

**Minutes of the Annual Rackheath Community Council Meeting
Of Tuesday 10th May 2022 at 7.00p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Present: Paula Lowe (Chair), Brian Gardner, Chris Yates, Fran Whymark, Julie Hunt, Pippa Nurse

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public: 3

16. Election of Community Council Chairman

A nomination was made by Julie Hunt for Paula Lowe to undertake the role of Chairman, for the forthcoming year. This was seconded by Pippa Nurse. There being no other nominations Paula Lowe was unanimously elected as Chairman. Declaration was signed in sight of the Clerk at the meeting.

17. Election of Community Council Vice Chairman

A nomination was made by Paula Lowe for Pippa Nurse to undertake the role of Vice Chairman, seconded by Julie Hunt and there being no other nominations Pippa Nurse was unanimously elected as Vice Chairman.

18. No apologies for absence were received. The resignation of Tracy Buckley had been received by the Chair and was formerly accepted.

19. There were no declarations of interest for items on the agenda.

20. The meeting was adjourned for Public Participation:

Having just held the Annual Community Meeting, there were no reports or comments to receive.

21. The minutes of the Community Council meeting of **Tuesday 19th April 2022** were received. The Council **approved** these as a correct and accurate record of the meeting.

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

23. The Annual Pavilion Management Report was received and noted.

24. The plans for the Platinum Jubilee Picnic in the Park were updated

- Some 1940's cars will be parked on the field for the interest of the public and to add to the occasion.
- Flags and bunting have been ordered.
- Commemorative coins are not available to purchase within budget for the school children. It was proposed that a donation towards something for the school's new nature area be identified with the school. The Clerk will contact them.
- Risk Assessments to be completed by Paula. The Clerk has completed one for the Tug of War and sent to Paula.
- An Event Management Plan to be completed by Paula.

25. To consider the following planning applications:

a. 20220623

Description: Single storey rear extension and alterations

Location: 57 Vera Road, Rackheath, NR13 6QN

Application Type: Householder

Comments: Not out of character for the area and no objections from neighbours. Council had no objections.

b. 20220634

Description: Single storey rear extension and erection of porch to front.

Location: 72 Salhouse Road, Rackheath, NR13 6AA

Comments: Significant increase in size but in keeping with others in the area. Not overlooking neighbours. No objections.

c. 20220714

Description: Single storey rear and side extensions. Replacement roof and extended first floor accommodation. Render to all existing external walls. Replacement detached garage. (Revised proposal).

Location: 11 Bernard Close, Rackheath, NR13 6QS

Comments: No objections.

26. Appointment of members to the Community Council Committees, Advisory Groups representation on external bodies and individual roles:

Due to the low number of Councillors, it was decided that a lead would be allocated to each group and all other Councillors invited to attend each meeting, to ensure quorum.

- a. Planning Committee – Pippa Nurse to lead and all other Councillors invited to attend.
- b. Internal Control Councillor – Fran Whymark
- c. Finance Advisory Group – Julie Hunt to lead and all other Councillors invited to attend.
- d. Staffing Advisory Group includes recruitment, disciplinary and grievance subgroups – Pippa Nurse and Julie Hunt.
- e. Football Steering Group – Paula Lowe to lead and all other Councillors invited to attend.
- f. Representatives on the Village Hall Management Committee – Chris Yates
- g. Bank Signatories and online bank authorisers – Julie Hunt, Paula Lowe, Pippa Nurse.

27. The Audit of the Parish Council Accounts 2020/21 were presented:

- a. Internal Auditors Report & Recommendations were reviewed and **noted**. There were no questions or queries raised and the Clerk was asked to work through the actions and prepare a response to be sent to the IA.
- b. The Annual Governance Statement in the 2021-22 Annual Governance Annual Return (AGAR) and the Accounting Statements were considered and it was proposed to approve. **All agreed**.
- c. The Statement of Accounts for 2021-22 was reviewed and approved. **All agreed**.

28. Accounts

- a. The payments for May 2022 were **agreed**.
- b. The monthly bank reconciliation to 30th April 2022 was **noted**.
- c. The next PWLB payment for July 2022 of £2,415.75 was **noted**.
- d. The 2021/22 CIL Income and Expenditure Report including the CIL allocation for April 2022 of was **noted**. Chris asked to clarify that the April allocation will be deducted and show on next years Loan Statement (see item e below). The Clerk confirmed this.
- e. The Broadland District Council Loan statement balance of £169,377.83 was **noted**.
- f. The cost of £125.00 +VAT to carry out electrical supply safety tests at Jubilee Park was **agreed**.
- g. The cost of £2,041.00 +VAT to replace two water pumps at the Pavilion was **noted**. This work has been completed and only one pump needed to be replaced, so a refund is being processed for £758.00. This work was approved under emergency delegated powers. **All agreed**.
- h. The renewal quote for the Council's Annual Insurance was presented from BHIB at a cost of £1,267.06 for a 3-year Long Term Undertaking. The Council felt that the increase of £152.95 on the previous agreement was reasonable in the current economic climate and did not consider it necessary for further administration time to be spent trying to reduce this. **All agreed**.

- i. The purchase and installation of a replacement post holding the dog waste bin on Vera Road costing £203.00 +VAT and the mounting of the Covid Plaque at a cost of £20.00 inclusive was considered. **All agreed.**
- j. The purchase and installation of a handrail at the back door to the Pavilion with a budget of up to £200.00 +VAT was considered and powers delegated to the Clerk to arrange. **All agreed.**

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

- Email from Norfolk Police: The PCC's new Police, Crime and Community Safety Plan and Wroxham Ward Newsletter
- Email from Broadland District Council: Guidance note for Parish Councils re Open Space provision on new developments

30. Items for publication/media and items for the next Community Council meeting 21st June 2022

Feedback re: Jubilee event

The Meeting concluded at 20:13

DRAFT

Rackheath Community Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32 Admin & Office Expenses	03/05/2022		Parish Council	Direct Debit	Microsoft 365 subscription	Anglian internet	S	14.50	2.90	17.40
45 Repairs, Renewals and	04/05/2022		Parish Council	BACs	Pavilion Maintenance	Dutypoint Limited	S	2,041.00	408.20	2,449.20
27 NEST Pension	09/05/2022		Parish Council	Direct Debit	Pension Contributions	Nest Pension	X	144.60		144.60
39 Audit	10/05/2022		Parish Council	BACs	Internal Audit	Tina Newby	X	100.00		100.00
31 Surgery Maintenance	10/05/2022		Parish Council	BACs	Fire Extinguisher Service	North Walsham Fire	S	16.50	3.30	19.80
33 All-Saints Church Grass	10/05/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	23.58	4.71	28.29
34 Grounds	10/05/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	97.84	19.57	117.41
35 Grounds	10/05/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	31.25	6.25	37.50
36 Jubilee Park Grasscutting	10/05/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	233.33	46.67	280.00
37 Grounds	10/05/2022		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	138.89	27.78	166.67
38 Pavilion Cleaning	10/05/2022		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	249.60	49.92	299.52
40 Pavilion Utilities	10/05/2022		Parish Council	BACs	Pavilion Electricity	British Gas	S	385.63	77.13	462.76
41 Admin & Office Expenses	10/05/2022		Parish Council	BACs	Office Equipment	Amazon EU	S	6.37	1.27	7.64
42 Pavilion Utilities	10/05/2022		Parish Council	BACs	Subscription	Virtual Landline	S	4.96	0.99	5.95
46 Admin & Office Expenses	16/05/2022		Parish Council	Direct Debit	Internet & Phone	plusnet	S	32.05	6.41	38.46
43 Clerk's Salary	31/05/2022		Parish Council	BACs	Salary	Anne Tandy	X	963.66		963.66
44 Booking Assistant Salary	31/05/2022		Parish Council	BACs	Salary	Hannah Lawrance	X	216.60		216.60
Total								4,700.36	655.10	5,355.46