

**Minutes of the Rackheath Parish Council Meeting  
Of Tuesday 17<sup>th</sup> November 2020 at 7.00 p.m.  
Via Zoom video conference**

**Present:** Paula Lowe (Chair), Joel Whymark, Fran Whymark, Pippa Nurse, Stephen Oakley, Tracy Buckley

**In Attendance:**

Anne Tandy Parish Clerk & Responsible Financial Officer

**Public:**

101. **Apologies for Absence:** Julie Hunt, reasons of childcare
102. **Declarations of Interest:** Pippa Nurse declared an interest in item 107 a)
103. **Adjournment of the Meeting for Public participation: 0**

*Broadland District and Norfolk County Councillor*

Norfolk County Council have been allocated a budget of £250,000 to employ 10 staff over the next year to carry out Covid work. To support Environmental Officers to help with ensuring organisations and individuals are Covid secure. There is also a drive underway to administer Covid vaccinations.

Broadland District Council are setting up a Community at Heart lottery and half of every ticket sale goes to community groups nominated by the purchasers and 10p goes into a fund to help other causes in the district. Tickets are £1.00 each.

Broadland District Council have received £1million as part of the Housing First scheme for a next steps campaign to help Clarion with supporting people to provide accommodation for those who struggle to hold a tenancy. Funding will provide 2 dedicated support workers.

Project Adder will work alongside the Housing First scheme with a share of £5million to aid multi-agency working to provide support for drug and alcohol issues and give access to medical treatment services.

104. **To approve the minutes of the Parish Council meeting of Tuesday 20<sup>th</sup> October 2020.** Fran Whymark asked for the figures to be included in item 91d. and items 93c. and e. The Clerk confirmed these amendments had now taken place. Otherwise the Parish Council deemed these to be a correct and accurate record of the meeting. **All Agreed.** These will be available for signing by the Chair once it is appropriate to meet to do so.
105. **To report progress on items not on the Agenda from the last meeting (Clerk's Report)**  
Nothing to report
106. **To receive the Minutes from the Parks and Leisure Committee meeting of 10<sup>th</sup> November 2020:**
  - a. Appointment of Chair following the resignation of Brian Gardner. Tracy Buckley was appointed.

- b. The Pavilion and Stracey Sports Park. Purchase of a grit bin costing £50.99 exc VAT and 4x 25kg grit bags at £11.25 each exc VAT was recommended. **All Agreed.**
- c. Jubilee Park. Work to further reduce the size of the damaged tree adjoining the school grounds to be undertaken and the Clerk to arrange, under delegated powers, up to a total cost of £200.00.
- d. Newman Road woods. Pippa Nurse asked if the Clerk had checked whether the Council will need additional insurance. Clerk reported that the insurance company advised it would be covered adequately under the existing policy.

**107. To receive a report from the Planning Committee meeting of 17<sup>th</sup> November and matters arising:**

- a) **20201625** - Description: Retrospective consent for a 2-bed holiday lodge and the conversion of part of the existing Simply Soaps workshop to provide 2 further 2-bed holiday cottages including ancillary work Location: The Retreat, Brillig, Rackheath Park, Rackheath, NR13 6LP. Application Type: Full Planning. No objections raised and recommended to support the application. **All agreed.**
- b) Barrett development on Salhouse Road have been provided with two street names by Rackheath Community Council under Clerk's delegated powers; Salman and Folcard. **All noted.**
- c) Lovells development street names. Awaiting formal request from Broadland District Council.
- d) Boundary change with Plumstead Parish Council reported as not being considered but if the development on Green Lane East/Broad Lane goes ahead, they would do what they could to support Rackheath and the residents within it.

**108. Old Dr's Surgery**

- a. Work required to renew gutting, downpipes and a new side door. Further comparison quote required for removal of asbestos and quotes to replace the door and external fittings to be obtained.
- b. Update from Broadland District Council regarding land ownership. Broadland District Council will maintain ownership of the land associated with the building.

**109. Policy Review**

- a. Health and Safety Policy. It was suggested that the section under Aggressive Situations be worded as follows: "Rackheath Community Council will not tolerate abusive behaviour towards staff or its members and incidents will be raised with the Chair in the first instance and passed to the Police if deemed necessary". It was also suggested that the Display Screen checklist referenced, be added as an appendix. **All agreed.**
- b. Social Media Policy. **All agreed.**
- c. Pavilion Covid Risk Assessment. Occupancy updated to 18 occupants based on more accurate measurements and calculations. However, it will still be the responsibility of the individual hirers to ensure that up to date Government restrictions are adhered to and those issued by any relevant governing bodies.

**110. Bus Shelter Insurance Claim**

The Council have been offered the sum of £6,088.60 to settle the claim dating back to 2018 for the replacement of the bus shelter and noticeboard on Salhouse Road costing £6,222.29, destroyed in a road traffic accident. It was **agreed by all** to accept the settlement amount.

**111. Notice of Casual Vacancy**

Council noted the option to now co-opt for this latest vacancy and requested the Clerk places information on the website and social media.

**112. Accounts**

- a) To approve payments for November 2020 (attached). **All agreed.**
- b) To note the monthly bank reconciliation to 30<sup>th</sup> October 2020 (attached) **All noted.**
- c) To note the next payment of the PWLB Loan in January 2021. **All noted.**
- d) To approve the transfer of telephone and internet services from BT Plusnet. An upgrade to fibre broadband giving faster speeds for £22.00 + VAT per month for 24 months. **All agreed.**
- e) To note the CIL payments schedule from Broadland District Council up to October 2020. **All noted.**

**113. To receive correspondence and agree response (if any)**

- Email from Norfolk County Council regarding Budget Consultation for 2021/22
- Email from The Tree Council with Broadsheet 194 and AGM Notice
- Email from Norfolk Parish Training and Support Latest Subscriber News
- Email from Anglian Water detailing the planned reopening of Salhouse Road
- Email from Norfolk County Council giving detail of road closure at Plumstead Road, Thorpe End to complete Anglian Water works
- Email from Norfolk County Council giving details of parking restrictions on Wendover Road while flood work is undertaken
- Email from Broadland District Council with Monthly Planning Enforcement Update - 4th November 2020
- Email from Norfolk ALC Wellbeing - Cut CO2E Emissions & Save Money
- Email newsletter from Norfolk Police
- Email from The Tree Council with AGM documents
- Email from Norfolk ALC Wellbeing regarding the New County Wide Campaign About The New National Restrictions Effective From 5th November 2020

**114. Items for publication/media and items for the next Community Council meeting, Tuesday 15<sup>th</sup> December 2020**

- Donation to village Christmas tree
- Setting the precept

**115. Resolution to exclude Press and the Public in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960, that is Staff Matter.**

- a) Temporary Booking Assistant during lockdown to be furloughed. **All agreed.**
- b) It was requested that the Clerk claims extra hours each month and not over a period of time in bulk.

Meeting was concluded at 20.02

**Rackheath Parish Council  
PAYMENTS LIST**

17 November 2020 (2020 -2021)

			<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>				
164	Admin & Office Expenses	27/10/2020		Microsoft 365 subscription	Anglian internet	S	14.50	2.90	17.40
169	Pavilion Utilities	27/10/2020		Electricity	E.on	S	463.54	92.71	556.25
170	Pavilion Staff Costs	30/10/2020		Salary	Emma Bowles	X	192.50	0.00	192.50
171	Clerk's Salary	30/10/2020		Salary	Anne Tandy	X	1,576.72	0.00	1,576.72
172	NEST Pension	09/11/2020		Pension Contributions	Nest Pension	X	246.41	0.00	246.41
173	Church	17/11/2020		Grass cutting	Garden Guardian	S	49.08	9.82	58.90
174	Church	17/11/2020		Grass cutting	Garden Guardian	S	21.50	4.30	25.80
175	Grounds	17/11/2020		Grass cutting	Garden Guardian	S	89.25	17.85	107.10
176	Jubilee Park Grasscutting	17/11/2020		Grass cutting	Garden Guardian	S	206.33	41.27	247.60
177	Jubilee Park Play	17/11/2020		Play equipment inspection	Garden Guardian	S	17.83	3.57	21.40
178	Grounds	17/11/2020		Pitch Line Marking	Garden Guardian	S	117.00	23.40	140.40
179	Admin & Office Expenses	17/11/2020		Computer accessories	Amazon EU	S	9.57	1.92	11.49
180	Admin & Office Expenses	17/11/2020		Stationery	Amazon EU	S	2.91	0.58	3.49
181	Repairs, Renewals and	17/11/2020		Pavilion cleaning supplies	Amazon EU	S	19.99	4.00	23.99
182	Admin & Office Expenses	17/11/2020		Stationery	Amazon EU	S	0.83	0.17	1.00
183	Administration Covid-19	17/11/2020		Subscription	Zoom Video	S	11.99	2.40	14.39
184	Repairs, Renewals and	17/11/2020		Pavilion cleaning supplies	Screwfix	S	49.99	10.00	59.99
185	Pavilion Cleaning	17/11/2020		Cleaning pavilion	Heritage Contract	S	401.74	80.35	482.09
186	PAYE & NIC	06/11/2020		PAYE & NI	HMRC	X	122.87	0.00	122.87
<b>Total</b>							<b>3,614.55</b>	<b>295.24</b>	<b>3,909.79</b>