



**MINUTES from the Rackheath Community Council Meeting on Monday 7<sup>th</sup> April 2025 held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm**

Councillors in attendance: Pippa Nurse (Chairman), Julie Hunt, Nicola Kerr, Sharon McKim and Steve Nurse

Apologies: Fran Whymark and Assistant Clerk Daniel Futter

Clerk: Aileen Beck

Members of the public: 3 (from 7pm until 7.30pm)

**1. To consider any apologies for absence**

Apologies accepted from Fran Whymark

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

Sharon: item 7ai - 11 Vera Road

Julie: item 7aiii - 57 Vera Road

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

Item 7aii – 12 Canfor Road – Concerns raised that not all affected and/or adjoining properties were informed of the application thought to be a significant build to rear and front. Residents advised to lodge an objection with Broadland District Council.

A resident reported that the lights on the signs at the Green Lane West/Wroxham Road junction need replacing – Clerk to contact Highways.

**4. To agree and approve the minutes of the Rackheath Community Council meeting of 17<sup>th</sup> March 2025**

The minutes of the Rackheath Community Council meeting held on 17<sup>th</sup> March 2025 were agreed as a true record and signed by the Chair.

It was AGREED that agenda item 7a be brought forward and discussed at this point to accommodate the members of the public present

**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**

Delegated Decisions – attaching bins to concrete in Jubilee Park at a cost of £75 AGREED

Pavilion matters - Staff considering different ways of advertising the facilities at the pavilion. AGREED – installation of a noticeboard on site to advertise, assistant clerk to investigate costs and suitability.

Policies - Health & Safety and CCTV policies to be brought to May meeting

**Ongoing Projects**

- Rackheath village sign - Request made on Facebook for suggestions of refurbishment and quotes to the office – none received so far, assistant Clerk to look for local companies and seek quotes
- Defibrillator located at Sole & Heel – awaiting authorisation from pub owner before installation can take place
- Clean Up and Bloom spending - Planter purchased, once received plants and compost etc to be purchased

**Correspondence**

- Norfolk ALC – deadline for receipt of nomination forms for board member vacancies 25<sup>th</sup> April 2025
- Norfolk County Council – Local Government Review Interim Plan

- Kiddy Cook Highlight report
- Salhouse Station Group public meeting, Salhouse Jubilee Hall Friday 4<sup>th</sup> April 7pm

Annual Parish Meeting 12<sup>th</sup> May 2025- local groups to be invited as last year

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

- a. Youth provision for Rackheath in conjunction with funding and support from Broadland District Council: 5 organisations approached, 2 indicated an interest in the project, 1 responded to the informal tender setting out a 3 phase plan, within the budget set by Broadland District Council over 18 months. Council AGREED to proceed. Ongoing costs to continue the project to be borne by s106, if not CIL pending confirmation of use of the funds.
- b. Request from residents for a hard standing footpath through Jubilee Park to Wilkinson Road: Broadland District Council have suggested an aggregate surface would be appropriate and have requested a plan of the route of the path along with confirmation of taking on responsibility after installation. AGREED: Council wish to ensure the new path matches the existing already installed through the park to ensure accessibility, especially if it is to take on responsibility and maintenance of the path. Clerk to liaise with Broadland District Council.

**7. Planning Matters**

- a. To review and comment on Planning Applications:
  - i. 2025/0742: Demolition of small rear extension and erection of larger extension at 11 Vera Road Rackheath Norfolk NR13 6QP - AGREED: no objection
  - ii. 2025/0834: Two Storey Front Extension & Porch, and Single Storey Rear Extension at 12 Canfor Road Rackheath Norfolk NR13 6SP - AGREED: comments to be raised with Broadland District Council to take into account the objection received from the neighbouring properties – Clerk to ask for extension of time for public to respond, further information about the build, and raise concerns over highway safety as a result of reduce parking for a property of such a size.
  - iii. 2025/0713: Self build replacement dwelling at 57 Vera Road Rackheath Norfolk NR13 6QN - AGREED: no objection
- b. To note the draft Neighbourhood Plan was submitted to Broadland District Council on 28<sup>th</sup> March 2025 and to agree costs to date and likely future costs: Consultants fees to 31<sup>st</sup> March 2025 to be taken from the grants received from Groundworks and Broadland District Council (the latter having a small balance remaining in hand at year end). CIL to cover any fees incurred between now and receipt of the remainder of the Government funding available.
- c. To receive an update on GT16/20220663 land north of Green Lane West Rackheath following the update meeting with Broadland District Council involving revision of Highway matters/requirements: There will be a re-consultation probably in May due to big changes in the Highways schedule, as each junction, with likely developments, has been looked at in great detail and flows modelled over 40 years resulting in extensive offsite Highways requirements, including new access points onto Wroxham Road and traffic management elsewhere. Speed limits are also being reviewed; Green Lane West would see the first alterations due to the initial access point for the site. Other matters being reviewed are drainage, land stewardship, education, recreation and the wastewater management. No design for the treatment works has been submitted as that will be covered by reserved matters or a full planning application.

Request to include an agenda item for the next meeting to discuss spending CIL funds on lowering the spend limits for the Sprowston end of Salhouse Road and along Wroxham Road by the Green Man pub to ensure consistency of speed limits along those roads.

- d. To discuss the Schema retainer for advice associated with the Waste Water Treatment Works and agree costs to date, any likely future costs and further action required: It was AGREED that the retainer of £4,000 be extended and the outstanding invoice of £1,770 plus VAT be paid and that no further instructions be given for this matter at this time. On receipt of the full planning application for the wastewater treatment for GT16, the council will review accordingly.

## 8. Accounts, Finance and Administration

a. To approve the payments for April 2025: the following payments were approved

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Pavilion Utilities	01/04/2025		Parish Council Currer		Pavilion Waste Collection	Broadland District Council	X	412.56		412.56
2	Pavilion Cleaning	01/04/2025		Parish Council Currer		Pavilion cleaning	Flawless Cleaning Norfolk L	S	464.32	92.86	557.18
3	Community Infrastructure Levy	01/04/2025		Parish Council Currer		Services under fee agreement	Schema Engineering Ltd	S	1,770.00	354.00	2,124.00
4	Neighbourhood Plan	01/04/2025		Parish Council Currer		Neighbourhood Plan Consultan	Compass Point Planning an	X	1,200.00		1,200.00
5	Neighbourhood Plan	01/04/2025		Parish Council Currer		Neighbourhood Plan Consultan	Rachel Leggett	X	800.00		800.00
6	Admin & Office Expenses	01/04/2025		Parish Council Currer		Stationery -ink	Viking	S	123.47	24.69	148.16
7	Subscriptions	01/04/2025		Parish Council Currer		Scribe Year End Check	Scribe 2000	S	59.00	11.80	70.80
8	Pavilion Fixtures and Fittings	01/04/2025		Parish Council Currer		Changing Room extract fan wit	Fresh Air	S	820.00	164.00	984.00
9	Pavilion Fixtures and Fittings	01/04/2025		Parish Council Currer		Labour fees	Fresh Air	S	120.00	24.00	144.00
10	Clerk's Salary	30/04/2025		Parish Council Currer		Salary	Clerk	X			
11	Assistant Clerk's Salary	30/04/2025		Parish Council Currer		Salary	Assistant Clerk	X			
12	NEST Pension	30/04/2025		Parish Council Currer		Pension Contributions	Nest Pension	X			
13	Admin & Office Expenses	01/04/2025		Parish Council Currer		internet	Anglian internet	S	72.00	14.40	86.40
14	Subscriptions	01/04/2025		Parish Council Currer		NPTS Annual Subscription	Norfolk Parish Training & S	X	555.00		555.00
15	Subscriptions	01/04/2025		Parish Council Currer		NALC Subscription	Norfolk Association of Loca	X	308.29		308.29
16	Training	01/04/2025		Parish Council Currer		Community Governance Course	SLCC	X	3,000.00		3,000.00
17	Training	01/04/2025		Parish Council Currer		Community Governance Study	SLCC	X	99.00		99.00
17	Training	01/04/2025		Parish Council Currer		Community Governance Study	SLCC	S	51.00	10.20	61.20
18	Subscriptions	01/04/2025		Parish Council Currer		Membership Fee	SLCC	X	240.00		240.00
19	Pavilion Utilities	17/04/2025		Parish Council Currer		Pavilion Electricity	Eon	S	636.57	127.31	763.88
20	Jubilee Park footpath & lighting	22/04/2025		Parish Council Currer		Feederpillar Supply	Eon	L	22.42	1.12	23.54
21	Training	04/04/2025		Parish Council Currer		Community Governance Study	SLCC	S	51.00	10.20	61.20
21	Training	04/04/2025		Parish Council Currer		Community Governance Study	SLCC	X	99.00		99.00
22	Jubilee Park Grasscutting & Ma	04/04/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	277.16	55.43	332.59
22	All-Saints Church Grass Cutting	04/04/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	27.95	5.59	33.54
22	Grounds Maintenance - Stracey	04/04/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	116.16	23.23	139.39
22	Grounds Maintenance - behind	04/04/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	37.16	7.43	44.59
22	Stracey Playing Field line Marki	04/04/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	135.56	27.11	162.67
<b>Total</b>									<b>14,535.65</b>	<b>953.37</b>	<b>15,489.02</b>

b. To note the receipts for March 2025: bank interest £3,928.92; s106 funding £560.00; refund £12.00; hire/rental income £3,490.40.

c. To note the monthly bank reconciliation to 31<sup>st</sup> March 2025: £1,010,630.64

d. To receive draft end of year budget monitoring information prior to completion of the Annual Governance and Accountability Return and Internal Audit: Summary of Receipt and Payments shared with council and it was AGREED to add to the existing earmarked reserves for the doctors surgery, emergency fund, community events, general maintenance, Jubilee Park and the Pavilion. Due to the underspend of the salary budget it was AGREED to open a new earmarked reserve to ringfence it for employment costs related to development and/or the management of projects. Internal control audit organised for this month as well as the internal audit, to be carried out by Pete Strange.

e. To note the requirements of the Practitioners Guides 2025 published by the Smaller Authorities Proper Practices Panel: due to the new assertion on the Annual Governance and Accountability Return for 2025/26 an IT policy will need to be considered and implemented along with a review of the accessibility statement and Data Protection requirements.

f. To receive a progress report on last month's financial actions: Funds to be transferred to the new Unity accounts by authorised signatories; Barclays mandate change form signed to remove one signatory; verbal advice received from an independent investment advice company considered – council agreed not to proceed at this point; Bowls club fees to remain at 2024 rate; outstanding football fees to requested in full and a 6 month payment plan offered before invoking the bad debt policy should any installments not be made on time.

## 9. Next scheduled meeting: Monday 19<sup>th</sup> May 2025

Meeting closed 8.34pm