MINUTES from the Rackheath Community Council Meeting on Monday 15th December 2025 held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm

Councillors in attendance: Pippa Nurse (Chairman), Nicola Kerr, Sharon McKim, Steve Nurse and Fran Whymark
Apologies: Assistant Clerk Dan Futter and Julie Hunt
Clerk: Aileen Beck
Members of the public: 0

1. **To consider and approve apologies for absence**
   Apologies accepted from Julie Hunt

2. **To receive declarations of interest and consider dispensations for items on the agenda**
   Nicola – 7aii 10 Lake View

3. **To adjourn the meeting for public participation and receive reports from the District & County Councillors**
   Fran reported:
   Salhouse Road bus shelter: a member of the public has approached Fran and the MP. See item 6a.
   Devolution: mayoral elections pushed back to 2028; arrangements for a combined authority for Norfolk and Suffolk ongoing as is local government reorganisation.
   Health: flu is on the rise, currently a 50% increase on last year's figures although Norfolk is slightly behind these figures at the moment. A warning has been issued that illicit drugs contaminated with fentanyl are in circulation.

4. **To agree and approve the minutes of the Rackheath Community Council meeting held 20th October 2025**
   The minutes of the Rackheath Community Council meeting held on 20th October 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 received and discussed:
   Norfolk Homes consultation for proposed development on Green Lane West to be held at the Pavilion on Friday 9th January 2026 between 2pm to 7pm.
   Youth Club report for October and November 2025 received. Consideration to be given to publicity, age group and location.
   Statutory consultation on devolution is open until 11 January 2026 via Proposals for local government reorganisation in Norfolk and Suffolk - GOV.UK
   Broadland District Council are consulting on its Sex Establishment and Sexual Entertainment Venues Policy.

   Updates:
   Thanks to the resident who removed the fallen tree in Jubilee Park.
   Thanks also to those who helped erect the community Christmas Tree, and to Cozens UK for sponsoring the lights as usual.

   Delegated payments:
   November payments approved along with the cost of the Stracey Park wet pour repair following settlement by the insurance company.

6. **To discuss the following projects, including agreement to incur costs where necessary:**
    a. Salhouse Road bus shelter work and repairs: in view of the intentional damage sustained to the bus shelter it was AGREED to delegate to the clerk a budget of £3,500, to be taken from reserves, to instruct the bus shelter company to replace the 4 affected panels at a cost of £1,057.84 plus VAT together with the associated labour costs. The missing lower panel to be refixed as well. All bus shelters are to receive anti-graffiti treatment. Going forward, an allowance will be included in the budget to cover costs of employing a company to respond to any incidents as needed.
    b. Bus shelter with bin outside 8 Green Lane West: further consultation to be undertaken in view of item 6a along with sourcing a grant towards the cost. It was agreed in principle that council would purchase a bin for the location to be emptied weekly by Broadland District Council. Assistant clerk to cost a suitable bin.
    c. Transfer of open space at Princes Park: in view of the extent of the land offered to the council, its condition and the potential issues identified which could cause an unproportionate burden on council it was AGREED to decline to the offer to maintain the play equipment and the surrounding open space.
    d. Maintenance of bowling green at Stracey Sports Park: it was AGREED that council would take over the maintenance contract for the bowling green. The fee payable by the bowling club would remain at 2025 level. Clerk and chair to liaise with the bowls club to make the necessary arrangements for the forthcoming season.
    e. Annual inspection of gym and playground equipment at Stracey Sports Park and Jubilee Park completed with low to moderate risk suggestions made which have been rectified or are in the process of being completed, some under warranty. It was agreed to purchase replacement shackle/bolt at £7.94 plus VAT. Damage has affected the trampoline post inspection: council agreed to replace the jumping mat at £1,663.64 plus VAT from the budget allocation and any deficit taken from reserves. Wet pour repairs are to be carried out this forthcoming week, weather dependent, the insurance claim having been finalised, at a cost of £2,395 plus VAT. The damage to the roundabout at Jubilee Park to be monitored and reviewed in January. Both parks continue to be monitored weekly.

7. **Planning Matters**
    a. To review and comment on Planning Applications:
        i. 20220663: Outline application for a mixed use residential led development with up to 3,850 dwellings (class C3); employment land, local centres and community facilities (classes Eg(i, ii, iii) , B2 & B8, C2, C3, E, F1, F2, sui generis); two primary schools, one secondary school (F1 (a)); cycle and vehicle parking for residents, visitors & staff, formal & informal open space, formal & informal landscaping, sports provision (classes E(d), F2(c) & (d), sui generis), orchards & allotments; utilities; energy centres, primary substation, substations, foul water treatment works and pumping stations, sustainable urban drainage infrastructure; internal access and pedestrian & cycle infrastructure, EV charging infrastructure with all matters reserved except vehicular accesses (and associated drainage infrastructure) at Land North Of Green Lane West Rackheath Norfolk
            a. to ratify the additional cost allowance of £2,000 for One Planning to review the application: AGREED. Current unbilled costs stand at £800 plus VAT.
            b. to note consultants are in the process of reviewing technical planning documents to assist with a response: an extension for comments has been agreed with Broadland District Council until after January's meeting due to outstanding information and responses from statutory consultees. It was AGREED that a holding response would be submitted,

containing the significant issues contained within the draft response, by the consultants so that council's comments are on record. A subsequent response to be submitted once outstanding information has been made available.

ii. 2025/2643: replacement of windows and doors at 10 Lake View Rackheath Park Rackheath NR13 6LP: no objection.

iii. 2025/3475: single storey rear extension at Maryland 53 Green Lane East Rackheath Norfolk NR13 6QL: no objection.

b. The following Traffic Regulation Orders arising under s38 agreements between Norfolk County Council and the developers were noted:
   i. PRZ034 for Trinity Meadows to implement a 20mph speed limit zone
   ii. PRZ255 for Liberty Park (Harmer Drive and Stanway Road) to introduce a 20mph speed limit zone

c. The proposed Norfolk County Council (Thorpe St Andrew, Rackheath and Great and Little Plumstead, Various Roads) Consolidation and Variation Orders 2025 were noted.

8. Finance and Administration

a. To discuss the draft budget for 2026/27 and the resulting precept request: The budget was agreed with a resulting precept request to be submitted to Broadland District Council for £166,041.

Category	Description	Budget 2024-25	Budget 2025-26	Budget 2026-27
Events	Annual Community Events	£ 4,000	£ -	£ -
General Admin	Professional Services, Audit, Training, Subscriptions, Office Equipment, Insurances	£ 12,564	£ 17,314	£ 19,500
General Maintenance	Maintenance of Bus Shelters, Tree Maintenance, Dog Bins, Defibs, Street Furniture etc	£ 7,300	£ 9,800	£ 7,700
Emergency Fund	Contingency Fund, donations	£ 2,000	£ 1,200	£ 3,000
Grass & Hedge Cutting / Grounds Maintenance	Grass Cutting / Ground Maintenance / Stracey Field Line Marking / Fertilising	£ 14,983	£ 17,019	£ 19,232
Parks & Leisure	Play Equipment Ongoing Maintenance, Cleaning, Public Bin Collections, Lighting	£ 18,530	£ 32,020	£ 58,808
Pavilion	Cleaning, Repairs, Renewals & Maintenance, Utilities & Inspections	£ 29,414	£ 28,414	£ 24,750
Village Assets	Newman Woods Annual Tree Management & future plans	£ 5,000	£ 14,500	£ 2,500
PWB loan repayment		£ -	£ 5,000	£ 4,630
Staffing	Salaries & Associated Liabilities	£ 63,492	£ 62,680	£ 58,650
	TOTAL	£ 157,283	£ 187,947	£ 198,770

b. To approve the change of electricity supplier and regular maintenance and service costs for the pavilion: It was AGREED to switch to a 3 year electricity deal with Scottish Power and the costs of annual services carried out by Gasway as £417.92 plus VAT together with the quote for remedial work at £194.80 plus VAT, the bi-annual fire alarm and emergency light service carried out by Nordwell at £220 plus VAT. Next month the air conditioning service by Fresh Air Company agreed at £156 plus VAT with Ace Door Systems carrying out the kitchen shutter service at £180 plus VAT.

c. To approve the payments for November and December 2025: the following were approved:

Rackheath Community Council

21 November 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
162	Community Infrastructure Levy	01/11/2025		Parish Council Currer		Instalment 1 - post commence	YMCA Norfolk	X	15,000.00		15,000.00
166	Community Infrastructure Levy	11/11/2025		Parish Council Currer		Planning Consultancy Services	One Planning Ltd	S	2,000.00	400.00	2,400.00
167	Repairs, Renewals and General	11/11/2025		Parish Council Currer		Window Cleaning	Xtra Property Maintenance	S	37.50	7.50	45.00
168	Jubilee Park footpath & lighting	18/11/2025		Parish Council Currer		Feederpillar Supply	Eon	L	24.04	1.20	25.24
169	Pavilion Cleaning	11/11/2025		Parish Council Currer		Pavilion cleaning	Flawless Cleaning Norfolk L	S	464.32	92.86	557.18
170	Pavilion Utilities	18/11/2025		Parish Council Currer		Pavilion Electricity	Eon	S	640.73	128.15	768.88
171	Clerk's Salary	28/11/2025		Parish Council Currer		Salary	Clerk	X	1,581.17		1,581.17
172	Assistant Clerk's Salary	28/11/2025		Parish Council Currer		Salary	Assistant Clerk	X	1,037.42		1,037.42
173	NEST Pension	28/11/2025		Parish Council Currer		Pension Contributions	Nest Pension	X	596.86		596.86
174	Jubilee Park Grasscutting & Ma	11/11/2025		Parish Council Currer		Jubilee Park Replacement Parts	Chenery's Load & Go Ltd	S	150.00	30.00	180.00
175	Admin & Office Expenses	28/11/2025		Parish Council Currer		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
176	Admin & Office Expenses	28/11/2025		Parish Council Currer		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
177	Pavilion Cleaning	11/11/2025		Parish Council Currer		Upholstery Cleaning	Flawless Cleaning Norfolk L	S	180.00	36.00	216.00
178	Stracey Playing Field Football P	28/11/2025		Parish Council Currer		Football Net Pegs & Clips	The Soccer Store	S	84.08	16.82	100.90
179	Admin & Office Expenses	28/11/2025		Parish Council Currer		Postage	Royal Mail	X	0.87		0.87
180	Dr's Surgery Electricity	14/11/2025		Parish Council Currer		Doctor's Surgery Electricity	Octopus Energy Limited	L	28.93	1.45	30.38
181	Repairs, Renewals and General	14/11/2025		Parish Council Currer		Noticeboard sign	CIM	S	75.00	15.00	90.00
182	Insurance	14/11/2025		Parish Council Currer		Insurance	Clear Councils	X	382.84		382.84
183	Jubilee Park Grasscutting & Ma	14/11/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	296.58	59.32	355.90
183	Grounds Maintenance - Stracey	14/11/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	135.00	27.00	162.00
183	Grounds Maintenance - behind	14/11/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	39.75	7.95	47.70
183	Stracey Playing Field line Marki	14/11/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	77.78	15.56	93.34
183	All-Saints Church Grass Cutting	14/11/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	30.75	6.15	36.90
183	Stracey Playing Field Football P	14/11/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	335.00	67.00	402.00
183	Stracey Playing Field Football P	14/11/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	1,090.99	218.20	1,309.19
184	Admin & Office Expenses	28/11/2025		Parish Council Currer		Internet & Phone	Focus Group	S	93.77	18.75	112.52
								Total	**24,398.80**	**1,149.99**	**25,548.79**

Rackheath Community Council

12 December 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
185	Hire Income - Pavilion Hall	05/12/2025		Unity Trust - Current		Pavilion Damage Deposit	Chloe Keelan	X	200.00		200.00
193	Grounds Maintenance - Stracey	05/12/2025		Unity Trust - Current		Additional Mole Trapping	APC Pest control	S	560.00	112.00	672.00
194	Bus Shelters	05/12/2025		Unity Trust - Current		Bus Shelters Replacement & Re	Alan Handyman	X	186.98		186.98
195	Admin & Office Expenses	05/12/2025		Parish Council Currer		internet	Anglian internet	S	72.00	14.40	86.40
196	Jubilee Park Play Equipment	05/12/2025		Unity Trust - Current		Play equipment inspection	David Bracey Play Safety Ir	S	150.00	30.00	180.00
197	Pavilion Cleaning	05/12/2025		Unity Trust - Current		Pavilion cleaning	Flawless Cleaning Norfolk L	S	464.32	92.86	557.18
198	Admin & Office Expenses	05/12/2025		Unity Trust - Current		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
199	Admin & Office Expenses	05/12/2025		Unity Trust - Current		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
200	Pavilion Utilities	16/12/2025		Parish Council Currer		Pavilion Electricity	Eon	S	737.08	147.42	884.50
201	Jubilee Park footpath & lighting	17/12/2025		Parish Council Currer		Feederpillar Supply	Eon	L	26.10	1.30	27.40
202	Training	05/12/2025		Unity Trust - Current		Training	National Association of Loc	S	13.33	2.67	16.00
203	Jubilee Park Grasscutting & Ma	05/12/2025		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	296.58	59.32	355.90
203	All-Saints Church Grass Cutting	05/12/2025		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	30.75	6.15	36.90
203	Grounds Maintenance - Stracey	05/12/2025		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	135.00	27.00	162.00
203	Grounds Maintenance - behind	05/12/2025		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	39.75	7.95	47.70
203	Stracey Playing Field line Marki	05/12/2025		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	77.77	15.56	93.33
204	Highways Delegated Grass Cut	05/12/2025		Unity Trust - Current		Delegated Grasscutting	Garden Guardian	S	3,784.00	756.80	4,540.80
205	Subscriptions	09/12/2025		Unity Trust - Current		Digital Mapping	Parish Online	S	80.00	16.00	96.00
207	Subscriptions	09/12/2025		Unity Trust - Current		Gov Assist License/Planning As	GovAssist	S	1,044.00	208.80	1,252.80
207	Training	09/12/2025		Unity Trust - Current		Gov Assist License/Planning As	GovAssist	S	162.50	32.50	195.00
208	NEST Pension	31/12/2025		Parish Council Currer		Pension Contributions	Nest Pension	X	596.86		596.86
209	Pavilion Utilities	27/12/2025		Parish Council Currer		Water	Wave-Anglian Water	X	550.70		550.70
210	Clerk's Salary	31/12/2025		Unity Trust - Current		Salary	Clerk	X	1,581.37		1,581.37
211	Assistant Clerk's Salary	31/12/2025		Unity Trust - Current		Salary	Assistant Clerk	X	1,037.22		1,037.22
212	Subscriptions	11/12/2025		Unity Trust - Current		Domain Renewal	Fasthosts	S	25.66	5.13	30.79
213	Bus Shelters	11/12/2025		Unity Trust - Current		Cleaning Materials	New Rackheath Stores	X	5.08		5.08
214	Repairs, Renewals and General	12/12/2025		Unity Trust - Current		Immersion Heater repair	Gasway Commercial	S	194.80	38.96	233.76
215	Annual Inspection	12/12/2025		Unity Trust - Current		Annual Service	Gasway Commercial	S	417.92	83.58	501.50
216	Admin & Office Expenses	12/12/2025		Unity Trust - Current		Stationery -ink	Viking	S	105.55	21.11	126.66
217	Repairs, Renewals and General	12/12/2025		Unity Trust - Current		Fire Alarm and Emergency Ligh	Nordwell Ltd	S	220.00	44.00	264.00
								Total	**12,810.74**	**1,724.59**	**14,535.33**

d. To note the receipts for October and November 2025: October – Norfolk County Council Parish Partnership Scheme £3,988.27, Norfolk County Council Bus Shelter grant funding £5,821.20 and hire income of £1,669.59. November - VAT refund of £1,045.09 and hire income of £1,045.09.

e. To note the monthly bank reconciliation to 31st October and 30th November 2025: As at 31st October 2025 total funds (including development income and earmarked reserves) was £1,139,125.28 and £1,130,018.19 as at 31st November. It was AGREED to transfer £50,000 from Barclays to Unity.

f. To note the changes proposed by Barclays and the revised fees for Unity Trust Bank: noted

g. To consider implementation of the Bad Debt Policy for an outstanding invoice of £98: it was AGREED to write off invoice numbered 631 for the sum of £98 due to the disproportionate time involved in seeking repayment.

h. To review the following: Social Media and Reserves policies and Risk Assessment scheme: agreed as written.

Next scheduled meeting: Monday 19th January 2026

Meeting closed 10pm

RACKHEATH
COMMUNITY COUNCIL