



MINUTES from the Rackheath Community Council Meeting held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm on Monday 15th June 2026

Councillors in attendance: Pippa Nurse (Chair), Julie Hunt, Nicola Kerr, Sharon McKim and Steve Nurse (from 7pm to 7.45pm and 8.45pm to close)

Clerk: Aileen Beck

Apologies: Fran Whymark

Members of the public: 0

1. To consider and approve apologies for absence

Apologies accepted from Fran Whymark

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

Nicola – item 7c

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

No report available

4. To agree and approve the minutes of the Rackheath Community Council meeting held 18th May 2026

The minutes of the Rackheath Community Council meeting held on 18th May 2026 were agreed as a true record and signed by the Chair.

5. To receive the Clerk's report including progress on items from the previous meeting, correspondence received, and ratification of any delegated decisions

Progress on items from previous meetings

Minor repairs completed at Stracey Sports Park

New football goals (purchased through grant funding) are in place

Working group meeting held to discuss potential improvements to be financed by s106 funding

Insurance renewed and refund of £282.94 due to be received

Correspondence received included:

Norfolk County Council – cost of living booklet to be shared on social media

Resident – definitive map modification for informal right of way off Green Lane West

Norfolk Police – no further action to be taken regarding the damage to the Salhouse Road bus shelter

Delegated decision

£50 cost for repairs to the fence at the entrance to Jubilee Park ratified by council

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

- a. **To receive an update regarding the refurbishment of the Village Sign area:** Council reviewed the report prepared by the Assistant Clerk outlining the work undertaken by

Community Payback and agreed that responsibility for progressing the next steps, within the previously agreed budget, would be delegated to the Clerk. Steve left the meeting to collect the memorial marker and move it to the pavilion for safekeeping until the renovations are completed.

- b. **To receive an update on the agreed new and replacement defibrillators:** It was agreed to proceed with the purchase of three defibrillators from Defibsupplies at a cost of £785 plus VAT, to be funded from CIL funds.
- c. **To review and sign the legal paperwork for the Newman Road woods transfer:** Council approved the acquisition of Liberator Strip (NK513162) for £5,000 and Newman Road Woods (NK372177) for £1.00 on terms presented by signing the contracts and transfer documents. The Clerk was authorised, in consultation with the Chair, to agree minor non-material amendments, and to instruct NP Law to exchange contracts and complete purchases and register transfers with HM Land Registry as and when initial management and governance arrangements are put in place. Clerk to report progress at next meeting.
- d. **To continue the discussion regarding sporting activities at Stracey Park:** Julie provided an update on initial investigations into the potential introduction of cricket at the Pavilion. The Clerk confirmed the football arrangements for the 2026/27 season.
- e. **To agree costs of repair kit for wet pour at Stracey Park:** the cost of £284.35 plus VAT from Wicksteed was agreed – Assistant Clerk to confirm the product's shelf life before placing the order.
- f. **To review the applications for the Handyman position:** The Clerk will invite two shortlisted applicants to visit the Pavilion to discuss the scope of work before any further decisions are made.

7. Planning Matters

- a. **To review and comment on Planning Application 2026/1569: Variation of condition 2 to change design of replacement dwelling of consented permission 2023/0534 (which consented to proposed replacement dwelling) at Gazebo Farm Newman Road Rackheath Norfolk NR13 6LG:** Council reviewed the application documentation and instructed the clerk to enquire whether the airport has been consulted, given the size of the proposed wildlife pond and whether the Ecological Report (prepared for the previous application in 2022) remains valid.
- b. **To note that Planning Application 20220663: land at North Rackheath (GT16) will be considered at the Broadland District Council Planning Committee on 17th June 2026:** noted
- c. **To note the proposed installation of a Variable Message Sign adjacent to Rackheath Park on Wroxham Road, with works due to commence on 3rd August 2026:** The Clerk will raise the following queries: Whether the sign is positioned too close to the Rackheath Park entrance; Potential impact on driver visibility or distraction; Appropriateness of location in front of the historic gates and whether a formal consultation process should have been undertaken.

8. Annual Governance and Accountability Return 2025/26

- a. **To note that council's internal audit has been completed and a schedule agreed for 2026/27:** Fran has completed the internal controls review and audit for 2025/26 with no

issues to report. It has been agreed that he will review the accounts with the Assistant Clerk at the end of each quarter.

- b. To note the report from the internal auditor: item deferred until report available later this month
- c. To discuss and move forward with recommendations made in that report: item deferred until later this month
- d. To approve the Annual Governance Statement before it is signed by the Chairman and Clerk: item deferred until later this month
- e. To approve the Accounting Statements already signed by the Responsible Financial Officer before being signed by the Chairman: item deferred until later this month
- f. To note the period for the exercise of public rights is proposed to begin on Wednesday 1st July 2026 and end on Tuesday 11th August 2026: item deferred until later this month
- g. To note that the necessary documents will be available to view on Council's website prior to the exercise of the public rights period: item deferred until later this month

9. Accounts, Finance and Administration

- a. **To note the receipts for May 2026:** Hire fees of £2,047.33 net, textile recycling credit £98.61 and HMRC VAT repayment £4,320.04
- b. **To approve the payments for June 2026:**

Rackheath Community Council PAYMENTS (AWAITING AUTHORISATION) LIST

12 June 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
55	Stracey Park - Play Equipment	11/06/2026		Unity Trust - Current		Stracey park Equipment Parts	Wicksteed	S	38.56	7.71	46.27
56	S.106 Funding	11/06/2026		Unity Trust - Current		Football nets lock	Screwfix	S	61.16	12.23	73.39
57	Clerk's Salary	30/06/2026		Unity Trust - Current		Salary	Clerk	X	1,612.61		1,612.61
58	Assistant Clerk's Salary	30/06/2026		Unity Trust - Current		Salary	Assistant Clerk	X	1,156.38		1,156.38
60	Pavilion Fixtures and Fittings	11/06/2026		Unity Trust - Current		PAT Testing	Norfolk PAT Testing	X	173.72		173.72
61	NEST Pension	30/06/2026		Parish Council Currer		Pension Contributions	Nest Pension	X	609.46		609.46
62	Admin & Office Expenses	03/06/2026		Parish Council Currer		internet	Anglian internet	S	72.00	14.40	86.40
63	Repairs, Renewals and General	11/06/2026		Unity Trust - Current		Fire Extinguisher Maintenance	Nordwell Ltd	S	218.50	43.70	262.20
64	Repairs, Renewals and General	11/06/2026		Unity Trust - Current		Fire Alarm & Emergency Light	Nordwell Ltd	S	150.00	30.00	180.00
65	S.106 Funding	11/06/2026		Unity Trust - Current		Bowls Machinery	North Walsham Garden Ce	S	1,540.83	308.17	1,849.00
66	Pavilion Cleaning	11/06/2026		Unity Trust - Current		Pavilion cleaning	Flawless Cleaning Norfolk L	S	494.00	98.80	592.80
67	Admin & Office Expenses	11/06/2026		Unity Trust - Current		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
68	Admin & Office Expenses	11/06/2026		Unity Trust - Current		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
69	Jubilee Park footpath & lighting	16/06/2026		Parish Council Currer		Feederpillar Supply	Eon	L	17.81	0.89	18.70
70	Admin & Office Expenses	11/06/2026		Unity Trust - Current		Stationery	Viking	S	49.13	9.83	58.96
70	Repairs, Renewals and General	11/06/2026		Unity Trust - Current		Stationery	Viking	S	17.58	3.52	21.10
71	Bowls Green Maintenance & Ma	11/06/2026		Unity Trust - Current		Bowls Lawn Maintenance	Pete Savage, Lawns and Li	X	476.00		476.00
72	Jubilee Park Grasscutting & Ma	11/06/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	317.29	63.46	380.75
72	All-Saints Church Grass Cutting	11/06/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	32.90	6.58	39.48
72	Grounds Maintenance - Stracey	11/06/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	144.45	28.89	173.34
72	Grounds Maintenance - behind	11/06/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	42.53	8.51	51.04
72	Stracey Playing Field Football P	11/06/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	510.99	102.20	613.19
73	Pavilion Utilities	14/06/2026		Parish Council Currer		Pavilion Electricity	Scottish Power	S	614.52	122.90	737.42
74	Pavilion Utilities	25/06/2026		Parish Council Currer		Water	Wave-Anglian Water	X	2,323.85		2,323.85
75	Football Income	01/06/2026		Unity Trust - Current		Football Refund	Michu FC	X	50.00		50.00
76	S.106 Funding	01/06/2026		Unity Trust - Current		Football Goals and Nets	MH Goals Ltd	S	750.00	150.00	900.00
76	S.106 Funding	01/06/2026		Unity Trust - Current		Football Goals and Nets	MH Goals Ltd	S	139.20	27.84	167.04
77	Admin & Office Expenses	12/06/2026		Unity Trust - Current		Village Sign area - consumable	Screwfix	S	3.32	0.67	3.99
Total									11,632.21	1,041.38	12,673.59

- c. **To note the monthly bank reconciliation to 31st May 2026:** £1,149,572.14 including earmarked and general reserves
- d. **To authorise the regular payments for the financial year in accordance with s6.6 & 7.9 of the Financial Regulations:** agreed
- e. **To approve the maintenance schedule and approved contractors:** agreed. Quote for ACE Shutters approved at £565 plus VAT to repair the kitchen shutter.

Meeting closed at 9pm

Next scheduled meeting: Monday 20th July 2026

DRAFT