

**Minutes of the Rackheath Parish Council Meeting
Of Tuesday 16th March 2021 at 7.00 p.m.
Via Zoom video conference**

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

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 6

152. The Chair welcomed everyone to the meeting. There were no apologies for absence.

153. Declarations of interest in items on the Agenda were made as follows: Fran Whymark, Home Farm Development due to making a comment in the EDP local newspaper.

154. Adjournment of the Meeting for Public participation:

District/County Councillor report

BDC are acting as a central point for Kickstart, a programme for 16-24 year olds and getting them into work. 30 places are needed and BDC and SNC are offering 13 places and other business have also come on board.

SEND £120 million put into schools in Fakenham and Gt Yarmouth opening later this year.

An allocation of £29m for Housing with Care; Fakenham is opening next month and work at Acle has started. will also be built by Saffron Housing Trust, like Acle. Children will not be charged library fines. A similar one is allocated in Acle and there is one coming to Great Plumstead.

£18 million has been pledged for similar units for young adults with disabilities.

Money is being allocated to libraries to help with reopening and all online services are available currently. Children will not be charged library fines. Any outstanding library books borrowed during Covid will not receive fines.

£3 million has been allocated to a green pathways scheme for cycle and footways.

155. To approve the minutes of the Community Council meeting of Tuesday 16th February 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.

It was agreed that next item be taken early in the meeting due to the attendance of public specifically for this item.

156. To receive the Minutes of the Planning Committee Meeting of Monday 8th March 2021 and matters arising:
a) The Committee to approved the Planning Committee Minutes dated Monday 8th February 2021. **All agreed.**

- b) It was reported that the planning application 20210036 at Rackheath Hall had been discussed and the main points to consider are:

Pros –

- spacious accommodation,
- leisure walks,

Cons –

- impact on hall and residents due to covenants,
- isolated and out of character,
- highway concerns
- sets a precedent for further development on the parkland

The Committee went through the Neighbourhood Plan, Joint Core Strategy, Greater Norwich Local Plan (GNLP) and National Planning Framework. The main areas of concern were that it is not within the 5 year land supply, it sets a precedent for land outside GNLP, which also defined the area as a landscape buffer this then has the potential for expansion of development, losing the green corridor and impacting on the heritage of Rackheath Hall. **All objected to the application.**

- c) Planning application 20210389: Rear extension at 19 Back Lane, Rackheath was considered. There were no objections. **All agreed.**

157. To report progress on items not on the Agenda from the last meeting (Clerk's Report)

Nothing to report.

158. To receive the Minutes from the Parks and Leisure Committee meeting of 9th March 2021:

- a) The Council heard that the Committee are looking into the options for spending the s.106 money and are reconsidering the equipment provision and surfacing at the MPSA and obtaining quotes and researching the most suitable options. Once Covid restrictions lift, site visits will be arranged.
- b) Fireworks Event. Pippa offered to help with organising the event. Some discussion took place around how to maximise the income from the event but final decisions to be made nearer the date when the Covid restrictions are known. It has been confirmed with suppliers that no money will be lost if the events is cancelled due to Covid.
- c) It was reported that asbestos has been discovered at Newman Road woods and there is some concern over structural safety which will be fully assessed and made safe before the land is handed over to the Council.
- d) Litter picking equipment has been purchased but was over budget by £4.97. **All approved** the additional payment.

159. Dr's Surgery Maintenance

East Anglian Guttering and Fascias have been appointed to carry out the removal and replacement of guttering and downpipes.

160. Regulation 19 Greater Norwich Local Plan

The Council considered submitting a response and agreed due to the short time frame a GNLP working party will formulate a response and submit by the deadline on 22 March 2021.

161. Policy Review

- a) The Training and Development Policy was reviewed and **approved by all.**
- b) The Co-option procedure was agreed once the addition of an appendix outlining the legislative requirements was added. **All approved.**

162. Annual Parish Meeting

The practicalities of holding this under the current restrictions was discussed and it was felt that it would be sensible to postpone to next year. **All agreed.**

163. Accounts

- a) The payments for March 2021 were **approved.**
- b) The monthly bank reconciliation to 28th February 2021 was **noted.**
- c) The BHIB Insurance renewal of £968.79 under the 3 year agreement was **noted.**
- d) The Norfolk Parish Training and Support subscription for 2021/22 of £499.80 was **approved.**
- e) The SLCC subscription for 2021/22 of £166.00 was approved.
- f) The Council considered two quotes for a new payroll provider and approved Orchard Accounting Services. **All agreed.**
- g) The Council considered a 12 month freeze on fee income for the Parish during 2021/22 in light of the financial difficulties presented by Covid. It was suggested that all pricing be looked at individually. **All agreed.**

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

- Norfolk ALC Wellbeing
 - Sustainable Water Management Plan for Norfolk Workshop
 - Food Waste Action Week
- Norwich Western Link project update
- Tree Council Broadsheet issue 198
- Norfolk Police
 - Notification of the first virtual Police Engagement Meeting 31 March 2021. *Fran Whymark is attending. It was asked if a request could be made at the meeting for a report on police activity be submitted for Rackheath.*
 - Community Update 5th March 2021

165. Items for publication/media and items for the next Community Council meeting, Tuesday 20th April 2021

- Pavilion Storage for Rainbows and other regular hirers to accommodate a regular booking.
- Litter picking

166. It was resolved, 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. All approved.

- a) Amendments to the Booking Assistant's employment contract were discussed and **approved.**
- b) The Council considered a request to pay training hours in addition to contracted hours. This was **approved** but any additional costs to be brought back to the Council.

Meeting was concluded at 20.45

Rackheath Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
253	Booking Assistant Salary	26/02/2021		Parish Council		Salary	Emma Bowles	X	151.67	0.00	151.67
254	Clerk's Salary	26/02/2021		Parish Council		Salary	Anne Tandy	X	1,029.47	0.00	1,029.47
259	Repairs, Renewals and	02/03/2021		Parish Council		Pavilion Maintenance	S.A.W Home	X	325.00	0.00	325.00
258	Admin & Office Expenses	04/03/2021		Parish Council		Microsoft 365 subscription	Anglian internet	S	14.50	2.90	17.40
273	Booking Assistant Salary	08/03/2021		Parish Council		Salary- Final Payment	Emma Bowles	X	87.50	0.00	87.50
255	NEST Pension	09/03/2021		Parish Council		Pension Contributions	Nest Pension	X	158.83	0.00	158.83
256	Hire Income	16/03/2021		Parish Council		Refund	Amy Grange	S	50.00	10.00	60.00
263	Church	16/03/2021		Parish Council		Grass cutting	Garden Guardian	S	49.08	9.82	58.90
264	Church	16/03/2021		Parish Council		Grass cutting	Garden Guardian	S	21.50	4.30	25.80
265	Grounds	16/03/2021		Parish Council		Grass cutting	Garden Guardian	S	89.25	17.85	107.10
266	Jubilee Park Grasscutting	16/03/2021		Parish Council		Grass cutting	Garden Guardian	S	206.33	41.27	247.60
267	Jubilee Park Play	16/03/2021		Parish Council		Play equipment inspection	Garden Guardian	S	17.83	3.57	21.40
268	Grounds	16/03/2021		Parish Council		Pitch Line Marking	Garden Guardian	S	117.00	23.40	140.40
269	Pavilion Cleaning	16/03/2021		Parish Council		Cleaning pavilion	Heritage Contract	S	100.86	20.17	121.03
274	Litter Picking	16/03/2021		Parish Council		Litter Picking	HBS enterprises Ltd	S	39.67	7.94	47.61
275	Litter Picking	16/03/2021		Parish Council		Litter Picking	NM Favours Limited	S	8.24	1.65	9.89
276	Litter Picking	16/03/2021		Parish Council		Litter Picking	UHH Essentials Ltd	S	5.82	1.17	6.99
261	Subscriptions	16/03/2021		Parish Council		Annual Subscription	SLCC	X	166.00	0.00	166.00
262	Admin & Office Expenses	16/03/2021		Parish Council		Payroll Fee	Ladywell Accountancy	X	59.50	0.00	59.50
270	Administration Covid-19	16/03/2021		Parish Council		Covid requirements	Zoom Video	X	11.99	0.00	11.99
260	Pavilion Utilities	22/03/2021		Parish Council		Pavilion Electricity	British Gas	S	524.93	104.99	629.92
277	Admin & Office Expenses	23/03/2021		Parish Council	Direct Debit	Internet & Phone	plusnet	S	11.50	2.30	13.80
271	Clerk's Salary	31/03/2021		Parish Council		Salary	Anne Tandy	X	1,029.67	0.00	1,029.67
272	Booking Assistant Salary	31/03/2021		Parish Council		Salary	Hannah Lawrance	X	207.09	0.00	207.09
Total									4,483.23	251.33	4,734.56