

**Minutes of the Rackheath Parish Council Meeting
Of Tuesday 14th December 2021 at 6.30p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Present: Paula Lowe (Chair), Brian Gardner, Chris Yates, Fran Whymark, Pippa Nurse, Tracy Buckley

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public:

109. Co-optation of a new member to the Community Council

Following an informal interview with the applicant, Chris Yates, Brian Gardner proposed that Chris be co-opted as a new member of the Community Council, seconded by Fran Whymark and unanimously agreed. The Acceptance of Office and Declaration of Interests will be signed at the next meeting.

110. Apologies for absence were received from Joel Whymark and Julie Hunt. **All approved.** Paula also informed the Council that Stephen Oakley has tendered his resignation from the Council.

111. Declarations of interest or dispensations for items on the agenda received from Pippa as a neighbouring property to items 116 e and d.

112. The meeting was adjourned for Public Participation:

District/County Councillor Report

Those aged 30+ can now book a booster vaccination and from tomorrow (15th) anyone 18+ can book. Walk in centres are still open for 1st and 2nd vaccination. Rackheath Pharmacy are setting up a vaccination centre on the Industrial Estate but looking for volunteers to help run the service.

Norfolk County Council has received £6.7million for a household support fund for hardship such as heating, food etc. This can be accessed via <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/covid-hardship-support> or via their helpline number 0344 8008022. It can also be accessed through Broadland District Council's Help Hub 01603 430431.

Broadland District Council's Independent Living Support Team can help access the Forget me Not Grant for adaptations to the home for those suffering from dementia details are at <https://www.southnorfolkandbroadland.gov.uk/help-stay-existing-home/forget-not-grant> or a serious illness grant for end-of-life conditions such as motor neurone disease.

The Rotarians have raised £1,000.00's to be allocated through the fire service for smoke alarms for those with disabilities. This can be accessed through Norfolk County Council Fire Service <https://www.norfolk.gov.uk/safety/norfolk-fire-and-rescue-service> or on 0800 9178137 or Email: HQ@fire.gov.uk

Carers Voice for Norfolk and Waveney is leading the All Age Carers Survey which can be accessed via www.carersvoice.org/carers-strategy.

113. The minutes of the Community Council meeting of **Tuesday 16th November 2021** were received. The Council **approved** these as a correct and accurate record of the meeting.

114. Matters arising, from the last meeting, to report:

Item 99a - Broadland Installers Limited have been instructed to replace the Old Dr's Surgery door.

Item 101 – a response is still awaited regarding the cost of cutting the Village Hall hedge.

Item 102e – The Fire Alarm has now been installed and once payment has been made the relevant certificates will be issued. The Fire Risk assessment completion is scheduled for 13 January 2022.

Item 102h – The new dog waste bin has now been installed at All Saints Church.

Item 104a – The meeting between Jerome Mayhew MP and Taylor Wimpey has been postponed until the next year. His office will feedback once this has taken place.

115. Matters relating to the Parks and Leisure Committee which were considered by the Council:

- a. It was reported that the adoption of Newman Road woods is in the hand of the Solicitors and the legal searches are taking place.
- b. Maintenance works required at the Pavilion:
 - i. The cost to replace 3x emergency lighting units at a cost of £190.00 +VAT was noted.
 - ii. The cost for Blockbuster Drain Service to attend and clear a blockage of the ladies toilets at a cost of £100.00 +VAT was noted.
- c. Tri-Sports Limited have been appointed to prepare a tendering document for the 3g facilities and refurbishment of the MUGA.
- d. The Broadland District Council Tree Planting Grant was discussed and it was agreed that the process would be too time consuming and complicated and the Tree Council have offered to support from their own fund.

116. To receive the draft Minutes of the Planning Committee Meeting of 23rd November 2021 and consider the following planning applications:

- a. 20212139

Description: Single storey rear extension (Revised Proposal)
Location: Keepers Cottage, Wroxham Road, Rackheath, NR13 6LY
Application Type: Householder
Comments: No objections.

- b. 20212135

Description: Single storey rear & side extensions. Dormer to side elevation. Replacement detached garage. Render to all existing external walls.
Location: 11 Bernard Close, Rackheath, NR13 6QS
Application Type: Householder
Comments: No objections.

- c. New Tree Preservation Order 2021: No.12 - Land west of Mahoney Green, Rackheath
Comments: Council were pleased that this is being put in place.

- d. 20210441

Land At: Land off Salhouse Road, Rackheath, NR13 6LD
Proposed Development: Change of use of land to hand car wash facility with associated fixtures & fittings

Appeal Starting Date: 03 December 2021

Appellant: Mr D Topalli

Appeal Ref: APP/K2610/W/ 21/3278810

Comments: The circumstances haven't changed since the original application.

- The village has an industrial area for this type of business.
- The trees have already been removed so the applicant's statement to preserve them is not applicable.
- The site is situated in a landscape buffer and the proposal is therefore out of character for the area.
- The land adjacent to the site has been refused permission for industrial use also due to being out of character for the area.

The Council **resolved** to maintain their objection to this application.

- e. Update on the Gambles Plant (Norfolk) Limited refusal notice, which was issued on 12 November. The matter is now being pursued by Norfolk County Council Planning Enforcement Department in conjunction with Broadland District Council Planning Enforcement.
- f. The update on the Halsbury Homes development on Wroxham Road/Muck Lane reported that a meeting is to be set up with Broadland Planning Department and Halsbury Homes have been asked to contact the Council to arrange their own meeting with the Council.
- g. The public consultation with Taylor Wimpey for the Rackheath Masterplan is being planned for February 2022 but a date is in the process of being agreed.

117. Budget and Precept

- a. The budget for 2022/23 was reviewed and **approved**.
- b. The precept for 2022/23 was discussed at some length and was proposed as £50,105.00. A vote took place and it was **agreed 4 in favour; 2 against and 1 abstention**.

118. SAM2

The cost to the Council of £1,675.00 for a SAM2 Speeding device was **approved**.

119. Accounts

- a. Payments for December 2021 were approved (Appendix 1).
- b. The monthly bank reconciliation to 30 November 2021 was noted.
- c. The PWLB Repayment Notice for January 2022 for £2,432.40 was noted.
- d. The purchase of replacement adult defibrillator pads at £99.00 +VAT and paediatric pads £127.00 +VAT for the Pavilion defibrillator were **approved**. The purchase of a second set of adult pads was also **approved** for the Post Office defibrillator.

120. Policy Review

- a. The amendments to the Health and Safety Policy to include a COSSH register and a Lone Worker Policy were **approved**.
- b. The Bad Debt Policy was **approved**.
- c. The Fire Safety Policy was **approved and adopted**.

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

- Norfolk Police Newsletter – November Publication

- Norfolk County Council Budget Consultation
- Brundall Medical Practice a boundary change means no new referrals will be taken from Rackheath residents
- Broadland (Aylsham) Police Cadets Recruitment poster
- Transport East public consultation
- Norfolk Police Agreed Priorities for Wroxham and Surrounding villages

122. Items for publication/media and items for the next Community Council meeting on Tuesday 18th January 2022

The Meeting concluded at 19:43

Rackheath Community Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
198 Admin & Office Expenses	02/12/2021		Parish Council	Direct Debit	Microsoft 365 subscription	Anglian Internet	S	14.50	2.90	17.40
208 Pavilion Utilities	06/12/2021		Parish Council		Pavilion Electricity	British Gas	S	563.98	112.80	676.78
193 NEST Pension	09/12/2021		Parish Council	Direct Debit	Pension Contributions	Nest Pension	X	138.48		138.48
195 PAYE & NIC	13/12/2021		Parish Council	BACs	PAYE & NI	HMRC	X	23.05		23.05
196 Jubilee Park Play	14/12/2021		Parish Council	BACs	Play equipment repairs	OddBods Exterior	S	400.00	80.00	480.00
197 Pavilion Cleaning	14/12/2021		Parish Council	BACs	Window & gutter cleaning	Heritage Contract	S	47.00	9.40	56.40
199 War Memorial	14/12/2021		Parish Council	BACs	War Memorial	Salhouse Garden Centre	S	16.65	3.33	19.98
200 Highways Delegated	14/12/2021		Parish Council	BACs	Delegated Grasscutting	Garden Guardian	S	2,769.00	553.80	3,322.80
201 All-Saints Church Grass	14/12/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	19.66	3.93	23.59
202 Grounds	14/12/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	91.00	18.20	109.20
203 Grounds	14/12/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	28.92	5.78	34.70
204 Jubilee Park Grasscutting	14/12/2021		Parish Council	BACs	Grass cutting	Garden Guardian	S	217.08	43.42	260.50
205 Jubilee Park Play	14/12/2021		Parish Council	BACs	Play equipment inspection	Garden Guardian	S	18.17	3.63	21.80
206 Grounds	14/12/2021		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	119.38	23.88	143.26
207 Grounds	14/12/2021		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	138.89	27.78	166.67
211 Pavilion Cleaning	14/12/2021		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	220.48	44.10	264.58
212 Pavilion Covid-19 costs	14/12/2021		Parish Council	BACs	Covid requirements	Tesco	S	3.33	0.67	4.00
213 Training	14/12/2021		Parish Council	BACs	Training	High Speed Training	S	30.00	6.00	36.00
214 Pavilion Utilities	14/12/2021		Parish Council	BACs	Subscription	Virtual Landline	S	4.96	0.99	5.95
216 Repairs, Renewals and	14/12/2021		Parish Council	BACs	Pavilion Maintenance	Blockbuster Drain	S	100.00	20.00	120.00
215 Pavilion Advertising	14/12/2021		Parish Council	BACs	Advertisement	Venues4Hire Limited	X	25.00		25.00
217 Street Furniture	14/12/2021		Parish Council	BACs	Dog Bin Installation	PJH Property	X	90.00		90.00
218 Pavilion Utilities	16/12/2021		Parish Council	Direct Debit	Internet & Phone	Plusnet	S	29.49	5.90	35.39
219 Defibrillator Maintenance	16/12/2021		Parish Council	BACs	Defibrillator Pads	The Defib Pad	S	314.00	62.80	376.80
209 Booking Assistant Salary	31/12/2021		Parish Council	BACs	Salary	Hannah Lawrance	X	193.42		193.42
210 Clerk's Salary	31/12/2021		Parish Council	BACs	Salary	Anne Tandy	X	926.50		926.50
Total								6,542.94	1,029.31	7,572.25