

**Minutes of the Rackheath Community Council Meeting
Of Tuesday 20th June 2023 at 7.30p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Present: Pippa Nurse (Chairman), Brian Gardner, Julie Hunt, Nicola Kerr, Sharon McKim, Steven Nurse

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public: 0

- 39.** Apologies for absence were received from Fiona Bartle and Fran Whymark. It was proposed that these were accepted. **All agreed.**
- 40.** Declarations of interest were received from Brian Gardner for agenda item 58. There were no dispensations for items on the agenda.
- 41.** There were no public in attendance so the meeting continued.
- 42.** The minutes of the Annual Community Council meeting of Tuesday 16th May 2023 were received. It was proposed that these were an accurate record of the meeting. **All agreed.**
- 43. Election of Community Council Vice Chairman**
A nomination was made by Pippa Nurse for Brian Gardner to undertake the role of Vice Chairman, for the forthcoming year. This was seconded by Nicola Kerr. There being no other nominations Brian Gardner was unanimously elected as Vice Chairman.
- 44. To report progress on items not on the agenda from the last meeting (Clerk's Report)**
- Stracey car parking. Still waiting for Highways to carry out tree work.
 - Newman woods will need walk round with new Tree Warden in order to progress further.
 - Legionella Risk Assessment will be available at the next Council meeting.
 - Installation of Jubilee bench. A quote for £850.00 to lay a concrete pad and fix the bench has been received. Alternatives quotes are being pursued.
 - Bank signatories are progressing.
- 45. 467th Marker**
- a.** The refurbishment of the marker on the Industrial Estate by the craftsman who made it originally, at no cost was proposed. **All agreed.**
- 46. Pavilion / Stracey Sports Park**
- a.** A quote for the residual work on the containers by the original contractor at a cost of £750.00 was proposed. **All agreed.**
- b.** A report was presented by Brian following the meeting with FC Steamers. It was proposed that a small youth set up be approved to use the football facilities for the next season. **All agreed.**
- c.** It is proposed that a season fee for a veterans football team be set at £454.70. **All agreed.**
- d.** The Football Contracts for the 2023/24 season were reviewed and agreed.
- e.** The amended invoice for the PRS Licence of £460.35 +VAT was considered and **agreed.**

47. Dog Bins

- a. The cost for installing the agreed dog and litter bins was proposed of £405.00. **All agreed.**

48. Planning Matters:

- a. The planning report of applications, decisions and those dealt with under delegated powers was noted.
- b. An update on the GT16 development was presented. Consideration to be given to appointing a consultant to support with the GT16 development. Funding for this may be available from BDC. To be investigated in principle.
- c. The following planning application was considered:
 - i. App No: 2023/1507
Proposal: Installation of new post and panel non-illuminated sign
Location: Land Southeast of Denver House, Green Lane West, Rackheath, Norfolk
Applicant: Mr Chris Tomlinson
Application Type: Advertisement Consent
Comments: no objections raised.

49. Neighbourhood Plan Review

- a. A report from the Rackheath Neighbourhood Plan Review Steering Group was heard, following their meeting on 18th May 2023. Currently there is no funding stream is available. Work continues until funding availability changes. The next meeting will be 22nd June 2023 and following that the 27th July 2023.

50. CIL & s.106 Infrastructure and Facilities Working Group

- a. A report from the working group following their meeting on 22nd May 2023 was received. Visit to RVH to look at the planned improvements to the hall. Community Café considered on overflow car park at the front of the site utilising an old storage container. Funding stream for feasibility study is available and it is proposed that this is explored. **All agreed.** Pippa to meet with Sally Hoare, BDC to discuss further.
- b. An update on the proposed adoption of open space at Trinity Meadow was heard and the request for more information regarding the types of equipment proposed and technical specifications. Flagship want to retain ownership of the open spaces.
- c. An update on the proposed adoption of bird and bat boxes on the Princes Park Development was presented. It was proposed that Persimmon are asked if all boxes can be for birds and not bats due to the licencing needed to maintain bat boxes.
- d. Revised plans by Barratt David Wilson Homes were presented, to provide a play area and equipment on the Salhouse Road, Sprowston development. Good idea in principle but developer to be contacted to establish who is maintaining/inspecting it, what safety measures will be in place for the lagoon and what funds will be available for this. **All agreed.**

51. Shared Prosperity Fund

- a. A proposal was put forward from Fran to access funding for community events was presented by Pippa. Funding is available for events to bring old and new residents together. The Council is still low on numbers and there is a large amount of work to be completed around development meaning there are not the resources to put together an event of this scale.

52. Jubilee Park

- a. The draft tender document for pathway lighting and electrical installations was presented and approved. The timetable of dates were agreed.

53. Traffic Speed

- a. The SAM2 Speed Data analysis for May 2023 covering traffic on Green Lane West, outside The Landings development travelling eastwards was noted.
- b. A proposal by Nicola to review the speed limits on the NDR approaches in conjunction with Highway reports generated for the planning application 20221806 Beeston Lane, Sprowston was heard. It was proposed that Nicola will draft a letter for approval by the Council. **All agreed.**

54. Councillor Training

- a. An invitation from Spixworth PC to join them for Councillor training one evening in July was proposed. Julie has agreed to attend and all new Councillors are recommended to go on this one.
- b. A proposal for in-house training at Rackheath at a cost of £295.00 was presented. It was proposed that this should be tailored to meet the specific needs of the Council and all Councillors attend. **All agreed.**

55. The Audit of the Parish Council Accounts 2022/23

- a. The Internal Auditors report & recommendations were received and comments made by the Finance Working Group.
- b. The Annual Governance Statement in the 2022/23 Annual Governance & Accountability Return (AGAR) was presented. It was proposed that this be approved. **All agreed.**
- c. The Statement of Accounts in the 2022/23 AGAR was presented. It was proposed that this be approved. **All agreed.**

56. Finance Working Group

- a. A report from the Finance group following their meeting on 20 June 2023, prior to this meeting was presented. The following recommendations were made:
- b. A recommendation in relation to investment of CIL money in the Broadland District Councils Parish Deposit Scheme was made. It was proposed that this scheme be approved in principle pending further information be supplied by BDC. **All agreed.**
- c. The response to the Internal Audit Report was recommended. **All agreed.**

57. Defibrillator

- a. The purchase of two defibrillators using CIL funds which can be placed in the existing cabinets at a cost of £2,637.50 +VAT was proposed for approval. The purchase of a tracker to be explored but if unavailable to go ahead with the purchase. If this proves to be an option the revised cost to be brought to the next meeting for approval. **All agreed.**

Brian Gardner left the room

58. Expenses

- a. The submission of expenses by Brian relating to the fireworks event were considered. The Clerk advised that these have not been submitted in a format which complies with the Financial Regulations and in particular 4.10. This states that all expenses are submitted as an expenses claim with original receipts and cannot be accepted as a business invoice. The Council proposed that the expenses should be resubmitted as an expenses claim and if original receipts are not available payment is still approved. **All agreed.**

59. Play Equipment

- a. An update on progress with Jubilee Park was received. Work has started and should be completed in 4 weeks.

60. Accounts

- a. The payments for June 2023 were proposed for approval. **All agreed.**
- b. The monthly bank reconciliation to 31st May 2023 was noted.
- c. The receipts for May 2023 were noted.
- d. The payment for an additional 25 hours worked by the Clerk in May 2023 was proposed for approval. **All agreed.**

61. Policy Review

- a. The Safeguarding Policy was proposed for review and was **agreed.**

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

- Subscriber news from Norfolk Parish Training and Support
- Public Consultation on Green Spaces in Greater Norwich from the Greater Norwich Growth Board
- Response from Wroxham FC regarding the termination of the Youth Football contract
- Norfolk LAC Walking and Cycling Event
- Notification of a change of property name: SNN2732023 from Walcott, Green Lane West to Westview.
- Norfolk ALC Newsletter 9 June 2023
- Norfolk ALC Pride in Place Grants
- Town and Parish Council Forum Invitation 7 June 2023
- Town and Parish Council Form Outcomes

63. Items for publication/media and items for the next Community Council meeting 25th July 2023

64. A proposal was made to excluding the public 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.

- b. The recommendation by Staff Advisory Group as to the appointment of the successful candidate for the Facilities Co-ordinator role was proposed and agreed. The attendance on the Induction training with Spixworth was approved and the Play Inspection Training with CAN with the associated costs.
- c. The Clerk's hours moving forward, for short term cover and long-term requirements were considered. The appointment of a locum clerk was agreed for 6 months while the role is more fully assessed.

The Meeting concluded at 21:59

Rackheath Community Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
43 NEST Pension	15/06/2023		Parish Council	Direct Debit	Pension Contributions	Nest Pension	X	193.79		193.79
38 Audit	20/06/2023		Parish Council	BACs	Audit fee	Tina Newby	X	144.00		144.00
39 Admin & Office Expenses	20/06/2023		Parish Council	BACs	Microsoft 365 subscription	Anglian internet	S	60.00	12.00	72.00
40 All-Saints Church Grass	20/06/2023		Parish Council	BACs	Grounds Maintenance	Garden Guardian	S	25.91	5.19	31.10
40 Jubilee Park Grasscutting	20/06/2023		Parish Council	BACs	Grounds Maintenance	Garden Guardian	S	256.67	51.33	308.00
41 Pavilion Cleaning	20/06/2023		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	303.41	60.68	364.09
40 Grounds	20/06/2023		Parish Council	BACs	Grounds Maintenance	Garden Guardian	S	107.58	21.52	129.10
40 Grounds	20/06/2023		Parish Council	BACs	Grounds Maintenance	Garden Guardian	S	34.42	6.88	41.30
40 Grounds	20/06/2023		Parish Council	BACs	Grounds Maintenance	Garden Guardian	S	414.00	82.80	496.80
48 Subscriptions	20/06/2023		Parish Council		Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
45 CIL Expenditure	20/06/2023		Parish Council		PV Panels	Green Solar Footprint	S	6,729.17	1,345.83	8,075.00
42 Pavilion Utilities	22/06/2023		Parish Council	Direct Debit	Pavilion Electricity	British Gas	S	428.17	85.63	513.80
51 Annual Inspection	22/06/2023		Parish Council	BACs	Bins	Broadland District	S	86.02	17.20	103.22
50 Annual Inspection	22/06/2023		Parish Council		Annual Subscription	PPL PRS Limited	S	460.35	92.07	552.42
52 CIL Expenditure	22/06/2023		Parish Council		Defibrilators	Severnside Defibs and	S	2,198.00	439.60	2,637.60
49 Pavilion Utilities	25/06/2023		Parish Council		Water	Wave-Anglian Water	X	467.89		467.89
53 Insurance	27/06/2023		Parish Council	BACs	Insurance	BHIB	X	1,370.69		1,370.69
44 Admin & Office Expenses	29/06/2023		Parish Council	Direct Debit	Internet & Phone	Focus Group	S	48.51	9.70	58.21
46 Clerk's Salary	30/06/2023		Parish Council		Salary	Anne Tandy	X	1,030.79		1,030.79
47 Clerk's Salary	30/06/2023		Parish Council		Salary (extra hours)	Anne Tandy	X	180.52		180.52
Total								14,544.85	2,231.42	16,776.27