

**Minutes of the Rackheath Community Council Meeting  
Of Tuesday 21<sup>st</sup> March 2023 at 7.15p.m.  
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

**Present:** Pippa Nurse (Chair), Brian Gardner, Julie Hunt, Nicola Kerr

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

**Members of the Public:**

**181.**Apologies for absence were received from Fran Whymark and Joel Whymark. **All approved.**

**182.**Nicola declared an interest in item 189cii; as a near neighbour of the planning application.

**183.**To adjourn the meeting for public participation:

Report from the District Councillor

NCC have just received funding to open new Family Hubs. Offering support from cradle to career for families, children and young people up to 19 (or 25 if they have special educational needs or disabilities). This single access point will offer support from health, social care, education, voluntary and community groups. There will be at least 7 Hubs and an extensive outreach service with access to 'Start for Life' services, supporting the first 1001 critical days from conception to 2 years old.

**184.**The minutes of the Community Council meeting of **Tuesday 21<sup>st</sup> February 2023** were received. **All approved.**

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

- a. Storage pods at the Pavilion are in situ and the connection of electric for lighting is being quoted for and extending the paving to allow trolley access.
- b. Reinstatement of Stracey Playing Field Car Park is still outstanding awaiting NCC to complete tree work.
- c. Jubilee Park Lighting is going out to tender.
- d. Funding for defibrillators is being explored but it was proposed that any shortfall in funding is met through CIL money.

**186.Newman Road Woods**

A site visit with an arborist has taken place on the strip of land to be purchased but it also highlighted a number of trees needing attention on site 6 belonging to Broadland District Council. These are a safety concern due to their location and 2 trees were identified as suffering from 'sooty bark' and need to be felled. This will be fed back to BDC for their attention before the land is handed over. A copy of the latest structural report on the Col Showers building remains, will also be requested. **All agreed.**

**187.Pavilion / Stracey Sports Park**

- a. The quote for the PRL/PRS Licence is still being agreed and will be carried over to next month.
- b. Wroxham FC have not met their terms and conditions of hire and it was therefore proposed that the Council will not renew their contract for next season. **All agreed.** The Council very much welcomes other clubs from the parish and surrounding villages to use the facilities and changing rooms, at the relevant rates.

- c. A request for land from 1<sup>st</sup> Salhouse Scout group was considered and whilst there is nothing available on Council land that would be suitable, the Council are looking into a number of pieces of land around the parish which may be acquired for this purpose.

#### **188. Jubilee Park**

The purchase of replacement litter bins was agreed up to a budget of £600.00 following a spate of vandalism. Larger bins to be installed to accommodate the additional use of the park. All agreed.

#### **189. Planning Matters:**

- a. The planning report of applications, decisions and those dealt with under delegated powers was noted.
- b. An update on GT16 the development reported that power and water issues experienced on the Industrial Estate need to be fed back to planners for action earlier than phase 3.
- c. The following applications were considered:
- i. Application Number: 2023/0483  
Proposal: Two storey extension (Revised)  
Location: 6 Lonsdale Road, Rackheath, Norfolk, NR13 6QW  
Application Type: Householder  
Comments: no objections.
- ii. Application Number: 2023/0534  
Proposal: Proposed replacement dwelling  
Location: Gazebo Farm, Newman Road, Rackheath, Norfolk, NR13 6LG  
Application Type: Full Planning Permission  
Comments:
- Not felt to be in the character of the surrounding area which is predominantly bungalows, except Rackheath Hall and Hall Farm.
  - Approval might set a precedent for high level housing in this heritage area.
  - A missed opportunity to design a more ecologically friendly home.
  - Historic England have said building to the west of the NDR should be sympathetic to the Rackheath Hall Estate.
  - Heritage Officers at BDC should consider the historic link with its location being on Site 2 of the WWII air base.

**All agreed to object to the application on this basis.**

#### **190. Neighbourhood Plan (NP)**

A report was given on the matters addressed at the Neighbourhood Steering Group meeting on 16<sup>th</sup> March 2023. Tony Emes has joined the group as a member of the public. Time was spent reviewing progress so far. The next meeting on Tuesday 11<sup>th</sup> April, will look in more detail at the policies. Discussions with the Industrial Estate reveal they are struggling with power and water which is not being improved until phase 3 of the GT16 development and should be included in an earlier phase. They report regular fires on the estate: the water hoses are on the main road and when used the water pressure drops significantly. More electric vehicle charging points are needed as are more double yellow lines due to street side parking causing safety issues with forklift trucks manoeuvring on the roads. Only one access point in and out of the estate poses another significant safety concern.

#### **191. Finances**

- a. An update on the application of the two new bank signatories was given. The initial paperwork has been completed and signed and will be submitted to the bank.
- b. Progress on proposals for community infrastructure projects using s.106 and CIL were heard. Ideas have been explored and the initial projects to be commenced using s.106 are £20,000 for an outdoor gym, £150,000 for play equipment at Stracey Playing field and £50,000 for Jubilee Park lighting. Four picnic benches are also to be purchased for Stracey Playing Field at a cost of approximately £6,000 and the Clerk was asked to move this project forward as soon as possible. **All agreed.**

### 192. Annual Community Meeting

Feedback from the meeting was given. Issues of dog fouling and behaviour in Jubilee Park were raised. The issues are noted and Council are looking at options to deal with this. A consultation will be considered as part of the Neighbourhood Plan review.

### 193. Coronation Event

An update on plans was given. Local groups have been offered a stall at the event. Confirmation of final attendees to be confirmed by the end of March. A working group meeting to take place mid-April to finalise plans.

### 194. Play Equipment

- a. It is proposed to offer the contract for new play equipment at Jubilee Park to Playdale Playgrounds Limited. **All agreed.**
- b. It was raised during the public consultation that consideration be given to the accessibility of limb different children on the large climbing unit. This has been fed back to the supplier but because of height restrictions associated with steps and handrails, the whole unit would need to be redesigned and would not have the same impact and play value as currently. With the addition of a wheelchair accessible roundabout and nest swing, it was felt that accessible play equipment had been considered and offered. The project at Stracey Playing field will give further take consideration to this requirement and will seek to include more accessible equipment and a quiet sensory area.
- c. The cost of four additional picnic tables was agreed for Jubilee Park at a cost of £5,610.00 + VAT

### 195. Accounts

- a. The payments for March 2023 were approved. It was noted that the water bill was high this quarter as a result of the flooding in the changing rooms in December 2022. This has been passed onto the Solicitors to seek reimbursement through the insurance claim. **All agreed.**
- b. The monthly bank reconciliation to 28<sup>th</sup> February 2023 was noted.
- c. The receipts for February 2023 were noted.
- d. It was proposed that payment be made to the Clerk for an additional 12 hours worked in February 2023 due to the large projects being undertaken. This will be remunerated in the April 2023 salary payment. **All agreed.**
- e. It was proposed that Nicola attend the Councillor Induction Training, Understanding Planning and Preparing a Neighbourhood Plan with NPTS at a total cost of £144.00. **All agreed.**

### 196. Policy Review

- a. The risk assessment for Jubilee Park was proposed and agreed.

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

- Email from Norfolk Lieutenancy Coronation Newsletter 001
- Email from BDC - South Norfolk Village Clusters Housing Allocations Plan Regulation 19 Publication – Extension to consultation period
- Email from NCC - Norwich Western Link project update and introduction from Cllr Graham Plant
- Email from NCC - New County Deal for Norfolk - Find Out More & have Your Say
- Email from NCC Greater Norwich Local Plan update – consultation extension
- Email from Norfolk Lieutenancy Coronation Newsletter 002
- Email from NALC - New County Deal for Norfolk
- Invite from BDC to the Town and Parish Council Forum 15th March
- Outcome from the Town and Parish Council Forum 15th March

**198. Items for publication/media and items for the Community Council meeting on Tuesday 17<sup>th</sup> April 2023.**

**199. A proposal was made to 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.**

It was agreed to allow the Clerk to carry over 5 days pro rata leave to 2023/24 and any outstanding leave from 2022/23 to be remunerated. This should only amount to 2-3 hours.

The Meeting concluded at 21:59

**Rackheath Community Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
261 Subscriptions	02/03/2023		Parish Council	Direct Debit	Microsoft 365 subscription	Anglian internet	S	46.00	9.20	55.20
255 Admin & Office Expenses	06/03/2023		Parish Council		Printer ink	The Cartridge People Ltd	S	74.99	15.00	89.99
254 Subscriptions	06/03/2023		Parish Council		Website	Wix.com Limited	S	132.00	26.40	158.40
256 Event/Youth Fund	09/03/2023		Parish Council		Platinum Jubilee Birdbath	Garden Site	S	141.66	28.33	169.99
259 NEST Pension	09/03/2023		Parish Council	Direct Debit	Pension Contributions	Nest Pension	X	152.11		152.11
257 CIL Expenditure	14/03/2023		Parish Council	BACs	CCTV Deposit	Simply Smart Co.	X	1,781.48		1,781.48
237 Newsletters	16/03/2023		Parish Council		Newsletter printing	Catton Print	Z	200.00		200.00
239 Repairs, Renewals and	16/03/2023		Parish Council	BACs	Pavilion Maintenance	K D Maintenance	X	220.00		220.00
282 Pavilion Utilities	20/03/2023		Parish Council	Direct Debit	Water	Wave-Anglian Water	S	-129.44	-25.89	-155.33
283 Pavilion Utilities	20/03/2023		Parish Council	Direct Debit	Water	Wave-Anglian Water	X	155.33		155.33
274 Admin & Office Expenses	21/03/2023		Parish Council	BACs	First Aid Kit refill	Amazon EU UK Branch	S	8.32	1.67	9.99
266 Insurance	21/03/2023		Parish Council	BACs	Insurance Excess	J A Building Services	X	125.00		125.00
275 Admin & Office Expenses	21/03/2023		Parish Council		Parish Meeting Stationery	Tesco	S	3.40	0.68	4.08
262 Pavilion Cleaning	21/03/2023		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	235.04	47.01	282.05
263 All-Saints Church Grass	21/03/2023		Parish Council	BACs	Grass cutting	Garden Guardian	S	23.59	4.71	28.30
263 Jubilee Park Grasscutting	21/03/2023		Parish Council	BACs	Grass cutting	Garden Guardian	S	233.33	46.67	280.00
279 Expenses	21/03/2023		Parish Council		Travel Expenses	Anne Tandy	X	8.37		8.37
263 Grounds	21/03/2023		Parish Council	BACs	Grass cutting	Garden Guardian	S	97.83	19.57	117.40
263 Grounds	21/03/2023		Parish Council	BACs	Grass cutting	Garden Guardian	S	31.25	6.25	37.50
263 Grounds	21/03/2023		Parish Council	BACs	Grass cutting	Garden Guardian	S	263.44	52.69	316.13
271 Pavilion Fixtures and	21/03/2023		Parish Council	BACs	Pavilion Signage	Amazon EU UK Branch	S	2.49	0.50	2.99
272 Pavilion Fixtures and	21/03/2023		Parish Council		Pavilion Signage	Amazon EU UK Branch	S	6.77	1.35	8.12
273 Pavilion Fixtures and	21/03/2023		Parish Council	BACs	Pavilion Signage	Amazon EU UK Branch	S	5.32	1.06	6.38
270 Pavilion Cleaning	21/03/2023		Parish Council	BACs	Pavilion cleaning supplies	Amazon EU UK Branch	S	10.82	2.17	12.99
280 Repairs, Renewals and	21/03/2023		Parish Council	BACs	Pavilion Maintenance	K D Maintenance	X	220.00		220.00
281 S.106 Income	21/03/2023		Parish Council	BACs	Storage Pods Installation	K D Maintenance	X	7,615.00		7,615.00
260 Tree Planting Grant	21/03/2023		Parish Council	BACs	Tree Planting	Felthorpe Forest Nursery	S	671.30	134.26	805.56
264 Pavilion Cleaning	23/03/2023		Parish Council	BACs	Window & gutter cleaning	Heritage Contract	S	47.00	9.40	56.40
267 Pavilion Utilities	25/03/2023		Parish Council	Direct Debit	Water	Wave-Anglian Water	X	740.86		740.86
265 Pavilion Utilities	27/03/2023		Parish Council	Direct Debit	Pavilion Electricity	British Gas	S	712.44	142.49	854.93
258 Admin & Office Expenses	28/03/2023		Parish Council	Direct Debit	Internet & Phone	Focus Group	S	46.87	9.37	56.24

**Rackheath Community Council  
PAYMENTS LIST**

			<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>					
284 Subscriptions	30/03/2023	Parish Council		Microsoft 365 subscription	Anglian internet	S	46.00	9.20	55.20	
277 Salaries	31/03/2023	Parish Council	BACs	Salary		X	1,556.44		1,556.44	
<b>Total</b>								<b>15,485.01</b>	<b>542.09</b>	