

**Minutes of the Rackheath Annual Community Council Meeting
Of Tuesday 16th May at 7.30p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Present: Pippa Nurse (Chairman), Fiona Bartle, Fran Whymark, Nicola Kerr, Sharon McKim, Steven Nurse

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public: 4

16. Election of Community Council Chairman

A nomination was made by Nicola Kerr for Pippa Nurse to undertake the role of Chairman, for the forthcoming year. This was seconded by Fran Whymark. There being no other nominations Pippa Nurse was unanimously elected as Chairman. Acceptance of Office was then signed in the presence of the Clerk.

17. Election of Community Council Vice Chairman - deferred

No nominations were made for the role of Vice Chairman and it was proposed to defer to the next meeting.

18. Apologies for absence were received from Julie Hunt and Brian Gardner. It was proposed that these be accepted. **All agreed.**

19. Declaration of Interests

Councillors were reminded to complete their declaration of interests forms to be submitted to Broadland District Council. There were no declarations of interest on items on the agenda or any requests for dispensations.

20. Declaration of Acceptance of Office have not been signed by Mrs Goodall who has decided to withdraw as a Councillor. It was proposed that this seat is declared vacant. **All agreed.** There are currently three vacant seats available for co-option. There followed a round of introductions of those present who now make up part of the Council.

21. The minutes of the Community Council meeting of **Tuesday 18th April 2023** were received. It was proposed that these were an accurate record. **All approved.**

22. The meeting was adjourned for public participation and reports from the District Councillor and The Tree Council:

Members of the public raised a question about the prospect of Rackheath becoming a 20-minute neighbourhood and whether a consultation would take place if this became a formal proposal. Fran responded that no formal plans are in place for Rackheath but should that change, a consultation would take place.

John Fleetwood from The Tree Council introduced Sharon McKim as the new Rackheath Tree Warden. A brief history and outline of the role was given. Sharon will undertake a level 1 tree safety survey qualification. There are also plans to create a group of youth Tree Wardens.

District Councillor Report

The elections left BDC with no overall controlling party and no decision has been made yet on who will make up the administration. Fran is now the Conservative group leader for Broadland.

At the AGM of Norwich County Council on 9th May 2023, a new leader was appointed. Cabinet changes took place around adult social care which has been split into two separate areas. Fran remains Chair of the People and Community Select Committee.

23. General Power of Competence

It was proposed that the General Power of Competence was adopted. It was confirmed that the Council is two-thirds elected and the Clerk is CiLCA qualified. **All approved.**

24. The appointment of Councillors to committees and working groups was proposed and agreed as follows:

- Planning Committee – Pippa Nurse, Nicola Kerr, Sharon McKim
- Internal Control – Fran Whymark
- Finance Advisory Group – Julie Hunt, Fran Whymark, Brian Gardner
- Staffing Advisory Group including recruitment and disciplinary and grievance - Julie Hunt and Sharon McKim
- Neighbourhood Plan Review Working Group – Nicola Kerr, Fran Whymark, Pippa Nurse, Sharon McKim
- Infrastructure and Facilities Steering Group – All Councillors
- Play Equipment Stracey playing field Working Group – Brian Gardner, Steven Nurse, assisted by residents as non-councillors

25. The appointment of councillors to outside bodies was proposed and agreed as follows:

- Rackheath Village Hall Committee – Brian Gardner
- Rackheath Engagement Group – NHS Medical Centre – Fran Whymark
- GT16 Parish Update Meeting – Broadland District Council – Pippa Nurse, Fran Whymark but all Councillors to be invited to attend.

26. Bank Signatories

It was proposed that Julie Hunt continues as the current signatory. An application by Nicola Kerr is progressing. However, Pippa Nurse will withdraw due to the banks requirement for the Chair to sign the authorisations, effectively endorsing her own application. Fiona Bartle agreed to become a signatory. **All agreed.**

27. To report progress on items not on the agenda from the last meeting (Clerk's Report)

- Pavilion Bookings – FORS have decided not to go ahead with the car boot sale but Rackheath Vets have booked a dog show for 10 June 2023
- PRS-PPL – all but one hirer has their own licence. The one without has been asked to obtain one and provide their registration code.
- Defibrillators – are being looked into but there may be an issue with the age of the cabinets invalidating the warranty.
- Jubilee Park Lighting tender to be commenced in June.
- Legionella Risk Assessment is progressing again now that the external water meter has been located.

28. Newman Road Woods

- a. It was proposed that a tree safety survey of Newman woods is carried out at a cost of £400.00 +VAT. However, the appointment of a new Tree Warden for the village will enable a tree safety survey to be carried out at no cost. This role will also facilitate joint working with the Pathfinders to balance the safety work to be carried out whilst preserving the woodland and heritage site. Clerk was asked to follow up with BDC on the structural surveys for the derelict buildings.
- b. It is requested by BDC that the additional legal costs of approximately £1,000.00 incurred as a result of the delayed transfer due to issues with the boundary be paid by the Community Council. As this had not

been factored into this years budget, allocation of appropriate funds will need to be looked into. Before the transfer takes place, a meeting will be set up with all parties and a site visit carried out to ensure all work has been completed satisfactorily.

29. The Pavilion and Stracey Sports Park

- a. The Annual Pavilion Management Report was presented and noted.
- b. A request from Steamers FC for youth football provision for 2023/24 season was considered. This will consist of many children from the village who no longer play for Wroxham. It was proposed that a meeting is arranged with the club to discuss in further detail. **All agreed.**
- c. The Pavilion Risk Assessment was reviewed and **approved by all.**
- d. The quote for additional paving slabs outside the storage pods had not been received in time so will be deferred to the next meeting.
- e. The quotes for electrical lighting in the storage pods and other associated work were considered. It was proposed that this contract is awarded to G&B Electrical at a cost of £1,148.85 +VAT. **All agreed.**
- f. The amended Terms and Conditions for Pavilion hire were considered and some amendments were proposed before being **approved.**
- g. The location for picnic benches proposed by the CIL and & S.106 Infrastructure and Facilities Working Group at Stracey Playing Field, were agreed along with the colour scheme of green and blue. **All agreed.**
- h. It was proposed that the hours allocated to the Booking Assistant role be increased from 7.5 to 10 hours per week for the new Facilities Co-Ordinator role. **All agreed.**

30. Planning Matters

- a. The planning report of applications, decisions and those dealt with under delegated powers was presented and noted.
- b. The adoption of bird and bat boxes on the Prince's Park development as part of the adoption of open space was proposed and agreed in principal but more information about how many and where they will be located will be requested by the Clerk. **Approved by all.**

31. Finance

To hear a report from the CIL and s.106 Infrastructure and Facilities Working Group following their meeting on 24th May 2023.

- Landowners have been contacted regarding possible land purchases.
- Lovells have been contacted regarding the installation of play equipment at Trinity Meadow.
- Options for a social café are being explored.
- Next meeting on 22nd May 2023.
 - This will include a visit to the village hall to see the proposed improvements to the building.
 - Members will look at the Taverham development and see what can be learnt.
 - Progress to be made of implementing walking routes.

32. SAM2 Data Report

The speed data report whilst south facing at Mahoney Green was presented and noted. It was proposed that this and future reports are shared on social media with a brief description of what the data represents. **All agreed.**

33. Jubilee Play Park Upgrade

The pre installation meeting with the contractors has taken place and everything is proceeding as planned. The work is currently scheduled to commence the week commencing 19th June 2023 and this will be publicised on social media and local notice boards.

34. Coronation Event

A big thank you to Brian to for all the hard work to deliver a great firework display. Positives were, the event was well received and well attended. The school were really supportive. Face painting and children's entertainment were good. Improvements to consider were, the grass was a bit long and this will be included

in the event planning next time to ensure the cut is well timed and the Facilities Co-ordinator will be more involved in future events to increase the attendance of stall holders.

35. Accounts

- a. The payments for May 2023 were presented and **approved**.
- b. The receipts for April 2023 were presented and noted.
- c. The monthly bank reconciliation to 30th April 2023 was presented and noted.
- d. The 2022/23 CIL Income and Expenditure Report was presented and noted.
- e. The CIL allocation for April 2023 of £274,856.67 was noted.
- f. The Broadland District Council Loan statement balance was presented and it was noted that this has been cleared.
- g. The Council's asset register was presented and a proposed increase in the Pavilion contents cover of £8,000 for the sound and lighting system and 3 defibrillators increases the premium by £7.73. **All agreed**.
- h. The increase in cost to move the Pavilion phone and internet onto a digital system in preparation for the removal of all analogue services was considered. This will incur an increase of £13.00 +VAT per month but will remove all call costs. **All agreed**.
- i. The increased rate for cleaning at the Pavilion of £5.26 +VAT per week was considered and **approved**.
- j. The payment of an additional 18 hours worked by the Clerk in April 2023 was considered and **approved**.

36. Policy Review

- c. The review of the Rackheath Community Council Risk Assessment was considered and **approved**.
- d. A review of the Privacy Policy to include reference to the CCTV system was considered and **approved**.

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

- Norfolk PTS Training Programme
- Managing Director of the Royal Norfolk Showground - Letter of Invitation for the Community Champions Tribute
- Norfolk Community Foundation – Community Champions Tribute
- CPRE – Spring 2023 Newsletter
- The Tree Council - Broadsheet edition 217
- CPRE – Invitation to the Annual Lecture 2023

38. Items for publication/media and items for the next Community Council meeting **20th June 2023**

- Review of speed limits locally
- Councillor Training
- Quote for the residual work at the storage containers

The Meeting concluded at 21.42

**Rackheath Community Council
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26	Admin & Office Expenses	02/05/2023		Parish Council		Internet & Phone	Focus Group	S	48.28	9.66	57.94
25	Admin & Office Expenses	03/05/2023		Parish Council		Microsoft 365 subscription	Anglian internet	S	60.00	12.00	72.00
23	Repairs, Renewals and	04/05/2023		Parish Council		Pavilion Maintenance	K D Maintenance	X	220.00		220.00
24	NEST Pension	09/05/2023		Parish Council		Pension Contributions	Nest Pension	X	178.43		178.43
27	Event/Youth Fund	11/05/2023		Parish Council		Entertainer Balance	Moore Madness	X	130.00		130.00
34	Admin & Office Expenses	16/05/2023		Parish Council		Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
35	Admin & Office Expenses	16/05/2023		Parish Council		HMR Land Registry	HM Land Registry	X	3.00		3.00
28	All-Saints Church Grass	16/05/2023		Parish Council		Grass cutting	Garden Guardian	S	25.91	5.18	31.09
30	Surgery Maintenance	16/05/2023		Parish Council		Fire Extinguisher Service	North Walsham Fire	S	28.35	5.67	34.02
29	Pavilion Cleaning	16/05/2023		Parish Council		Pavilion cleaning	Heritage Contract	S	235.04	47.01	282.05
31	Pavilion Utilities	16/05/2023		Parish Council		Pavilion Electricity	British Gas	S	443.87	88.77	532.64
28	Jubilee Park Grasscutting	16/05/2023		Parish Council		Grass cutting	Garden Guardian	S	256.67	51.33	308.00
28	Grounds	16/05/2023		Parish Council		Grass cutting	Garden Guardian	S	107.58	21.52	129.10
28	Grounds	16/05/2023		Parish Council		Grass cutting	Garden Guardian	S	34.42	6.88	41.30
28	Grounds	16/05/2023		Parish Council		Grass cutting	Garden Guardian	S	263.44	52.69	316.13
28	Grounds	16/05/2023		Parish Council		Grass cutting	Garden Guardian	S	580.00	116.00	696.00
36	Admin & Office Expenses	30/05/2023		Parish Council		Internet & Phone	Focus Group	S	48.10	9.62	57.72
32	Salaries	31/05/2023		Parish Council		Salary	Staff	X	1,221.28		1,221.28
Total									3,889.33	427.32	4,316.65