



DRAFT MINUTES from the Rackheath Community Council Meeting on Monday 25th November 2024 held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7.15pm

Councillors in attendance: Pippa Nurse (Chairman), Julie Hunt, Steve Nurse & Fran Whymark

Apologies: Nicola Kerr and Sharon McKim

Clerk: Aileen Beck

Members of the public: 2 (until 20.45)

Meeting opened at 7.30pm

1. To consider any apologies for absence

Apologies from Nicola Kerr and Sharon McKim

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

None

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

- Matters raised by members of the public: increase of litter on Vera Road by Post Office, request received to have a bin installed. Clerk to contact highways/planning.
- Publication of the agenda/village events – council’s agenda is published on the council’s website, Facebook and the noticeboards by the bus shelter and Jubilee Park. Thoughts were raised that other village events are not advertised well within Rackheath. Queried whether a noticeboard could be put up in the new Medical Hub so that the community can advertise their events.
- Bus stop – members of the public asked whether there are any thoughts to add a stop close to the new Medical Hub. It is believed that it is being looked into by the developers/Broadland District Council

Fran: devolution meetings with Norfolk and Suffolk County Councils are ongoing to discuss the potential combined mayoral authority ongoing. Government intend to carry out local government re-organisation which is likely to mean unitary authorities, abolition of district councils and those powers added to those given to County Councils to produce Unitary authorities. Conversations ongoing, no decisions made yet.

Fran made aware of other issues shared by members of the public which he will refer onto the relevant departments of Broadland District Council for action.

4. To agree and approve the minutes of the Rackheath Community Council meeting of 22nd October 2024

The minutes of the Rackheath Community Council meeting held on 22nd October 2024 were agreed as a true record and signed by the Chair.

5. To receive the Clerk’s report (to report progress on items not on the agenda from the last meeting and any correspondence received) plus ratification of delegated decisions

Budget update: to be revised, circulated and discussed at December’s meeting following decisions made in items 10 & 11 and receipt of the tax base

Highways meeting arranged for 29th November 2024 at 2pm via Teams. Agenda circulated by clerk.

Social Moments: Clerk has taken part in a workshop designed as a collaborative, co-production process to work with partners to hear what the community needs most and how Social Moments can fulfil those needs.

Sports correspondence: email received with comments about the condition of pitch 2 (mole treatment had started before issue raised by the club and now resolved) and allocation of matches which is decided by the Football Association, not Rackheath Community Council. Another user queried the temperature of the hall and use of the wifi, which is restricted to council use.

Projects:

Newman Road woods and the liberator strip – conversations ongoing between clerk and Matt Yates to agree extent of land to be transferred to RCC. Awaiting revised plans from the solicitors.

Jubilee Park – wetpour work completed invoice £29,350.06 for approval. Cableway installation underway, due to be completed on Friday 29th November. Risk Assessment to be revised before opening.

Christmas Tree – due to be delivered am Tues 26th Dec with help from Seaglaze to erect. Cozens to decorate on Fri 29th Dec. Churchwardens aware.

Clean up and bloom grant – £300 to spend – Zinc planter £149.99 plus delivery, plan was to purchase plants from SHEs if able to do so before their winter closure. Clerk to liaise with the Rainbows to see whether they would like to be involved.

Salhouse Community Tree Nursery – Clerk liaising re trees at Stracey Park and a suggestion of planting at Jenkinson Road. Clerk to advise that land is owned by Flagship Homes so they would need to be contacted direct.

Defibrillator grant – Clerk has applied for a match fund grant through the Department of Health and Social Care/London Hearts to double the £750 councillor allowance to be received from Cllr Martin Murrell.

Wasp nest – Clerk has looked into reports of wasps along the footpath by the church. The Community Council has no authority to instruct a contractor as it does not own the land, and has referred to Broadland District Council and Norfolk County Council. If the problem continues then the properties adjoining the path will be contacted.

Quotes for proposed projects:

- CCTV extension for Stracey Park – CIL/precept – 1 quote received
- Improvement to accessibility at Stracey Park – s106 – 2 quotes received
- Bathroom improvements (splashbacks) – s106 – 1 quote received
- Fencing at Jubilee Park – s106 – 1 quote received, 1 quote awaited
- Additional benches (s106) at Stracey park – 1 quote awaited as extension of project
- Half page advert in the Village Book to promote the pavilion – agreed to increase to a whole page, with cost covered by budget. Copy to be submitted before Christmas.

Delegated decision made by clerk and agreed by council:

- Kitchen worktop repair £170
- Boiler service – Gasway - £409.12 plus VAT
- Air conditioning service - £150 plus VAT
- Annual inspection of play equipment at Jubilee Park - £125 plus VAT
- Additional hour of cleaning each week at the Pavilion by the existing contractor
- Continuation of the mole management contract with APC Pest Control ltd at £140 plus VAT per quarter.

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

- a. Dog control in Jubilee Park: the Public Space Protection Order covers dog fouling and does not extend to dogs on leads. AGREED: vinyl signs to be purchased and placed on the dog bins and 3 signs at the entrances to the park.
- b. Bus Shelter replacement using the Parish Partnership Scheme: AGREED: the design incorporating a poly upper and solid lower facing the road at £5,978.27 to be submitted pending approval of the Highways Engineer and any implications on visibility.
- c. Play space at Princes Park: AGREED to take on responsibility for play equipment and extent of land shown on the map shared by Persimmon Homes, except for the footpaths. The quality of the ground was also queried so it may be that remedial work is required before handover.

7. Planning Matters

- a. The following Planning Applications were discussed:
 - i. 2024/3069: proposed new self-build dwelling and indoor swimming pool at Park Gardens, Rackheath NR13 6LP AGREED: no objection although would request a condition that pool used for private use by the house occupier only.
 - ii. 2024/3261: proposed extension to existing warehouse building at Units 1D, 2D, 3D & 4D Wendover Road, Rackheath NR13 6LH AGREED: no objection.
 - iii. 2024/1603: demolition of existing single storey brick and flat roof industrial building and replacement with new portal framed storage building at Unit 14D Wendover Road, Rackheath NR13 6LH AGREED: no objection.
 - iv. 2024/3326: demolition of existing garage, single storey rear and side extension including new garage at 31 Vera Road, Rackheath NR13 6QP AGREED: no objection.
- b. Neighbourhood Plan consultation update and agreement of costs incurred since last meeting: Three consultation sessions held w/c 19 November 2024 as advertised on Facebook, noticeboards and leaflets delivered to every household and business in Rackheath. Consultants and councillors attended the events. Public attendance was fairly light at these sessions however anticipate further participation online over the coming weeks. Infrastructure, transport, and connectivity seemed to be the main concern from public. Additional promotions will take place online over coming weeks to point people to the online form and Neighbourhood Plan. AGREED: Consultant invoice received for work to date at £3,900 with printing and expenses at £794.85. Postage, refreshment costs and register entry costs of £106.13 agreed. Nicola to apply for a further grant to cover leaflet delivery & ongoing costs related to the Neighbourhood Plan revision.
- c. Retainer for Schema Engineering re Waste Water Treatment Plant: Nicola has obtained a schedule of works/actions proposed by the current appointed consultant to address the shortfalls in responses from Severn Trent connect and the Beeston Park Waste Water Treatment Works which will assist council in responding to plans for the similar system being proposed as part of the GT16 development. AGREED: An additional 32 hours at £2,000 + VAT to be funded from CIL.

8. Accounts and Finance

- a. The payments listed in the appendix were approved for November 2024.
- b. Receipts for October 2024 noted as hire income £3,222.82, VAT repayment £11,107.70 and s106 payment £19,548.07.
- c. The monthly bank reconciliation to 31st October 2024 noted at £1,062,596.44.

9. To adopt the revised Social Media policy

AGREED: policy adopted with inclusion of additional wording to ensure that it includes all members of staff.

The Council RESOLVED that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature

10. To consider additional information relating to potential projects

Council agreed to consider researching the viability of potential projects within Rackheath.

11. Staffing (to include overtime, NJC pay agreement for 24/25, probation & facilities co-ordinator role)

A vacancy for an assistant clerk at 20hrs per week to be advertised due to the resignation of the Facilities Coordinator. Advertisements to be placed promptly with a closing date of 9th December 2024, with interviews being scheduled for later that week.

Clerk's overtime for October agreed at 31.5hrs. Weekly hours increased to 22 per week until the end of March 2024. Council agreed to fund the costs of the Clerk studying the Level 4 Certificate of Higher Education in Community Governance through De Montford University & the Society of Local Council Clerks.

Probation and appraisals completed for both members of staff. Going forward two councillors will undertake such duties together.

Meeting closed 10.00pm

Rackheath Community Council

PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
157	Admin & Office Expenses	13/11/2024	Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
158	Admin & Office Expenses	13/11/2024	Mobile Phone Sim Card [PM Role]	Voxi	X	10.00		10.00
159	Jubilee Park footpath & lighting	13/11/2024	Jubilee Park Lighting	Eon	L	27.97	1.40	29.37
155	Community Infrastructure Levy	13/11/2024	Advice	Schema Engineering Ltd	S	1,750.00	350.00	2,100.00
156	Community Infrastructure Levy	13/11/2024	Planning Consultancy Services	One Planning Ltd	S	101.25	20.25	121.50
152	Pavilion Cleaning	13/11/2024	Pavilion Monthly Clean	Flawless Cleaning Norfolk Ltd	S	331.93	66.39	398.32
153	Pavilion Cleaning	13/11/2024	Pavilion Monthly Clean	Flawless Cleaning Norfolk Ltd	S	292.04	58.41	350.45
154	Pavilion Utilities	13/11/2024	Pavilion Electricity	Eon	S	663.58	132.72	796.30
163	Admin & Office Expenses	14/11/2024	Office stationery	Viking	S	121.86	24.37	146.23
165	Training	14/11/2024	Play Inspection Training	Community Action Norfolk	X	60.00		60.00
166	Jubilee Park Grasscutting & Maintenance	14/11/2024	Grounds Maintenance	Garden Guardian	S	277.16	55.43	332.59
160	Dog & Litter Bin Collection	14/11/2024	Dog Bin Servicing - Annual Charge	Broadland District Council	S	2,152.80	430.56	2,583.36
161	Dog & Litter Bin Collection	14/11/2024	Annual Litter Bin Servicing	Broadland District Council	S	1,674.40	334.88	2,009.28
166	All-Saints Church Grass Cutting	14/11/2024	Grounds Maintenance	Garden Guardian	S	27.94	5.60	33.54
164	Pavilion Cleaning	14/11/2024	Pavilion cleaning supplies	Flawless Cleaning Norfolk Ltd	S	53.08	10.62	63.70
162	Repairs, Renewals and General Maintenance	14/11/2024	Kitchen Worktop Repair	Surface Repair Solutions	X	170.00		170.00
166	Grounds Maintenance - Stracey Playing F	14/11/2024	Grounds Maintenance	Garden Guardian	S	116.16	23.23	139.39
166	Grounds Maintenance - behind the Hall	14/11/2024	Grounds Maintenance	Garden Guardian	S	37.16	7.43	44.59
166	Stracey Playing Field line Marking	14/11/2024	Grounds Maintenance	Garden Guardian	S	135.56	27.11	162.67
167	Annual Community Events	14/11/2024	Christmas Tree	Great Melton Farms	S	286.67	57.33	344.00
168	Admin & Office Expenses	21/11/2024	Internet & Phone	Focus Group	S	123.36	24.67	148.03
175	Neighbourhood Plan	21/11/2024	Refreshments for NP	Rackheath Stores	X	4.39		4.39
169	Subscriptions	21/11/2024	Music Licence	PPL PRS Limited	S	453.93	90.79	544.72
176	Admin & Office Expenses	21/11/2024	Laptop Charger	Amazon EU UK Branch	S	14.99	3.00	17.99
177	Neighbourhood Plan	21/11/2024	HMLR Register Entries	HM Land Registry	X	42.00		42.00
178	Neighbourhood Plan	21/11/2024	Stamps	Post Office	X	9.35		9.35
179	Admin & Office Expenses	21/11/2024	Cable for Mobile Phone	Poundland	S	1.25	0.25	1.50
170 171	Salary	21/11/2024	Salary		X	2,930.82		2,930.82
174	Grounds Maintenance - Stracey Playing F	21/11/2024	Additional Mole Trapping	APC Pest control	S	140.00	28.00	168.00
172	S.106 Funding	21/11/2024	Stracey Park Gym Equipment	Wicksteed	S	37,948.40	7,589.68	45,538.08
173	S.106 Funding	21/11/2024	Stracey Play Equipment	Wicksteed	S	160,028.00	32,005.60	192,033.60
180	S.106 Funding	21/11/2024	Jubilee Park Wetpour	Wicksteed	S	29,350.06	5,870.01	35,220.07
181	Neighbourhood Plan	28/11/2024	Neighbourhood Plan Consultancy	Rachel Leggett	X	3,905.85		3,905.85
182	Neighbourhood Plan	28/11/2024	Neighbourhood Plan Printing	John E Wright	S	491.50	98.30	589.80
183	Neighbourhood Plan	28/11/2024	Neighbourhood Plan Printing	John E Wright	S	166.00	33.20	199.20
						47,350.31	291,255.19	

