

**Minutes of the Rackheath Community Council Meeting
Of Tuesday 22nd November 2022 at 7.15p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

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

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer and Sally Hoare, Community Infrastructure Officer, Broadland District Council (BDC)

Members of the Public: 1

103. Apologies for absence were received from Joel Whymark and Paula Lowe. **All approved.**

104. Declarations of interest were made by Nicola, Fran and Pippa for item 109b Gamble Plant (Norfolk) Limited appeal application.

105. The meeting was adjourned for Public Participation:

Report from the District Councillor

A Warm Space has opened at Salhouse Village Hall, 10am-12pm. BDC attending to provide financial advice and support.

BDC are looking at their budget and the plan is to not raise Council tax. There is a huge budget gap which needs to be filled and it has been agreed that 5% can be raised for social care but only 2% can be used for adult social care.

106. The minutes of the Community Council meeting of **Tuesday 18th October 2022** were received and an amendment was made to item 89 before being **approved** as a correct and accurate record of the meeting.

107. There were no matters arising from the last meeting.

108. Pavilion / Stracey Sports Park

- a. James Cleaver from Salhouse Community Tree Nursery attended to talk through the proposed planting plan under the Queen's Green Canopy scheme which was agreed to proceed at the last Council meeting. Concerns with root breakthrough were discussed and it was confirmed that with the species selected and the distance from vulnerable areas, this will not cause problems. There was a suggestion for evergreens to be included along with species such as walnut. A higher canopy will provide more open surveillance for facility users which was preferred by Council. There is no cost for the trees and BDC can fund all materials through a grant which will be applied for. James will make amendments to the plan and planting as discussed and feedback to the Clerk.
- b. Progress with installation of storage pods was updated and a proposal to agree the cost of £7,615.00 from s.106 funding, for the pod bases, was put forward. **All agreed.**
- c. An update on the additional car parking area was reported. Still waiting for the oak tree to be reduced by Highways.
- d. An update on the application for Lottery Grant funding for new technical equipment in the hall including lights, sound and projector was heard. A 10% uplift can be applied to the grant but it was proposed that any further shortfall to be covered by the Council. **All agreed.**

- e. The purchase of floor mats to be used for use by a dance school to prevent damage to the flooring has been withdrawn as the booking is looking unlikely to go ahead. Council to revisit in the future if it becomes relevant.
- f. It was proposed that small bouncy castles for toddlers be allowed in the Pavilion Hall, if provided by a professional company with submission of appropriate and up to date insurance documents. Terms and conditions to be updated to reflect this. **All agreed.**

109. Newman Road Woods

An update on the progress of adopting Newman Woods was requested from Sally Hoare but the officer dealing with this at BDC is not currently at work, so no further progress to report.

110. Planning Matters:

- a. The planning report of applications, decisions and those dealt with under delegated powers was noted.
- b. The following appeal application by Gambles Plant (Norfolk) Limited, Salhouse Road was considered:
 Description of development: 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.
 NCC Application Reference: FUL/2020/0064
 NCC Appeal Reference: S78/2022/0003
 Appellant's Name: Gamble Plant (Norfolk) Limited
 Appeal Reference: APP/X2600/W/22/3297911
 Appeal Start Date: 17 October 2022
 Comments: This is still opposed by Council and have further comments have been submitted to the Inspectorate for consideration.
- c. An update on the GT16 development was heard. The NCC combined response is still awaited and in particular the Highways comments. Due to the complexities presented by nutrient neutrality no progress is likely for another 18 months with this application.
- d. An update from the Neighbourhood Planning Review working group was heard. Initial actions are to secure memberships by advertising in the community, to pursue grant funding streams and approach consultants for costings and feedback. **All agreed.**

111. Finances

- a. The draft Minutes of the Finance Working Group Meeting on Tuesday 15th November 2022 were presented. It was clarified that BDC are unable to hold CIL money on behalf of the Council.
- b. Final approval of the budget for 2023/24 was postponed until January/February 2023 to await contractors quotes for the following year particularly given the uncertainty caused by the current economic climate and difficulty with forecasting what these might be.
- c. Reports for both CIL and s.106 funding were presented and noted.

112. Jubilee Park

An update on the installation of bollard lighting along the footpath beside HTC and the supply of electricity from HTC for these amenities was heard. PCC has suggested that they may consider this being formalised with a legal contract. The Council are considering this, whilst also looking at other options.

113. Play Equipment Project

An update on the project to replace and renew play equipment in the village using s.106 funding. The next meeting of the working group will take place on 29 November 2022 to progress this project.

114. Dog Waste Bins

No further update on the refurbishment of bins in the village by BDC has been received due to departmental absences. This will be pursued for the next meeting.

115. Christmas Tree

The Christmas Tree has been paid for and will be collected 26/27 November and sited at HTC.

116. Coronation Event

Consideration was given to holding an event to mark The King's Coronation which takes place on 6th May 2023. Council would like to organise an event but ideally would need more volunteers to support this. The intention would be for a picnic in the park again, with children's entertainer and fireworks on Sunday 7th May 2022. The Platinum Jubilee event budget has an underspend of £2,500 so this could be used to fund a Coronation celebration. Further consideration to be given to this, before a decision is made.

117. Rural Transport Survey

A proposal to respond to the Rural Transport Questionnaire issued by Transport East was considered and it was agreed to delegate completion and submission to the Clerk and Pippa.

118. Wroxham Road Layby

The proposals for safety improvements to the layby and reduction in ASB were considered. Police are holding a meeting on 24 November 2022, 10.00am at Hilltop Café. Fran to attend this and Council were generally in favour of the measures proposed.

119. Accounts

- a. The payments for November 2022 were approved.
- b. The monthly bank reconciliation to 31st October 2022 was noted.
- c. The receipts for October 2022 were noted.
- d. The annual air conditioning maintenance invoice from Anglian Air Conditioning of £95.00 +VAT was approved.
- e. Nicola's attendance on the Understanding Planning Training through NPTS at a cost of £44.00 and the Councillor Induction Training, also £44.00 were approved for the next suitable dates.
- f. The next payment of the PWLB loan will be in January 2023 for £2,399.10. This was noted.
- g. To approve the new Broadband Contract from December 2022 for £25.33 +VAT per month. An average decrease per month of £7.27

120. Policy Review

The Social Media Policy was reviewed and approved.

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

- NALC Wellbeing – Help in a Crisis
- CPRE – Autumn Issue of Norfolk Voice
- NCC Health and Social Care – Developing Skills Newsletter
- NCC Highways - Information About Works: Maintenance work on Broadland Northway
- GNLP – Link to documents relating to housing trajectory and sites – no consultation at this stage
- Tree Council – Broadsheet 211
- NCC Community and Environmental Services - Norfolk Minerals and Waste Local Plan: Pre-Submission Extension of time period to make representations
- NALC – Invitation to discuss the Norfolk County Council Budget Proposals 2023 (5 December 2022)
- NALC Wellbeing - Ready to Change (healthy lifestyles)
- BDC - Landowner tree planting grant information
- NALC - Find Out More about Policing in Norfolk

- NPTS – November Newsletter
- BDC – Invitation to the Town and Council Forum (28 November 2022)

122. Items for publication/media and items for the Community Council meeting on Tuesday 20th December 2022. Due to the close proximity to Christmas this meeting will be restricted to those matters which need decisions and any updates held over until the January 2023 meeting.

123. It was agreed 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.

- a. Changes to the NALC pay increments and changes to Annual Leave allowance from 1 April 2022 were noted.
- b. The pay increase for the Booking Assistant from 1 April 2023 was approved.

The Meeting concluded at 21:26

Rackheath Community Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
176	01/11/2022		Parish Council	Direct Debit	Microsoft 365 subscription	Anglian internet	S	46.00	9.20	55.20
173	21/11/2022		Parish Council	BACs	Christmas Tree	Great Melton Farms	S	233.33	46.67	280.00
177	21/11/2022		Parish Council		Pavilion Electricity	British Gas	S	452.74	90.55	543.29
171	21/11/2022		Parish Council	Direct Debit	Pension Contributions	Nest Pension	X	144.59		144.59
174	22/11/2022		Parish Council	BACs	Training	Norfolk Parish Training &	S	30.00	6.00	36.00
175	22/11/2022		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	235.04	47.01	282.05
178	22/11/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	23.59	4.72	28.31
172	22/11/2022		Parish Council	BACs	Electricity for JP lights	Rackheath PCC	X	60.00		60.00
181	22/11/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	233.33	46.67	280.00
179	22/11/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	97.82	19.56	117.38
180	22/11/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	31.26	6.25	37.51
182	22/11/2022		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	263.44	52.69	316.13
184	22/11/2022		Parish Council	BACs	Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
191	22/11/2022		Parish Council		Stationery -paper	Amazon EU UK Branch	S	22.27	4.46	26.73
188	22/11/2022		Parish Council		First Aid Kit	Amazon EU UK Branch	S	4.83	0.97	5.80
190	22/11/2022		Parish Council		Torch	Amazon EU UK Branch	S	5.66	1.13	6.79
192	22/11/2022		Parish Council		Plastic Box	Amazon EU UK Branch	S	6.24	1.25	7.49
189	22/11/2022		Parish Council		Pavilion Supplies	Amazon EU UK Branch	S	9.57	1.92	11.49
183	23/11/2022		Parish Council	BACs	Internet & Phone	plusnet	S	24.24	4.85	29.09
185	30/11/2022		Parish Council	BACs	Salary	Staff	X	1,618.08		1,618.08
Total								3,546.99	344.89	3,891.88