

**Minutes of the Rackheath Parish Council Meeting
Of Tuesday 19th October 2021 at 7.00p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Present: Paula Lowe (Chair), Brian Gardner, Pippa Nurse, Stephen Oakley, Tracy Buckley

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public: 0

- 77.** A signed Acceptance of Office and declaration of interest was received from Brian Gardner. Brian has agreed to join the Planning Committee.
- 78.** Apologies for absence were received from Joel Whymark, Fran Whymark and Julie Hunt. **All approved.**
- 79.** There were no declarations of interest or dispensations for items on the agenda.
- 80.** The meeting was adjourned for Public Participation but no-one was in attendance.
- 81.** The minutes of the Community Council meeting of **Tuesday 21st September 2021** were received. The Council **approved** these as a correct and accurate record of the meeting.
- 82.** There were no matters arising, from the last meeting, to report.
- 83.** The draft Minutes of the Parks and Leisure Committee of 12th October 2021 were presented and noted by the Council.
- a. The issue of attending out of hours call outs was discussed. It was proposed to sign up for a VoIP number and set up a WhatsApp group to communicate any issues which are raised. **All agreed.**
- 84.** A report from the Planning Committee meeting on 19th October 2021 was received and **noted** by the Council.
- a. The street naming policy for Broadland District Council is being aligned with South Norfolk District Council and will pass the responsibility for street naming to developers. The Community Council have a tradition of, and prefer to have, roads named after residents who have made contributions to the village and not characterless names. It was considered that this is another example of BDC and SNDC making changes and not consulting with stakeholders. The Council proposed that this should be fed back for consideration. **All agreed.**
- 85.** The draft Minutes of the Finance Working Group meeting on 18th October 2021 were **noted** by the Council.
- 86. Audit**
- a. The external auditors report from PKF and its findings were considered by the Council. The Clerk had incorrectly advised them that the 2019/20 figure in box 5 was incorrect. However, the figure is correct and this will need to be reported back at the next year end.

- b. A response to the internal audit report findings 2020/21 was **agreed** and all the actions have been considered and acted upon.
- c. The appointment of Tina Page as internal auditor for 2021/22 **was agreed**.

87. Accounts

- a. Payments for October 2021 were approved (appendix A). **All approved**.
- b. The monthly bank reconciliation to 30th September 2021 was **noted**.
- c. The half year budget position to 30th September 2021 was **noted**.
- d. It was **agreed** to purchase of a sandwich board and markers costing £34.91 as recommended by P&L Committee.
- e. It was **agreed** to appointment APC Pest Control Limited for 2021/22 at a cost of £480.00 +VAT as recommended by P&L Committee.
- f. The invoice from Flameskill Ltd for £113.00 +VAT to inspect and test the Pavilion fire alarms and emergency lighting was **noted**.
- g. The invoice from Anglia Air Conditioning Limited for £95.00 +VAT for the service of the Pavilion air conditioning system was **noted**.
- h. The invoice from Anglian Internet for £112.50 +VAT to repair and upgrade the Booking Assistant's laptop was **noted**.
- i. The annual subscription from Scribe for 2021/22 for £580.00 + VAT was **approved**.
- j. The invoice from PKF external auditors for £400.00 +VAT was **approved**.

88. Meeting with Jerome Mayhew MP

It was proposed that Facebook is used to ask residents to submit questions which can be put to Jerome Mayhew MP. This will ensure that the focus is on the issues which are most relevant and important to the residents of Rackheath. The meeting will not be minuted so residents need to attend to hear the discussions. The public will be invited to attend the Pavilion at 7.45pm on Friday 12 November 2021. **All agreed**.

89. It was proposed that Council Meeting Dates in December 2021 be condensed into one meeting on 14th December 2021. **All agreed.**

90. Policy Review

- a. The Pavilion Snow and Ice policy was reviewed and **approved**. It was proposed to add a condition to the hire agreement that hirers need to take personal responsibility when accessing the premises in icy weather in the event that the paths have not been gritted.
- b. The Data Protection Policy was reviewed in conjunction with the Information Audit and **approved**.

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

- Email from NCC Highways, notifying that the landowners of Beeston Estate have made a deposit under s.31(6) of the Highways Act 1980 that they do not intend to dedicate any additional rights of way over their land including that which is within the Parish of Rackheath. All existing rights of way remain unchanged.
- Norfolk ALC Wellbeing:
 - Briefing: 23rd September 2021
 - Points of Light
 - Briefing 10th October 2021
 - Four Autumn Webinars
- Email from the Tree Council
 - Broadsheet issue 205
 - Invitation to the AGM on 10 November 2021

92. Items for publication/media and items for the next Community Council meeting on Tuesday 16th November 2021.

- Review plans for the meeting with Jerome Mayhew MP

The Meeting concluded at 19:56

Rackheath Community Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
134	NEST Pension	08/10/2021		Parish Council	BACs	Pension Contributions	Nest Pension	X	138.48		138.48
138	All-Saints Church Grass	19/10/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	19.66	3.93	23.59
139	Grounds	19/10/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	91.00	18.20	109.20
140	Grounds	19/10/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	28.92	5.78	34.70
141	Jubilee Park Grasscutting	19/10/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	217.08	43.42	260.50
142	Jubilee Park Play	19/10/2021		Parish Council	BACs	Play equipment inspection	Garden Guardian	S	18.17	3.63	21.80
143	Grounds	19/10/2021		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	119.38	23.88	143.26
144	Grounds	19/10/2021		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	138.89	27.78	166.67
145	Grounds	19/10/2021		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	120.00	24.00	144.00
146	Pavilion Cleaning	19/10/2021		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	220.48	44.10	264.58
147	Open Spaces	19/10/2021		Parish Council	BACs	Tree maintenance	Tree Care &	S	648.00	129.60	777.60
152	Audit	19/10/2021		Parish Council	BACs	Audit fee	PKF Littlejohn LLP	S	400.00	80.00	480.00
153	Admin & Office Expenses	19/10/2021		Parish Council	BACs	Laptop Upgrade	Anglian Internet	S	112.50	22.50	135.00
154	Repairs, Renewals and	19/10/2021		Parish Council	BACs	Pavilion Maintenance	Flameskill Limited	S	113.00	22.60	135.60
155	Repairs, Renewals and	19/10/2021		Parish Council	BACs	Pavilion Maintenance	Anglia Air Conditioning	S	95.00	19.00	114.00
157	Pavilion Covid-19 costs	19/10/2021		Parish Council	BACs	Covid requirements	Tesco	S	2.50	0.50	3.00
158	Admin & Office Expenses	19/10/2021		Parish Council	BACs	Stationery	Tesco	S	1.04	0.21	1.25
160	Subscriptions	19/10/2021		Parish Council	BACs	Annual Subscription	Scribe 2000	S	580.00	116.00	696.00
161	Grounds	19/10/2021		Parish Council	BACs	Pest Control	APC Pest control	S	480.00	96.00	576.00
159	Expenses	19/10/2021		Parish Council	BACs	Travel Expenses	Anne Tandy	X	15.30		15.30
137	Pavilion Utilities	21/10/2021		Parish Council	Direct Debit	Pavilion Electricity	British Gas	S	382.22	76.44	458.66
148	Admin & Office Expenses	25/10/2021		Parish Council	BACs	Internet & Phone	Plusnet	S	11.50	2.30	13.80
149	Booking Assistant Salary	29/10/2021		Parish Council	BACs	Salary	Hannah Lawrance	X	193.42		193.42
150	Clerk's Salary	29/10/2021		Parish Council	BACs	Salary	Anne Tandy	X	926.50		926.50
Total									5,073.04	759.87	5,832.91