Repairs, Renewals and General	13/03/2026		Unity Trust - Current		Air Conditioning Repair	Ames Air-Conditioning Ltd	S	75.00	15.00	90.00
292	Jubilee Park Grasscutting & Ma	13/03/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	296.58	59.32	355.90
292	All-Saints Church Grass Cutting	13/03/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	30.75	6.15	36.90
292	Grounds Maintenance - Stracey	13/03/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	135.00	27.00	162.00
292	Grounds Maintenance - behind	13/03/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	39.75	7.95	47.70
292	Stracey Playing Field line Marki	13/03/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	77.77	15.56	93.33
293	Bus Shelters	13/03/2026		Unity Trust - Current		Bus Shelters - Anti Graffiti Coat	External Solutions Norfolk	S	900.00	180.00	1,080.00
294	Admin & Office Expenses	13/03/2026		Unity Trust - Current		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
295	Admin & Office Expenses	13/03/2026		Unity Trust - Current		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
296	Jubilee Park footpath & lighting	19/03/2026		Parish Council Curren		Feederpillar Supply	Eon	L	22.11	1.11	23.22
297	Admin & Office Expenses	05/03/2026		Parish Council Curren		internet	Anglian internet	S	72.00	14.40	86.40
298	Hire Income - Pavilion Hall	13/03/2026		Unity Trust - Current		Pavilion Damage Deposit	Katie Powell	X	200.00		200.00
299	Jubilee Park Grasscutting & Ma	13/03/2026		Unity Trust - Current		Gate Lock for Jubilee Park	Argos	S	7.50	1.50	9.00
300	Pavilion Utilities	16/03/2026		Parish Council Curren		Pavilion Electricity	Scottish Power	L	655.30	32.76	688.06
Total									16,176.02	2,445.98	18,622.00

- c. **To note the receipts for February 2026:** hire income of £665.33 (net of VAT) and a damage deposit of £200.
- d. **To note the monthly bank reconciliation as at 28th February 2026:** As at 28 February 2026 bank reconciliation was £1,091,337.83 including earmarked reserves of £900,481.39.

- e. **To review asset register and reserves in readiness for end of year procedures:** Council reviewed the asset register confirming that (i) the value of the bus shelters needs updating to their purchase value when installed in September 2025 and (ii) that the Old Doctors Surgery has never been wholly owned by Rackheath Parish Council and that this administration error should be rectified by removing the said building with immediate effect following its return to Broadland District Council and that the Clerk is authorised to action all consequential updates.

Anticipated year end budget figures were discussed. It was agreed to: add £2,500 to the earmarked reserves for Newman Road woods; earmark £12,000 as youth provision funding; close the Dr's Surgery repair fund (£2,482.50) to be added to general reserves of £47,017.50 so that the play equipment replacement funds for Jubilee Park increases by £24,750 and a new earmarked reserve set up for Stracey Park Play equipment with an opening balance of £24,750. It was noted that provision has been made in the 2026/27 budget to add funds to these play equipment reserves for future-proofing the facilities available to the community.

Development income figures currently show CIL of £800,413.36 (£7,514.37 spent this financial year) and s106 funds of £670,214.51 (with no spend this year). Clerk to arrange a meeting to review these funds, and their potential use, with the relevant officers at Broadland District Council.

- f. **To re-adopt the bad debt and snow and ice policies:** it was agreed to re-adopt as written save for the inclusion of a statement that staff should consider following met office guidance and work from home when weather warnings are issued.
- g. **To review the data protection policies, standing orders, financial regulations and scheme of delegation:** Council agreed to adopt the new Data Protection policy, Privacy Notice, and Freedom of Information and Subject Access request procedures following a data audit. Paragraph 22 of the Standing Orders is to be revised to confirm that press and media requests will be answered based on information already in the public domain, be that contained within council meeting minutes, the website or social media communications. It was agreed to retire the Communication and Engagement strategy pending collaboration with the developers/GT16 progress and updates. The Scheme of Delegation was updated to improve resilience in view of the current number of councillors and situations that have arisen between meetings.

9. Asset review

Council agreed that as of 1 April 2026 the SCP for each member of staff shall increase by 1 scale point, as per the terms of their contracts. A verbal discussion of assets within the village was held, with emphasis on sites that may become available for purchase and/or put forward under the call for sites as part of the Greater Norwich Local Plan to meet housing needs.

Meeting closed 10pm

Next scheduled meeting: Monday 20th April 2026

