

**Minutes of the Rackheath Parish Council Meeting
Of Tuesday 20th April 2021 at 7.00 p.m.
Via Zoom video conference**

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: 1

1. Apologies for absence were received from Fran Whymark due to attending a Broadland District Council cabinet meeting. **All approved.**
2. A declaration of interest was received from Pippa Nurse in items 7a and 7f, planning matters, as a neighbouring property.
3. The meeting was adjourned for Public Participation. In the absence of the Norfolk County and Broadland District Councillor, no reports were presented.

There were no other representations from the public.

4. To approve the minutes of the Community Council meeting of **Tuesday 16th March 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.
5. A progress report on items not on the Agenda from the last meeting (Clerk's Report). There was nothing to report.
6. To receive the Minutes from the Parks and Leisure Committee meeting of Tuesday 13th April 2021 and matters arising.
 - a) Committee recommend amendments to the Hire Fees document to make it simpler and more streamline to follow. No costs were changed other than the figures listed are exclusive of VAT. **All approved the changes.**
 - b) The gate to the grassed area behind the Hall is to be locked as dog waste has been found, left behind by the public using the space. **All agreed.**
 - c) Bowls Club fees were reviewed but still too high for the club to continue. They requested that based on last years fees, £100 is deducted from the annual green rent and they would be able to cover costs. **All approved this reduction.**
7. To receive the Minutes of the Planning Committee Meeting of Monday 19th March 2021 and matters arising.
 - a) 20210441. Car Wash on Salhouse Road. Recommended an objection on the basis of location, noise, lack of amenities and traffic impact. **All agreed.**
 - b) 20210472. Green Lane West, southern parcel. Persimmon Homes. Revised plans are more compacted together, include 13x 3 storey and 12x 2.5 storey and grouping of all social housing to the rear of the development. These are not in line with the Neighbourhood Plan. The Committee recommends an objection on this basis. **All agreed.**

- c) 20210478. Storage of building materials at Sam Smith Way. Committee considered there was considerable detail missing from application. A request for more information has been referred to Broadland District Council and a response is awaited. An extension will be required for representations to be submitted.
- d) 20210486. Lonsdale Road application for rear extension and a raising of the roof. No objections. **All approved.**
- e) 20210507. Green Lane West, northern parcel. Norfolk Homes. Committee were disappointed that the designs have become more mainstream and lack the quirky individuality, originally proposed. A request to BDC for clarity on the number of storeys has been returned as a maximum of 2 across the site. Committee recommended no objections. **All approved.**
- f) 20201625. Brillrig, Rackheath Park. Retrospective permission for holiday accommodation. No further comments to submit. **All agreed.**
- g) Barratt David Wilson Homes development on Salhouse Road, Sprowston. The stretch of footpath along the front of the development stops at the boundary with Rackheath. Feedback from Broadland District Council reported that extending the footpath is outside the applications remit. Members suggested the matter is raised directly with the Developers and a possible resolution sought.
- h) Committee had queried with Broadland District Council, the work being undertaken at the Lovells site, Green Lane East and whether a footpath was being installed. It was confirmed that this work is scheduled to take place at a later date.
- i) Home Farm application. A copy of the Common Grounds Statement has been obtained from Broadland District Council. BDC confirmed that the Parish Council was furnished with all the information relating to the application despite the developer suggesting otherwise. The Council asked for the developer to be approached directly to provide any outstanding information. **All agreed.**

8. Consideration was given as to the way business will be conducted once virtual meetings are no longer legal from 7 May 2021 but Government legislation does not permit indoor meetings until mid-May at the earliest. It was suggested that payments could be delegated to the Clerk for the intervening period, in consultation with the Finance Working Group. However, a final decision will be made at the next meeting when the outcome of current legal challenges will be known. **All agreed.**

9. Policy Review

- a) The Council reviewed the Equal Opportunities Policy. Changes were made to the classifications to bring into line with current equal opportunities legislation. **All agreed.**
- b) The Council reviewed the Safeguarding Policy. There were no changes to be made. **All agreed.**
- c) The Rackheath Community Council Risk Assessment/Risk Management Scheme was reviewed by the Council. Minor changes were presented which encompassed changes caused by covid requirements and the removal of the General Power of Competence. **All agreed.**

10. Accounts

- a) Payments for April 2021 were presented. The repayment of the £8,000 Business Restart Grant to Broadland was raised. This was required to be repaid as it is not permitted under the Government rules. There were no other questions. **All agreed.**
- b) The monthly bank reconciliation to 31st March 2021 was presented. **All noted.**
- c) A quote for cutting grass verges on Green Lane East of was presented, of £75.00+VAT by Garden Guardian. Exploration of who is responsible for cutting the grass verges in

question is ongoing. It was considered prudent to continue with this before agreeing the extra payment. **All agreed.**

d) The PWLB statement at 31st March 2021 was presented. **All noted.**

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

- Norfolk ALC emails:
 - Norfolk Strategic Flood Alliance
 - Reduce Single Use Campaign
 - Green Ways to Green Spaces
- Lady Dannatt MBE - tribute to HRH The Duke of Edinburgh
- Norfolk County Council email – 1 Million Trees Scheme
- Norfolk Police Community Update March 2021
- Norfolk Police Local Policing Priorities meeting feedback
- Tree Council Broadsheet 199

12. Items for publication/media and items for the next Community Council meeting, which will be the Annual Parish Council Meeting, Tuesday 4th May 2021.

a) Update on grass verge cutting.

Meeting concluded at 8.45pm.

Rackheath Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
12	Admin & Office Expenses	01/04/2021		Parish Council	Direct Debit	Microsoft 365 subscription	Anglian Internet	S	14.50	2.90	17.40
4	Pavilion Utilities	08/04/2021		Parish Council	Direct Debit	Pavilion Electricity	British Gas	S	503.10	100.62	603.72
1	NEST Pension	09/04/2021		Parish Council	Direct Debit	Pension Contributions	Nest Pension	X	158.83	0.00	158.83
2	Admin & Office Expenses	19/04/2021		Parish Council	Direct Debit	GDPR Registration	Information	X	35.00	0.00	35.00
10	Grounds	19/04/2021		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	117.00	23.40	140.40
11	Pavilion Cleaning	20/04/2021		Parish Council	BACs	Cleaning pavilion	Heritage Contract	S	154.23	30.85	185.08
3	Subscriptions	20/04/2021		Parish Council	BACs	Subscription	Norfolk Parish Training &	X	499.80	0.00	499.80
5	Church	20/04/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	49.08	9.82	58.90
6	Church	20/04/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	21.50	4.30	25.80
7	Grounds	20/04/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	89.25	17.85	107.10
8	Jubilee Park Grasscutting	20/04/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	206.34	41.27	247.61
9	Jubilee Park Play	20/04/2021		Parish Council	BACs	Play equipment inspection	Garden Guardian	S	17.83	3.57	21.40
14	Administration Covid-19	20/04/2021		Parish Council	BACs	Subscription	Zoom Video	X	11.99	0.00	11.99
15	Subscriptions	20/04/2021		Parish Council	BACs	Annual Subscription	Wix.com	S	93.12	18.63	111.75
16	Admin & Office Expenses	20/04/2021		Parish Council	BACs	Laptop accessories	Amazon EU	S	6.72	1.34	8.06
17	Admin & Office Expenses	20/04/2021		Parish Council	BACs	Stationery	ebay	X	4.99	0.00	4.99
20	Covid-19 Grants	20/04/2021		Parish Council	BACs	Grant Repayment	Broadland District	X	8,000.00	0.00	8,000.00
21	PAYE & NIC	20/04/2021		Parish Council	BACs	PAYE & NI	HMRC	X	114.88	0.00	114.88
22	PAYE & NIC	20/04/2021		Parish Council	BACs	PAYE & NI	HMRC	X	115.06	0.00	115.06
23	Hire Income	20/04/2021		Parish Council	BACs	Refund	Amy Grange	S	50.00	10.00	60.00
24	PAYE & NIC	20/04/2021		Parish Council	BACs	PAYE & NI	HMRC	X	57.70	0.00	57.70
13	Admin & Office Expenses	23/04/2021		Parish Council	Direct Debit	Internet & Phone	Plusnet	S	11.50	2.30	13.80
18	Booking Assistant Salary	30/04/2021		Parish Council	BACs	Salary	Hannah Lawrance	X	193.42	0.00	193.42
19	Clerk's Salary	30/04/2021		Parish Council	BACs	Salary	Anne Tandy	X	1,031.43	0.00	1,031.43
Total									11,557.27	266.85	11,824.12