

**Minutes of the Rackheath Parish Council Meeting  
Of Tuesday 16<sup>th</sup> November 2021 at 7.00p.m.  
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

**Present:** Paula Lowe (Chair), Brian Gardner, Fran Whymark, Julie Hunt, Pippa Nurse, Tracy Buckley

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

**Members of the Public: 9**

**93.** Apologies for absence were received from Joel Whymark and Stephen Oakley. **All approved.**

**94.** There were no declarations of interest or dispensations for items on the agenda.

**95.** The meeting was adjourned for Public Participation:

DevComms – presented the updated refinements to the GT16 masterplan. A public consultation is planned for early 2022.

District Councillor Report – Warm homes fund has been run by Broadland District Council for 4 years and secured £3.75 million to heat survey homes and provide heating and grants for insulating mobile homes. It is available for eligible homeowners, tenants and landlords.

**96.** The minutes of the Community Council meeting of **Tuesday 19<sup>th</sup> October 2021** were received. The Council **approved** these as a correct and accurate record of the meeting.

**97.** Matters arising, from the last meeting, to report.

Item 83 VoIP has been set up and once all Councillors are fully versed with the building, the phone number will be publicised.

Item 84 BDC have now responded to the issue of passing over responsibility to developers for street naming and stated that there is no change in policy and Parish's are still being consulted.

**98. To receive the draft Minutes of the Parks and Leisure Committee of 9<sup>th</sup> November 2021 and matters arising.**

- a. It was proposed to purchase an advertising banner for outside the Pavilion at a cost of £30.35 +vat. **All approved.**

**99. Old Dr's Surgery Replacement Door**

- a. The Council considered 3 quotes for a replacement door at the Old Dr's Surgery and it was proposed to accept a quote from Windows Plus for a black door with in the budget of £1,080.00 +VAT. **All approved.**

**100. 2022/23 Draft Budget**

- a. The draft budget was considered and proposals were made for replacement of broken dog bins, opening of the old school car park for additional parking at Stracey Playing Field, storage units for hirers at the Pavilion and CCTV for the Pavilion and grounds.

**101. Rackheath Village Hall Hedges**

- a. The Clerk to investigate the cost of flail cutting the Village Hall hedge and feedback to the next meeting.

**102. Accounts**

- a. The payments list for November 2021 **was approved**.
- b. The monthly bank reconciliation to 31<sup>st</sup> October 2021 **was noted**.
- c. The Internal Control Inspection carried out by Fran on 22<sup>nd</sup> October 2021 **was noted**.
- d. The next payment of the PWLB loan due in January 2022 for £2,432.40 **was noted** and the Clerk confirmed that funds are available for this.
- e. The quote from First Class Fire Protection Limited to install a new fire alarm system in the Pavilion costing £3,750 +VAT and annual maintenance of £200.00 as recommended by the Parks and Leisure Committee **was approved**.
- f. The refund of a hire deposit incorrectly paid by BACs for £100.00 **was approved**.
- g. The half yearly Community Infrastructure Levy statement of £35,311.87 to be offset against the loan from Broadland District Council **was noted**.
- h. The installation cost of a dog waste bin at All Saints Church of £90.00 **was approved**.

**103. SAM2**

- a. It was proposed to apply for a SAM2 speed camera using funding from the Parish Partnership but the Clerk should secure match funding for this to go ahead.

**104. Meeting with Jerome Mayhew MP**

- a. A positive meeting and the public were happy with the responses provided. Many questions focused on planning and development issues. Jerome Mayhew MP is scheduled to meet with Taylor Wimpey and will feedback discussions to the Council. Medical facilities and employment opportunities were also raised as areas of concern.

**105. Policy Review**

- a. The Operation London Bridge Policy was reviewed and **approved**.
- b. The Social Media Policy was reviewed and **approved**.
- c. The Health and Safety Policy was reviewed and it was proposed that a CoSHH register be set up and a lone working policy introduced. To be presented at the next meeting.

**106. To receive correspondence and agree a response (if any)**

- Broadland District Council response to concerns regarding street naming
- Email from Norfolk ALC – Briefing from Norfolk County Council
- Email from Norfolk ALC Wellbeing update 26 October 2021
- Email from NPTS Training Update
- Email complaints x2 from members of the public regarding the firework display. A response to be sent setting out the collaborative working with BDC Safety Advisory Group.
- Email from the Tree Council - Broadsheet 206. The final edition

**107. Items for publication/media and items for the next Community Council meeting on Tuesday 14<sup>th</sup> December 2021.**

SAM2

- 108. It was proposed 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. All Agreed.**

- a. Booking Assistant's appraisal was noted and amendments to the Job Description were proposed and **approved**.

The Meeting concluded at 21:12

**Rackheath Community Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
174	Admin & Office Expenses	01/11/2021		Parish Council	Direct Debit	Microsoft 365 subscription	Anglian Internet	S	14.50	2.90	17.40
151	NEST Pension	09/11/2021		Parish Council	Direct Debit	Pension Contributions	Nest Pension	X	138.48		138.48
191	New and replacement	13/11/2021		Parish Council	BACs	Key Cutting	Timpson Ltd	S	5.83	1.17	7.00
164	All-Saints Church Grass	16/11/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	19.66	3.93	23.59
165	Grounds	16/11/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	91.00	18.20	109.20
166	Grounds	16/11/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	28.92	5.78	34.70
167	Jubilee Park Grasscutting	16/11/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	217.08	43.42	260.50
168	Jubilee Park Play	16/11/2021		Parish Council	BACs	Play equipment inspection	Garden Guardian	S	18.17	3.63	21.80
169	Grounds	16/11/2021		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	119.38	23.88	143.26
170	Grounds	16/11/2021		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	138.89	27.78	166.67
172	Pavilion Cleaning	16/11/2021		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	220.48	44.10	264.58
175	Admin & Office Expenses	16/11/2021		Parish Council	BACs	Printer ink	Cartridge People	S	54.16	10.83	64.99
176	New and replacement	16/11/2021		Parish Council	BACs	Noticeboard	Amazon EU UK Branch	S	24.16	4.83	28.99
177	Admin & Office Expenses	16/11/2021		Parish Council	BACs	Stationery	Amazon EU UK Branch	S	5.49	1.10	6.59
178	Admin & Office Expenses	16/11/2021		Parish Council	BACs	Stationery	Amazon EU UK Branch	S	11.65	2.33	13.98
179	Admin & Office Expenses	16/11/2021		Parish Council	BACs	Stationery	Amazon EU UK Branch	S	4.57	0.92	5.49
180	Pavilion Covid-19 costs	16/11/2021		Parish Council	BACs	Covid requirements	Amazon EU UK Branch	S	6.66	1.33	7.99
181	Admin & Office Expenses	16/11/2021		Parish Council	BACs	Office Equipment	Amazon EU UK Branch	S	4.57	0.92	5.49
182	Admin & Office Expenses	16/11/2021		Parish Council	BACs	Office Equipment	Amazon EU UK Branch	S	2.82	0.56	3.38
183	Admin & Office Expenses	16/11/2021		Parish Council	BACs	Stationery	Amazon EU UK Branch	S	2.62	0.52	3.14
184	Pavilion Utilities	16/11/2021		Parish Council	BACs	Subscription	Virtual Landline	S	4.96	0.99	5.95
185	Fireworks	16/11/2021		Parish Council	BACs	Fire Extinguisher Service	North Walsham Fire	S	93.87	18.77	112.64
163	Hire Income - Pavilion	16/11/2021		Parish Council	BACs	Refund	Anna Ayres	X	100.00		100.00
173	Jubilee Park footpath &	16/11/2021		Parish Council	BACs	Electricity for JP lights	Holy Trinity Church	X	50.00		50.00
186	Fireworks	16/11/2021		Parish Council	BACs	Fireworks	Skylit Pyrotechnics	X	3,000.00		3,000.00
187	Repairs, Renewals and	16/11/2021		Parish Council	BACs	Pavilion Maintenance	D H Plumbing & Heating	X	185.00		185.00
192	Admin & Office Expenses	16/11/2021		Parish Council	BACs	Underpayment	Anne Tandy	X	-2.25		-2.25
194	PAYE & NIC	18/11/2021		Parish Council	BACs	PAYE & NI	HMRC	X	23.05		23.05
171	Pavilion Utilities	22/11/2021		Parish Council	Direct Debit	Pavilion Electricity	British Gas	S	507.06	101.41	608.47
190	Admin & Office Expenses	23/11/2021		Parish Council	Direct Debit	Internet & Phone	Plusnet	S	30.48	6.10	36.58
188	Booking Assistant Salary	30/11/2021		Parish Council	BACs	Salary	Hannah Lawrance	X	193.42		193.42
189	Clerk's Salary	30/11/2021		Parish Council	BACs	Salary	Anne Tandy	X	926.50		926.50
<b>Total</b>									<b>6,241.18</b>	<b>325.40</b>	<b>6,566.58</b>