



**MINUTES from the Rackheath Community Council Meeting on Monday 21st July 2025
held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm**

Councillors in attendance: Pippa Nurse (Chairman), Julie Hunt, Nicola Kerr, Fran Whymark and Steve Nurse

Apologies: Assistant Clerk Dan Futter

Clerk: Aileen Beck

Members of the public: 0

1. To consider and approve and apologies for absence

Apologies accepted from 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

Fran gave a report:

Norfolk Community Fund: County Councillors have £5,000 each to distribute as grants towards community projects; if projects are over £500 match funding will be required – details available on the website

<https://www.norfolk.gov.uk/article/70197/Norfolk-Community-Fund>

Norwich Castle due to re-open August 7th 2025 with improved access as well as new facilities

High Street Matters – Norfolk County Council initiative for market towns see

<https://www.newangliagrowthhub.co.uk/norfolk-high-streets-matter/>

4. To agree and approve the minutes of the Rackheath Community Council meeting held 30th June 2025

The minutes of the Rackheath Community Council meeting held on 30th June 2025 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 any delegated decisions

Correspondence:

Adult Care and Support services request received to collate a list of support and activities available in Rackheath – responses received from Kinship Carers and Pathfinders

Broadland District Council – Climate Change and Sustainability workshops being designed scheduled for September

Sport at the Pavilion:

Adult football teams have requested to use the Pavilion both days at the weekend, with youth training sessions also taking place. Clerks looking into the possibility of marking out one adult pitch, leaving sufficient room to investigate the requirements for cricket wickets.

Projects:

Ongoing projects include the acquisition of Newman Road woods; adoption of play space at Princes Park and the proposed footpath through Jubilee Park to Wilkinson Road – progress to be reported at the next meeting.

Neighbourhood Plan: Steering Committee met this morning to respond to the Regulation 16 representations which will be submitted to the examiner this week.

21/2025

Staff to undertake the following training, cost agreed by council:

NPTS Autumn seminar 9th October 2025 at £56 each; Fire Safety Essentials e-learning £17 and Data Protection Essentials e-learning £17

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

- a. Receiving an update regarding progress of replacement bus shelters: Cost of the work permit agreed at a cost of £223.01 to cover both sites. Shelters in production and will be installed when ready.
- b. Receiving an update regarding replacement bins for Jubilee Park: installed last week, awaiting receipt of contractor's invoice.
- c. Receiving an update on the youth programme: YMCA sent the following report:

Two staff members have been out and about in Rackheath over the past 3 weeks talking to young people and families in Jubilee Park, Trinity Meadows car park and at the Pavillion, asking what kind of youth provision they would like to see in Rackheath, additionally they have engaged young people in games outdoors to encourage talking to them. Local residents are keen to get engaged too. Our project lead has visited Thorpe High school and Broadland High, and gathered inspiring information on what type of youth provision young people would like to see in Rackheath.

Some early indications of what the young people have said are:

- Wednesday night is preferable
- Sports activities
- Arts and crafts session
- Cooking and baking workshops
- Wellbeing support (including mental health)

Over this week and the final 2 weeks of the outreach, the plan is to gain feedback and thoughts from parents, community groups and other adults interested in supporting Rackheath youth.

Agreed: Clerk to respond with queries raised by councillors and to advertise any dates given by the YMCA to encourage as many people as possible to interact with them.

- d. Agreeing cost of zipwire maintenance: Agreed to instruct Wicksteed at a cost of £300 plus VAT and to discuss ongoing maintenance requirements/schedule with them.

7. Planning Matters

- a. To review and comment on Planning Applications:
 - i. 2025/1431: Erection of a single-storey rear extension at 5 Sam Smith Way Rackheath NR13 6TA: agreed to raise no objection.
 - ii. 2025/1984: Proposed rear single storey extension together with internal and external alterations at Church Farm House Dobbs Lane Rackheath NR13 6NL: agreed to comment that the property is listed as a non-designated heritage asset within the revised neighbourhood plan therefore the request is that any alterations are sympathetic and in keeping with the original property.
 - iii. 20221003: Reserved Matters Application for Details of Appearance, Layout, Landscaping, Scale and Access of 130 Residential Dwellings following Outline Planning Permission 20200202 for land of Green Lane East Little Plumstead: agreed that a comment would be raised to enquire about the on site play facilities available, whether provided by the developers or by Great and Little Plumstead Parish Council under s106 funding – Clerk to suggest that the two councils work together for the benefit of the future residents.

- b. To note Planning Application 20212010 for Land East Of Wroxham Road Rackheath being Outline Application for a mixed use residential led development with up to 300 dwellings, employment land, open space with all matters reserved except access was approved with conditions by Broadland District Council Planning Committee on 16th July 2025: noted

8. Finance and Administration

- a. To approve the payments for July and August 2025: the following payments were approved

Rackheath Community Council

21 July 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
72	Admin & Office Expenses	02/07/2025		Parish Council Currer		internet	Anglian internet	S	72.00	14.40	86.40
75	Additional Village Assets	07/07/2025		Parish Council Currer		Noticeboard	Notice Board Company (UK	S	1,035.00	207.00	1,242.00
76	NEST Pension	08/07/2025		Parish Council Currer		Pension Contributions	Nest Pension	X	578.36		578.36
74	Insurance	11/07/2025		Parish Council Currer		Commercial desktop rebuild co	Rebuild Cost Assessment.C	S	166.46	33.29	199.75
77	Subscriptions	15/07/2025		Parish Council Currer		SLCC Annual Subscription	SLCC	X	147.64		147.64
80	Pavilion Utilities	16/07/2025		Parish Council Currer		Pavilion Electricity	Eon	S	389.81	77.96	467.77
84	Admin & Office Expenses	16/07/2025		Parish Council Currer		Stationery	Viking	S	63.39	12.68	76.07
86	Training	16/07/2025		Parish Council Currer		Training	Norfolk Parish Training & S	S	112.00	22.40	134.40
81	Jubilee Park footpath & lighting	17/07/2025		Parish Council Currer		Feederpillar Supply	Eon	L	16.15	0.81	16.96
82	PAYE & NIC	22/07/2025		Parish Council Currer		PAYE & NI	HMRC	X	2,103.70		2,103.70
83	Admin & Office Expenses	29/07/2025		Parish Council Currer		Internet & Phone	Focus Group	S	84.82	16.96	101.78
73	All-Saints Church Grass Cutting	31/07/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	30.75	6.15	36.90
73	Grounds Maintenance - Stracey	31/07/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	135.00	27.00	162.00
73	Jubilee Park Grasscutting & Ma	31/07/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	296.58	59.32	355.90
73	Grounds Maintenance - behind	31/07/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	39.75	7.95	47.70
78	Clerk's Salary	31/07/2025		Parish Council Currer		Salary	Clerk	X	1,541.30		1,541.30
79	Assistant Clerk's Salary	31/07/2025		Parish Council Currer		Salary	Assistant Clerk	X	1,010.97		1,010.97
85	NEST Pension	31/07/2025		Parish Council Currer		Pension Contributions	Nest Pension	X	578.36		578.36
Total									8,402.04	485.92	8,887.96

- b. To note the receipts for June 2025: bank interest £3,909.83 and hire income £2,119.75
- c. To note the monthly bank reconciliation to 30th June 2025: £1,080,119.25
- d. To consider and agree the new CIL policy: the policy was agreed and a working group will be formed to look at the application forms and requirements for supporting documentation dependent upon the level of funding requested.
- e. To note delegation arrangements over the summer: the delegation scheme will continue to be used to ensure that council business can continue.

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

9. Staffing matters

Probation, appraisal and development matters discussed and to be implemented by the clerk and staffing committee as appropriate. Both staff members are taking leave over the summer at different times to ensure minimal interruption of usual services/delivery.

Next scheduled meeting: Monday 15th September 2025

Meeting closed 9.15pm

23/2025

