

**Minutes of the Rackheath Parish Council Meeting  
Of Tuesday 20<sup>th</sup> July 2021 at 7.30 p.m.  
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

**Present:** Paula Lowe (Chair), Fran Whymark, Julie Hunt, Tracy Buckley

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

**Members of the Public: 1**

46. Apologies for absence were received from Joel Whymark and Pippa Nurse. **All approved.**
47. There were no declarations of interest or dispensations for items on the agenda.
48. The meeting was adjourned for Public Participation.

**District Councillors report**

**Covid**

In Norfolk 90% of over 18's have had 1<sup>st</sup> vaccinations and 7% both. Clinical Commissioning groups have been setting up drop ins for this.

Director of Public Health reports 16 hospitalisations in Norfolk and 3 in intensive care.

Broadland District Council have employed two Mental Health workers from YMCA who can be contacted through Broadlands Help Hub. They are targeting young people aged 16-24. Two newly appointed Community Connectors are tasked with working in the community to support different groups. They are based in Dr's surgeries and can help with social issues, such as housing.

The strain on the NHS has been unprecedented during Covid and highlighted the need to work more collaboratively. As a result the NHS and Districts are now working more closely together. Tots to Teens is running from Friday 23 July 2021 and has a session at Rackheath Village hall. Big Norfolk Fun being run by Norfolk County Council for 5–16-year-olds who are eligible for free school meals.

49. The minutes of the Community Council meeting of **Tuesday 15<sup>th</sup> June 2021** were received. The Council **approved** these as a correct and accurate record of the meeting.
50. Items not on the Agenda from the last meeting (Clerk's Report). There was nothing to report.
51. The draft Minutes of the Parks and Leisure Committee of 13<sup>th</sup> July 2021 were presented and matters arising were discussed:
  - Wroxham's football pitch requirements for next season were discussed. The change from 2 adult pitches to 1 adult and a  $\frac{3}{4}$  pitch was **agreed** and a quote to be obtained for the alternative pitch marking. Another adult team have enquired about pitch space every other Sunday at 10.30am which could be alternated with Wroxham's home games. A quote has now been received to replace the outside tap and repair a shower in the changing rooms at a cost of £185.00 was **approved**.
  - The mobile phone approved by the Committee is now unavailable. The alternative is to look at diverting calls, which the Clerk will look into.

- a. Heritage property maintenance service has been quoted at £29.00 per hour and at least half a days work to be accrued before visiting. All **approved** this arrangement for minor work at the Pavilion.
  - b. Delegated powers were proposed for the Clerk to authorise payment for small maintenance work to be completed at the Pavilion up to a total of £250.00 +VAT per month and reported back to Council. **All approved.**
  - c. Agreement of the entry fees for the Fireworks event. Proposed £5.00 adults and 16's under free. **All agreed.**
- 52.** The draft Minutes of the Planning Committee meeting on 15<sup>th</sup> June 2021 were noted by the Council.
- 53.** The draft Minutes of the Finance Working Group meeting on 21<sup>st</sup> June 2021 were noted by the Council.
- 54.** A resolution was **approved** under the Localism Act 2011 s.1 to formerly adopt the General Power of Competence. The Council were satisfied that the Clerk has successfully completed the CiLCA qualification (including the GPoC module) and that two-thirds of the Council were voted in at the last election.
- 55.** A resolution was **approved** under the Local Government Act 1972 s.12 to officially change the name of the Council from Parish to Community.
- 56. Asset of Community Value**  
Further information was presented by Fran Whymark, in relation to the Sole and Heel PH being made an Asset of Community Value. If it was agreed that the Pub was deemed to be of community value. Once it is listed as such and it goes up for sale the Community has 6 months to raise funds to buy it. Council did not feel this was needed at the current time but would reconsider in the future, if necessary. It was suggested that perhaps other facilities could be considered under the scheme and this will be discussed at the next meeting.
- 57.** The proposed road naming of the Persimmon Homes site on Green Lane West was **approved by all.**
- 58. Accounts**
- a. Payments for July 2021 were approved (appendix A). **All approved.**
  - b. The monthly bank reconciliation to 30<sup>th</sup> June 2021 was **noted.**
  - c. The 1<sup>st</sup> quarter budget report was **noted.**
  - d. The Annual CIL Expenditure report for 2020-21 was **noted.**
  - e. The purchase of a new cordless office telephone costing £33.32 +VAT was **approved**
  - f. The purchase of a new office chair for the Clerk costing £53.00 +VAT was **approved**
  - g. A booking refund of £57.60 cancelled due to a delay in lifting covid restrictions was **approved.**
  - h. The cancellation of the Zoom subscription as of 3 August 2021 was **noted.**
  - i. The purchase of a key box for call out purposes costing £25.83 +VAT was **approved.**
  - j. The Clerk's attendance on the NPTS - Understand the Planning System workshop on 16th September 2021 costing £44.00 was **approved.**
  - k. The payment of all regular invoices during August 2021 under the Clerk's delegated powers was **approved.**
  - l. The tree reduction work in the open space on Eva Road was approved to take place by Tree Care Conservation costing £648.00 +VAT.

## 59. Policy Review

- a. The revised Key Holder Policy was **approved and adopted**.
- b. The Clear Desk Policy was **approved and adopted**.
- c. The revised Pavilion Covid Risk Assessments were **approved**.

## 60. To receive correspondence and agree response (if any)

- Emails from Norfolk ALC
  - The Queen's Platinum Jubilee Beacons
  - The Armed Forces Covenant
  - Safer Norfolk Plan 2021-24
  - Norfolk ALC Bulletin – 6 July 2021
  - Three Important Webinars
- Email from Norfolk Police launching the 8-week consultation towards a Community Safety Plan
- Email update from Norwich Western Link following the award of the design contract
- Email from the Hoveton and Wroxham Voluntary Community Car Scheme following the request for donations, they have provided information which is displayed on our noticeboard. **Agreed a donation of £50.00.**
- Email from a resident on Salhouse Road raising the issue of speeding on Salhouse Road close to the Sole and Heel roundabout and asking for the installation of a speed sign be considered. **The Clerk to look into obtaining grants to purchase a SAM2.**
- Email from Thorpe St Andrew Town Council inviting consultation on their Neighbourhood Plan
- Email from Norfolk PTS with information about their summer training
- Broadsheet 202 received from The Tree Council

## 61. Items for publication/media and items for the next Community Council meeting on Tuesday 21<sup>st</sup> September 2021.

- SAM2 Grant
- Assets of Community Value
- Fireworks

## 62. To consider excluding 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.

- a. The Clerk's appraisal was **noted**.
- b. The Clerk's salary was reviewed and a 2 point rise on the pay scale was **agreed**.
- c. The Clerk's request for annual leave was **approved**.
- d. The Booking Assistants hours from September 2021 were approved to be Wednesday 9am-12noon and Friday 9am-11am. An additional 2 hours per month were agreed on an ad hoc basis to be approved by the Clerk, as required.

The Meeting concluded at 21:30

**Rackheath Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
78	Admin & Office Expenses	01/07/2021		Parish Council	Direct Debit	Microsoft 365 subscription	Anglian Internet	S	14.50	2.90	17.40
74	PWLB Loan Repayments	05/07/2021		Parish Council	Direct Debit	Loan	PWLB	X	2,449.05	0.00	2,449.05
67	NEST Pension	09/07/2021		Parish Council	BACs	Pension Contributions	Nest Pension	X	158.83	0.00	158.83
60	PAYE & NIC	12/07/2021		Parish Council	BACs	PAYE & NI	HMRC	X	57.70	0.00	57.70
88	Pavilion Advertising	15/07/2021		Parish Council	BACs	Advertisement	Vistaprint B.V.	S	28.17	5.63	33.80
68	All-Saints Church Grass	20/07/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	19.66	3.93	23.59
69	Grounds	20/07/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	91.00	18.20	109.20
70	Grounds	20/07/2021		Parish Council	BACs	Hedge Cutting	Garden Guardian	S	28.92	5.78	34.70
71	Jubilee Park Grasscutting	20/07/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	217.08	43.42	260.50
72	Jubilee Park Play	20/07/2021		Parish Council	BACs	Play equipment inspection	Garden Guardian	S	18.17	3.63	21.80
73	Grounds	20/07/2021		Parish Council	BACs	Goal Mouth Seeding	Garden Guardian	S	350.00	70.00	420.00
75	Repairs, Renewals and	20/07/2021		Parish Council	BACs	Fire Extinguisher Service	North Walsham Fire	S	77.00	15.40	92.40
76	Jubilee Park Play	20/07/2021		Parish Council	BACs	Play equipment inspection	PlaySafety Limited	S	93.00	18.60	111.60
79	Payroll Services	20/07/2021		Parish Council	BACs	Payroll Services	Orchard House	S	11.98	2.40	14.38
80	Pavilion Cleaning	20/07/2021		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	220.48	44.10	264.58
82	Pavilion Fixtures and	20/07/2021		Parish Council	BACs	Fire Signage	CIM	S	35.00	7.00	42.00
85	Admin & Office Expenses	20/07/2021		Parish Council	BACs	Stationery	Rocaba Packaging Ltd	S	5.90	1.18	7.08
86	Pavilion Covid-19 costs	20/07/2021		Parish Council	BACs	Pavilion cleaning supplies	Tesco	S	1.33	0.27	1.60
87	Pavilion Covid-19 costs	20/07/2021		Parish Council	BACs	Covid requirements	Argos	S	8.33	1.67	10.00
77	Training	20/07/2021		Parish Council	BACs	Training	Norfolk Parish Training &	X	48.00	0.00	48.00
84	Administration Covid-19	20/07/2021		Parish Council	BACs	Subscription	Zoom Video	X	11.99	0.00	11.99
81	Pavilion Utilities	22/07/2021		Parish Council	Direct Debit	Electricity	British Gas	S	339.46	67.89	407.35
83	Admin & Office Expenses	23/07/2021		Parish Council	Direct Debit	Internet & Phone	Plusnet	S	11.50	2.30	13.80
<b>Total</b>									<b>4,297.05</b>	<b>314.30</b>	<b>4,611.35</b>