



DRAFT MINUTES from the Rackheath Community Council Meeting held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm on Monday 20th July 2026

Councillors in attendance: Julie Hunt (Chair), Nicola Kerr, Sharon McKim, Steve Nurse and Fran Whymark

Clerk: Aileen Beck

Apologies: Pippa Nurse

Members of the public: 2 and County Councillor Ed Matthews (7.25pm; during item 7f in the revised order)

1. To consider and approve apologies for absence

Apologies received and accepted from Pippa Nurse

2. To receive declarations of interest and consider dispensations for items on the agenda

Nicola Kerr and Steve Nurse – item 7d, planning application 2026/1130

3. To adjourn the meeting for public participation and receive reports from the District and County Councillors

Public participation: Members of the public confirmed that they wished to raise questions about items 7d and 7f, both of which related to planning applications. These matters were addressed during discussion of the relevant agenda items.

Broadland District Council report: Fran Whymark, in his capacity as Wroxham District Councillor, reported that the Business Builder programme continues to support local businesses to grow and prosper, contributing to the local economy. Further information is available from Broadland District Council.

Meeting order: It was AGREED, for the convenience of the members of the public present, to bring forward discussion of items 7d and 7f. The decisions are recorded below in the original agenda order.

Norfolk County Council report: Ed Matthews, the Wroxham Division Councillor, provided a verbal report based on his written report, attached to these minutes.

4. To agree and approve the minutes of the Rackheath Community Council meeting held 15th June 2026

The minutes of the Rackheath Community Council meeting held on 15th June 2026 were agreed as a true record and signed by the Chair.

5. To receive the Clerk's report including progress on items from the previous meeting, correspondence received, and ratification of any delegated decisions

Progress on items from previous meetings: Fran has been successfully added to the Unity bank accounts, and the purchasing card application is progressing. Community Payback is due to visit the Pavilion again at the end of July to carry out further outdoor work. A quotation is awaited for minor repair jobs required at the Pavilion. A social media post published on 3rd July provided the public with information about recent Council achievements and issues relating to anti-social behaviour.

Correspondence:

- Age UK Norfolk - Campaign helping older people across Norfolk stay connected and reduce loneliness during the summer period – shared on social media
- Broadland District Council Community Awards - nominations will close on 28th August 2026 for community heroes including those individuals, schools, community organisations and businesses who commit themselves to benefiting the local community - shared on social media
- The Greater Norwich Local Plan 2045 - long-term vision, objectives and policy framework to guide development across Greater Norwich - shared on social media
- Highways – weather dependant work to Broadland Northway be carried out between 17 July and 20 August 2026 - shared on social media

Delegated decisions ratified by council:

- Safety repair to fence at Jubilee Park - £380
- Replacement lock for gate at Jubilee Park - £51.32 plus VAT
- Legionella training for the clerk - £28.88 plus VAT
- Office supplies - £93.53 plus VAT
- HMLR title register entries - £7

6. To discuss the following projects, including agreement to incur costs where required:

- a. **Village Sign area refurbishment:** to receive an update, agree a revised budget, and consider delegating authority to the Clerk to progress the works, including manufacture of the desired benches.

Council confirmed that this project is to improve the village sign area. Feedback from the WI has been taken on board and longer-term projects, including placing planters by the Sole and Heel roundabout, will be considered when capacity and funding allows, subject to permission being granted from Highways.

AGREED that delegated authority be granted to the Clerk to oversee and authorise the refurbishment of the Village Sign area, with a maximum budget agreed to commission two benches for the area, to be financed by s106 monies, in order that the works may progress during the summer period with a revised detailed plan of action being provided for consideration at the September meeting.

- b. **Newman Road Woods:** to receive an update to include agreement of a budget for pre-transfer tree safety works to be financed by s106 funding, consideration of delegating authority to the Clerk to progress that work, to consider documentation received from the Pathfinders and to discuss adding a litter bin to the site.

AGREED that the work identified by Aborcare be carried out with the cost being borne from s106 funds as pre-transfer tree safety works required to be carried out for the benefit of the community prior to ownership being transferred to council, subject to further information being received about specific trees requiring attention.

Action: The Clerk will contact the Director of Place at Broadland District Council to discuss outstanding matters relating to Newman Road Woods, including the refuse operators' concerns about low tree canopies.

Action: Council received a draft Mission Statement and Objectives Plan from the Pathfinders for consideration. The documents are to be discussed first by the council working group, before a meeting arranged with the Pathfinders.

- c. **Litter and dog waste bins:** it was AGREED that this item be carried forward to the next meeting
- d. **Pavilion:** To note the condition report and agree recommended actions

AGREED: The Clerk will carry out the monitoring recommended by Hadyn Evans and continue discussions regarding redecoration of the Pavilion. This will include taking advice from a local builder and preparing a proposed plan of action. The Clerk will also query the invoice for £1,550 plus VAT, which was received after publication of the agenda and supporting papers, due to the time taken to receive the report and the follow-up required. The report had been due on 22nd May but was not received until 8th July.

- e. **Jubilee Park:** to agree the cost of the fence repairs carried out under delegated powers at a cost of £380, minor repairs totaling £103.70 plus VAT and the reported antisocial behaviour reported to the Police

AGREED: The Council approved expenditure of £87 to secure the concrete pad supporting the bin by the large orange slides, as it was regularly found on its side. The Council also approved expenditure of £16.70 plus VAT for ten Wicksteed bolt caps/coverings to replace those missing or removed.

Anti-social behaviour: The Council noted that moped use within the park is covered by the Broadland District Council Public Space Protection Order and Section 59 of the Road Traffic Act, relating to the use of a motor vehicle in an anti-social manner. The Police can take action where riders' details and/or the vehicle registration number are provided.

7. Planning Matters

- a. To review and comment on **Planning Application LDC/2026/0001:** Application for a Lawful Development Certificate for an Existing Use of land for rubble crushing and associated storage of crushed material: PSH Environmental Ltd at 5 Wendover Road, Rackheath, NR13 6LH: **AGREED** to add reference to the Halsbury Homes planning application to the response circulated in advance of the meeting
- b. To review and comment on **Planning Application FUL/2026/0023:** Retrospective full planning application for the installation and operation of a wash plant and associated infrastructure within an existing waste management and skip storage yard: PSH Environmental Ltd at 5 Wendover Road, Rackheath, NR13 6LH: **AGREED** – no objection
- c. To review and comment on **Planning Application 2026/1130:** application seeks approval for all matters, layout, scale, appearance, means of access and landscaping of plot 1 following outline application 2024/1526 at Land To The North Of Sam Smith Way Rackheath Norfolk: **AGREED** – no objection to the plans but reference to be made to the high pressure pipeline running through the site.
- d. To review and comment on **Planning Application 2026/1266:** Replacement dwelling – proposed demolition of existing cottage and re-construction of new single-storey four-bed bungalow at Park Gardens, Rackheath Park, Rackheath NR13 6LP: **AGREED** to raise comments in relation to use of the plant room, glass houses, the wall (a non-designated heritage asset), the yew hedge and TPO status, asbestos survey requirements, sustainable drainage and waste water management and ecological consideration.
- e. To review and comment on **Planning Application 2026/1905:** Application for deed of variation of Section 106 Agreement under planning permission ref 20200202 for Land At Green Lane East Green Lane East Rackheath Norfolk: **AGREED** – no further comments
- f. To consider the additional information available regarding the proposed **Variable Message sign** to be installed adjacent to Rackheath Park on Wroxham Road, Rackheath **AGREED:** to respond to the latest correspondence from Norfolk County Council querying the benefit of the sign at that location, safety distraction and concerns, power supply risks, inconsistent approach to road safety and requesting constructive engagement.

- g. To agree a £5,000 budget from CIL funds to enable One Planning to review the submissions for Rackheath as part of the **Call for Sites for the Greater Norwich Local Plan 2045** – agreed.
- h. To note that the draft modified **Salhouse Neighbourhood Plan** is out for pre-submission consultation (Regulation 14) from 20th July to 7th September 2026. Noted.

8. Annual Governance and Accountability Return 2025/26

a. To note the report from the independent internal auditor

The report concluded that Rackheath Community Council generally has appropriate systems and controls in place to support compliance with the Accounts and Audit Regulations 2015 and the JPAG Practitioners' Guide. No significant control issues were identified.

b. To discuss and move forward with recommendations made in that report

The Clerk's annual audit management plan was discussed with actions being identified and a target date set for each one. As requested by the internal audit, council confirmed that it holds no petty cash.

c. To approve the Annual Governance Statement before being signed by the Chair and Clerk

AGREED and duly signed by the Clerk and chair of the meeting. Two boxes were ticked as 'no' to confirm that statutory deadlines were missed due to the additional June meeting being inquorate. An full explanation will be provided to the external auditors PKF Littlejohn.

d. To approve the Accounting Statements already signed by the Responsible Financial Officer before being signed by the Chair

AGREED and duly signed by chair of the meeting.

e. To note the period for the exercise of public rights is proposed to begin on Wednesday 22nd July 2026 and end on Tuesday 1st September 2026

Noted

f. To note that the necessary documents will be available to view on Council's website prior to the exercise of the public rights period

Information all available on the website as from tomorrow, Tuesday 21st July

9. Accounts, Finance and Administration

a. To note the receipts for June 2026: total net receipts £9,234.90 – including delegated grasscutting arrangement fees £3,667.97, bank interest £3,586.15, deposit return £200, hire fees £1,780.78

b. To approve the payments for July 2026: approved

Rackheath Community Council
PAYMENTS (AWAITING AUTHORISATION) LIST

20 July 2026 (2026-2027)

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
59	PWLB Loan Repayments	03/07/2026		Parish Council Currer		Loan Repayment	PWLB	X	2,282.55		2,282.55
											2,282.55
80	S.106 Funding	01/07/2026		Unity Trust - Current		Steel drop in lids - goals	Sportsequip	S	108.00	21.60	129.60
											129.60
81	Jubilee Park Grasscutting & Ma	01/07/2026		Unity Trust - Current		Gate Lock for Jubilee Park	Screwfix	S	51.32	10.27	61.59
											61.59
83	Training	01/07/2026		Unity Trust - Current		Community Governance Study	SLCC	S	51.00	10.20	61.20
83	Training	01/07/2026		Unity Trust - Current		Community Governance Study	SLCC	X	198.00		198.00
											259.20
84	Training	01/07/2026		Unity Trust - Current		Community Governance Study	SLCC	S	51.00	10.20	61.20
84	Training	01/07/2026		Unity Trust - Current		Community Governance Study	SLCC	X	198.00		198.00
											259.20
85	Training	01/07/2026		Unity Trust - Current		Community Governance Course	SLCC	X	3,400.00		3,400.00
											3,400.00
86	Admin & Office Expenses	04/07/2026		Parish Council Currer		internet	Anglian internet	S	72.00	14.40	86.40
											86.40
87	Audit	01/07/2026		Unity Trust - Current		Internal Audit	The Virtual Auditor	X	300.00		300.00
											300.00
88	Pavilion Cleaning	01/07/2026		Unity Trust - Current		Pavilion cleaning supplies	Flawless Cleaning Norfolk L	S	32.76	6.55	39.31
											39.31
90	Repairs, Renewals and General	01/07/2026		Unity Trust - Current		Kitchen Shutter Repair	Ace Door Systems	S	565.00	113.00	678.00
											678.00
91	Admin & Office Expenses	01/07/2026		Unity Trust - Current		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
											6.50
94	Bowls Green Maintenance & M	02/07/2026		Unity Trust - Current		Bowls Lawn Maintenance	Pete Savage, Lawns and L	X	476.00		476.00
											476.00
96	Admin & Office Expenses	02/07/2026		Unity Trust - Current		Stationery	Viking	S	93.53	18.71	112.24
											112.24
97	Hire Income - Pavilion Hall	02/07/2026		Unity Trust - Current		Pavilion Damage Deposit	Louise Curson	S	166.67	33.33	200.00
											200.00
98	Pavilion Cleaning	02/07/2026		Unity Trust - Current		Pavilion cleaning	Flawless Cleaning Norfolk L	S	494.00	98.80	592.80
											592.80
99	Jubilee Park footpath & lighting	17/07/2026		Parish Council Currer		Feederpillar Supply	Eon	L	28.06	1.40	29.46
											29.46
100	Repairs, Renewals and General	07/07/2026		Unity Trust - Current		Window Cleaning	Xtra Property Maintenance	X	40.00		40.00
											40.00
101	Jubilee Park Grasscutting & Ma	07/07/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	317.28	63.46	380.74
101	All-Saints Church Grass Cutting	07/07/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	32.90	6.58	39.48

- c. **To note the monthly bank reconciliation to 30th June 2026:** £1,140,033.25 which includes general funds and earmarked funds, including CIL monies.
- d. **To approve internal transfers:** last month's inter-account transfer of £10,000 was approved together with a further £17,000 this month.
- e. **To note the budget report for quarter 1:** noted
- f. To re-adopt the Community Infrastructure Levy policy and accompanying forms available on request from the Clerk plus the Grant policy and new application form: to be carried forward to September meeting
- g. To discuss any proposed amendments to the existing IT Policy: to be carried forward to next meeting along with consideration of cyber security

Meeting closed at 9.45pm

Next scheduled meeting: Monday 21st September 2026