

**Minutes of the Rackheath Parish Council Annual Meeting
Of Tuesday 4th May 2021 at 7.00 p.m.
Via Zoom video conference**

Present: Paula Lowe (Chair), Joel Whymark, Julie Hunt, Pippa Nurse, Stephen Oakley, Tracy Buckley

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public: 0

13. Election of Parish Council Chairman

A nomination was made by Tracy Buckley for Paula Lowe to undertake the role of Chairman, for the forthcoming year. This was seconded by Fran Whymark. There being no other nominations Paula Lowe was unanimously elected as Chairman. Declaration to be signed in front of the Clerk at the next available opportunity.

14. Election of Parish Council Vice Chairman

Tracy Buckley proposed Stephen Oakley as Vice Chairman, seconded by Julie Hunt and there being no other nominations Stephen Oakley was unanimously elected as Vice Chairman.

15. There were no apologies for absence.

16. There were no declarations of interest.

17. The meeting was adjourned for Public Participation.

Norfolk Police Crime Report, Rackheath (submitted in absence)

This period covers 1st April 2021 to 1st May 2021

In total 36 calls were received into the Control Room with regards to Rackheath.

50% of these were Road related, NDR, A1270.

2 x Domestic Incidents, one resulting in assault

2 x neighbour disputes

1 x historic Covid breach – no police action

1 x criminal damage.

The rest of the incidents reported did not warrant police attendance or occurred away from Rackheath but were reported within.

Current Neighbourhood Priorities

- Speeding
- Nuisance ASB
- Drug misuse

County/District Councillor Report

Very little activity currently due to the forthcoming elections. On that note, please remember to take masks and pen/pencil to vote on Thursday 6th May.

Police and Crime Commissioner election allows 2 votes, if required.

The County Councillor count is Friday. The Police and Crime Commissioner is Saturday.

18. To approve the minutes of the Community Council meeting of **Tuesday 20th April 2021.**

The Community Council **approved** these as a correct and accurate record of the meeting. These will be available for signing by the Chair once it is appropriate to meet to do so.

19. A progress report on items not on the Agenda from the last meeting (Clerk's Report).

Item 7g - In relation to the foot/cycle way in front of the David Wilson Homes development not extending into Rackheath, this has been raised with the District Councillor to pursue further.

Item 7i - In relation to the Home Farm application, a response from Parker Planning Services has been received and an invitation extended to discuss further. BDC confirmed that all information was provided.

20. Discussion of the following planning applications:

- a) 20210585 18 Bernard Close, domestic extension. The plot is large enough to accommodate the increased living space and it has the support of the neighbouring property. No objections. **All agreed.**
- b) Further consideration of application 20210478 in light of additional information provided by Broadland District Council for storage land north of Sam Smith Way, Rackheath. This has been confirmed as a permanent facility. Some concerns raised by members about the type of use of the land, vehicle movements, impact of heavy traffic on a residential street and future expansion of the site. There was also concern, that affected residents are not fully aware of the extent of the plans. Information to be posted on the Council Facebook page to increase awareness. **It was agreed by all to oppose the application.**

The Council agreed to make proposals for the following conditions to be considered, should the application be approved:

- Machinery operation to be restricted to between 7.30am - 4.30pm
- No flood lighting to be installed on site.
- Limitations on materials to be stored on site, ie, no tarmac.
- A plan for porta cabins and services to be submitted for approval.
- A limit be imposed on the height of materials stored.

21. Appointments were made of members to the Community Council Committees, Advisory Groups and representation on external bodies, as follows:

- a) Planning Committee – Pippa Nurse, Joel Whymark, Stephen Oakley. Reserve Fran Whymark
- b) Parks and Leisure Committee – Tracy Buckley, Paula Lowe, Joel Whymark, Stephen Oakley
- c) Internal Control Councillor – Fran Whymark
- d) Finance Advisory Group – Julie Hunt, Fran Whymark, Stephen Oakley
- e) Staffing Advisory Group includes recruitment, disciplinary and grievance subgroups. Due to low numbers on the Council, this will be fulfilled as the need arises.
- f) Communication Working Group, this will be fulfilled as the need arises.
- g) Representatives on the Village Hall Management Committee – Tracy Buckley

22. Approval of the Annual Audit of the Parish Council Accounts 2020/21

- a) Annual Internal Auditors Report & Recommendations
Members noted the Internal Auditor Report on page 3 of Annual Governance and Accountability Return and the comments made in her report.
 - It was acknowledged that the inability to hold face to face meetings prevented any physical signatures being made in the accounts file but reports and payment lists were furnished to members at every meeting for approval.

- A regular budget report will be prepared and presented, at least quarterly, going forward.
 - It was confirmed that the budget was approved in October 2020 in advance of setting the precept for 2021/22.
- b) Approval of the Annual Governance Statement in the 2020-21 Annual Governance Annual Return (AGAR) Statement of Accounts
Members agreed to accounting statements one to eight on page 4 of the Annual Governance Statement, item nine was not applicable. The statement was approved on the proposal of Julie Hunt seconded by Stephen Oakley and to be signed by the Chairman and Parish Clerk at the earliest opportunity, following the meeting.
- c) Approval of the Statement of Accounts in the 2020-21 AGAR
Members noted the figures on page 5 of the Annual Governance and Accountability Return, approved the Accounting Statements on the proposal of Stephen Oakley, seconded by Julie Hunt and to be signed by the Clerk and Chair at the earliest opportunity, following the meeting.

23. Accounts

- a) The payments for May 2021 were all approved. Garden Guardian invoice to be added and paid when received.
- b) The monthly bank reconciliation to 30th April 2021, was noted.
- c) The PWLB payment for July 2021 of £2,449.05, was noted.
- d) The the delegated grass cutting contract from NCC Highways was not available in time for approval and will be considered at the next meeting.
- e) The CIL payments from October 2020 of £36,664.60, were noted.
- f) The Broadland District Council Loan statement balance of £241,005.81, was noted.

24. Consideration was given as to the way business will be conducted once virtual meetings are no longer legal from 7 May 2021 but Government legislation does not permit indoor meetings until mid-May at the earliest.

- a) It was agreed to hold no public meetings until after 17th May, so the next meetings will take place in June 2021. Any urgent matters to be communicated by the Clerk to the Council.

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

- Email from Norfolk ALC – Norwich Together Wellness Guide
- Email from Norfolk Police – Wroxham Ward Newsletter, April 2021

26. Items for publication/media and items for the next Community Council meeting, date to be agreed.

- Details of the planning application for storage of building materials to be shared on the Council Facebook page.

Meeting concluded at 20:32

Rackheath Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
30 Insurance	04/05/2021		Parish Council	BACs	Insurance	BHIB	E	968.79	0.00	968.79
31 Surgery Maintenance	04/05/2021		Parish Council	BACs	Fire Extinguisher Service	North Walsham Fire	S	16.50	3.30	19.80
29 Administration Covid-19	04/05/2021		Parish Council	BACs	Covid requirements	Zoom Video	X	11.99	0.00	11.99
27 NEST Pension	07/05/2021		Parish Council	Direct Debit	Pension Contributions	Nest Pension	X	158.83	0.00	158.83
24 PAYE & NIC	12/05/2021		Parish Council	BACs	PAYE & NI	HMRC	X	57.70	0.00	57.70
28 Admin & Office Expenses	23/05/2021		Parish Council	Direct Debit	Internet & Phone	Plusnet	S	11.50	2.30	13.80
32 Booking Assistant Salary	28/05/2021		Parish Council	BACs	Salary	Hannah Lawrance	X	193.42	0.00	193.42
33 Clerk's Salary	28/05/2021		Parish Council	BACs	Salary	Anne Tandy	X	1,031.43	0.00	1,031.43
Total								2,450.16	5.60	2,455.76