

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

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

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public: 3

163. Apologies for absence were received from Julie Hunt and Joel Whymark. **All approved.** The resignation of Paula Lowe was noted.

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

165. To adjourn the meeting for public participation and receive reports from the District Councillor.

Report from District Councillor

NCC budget setting has been agreed at 4.99% which is approximately £79.00 on a Band D property. Broadland District Council's budget setting is still to be agreed but is proposed as a 0% increase.

166. The minutes of the Community Council meeting of **Tuesday 17th January 2023** were received. The figure for temporary accommodation in the District Councillors report was amended to £2.2 million. They were then approved as a correct and accurate record of the meeting.

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

- The tree planting event at Stracey Playing Field was a success and all completed in the weekend. A huge thanks to 1st Salhouse Scout Group who attended in large number to support this event. Without them the task would have been much greater. Thank you to Salhouse Community Tree Nursery for suggesting the scheme and organising the event.
- Defibrillator funding is being looked into but it has now been discovered that the Post Office defibrillator has also been taken, so 2 units will need to be purchased.
- The legionella assessment is in progress but many of the measures recommended have already been put into place.
- The dog bins and replacement parts have been ordered and delivery is awaited.

168. Newman Road Woods

A proposal has been confirmed by BDC to provide the funds for RCC to purchase the disputed strip of land following the formal adoption of the woods including all legal fees. Therefore, it was proposed to agree the land transfer under the terms and conditions already agreed. **All agreed.**

169. Pavilion / Stracey Sports Park

- a. An update on the reinstatement of the car park at Stracey Playing Field reported that the tree reduction by Highways is still awaited.
- b. An update on the progress of repairing flood damage in the football changing rooms reported that the contractors will be starting on 24th February 2023.

- c. Quotes for the installation of CCTV at the Pavilion using CIL funding were considered. It was proposed that Simply Smart Company be appointed at a cost of £3,562.62. **All agreed.**
- d. The purchase of a PRL/PRS licence for the Pavilion was discussed in line with the installation of the new sound system being installed as part of the lottery grant. Once a final figure has been provided it will be presented to Council for approval.
- e. It was proposed to increase the damage deposit at the Pavilion to £200 in light of the installation of new equipment. This covers the insurance excess and additional items such as cleaning. **All Agreed**

170.Planning Matters:

The planning report of applications, decisions and those dealt with under delegated powers was noted.

171.Neighbourhood Plan (NP)

Comparable plans have been reviewed. One of two consultants have been used locally, one of whom previously consulted Rackheath. Other options have been identified for consideration. New funding proposals for NP reviews will be available from April 2023. Revisions to the National Planning Policy Framework are proposing that plans are reviewed every 5 years.

With the considerable amount of documentation associated with the larger developments and a lack of deep understanding of the planning documents, it was recommended that a Planning Consultant is considered to support with this process for very large developments including GT16. BDC can offer more support with this and a meeting is to be set up. Funding options to be explored after the 1st April.

172.Finances

- a. It was proposed to set a budget for the school to purchase an item for their wild area in commemoration of the HRH Queens Jubilee. This was agreed by Council at the meeting on 10 May 2022 agenda item 24. A budget of £250.00 was agreed to purchase a bird bath, as requested by the school, with a memorial plaque. **All agreed.**
- b. It was proposed that Nicola and Pippa are put forward to become bank signatories. **All agreed.**

173.Annual Parish Meeting

Due to the commencement of the pre-election period on 16th March 2023, the date originally agreed of 28th March 2023 has been moved to Tuesday 14th March 2023. **All agreed.**

174. Jubilee Park

The agreed proposal to extend the lighting through the entire length of the park pathway means that this project will now need to go out to tender. The Clerk will commence work on this.

175.Coronation Event

Details of how local groups can get involved in the event was discussed and it was proposed that the primary school PTA provide drink refreshments and other groups are invited to make suggestions on what they would like to do either fundraising for their group or raising awareness with the community.

A working group to be set up to consisting of Pippa, Brian and Fran. Pippa to complete the risk assessment and event management plans.

176.Play Equipment

The tender deadline has been reached and the quotes received have been considered and evaluated. The highest scoring tender from Playdale. Once the terms and conditions have been scrutinised this will be proposed at the next meeting.

177.Accounts

- a. The payments for February 2023 were approved. **All agreed.**
- b. The monthly bank reconciliation to 31st January 2023 was noted.
- c. The receipts for January 2023 were noted.

- d. It was proposed that payment be made to the Clerk for an additional 20 hours worked in January 2023 due to the large projects being undertaken. This will be remunerated in the March 2023 salary payment. **All agreed.**
- e. An additional £50.00 to cover the costs of printing a newsletter for delivery, **was approved.**

178. Policy Review

- a. It was proposed to adopt the newly ratified Code of Conduct issued by LGA via BDC. **All agreed.**
- b. The risk assessment for Jubilee Park was proposed. Amendments to be made and presented at the next meeting.

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

- Invitation to the Tree Council AGM
- Tree Council Broadsheet issue 214 - February 2023
- Invitation to the Town and Parish Council Forum
- Notification: GNLP Update
- Notification: GNLP – Addendum to the Regulation 19 SA / SEA Report
- Confirmation from BDC of the street naming for the Orbit Housing development
- Notification: GNLP examination Part 4 hearings

180.Items for publication/media and items for the Community Council meeting on Tuesday 21st March 2023.

- Fireworks

The Meeting concluded at 20:27

Rackheath Community Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
230	01/02/2023		Parish Council		Sound and Lighting deposit	Simply Sound and	S	1,209.54	241.91	1,451.45
240	01/02/2023		Parish Council	Direct Debit	Microsoft 365 subscription	Anglian internet	S	46.00	9.20	55.20
236	14/02/2023		Parish Council	BACs	Jubilee Park Pathway	GB Driveways (Clear	S	9,000.00	1,800.00	10,800.00
243	16/02/2023		Parish Council		Dog Bin Lids and Post	Sitebox Limited	S	296.98	59.40	356.38
232	16/02/2023		Parish Council		Pension Contributions	Nest Pension	X	152.11		152.11
233	21/02/2023		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	235.04	47.01	282.05
238	21/02/2023		Parish Council	BACs	Grass cutting	Garden Guardian	S	31.25	6.25	37.50
234	21/02/2023		Parish Council	BACs	Pavilion Mirrors - Grant	Glassact UK Limited	S	603.85	120.77	724.62
238	21/02/2023		Parish Council	BACs	Grass cutting	Garden Guardian	S	97.83	19.57	117.40
238	21/02/2023		Parish Council	BACs	Grass cutting	Garden Guardian	S	263.44	52.69	316.13
238	21/02/2023		Parish Council	BACs	Grass cutting	Garden Guardian	S	233.33	46.67	280.00
238	21/02/2023		Parish Council	BACs	Grass cutting	Garden Guardian	S	23.58	4.72	28.30
246	21/02/2023		Parish Council	BACs	Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
247	21/02/2023		Parish Council		Refreshments	Tesco	S	4.79	0.96	5.75
241	21/02/2023		Parish Council	BACs	Annual Subscription	SLCC	X	177.00		177.00
251	21/02/2023		Parish Council		Pavilion cleaning supplies	Amazon EU UK Branch	S	10.82	2.17	12.99
269	21/02/2023		Parish Council	BACs	Office Equipment	Amazon EU UK Branch	S	9.16	1.83	10.99
249	21/02/2023		Parish Council	BACs	Pavilion Maintenance	Amazon EU UK Branch	S	29.87	5.97	35.84
250	21/02/2023		Parish Council	BACs	Office stationery	Amazon EU UK Branch	S	9.16	1.83	10.99
252	21/02/2023		Parish Council	BACs	First Aid Kit	Amazon EU UK Branch	S	8.32	1.67	9.99
248	21/02/2023		Parish Council		Refreshments	Rackheath Convenience	S	2.98	0.60	3.58
253	23/02/2023		Parish Council		Dehumidifier Hire	Ccf Plant Hire Limited	S	264.00	52.80	316.80
253	23/02/2023		Parish Council		Dehumidifier Hire	Ccf Plant Hire Limited	S	374.00	74.80	448.80
235	26/02/2023		Parish Council	Direct Debit	Pavilion Electricity	British Gas	S	593.94	118.79	712.73
268	26/02/2023		Parish Council	BACs	Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
242	28/02/2023		Parish Council	Direct Debit	Internet & Phone	Focus Group	S	107.23	21.45	128.68
244 &	28/02/2023		Parish Council		Salary	Staff	X	1,355.79		1,355.79
Total								15,149.93	2,693.04	17,842.97