

**Minutes of the Rackheath Community Council Meeting  
Of Tuesday 25<sup>th</sup> July 2023 at 7.15p.m.  
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

**Present:** Pippa Nurse (Chair), Fiona Bartle, Fran Whymark, Julie Hunt, Nicola Kerr, Steve Nurse

**In Attendance:** Anne Tandy Parish Clerk & Responsible Financial Officer

**Members of the Public: 0**

65. Apologies for absence were received from Brian Gardner and Sharon McKim. It was proposed that these were accepted. **All agreed.**
66. Declarations of interest were received from Fran Whymark for agenda item 72bii.
67. The meeting was adjourned for public participation:

**District Councillor Report**

- BDC have bought 7 properties for bridging accommodation.
  - Medical centre – business case to be put to the NHS on 15 August 2023 and they will be on site 6 September assuming planning is approved.
  - Judicial review on A47 is supporting the work going ahead which should improve the Lingwood/Burlingham stretch and Honingham section.
  - Postwick park and ride reopening on 4 September.
  - Summer reading challenge at local libraries during the holidays.
68. The minutes of the Community Council meeting of Tuesday 20<sup>th</sup> June 2023 were received. It was proposed that these were an accurate record of the meeting. **All agreed.**
69. **To report progress on items not on the agenda from the last meeting (Clerk's Report)**
- a. Containers and electrical installation is still awaited.
  - b. All dog and litter bins have been collected and will be installed over the next week or so.
  - c. The deadline for tenders to install lighting at Jubilee Park is 3 August 2023.
  - d. Defibrillators have been replaced at the primary school and Post Office on Vera Road.
  - e. Progress with the top car park at Stracey playing field. Site visit with NCC Highways next month.

**70. Newman Woods**

- a. It was proposed that CIL money is used for the payment of land transfer fees in relation to the adoption of the woodland at a cost of approximately £1,000.00. **All agreed.**
- b. The Risk Assessment completed by Broadland District Council prior to the adoption of the site was presented. Draft signage for the woods has been submitted. Once ownership is taken over a set of keys will need to be made available to the Parish Council for the fenced off areas. Clarification of how much input BDC will have and what work will be completed before the handover to be obtained by the Clerk.

## 71. Pavilion / Stracey Sports Park

- a. The proposed Legionella Management Plan was presented and the proposed additional costs for Heritage Cleaning Limited to carry out monthly water checks of £18.00 +VAT per month were **agreed**. Thanks to Simon Hunt for producing the report.
- b. The cost of applying for retrospective planning permission for the PV Panels at a cost of £234 was proposed. **All agreed**.
- c. The purchase of 11v11 junior goals for use by youth teams were considered. Grants are available for up to 75% of the cost. Council to pay the 25% if the deadline can be met before the season and FC Steamers to complete the paperwork. If the pre-season deadline has been missed the Council will fund the full cost up to £2,000.00. **All agreed**.

## 72. Planning Matters:

- a. The planning report of applications, decisions and those dealt with under delegated powers was noted.
- b. The following planning applications were considered:

### i. Application No: 2023/1868

Proposal: Outline planning permission with approval of access for residential development comprising the erection of nine dwellings, creation of access and associated landscaping

Location: Land South Of Cherry Tree Farm Green Lane West Rackheath Norfolk

Applicant: C/o Glenda Gunstone

Application Type: Outline Planning Permission

Comments: Objection was proposed as follows: outside the settlement, loss of green space, condensed site, better use for open space such as allotments/scout hut, this is an ancient orchard/hedgerow dating back to 1800's. **All agreed**.

### ii. Application No: 2023/1853

App Type: Approval of Condition Details

Parish: Rackheath

Location: Land at Green Lane East Green Lane East Rackheath Norfolk

Proposal: Details of condition 5, 6, 16, 18, 22, and 25 of 20200202 - (5) Onsite parking scheme (construction workers) - part discharge - GP surgery only (6) Construction traffic management plan and access route - part discharge - GP surgery only (16) Arboriculture assessment, method statement and TPP - part discharge - GP surgery only (18) Great crested newt survey- full discharge (22) Risk assessment (land quality)- part discharge - GP surgery only (25) Minerals management plan - part discharge - GP surgery only.

Comments: Issues with the parking allocation and public transport to be fed back to the planners. **All agreed**.

## 73. Neighbourhood Plan Review

A report from the Rackheath Neighbourhood Plan Review Steering Group was presented following their meeting on 22<sup>nd</sup> June 2023 and recommendations proposed:

- Two design codes scrutinised - Beeston Park and one on the south coast of England.
- Neighbourhood Plan Refresh have said funding will be available very soon. There could be access to £6,000 but not eligible for the Government £10,000 which has been closed. Rachel Leggett reported that other Councils have used CIL/s.106 money to supplement grants and this was put forward as a proposal. **All agreed**.
- With GT16 arriving imminently CIL money could be used to pay a Planning consultant to support the Council with developing the plans and ensuring the infrastructure in place. It was proposed that the costs of this be explored. **All agreed**.

#### 74. CIL & s.106 Infrastructure and Facilities Working Group

An update was heard from the working group and in particular the following proposed projects:

- 'Recipe for Success' proposal. Match funding of £7,000 requested against a BDC Grant. The Council are willing to support this project but there is nothing available in the Council budget for this year. Concerns that it is not open to the whole parish but only for a limited number who are eligible. Council could support in other ways such as subsidising the Pavilion hire. Could utilise CIL funding or suggest match funding from elsewhere. More clarity needed in the business plan as to benefits to the Community, what will the uptake be? Suggested a trial period to test the business plan and establish value for money.
- Community Hub Café – feasibility study with BDC and outcome awaited.

#### 75. Traffic Speed

- a. The SAM2 Speed Data analysis for May 2023 covering traffic on Green Lane West, outside The Landings development travelling eastwards was presented and noted.
- b. The proposed letter to NCC Highways in relation to speed limits on the approaches to the NDR was reviewed to be sent. **All agreed.**

#### 76. Councillor Training

Attendance at the Councillor Introduction Training in Spixworth on 7<sup>th</sup> August 2023 at 7.00pm was considered. No other Councillors will be available. Responses to the Clerks email regarding in house training to be actioned by all members.

#### 77. Finance

A proposal regarding further information in relation to the investment of CIL money into the Broadland District Council Parish Deposit Scheme was considered. It was not felt this was a safe option in the current economic climate, with the amount of money to be invested. It was proposed that the best option would be to use high street deposit accounts. More information to be collated for the September meeting. **All agreed.**

#### 78. Play Equipment

An update on progress with Jubilee Park was given. The RoSPA inspection is awaited before sign off.

#### 79. Accounts

- a. The payments for July 2023 were approved. **All agreed.**
- b. The monthly bank reconciliation to 30<sup>th</sup> June 2023 was noted.
- c. The receipts for June 2023 were noted.
- d. The 1<sup>st</sup> quarter budget report was noted.
- e. The purchase of an additional PC Monitor for the Facilities Co-ordinator at a cost of £99.99 +VAT was **approved.**
- f. A refund of £23.04 for overpayment of a Pavilion invoice was **approved.**
- g. The payment of Playground Inspection Training for the Facilities Co-ordinator at a cost of £60.00 was **approved.**

#### 80. Policy Review

- a. The Key Holder Policy was reviewed amendments suggested before being agreed.
- b. The Training Policy was reviewed and agreed.

#### 81. To receive correspondence and agree response (if any)

- Norwich Western Link project update
- Wellbeing Newsletter Heat Alert and Stay Safe
- Broadsheet Issue 219 - July 2019

**82. Items for publication/media and items for the Community Council meeting on Tuesday 19<sup>th</sup> September 2023.**

- Legionella Policy
- Deposit accounts
- Presentation by Crest Nicholson

**83. It was proposed to exclude the public under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the item to be discussed – personnel matters.**

- The termination date of the Clerk's contract was agreed in principle.
- A locum clerk will be interviewed to cover while a new Clerk is appointed.

The Meeting concluded at 21.44

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## Rackheath Community Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
55	01/07/2023		Parish Council		Firework Expenses	Brian Gardner	X	61.20		61.20
63	01/07/2023		Parish Council		Grounds Maintenance	Garden Guardian	S	25.92	5.18	31.10
63	01/07/2023		Parish Council		Grounds Maintenance	Garden Guardian	S	107.58	21.52	129.10
63	01/07/2023		Parish Council		Grounds Maintenance	Garden Guardian	S	34.42	6.88	41.30
63	01/07/2023		Parish Council		Grounds Maintenance	Garden Guardian	S	256.67	51.33	308.00
56	03/07/2023		Parish Council		Loan	PWLB	X	2,382.45		2,382.45
58	04/07/2023		Parish Council		IT advice	Anglian internet	S	35.00	7.00	42.00
59	04/07/2023		Parish Council		Soundproof Panels	Soundshield Ltd	S	417.75	83.55	501.30
60	19/07/2023		Parish Council		PAYE & NI	HMRC	X	524.32		524.32
57	24/07/2023		Parish Council		Fire Extinguisher Service	1st Class Fire Protection	S	80.55	16.11	96.66
61	25/07/2023		Parish Council		Pavilion cleaning	Heritage Contract	S	257.83	51.57	309.40
62	25/07/2023		Parish Council		Jubilee Plaque	CIM	S	30.00	6.00	36.00
67	25/07/2023		Parish Council		Window & gutter cleaning	Heritage Contract	S	47.00	9.40	56.40
66	26/07/2023		Parish Council		Pavilion Electricity	British Gas	S	264.64	52.93	317.57
73	27/07/2023		Parish Council	102290	Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
74	27/07/2023		Parish Council		Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
68	27/07/2023		Parish Council		Internet & Phone	Focus Group	S	136.08	27.22	163.30
75	27/07/2023		Parish Council		Stationery	Amazon EU UK Branch	S	2.24	0.45	2.69
80	27/07/2023		Parish Council	102290	Padlock	Amazon EU UK Branch	S	35.83	7.17	43.00
76	27/07/2023		Parish Council		Stationery	Amazon EU UK Branch	S	2.87	0.58	3.45
77	27/07/2023		Parish Council	102290	Stationery	Amazon EU UK Branch	S	13.84	2.77	16.61
78	27/07/2023		Parish Council	102290	Stationery	Amazon EU UK Branch	S	2.82	0.57	3.39
79	27/07/2023		Parish Council	102290	Stationery	Amazon EU UK Branch	S	6.62	1.33	7.95
72	27/07/2023		Parish Council		Training	Community Action	X	60.00		60.00
81	27/07/2023		Parish Council		Office Equipment	Ebuyer (UK) Limited	S	86.23	17.25	103.48
50	27/07/2023		Parish Council		Annual Subscription	PPL PRS Limited	S	460.35	92.07	552.42
82	27/07/2023	22/23 - 154	Parish Council	102289	Grant	Norfolk SEN Network	X	50.00		50.00
65	28/07/2023		Parish Council		Bins	ESE	S	716.94	143.39	860.33
69	31/07/2023		Parish Council		Salary	Staff	X	1853.18		1,853.18
<b>Total</b>								<b>7,962.25</b>	<b>606.25</b>	<b>8,568.50</b>