

**Minutes of the Rackheath Parish Council Meeting
Of Tuesday 15th June 2021 at 7.00 p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

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

27. Apologies for absence were received from Fran Whymark for reasons of attending a Broadland Cabinet Meeting. **All approved.**

28. There were no declarations of interest or dispensations for items on the agenda.

29. The meeting was adjourned for Public Participation.

Report from Broadland and Norfolk County Councillor (not in attendance)

At County we are pleased to have a 4-year term ahead with plans to invest in special educational needs and disability schools, extra care living for adults and older people (I will be visiting Herondale, Acle next week) and investing in libraries and green spaces.

Broadland have opened Broadland Country Park between Felthorpe and Horsford and will be running the Marriott's Way 10K in October. Lots of time to get out and get fit for it.

30. To approve the minutes of the Annual Community Council meeting of **Tuesday 4th May 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.

31. A progress report on items not on the Agenda from the last meeting (Clerk's Report). There was nothing to report.

32. To receive the draft Minutes of the Parks and Leisure Committee of 8th June 2021 and matters arising. Nothing more to report. **All noted.**

33. To receive a report of the Planning Committee meeting on 15th June 2021.

- 20210940 – Keepers Cottage. It was recommended there be no objections but to comment that the flat roof is not in keeping with the design of the property. It was agreed to **approve**.
- 20210793 – 50 unit development on Green Lane West. Objections were proposed and these were agreed.
- 20210828 – Mastercote single storey extension for compressor. Only comment was for a noise assessment to be provided. No objection. **All approved.**
- 20210836 – Salhouse Road, riding arena to be varied for commercial use. This would be an asset to the area. No objections. **All approved.**
- GT16 North Rackheath development is being progressed by Taylor Wimpey Development who have requested a meeting with the Council and consultation with the community. It was agreed to offer them a meeting with the Council on 6th July and the proposed public consultation is scheduled for 20th July. Council propose it takes place at Jubilee park.
- Feedback was shared of a meeting with the Rackheath Hall and Developers and landowners.

34. Council Meetings Moving Forward

- a. Council considered the continuation of a Zoom subscription and decided to continue monthly and review again in September, monitoring use in the meantime.
- b. In order to maximise the availability of the hall during the peak booking time of 6-7pm, all Council meetings to move to 7.30pm and continue to be held on a Tuesday.

35. Accounts

- a. To approve payments for June 2021. **All approved.**
- b. To note the monthly bank reconciliation to 31st May 2021. **All noted.**
- c. To approve the delegated grass cutting contract from NCC of £2,738.99. The Council is being charged £2,694.00 +VAT. **All approved.**
- d. Approval of the extra grass cutting on Green Lane East of £75.00 +VAT. **All agreed.**
- e. Approval for the Clerk to attend the NPTS Annual Seminar costing £48.00. **All agreed.**

36. Asset of Community Value

Council discussed the proposal by Fran Whymark to consider making the Sole and Heel PH an Asset of Community Value. Concerns were raised about the cost and lack of volunteers should the business be vacated by the current owners. Agreed to adjourn until the next meeting for discussion and more background information.

37. Policy Review

- a. The Council considered and approved the Internal Control Policy. **All agreed.**
- b. Access to the building out of hours for an emergency, was discussed. It was proposed that instead of issuing a set of keys, all members have access to a set in the key safe along with padlock codes in the case of emergencies. Key Holder Policy to be amended to reflect this and a clear desk policy be drawn up. **All agreed.**

38. Pippa and Julie offered to complete the Clerk's Appraisal and the date to be arranged by email.

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

- Email from the Tree Council
 - Broadsheet 200
 - HM Government and Local Government Tree Planting Wishes
 - Broadsheet 201
- Emails from Norfolk ALC
 - The Street that Saved
 - Letter from the Chairman of the Norfolk Strategic Flood Alliance
 - Covid-19 Briefings – May 2021
 - Helping People Get Back Into Work
 - Invitation to Meet the High Sheriff of Norfolk
 - Greenways to Green Spaces
 - Email: Recognising its Importance for Town and Parks Councils
- Emails from Norfolk Police
 - May Newsletter
 - Priority Setting Meeting for Wroxham and the surrounding Parishes
- Norfolk Training and Support planned training courses for Clerks and Councillors.
- Norwich Western Link project update x2
- Broadland District Council – BDC Standards Committee Vacancies

- Letter from Wroxham, Hoveton and Belaugh Voluntary Community Care Scheme requesting a donation for the work they do providing a car transport service for medical appointments, including Hoveton and Wroxham Medical Centre. *Proposed to donate if advertising posters can be provided.*

40. Items for publication/media and items for the next Community Council meeting Tuesday 20th July.

- Revised Key Holder policy
- Clear Desk Policy

The Meeting concluded at 20:08

Rackheath Parish Council
PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|---------------------------|------------|--------|----------------|--------------|----------------------------|-------------------------|----------|-----------------|---------------|-----------------|
| 44 | NEST Pension | 09/06/2021 | | Parish Council | | Pension Contributions | Nest Pension | X | 158.83 | 0.00 | 158.83 |
| 45 | PAYE & NIC | 14/06/2021 | | Parish Council | | PAYE & NI | HMRC | X | 57.70 | 0.00 | 57.70 |
| 46 | Repairs, Renewals and | 15/06/2021 | | Parish Council | BACs | Pavilion Maintenance | Highfields Heating and | X | 250.00 | 0.00 | 250.00 |
| 47 | Pavilion Utilities | 21/06/2021 | | Parish Council | Direct Debit | Pavilion Electricity | British Gas | S | 343.27 | 68.65 | 411.92 |
| 48 | Pavilion Cleaning | 15/06/2021 | | Parish Council | BACs | Pavilion cleaning | Heritage Contract | S | 220.48 | 44.10 | 264.58 |
| 49 | Payroll Services | 15/06/2021 | | Parish Council | BACs | Payroll Services | Orchard House | S | 23.96 | 4.79 | 28.75 |
| 50 | Surgery Maintenance | 15/06/2021 | | Parish Council | BACs | Doctors Surgery repairs | East Anglian Fascia and | S | 843.33 | 168.67 | 1,012.00 |
| 51 | Church | 15/06/2021 | | Parish Council | BACs | Grass cutting | Garden Guardian | S | 19.66 | 3.93 | 23.59 |
| 52 | Grounds | 15/06/2021 | | Parish Council | BACs | Grass cutting | Garden Guardian | S | 91.00 | 18.20 | 109.20 |
| 53 | Grounds | 15/06/2021 | | Parish Council | BACs | Grass cutting | Garden Guardian | S | 28.92 | 5.78 | 34.70 |
| 54 | Jubilee Park Grasscutting | 15/06/2021 | | Parish Council | BACs | Grass cutting | Garden Guardian | S | 217.08 | 43.42 | 260.50 |
| 55 | Jubilee Park Play | 15/06/2021 | | Parish Council | BACs | Grass cutting | Garden Guardian | S | 18.17 | 3.63 | 21.80 |
| 56 | Grounds | 15/06/2021 | | Parish Council | BACs | Pitch Line Marking | Garden Guardian | S | 270.00 | 54.00 | 324.00 |
| 57 | Grounds | 15/06/2021 | | Parish Council | BACs | Pitch Fertilise | Garden Guardian | S | 373.00 | 74.60 | 447.60 |
| 58 | Booking Assistant Salary | 30/06/2021 | | Parish Council | BACs | Salary | Hannah Lawrance | X | 193.42 | 0.00 | 193.42 |
| 59 | Clerk's Salary | 15/06/2021 | | Parish Council | BACs | Salary | Anne Tandy | X | 1,031.43 | 0.00 | 1,031.43 |
| 61 | Admin & Office Expenses | 02/06/2021 | | Parish Council | Direct Debit | Microsoft 365 subscription | Anglian Internet | S | 14.50 | 2.90 | 17.40 |
| 62 | Administration Covid-19 | 15/06/2021 | | Parish Council | BACs | Covid requirements | Zoom Video | X | 11.99 | 0.00 | 11.99 |
| 63 | Admin & Office Expenses | 15/06/2021 | | Parish Council | BACs | Noticeboard | Amazon EU UK Branch | S | 23.30 | 4.66 | 27.96 |
| 64 | Admin & Office Expenses | 15/06/2021 | | Parish Council | BACs | Office stationery | GB Traders London | S | 1.47 | 0.29 | 1.76 |
| 65 | Admin & Office Expenses | 23/06/2021 | | Parish Council | Direct Debit | Internet & Phone | Plusnet | S | 11.50 | 2.30 | 13.80 |
| Total | | | | | | | | | 4,203.01 | 499.92 | 4,702.93 |