



Minutes of the Rackheath Community Council Meeting  
On Tuesday 17<sup>th</sup> October 2023 at 7.15p.m.  
At The Pavilion, Green Lane West, Rackheath, NR13 6LT

*Philip Stone*

Philip Stone, (Locum) Community Clerk

**Councillors present:** Pippa Nurse (Chair), Brian Gardner, Fran Whymark, Julie Hunt, Nicola Kerr, Steve Nurse, Sharon McKim

**Officer in Attendance:** Philip Stone (Locum Clerk)

**Members of the Public:** None in attendance

1. **To consider and approve any apologies for absence.** Fiona Bartle, proposed to accept, seconded, unanimously resolved.
2. **To receive declarations of interest and consider dispensations for items on the agenda.** None received.
3. **To adjourn the meeting for public participation and receive reports from the District & County Councillors**  
District and County Councillor Fran Whymark verbal report received confirming:
  1. District council have purchased six residential properties to ease the issue for housing refugees.
  2. District Council have purchased three properties for domestic housing stock.
  3. Norwich Western link road funding has been approved.
  4. Attended the integrated care conference and spent a day with an ambulance crew on call.
  5. Stroke unit approved for Norfolk and Norwich.
4. **To agree and approve the minutes of the last Council meeting of 19<sup>th</sup> September 2023.** Proposed to agree and approve subject to, amendment of 12.b to read **Agree initial budget:** Grant application £6,000 (available via Broadland & South Norfolk District Council) and consultant quote of £13,400, seconded and unanimously resolved.
5. **To report progress on items not on the agenda from the last meeting (Clerk's Report).** (Written report circulated prior to meeting)
  - **Newman Road woods.**  
Updated tree report received 17<sup>th</sup> October items raised to be checked with District Council prior to circulation to members (in particular the extent of the land being transferred.)
  - **Outstanding football invoice.**  
Agreed and paid.

- **Pavilion maintenance to do and done.**  
Fire Risk assessment undertaken, electrical certificate in process of completion, hall painting to take place from 20<sup>th</sup> November.
- **Bookings update. (Movement of council from Tuesday to a Monday tbc)** Report noted from Facilities Coordinator and request to move council meetings from a Tuesday to a Monday to accommodate a Yoga class. Proposed to move council meetings to a Monday at 7pm, seconded and resolved.
- **Probation service work**  
Agreement received 17<sup>th</sup> October, clerk to clarify days of attendance and safeguarding, clerk liaising with councillor Whymark in approval of documents.
- **Carpark lighting**  
Emergency lighting repairs completed including the replacement and upgrade of lighting heads.
- **Graffiti**  
Noted two benches at Jubilee Park, clerk to assess and deal with once concrete pad works have been completed.
- **Wetpour older play equipment**  
Quote received for replacement 17<sup>th</sup> October to be circulated to councillors.
- **Play equipment snagging**  
To be considered under 9 d.
- **Jubilee bench**  
Installed.
- **Green lane visual splay works**
- Due to take place 24<sup>th</sup> October weather permitting.
- **Correspondence**  
Email from members of the public received raising concerns over inadequate drainage and recurring flooding issues both at the proposed GP site on Green Lane East and further down Green Lane East adjacent to recent housing developments. NCC have already raised concerns of draining in the planning application for the proposed GP site.
  - Clerk to email planning authority to highlight concerns of the community.
  - Clerk to respond to members of the public directly.
  - Clerk will ask BDC for clarification of clearance schedule for drains and the attendance of an officer with Councillor McKim on site to clarify the adequacy.

## 6. Pavilion / Stracey Sports Park

- a. Ratification of car park lighting expenditure £1,758. Proposed, seconded, and unanimously resolved.
- b. Fire risk assessment ratification of expenditure £289 plus vat. Proposed, seconded, and unanimously resolved.

## 7. Footpath works.

- a. Ratification of additional expenditure (imposed by power networks) and additional light bollard. Proposed, seconded, unanimously resolved.
- b. Disposal of hedge approve budget of £400 for chipping and labour. Proposed seconded, and unanimously resolved.

## 8. Play Equipment Jubilee Park

- a. To ratify installation cost of £100 for contractor for installation of hurricane swing. Proposed seconded and unanimously resolved.
- b. To ratify the cost of replacement parts hurricane, swing £816 plus vat. Proposed seconded and unanimously resolved.
- c. To ratify the cost of replacement benches £416 per bench and fittings (to be confirmed). Proposed seconded and unanimously resolved. Concrete pad installation cost and construction of benches noted at £360 per bench.

- d. To confirm payment, sum to play equipment supplier following notification of outstanding snagging. Proposed clerk to write to the provider confirming council had been unable to approve invoice in current form due to outstanding issues and asking provider to attend site to agree and resolve with Cllr McKim in attendance.

#### **9. GT16**

- a. Revised GT16 consultant cost of £3450 (+disbursements) excl VAT as set out in quote discussed – budget of £5000 +VAT approved. Councilor Kerr approved to sign off engagement letter. Proposed, seconded, unanimously resolved.
- b. Update on community engagement.  
Clerk apologised that no information obtained at Rackheath consultation from members of the public due to clerical error. Cllr Kerr gave a verbal report on attendance and engagement at Salhouse.  
Not all households received the notification of consultation from Taylor Wimpey – this has been escalated.
- c. Agree and approve website hosting method for consultation. Proposed at a cost of £160, seconded, unanimously resolved.
- d. Agree and approve email address for community engagement £35 plus vat set up cost only. Proposed, seconded, unanimously resolved.
- e. Agree and approve budget for A4 leaflet print and distribution £500 plus vat. Proposed, seconded, unanimously resolved.

#### **10. Neighbourhood plan**

Agree procedure for neighbourhood plan going forward, design codes followed by Neighbourhood plan review. Council agreed to start with design code and do a full review of the Neighbourhood plan. An initial workshop day will be arranged with consultants. Proposed, seconded, and unanimously resolved.

- a. Agree and approve revised quote for undertaking neighbourhood plan and design codes.  
Proposed to accept revised quote in the sum of £17,100, seconded, and unanimously resolved.
- b. Agree and approve Cllr Kerr to apply for locality funding.  
Proposed, seconded, and unanimously resolved.
- c. Agree and approve use of CIL funding in neighbourhood plan update subject to BDC approval.  
Proposed seconded, and unanimously resolved.

#### **11. Accounts**

- a. To approve the payments for October. All approved except payment of play equipment install at Jubilee Park – awaiting resolution of identified snagging. Proposed, seconded, unanimously resolved.
- b. To note the monthly bank reconciliation to 2023. Noted
- c. To note the receipts for September 2023. Noted
- d. Agree proposed form of delegation. Review of process will be held in 3 months' time. Proposed, seconded, and unanimously resolved.

#### **12.Planning**

- a. Application: 2023/2805 Saint Stephen Green Lane West single storey rear extension and new rendering to existing bungalow. Proposed no objection, seconded, and unanimously resolved.
- b. Application: CTIL11218922 upgrade to radio base station installation.  
Proposed to raise concern and highlight its proximity to the intended site for the new primary school.

#### **13. Christmas Tree**

- a. To agree Christmas tree budget.  
Proposed council contribution of £100 to overall cost of £240. Cllr Gardner will arrange payment, delivery and installation with council reimbursing Cllr Gardner the council's contribution of £100 on submission of an expenses claim form and copy receipt.

#### **14. A proposal was made to exclude the public under the Public Bodies (Admissions to Meetings) Act 1960, to**

**due to the confidential nature of the item to be discussed – personnel matters.**

- a. To agree and approve advert for Community Clerk. Role of 30 hours split into two roles. Proposed, seconded, and unanimously resolved.

Meeting closed at 9.40pm