**Minutes of the Rackheath Community Council Meeting**

**Monday 20th May 2024 at 7pm at The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Councillors in attendance: Pippa Nurse (Chairman), Julie Hunt, Nicola Kerr, Steve Nurse and Fran Whymark

Apologies: Brian Gardner and Sharon McKim

Staff: Aileen Beck, Clerk and Gareth Duffin, Projects and Events Officer

Members of the public: 0

# Election of Community Council Chairperson

# Pippa Nurse was unanimously elected as Chairman. Acceptance of Office was then signed in the presence of the Clerk.

# Election of Community Council Vice Chairman

Julie Hunt was unanimously elected as Vice Chairman. Acceptance of Office was then signed in the presence of the Clerk.

# To consider and approve any apologies for absence

# Apologies accepted from Brian Gardner and Sharon McKim.

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

None

# To adjourn the meeting for public participation and receive reports from the District & County Councillors

#  Fran confirmed that his full report would be given tomorrow night at the annual Parish Meeting for Rackheath and highlighted that it is currently Foster carer fortnight – actively looking to recruit foster carers and gave an update on nutrient neutrality.

1. **To agree and approve the minutes of the Council meeting of 15th April 2024**

The minutes of the Rackheath Community Council meeting held on 15th April 2024 were agreed as a true record and signed by the Chairman.

# To report progress on items not on the agenda from the last meeting (Clerk’s Report)

#  Office update: The notice in the window has been revised to make it clear that the out of hours emergency line cannot deal with bookings or general enquiries. Clerk to review answerphone set up to ensure usual office hours are included on a message tailored to council rather than the current generic one.

#  Rubbish: large amounts of rubbish are being generated from hires to extent the waste bin is overflowing and bins outside the pavilion door are full too. AGREED: Staff to look into larger capacity commercial waste bins.

#  Grit bins: Norfolk County Council audit shows no recognised grit bins in Rackheath. Suggestion that perhaps one may be suitable to be placed between the Church & Wilkinson Way layby and would require a notice to explain it use – Clerk to contact Highways and make enquiries.

#  Pavilion: Clock now working and showing the correct time.

#  Grafitti: second spate of graffiti in a matter of weeks. To be reported to Norfolk Police.

# To agree

# the appointment of councillors to existing committees and working groups: planning committee; internal control; finance advisory working group; staffing advisory group; neighbourhood plan review working group; infrastructure and facilities steering group; play equipment for Stracey playing field working group

The following appointments were agreed:

Planning Committee – Pippa Nurse, Nicola Kerr, Sharon McKim

Internal Control – Fran Whymark

Finance Advisory Group – Julie Hunt, Fran Whymark

Staffing Advisory Group including recruitment and disciplinary and grievance - Julie Hunt and Sharon McKim

Neighbourhood Plan Review Working Group – Nicola Kerr, Fran Whymark, Pippa Nurse

Infrastructure and Facilities Steering Group – Pippa as lead and with all Councillors

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Play Equipment Stracey playing field Working Group – Brian Gardner, Steven Nurse

# forming a communication and engagement committee

#  Communication and Engagement Committee – defer to another meeting

# appointment of councillors to outside bodies: Rackheath Village Hall Committee; Rackheath Engagement Group and GT16 parish update meeting

Rackheath Village Hall Committee – Brian Gardner

Rackheath Engagement Group for NHS Medical Centre – Fran Whymark

GT16 Parish Update Meeting (Broadland District Council) – Pippa Nurse, Fran Whymark but all Councillors to be invited to attend.

# To consider the tenders received for Lot 1 (play equipment) and Lot 2 (gym equipment) at Stracey Park and to appoint a contractor for each lot

# 3 tenders received for the play equipment and 5 tenders for the gym equipment. Tenders informally reviewed by the working group last week, scored and presented to full council. RESOLVED: unanimous vote that Gareth instruct Wicksteed, subject to contact, references and approval for s106 spending from Broadland District Council. Options discussed to increase access to the equipment. Payment on installation, projected completion date 13th September if instructed by the end of the week.

# To receive an update on existing projects from the Projects Officer and Clerk (to include agreement to incur costs where necessary):

* 1. Newman Road woods and the liberator strip: topographical survey received, although awaiting Highways response to finalise the report. Zoom meeting arranged for Thursday 23rd May at 1pm to discuss the report. Marker posts to be installed to show the boundaries.
	2. Play equipment at Jubilee Park including annual ROSPA inspection: as last inspection carried out in November through another provider there is no need for another at the moment.
	3. Jubilee Park lighting: Ben Burgess from Broadland District Council has confirmed no further permissions are required. Work to be carried will be advertised by the council. Installation of the cabinet will start w/c 20th May, including road closures for UK Power Networks to connect the supply w/c 28th May, with work on the lights planned for w/c 10th June 2024.
	4. Pavilion
1. Hall flooring upgrade and skirting board installation costs: Gareth to chase M&M for a date to fit the new floor and also confirmation as to whether skirting boards were included within the original quote, or at a cost lower than the alternative quote sourced at £850 plus VAT.
2. Car parking and drainage: Site meeting showed where the aqua cells would be placed to disperse the water to prevent the current flooding problem. Drainage would be installed to take the excess water to the ditch on the boundary. Existing stones to be redistributed. The track to the overflow will be treated, membrane to be laid in tyre tracks. Work can start within 2 to 3 weeks. Ideal to tie in the same week as the flooring to minimise disruption to the hirers. RESOLVED: Norfolk Plant Hire to undertake the work at a cost of £6,900.
3. Administration costs of reinstatement of rear carpark: Collective Community Planning have prepared a quote for the work required to prepare the planning application. RESOLVED: Gareth to put together the planning application and apply for preplanning advice from Broadland District Council at a cost of £115. There will be additional costs for tree work. An informal quote of £2,000 has been received for covering the existing surface, once cleared.
4. Additional quote for bricking up/soundproofing of hall and office wall: RESOLVED: other options to be looked into and guidance obtained from acoustic orientated companies.
5. Completed projects: safeguarding upgrades (footplate on new door and door closure to be sorted); repairs to rear wall and handrail in readiness for the start of the bowls season.
	1. Spending of the Clean Up and Bloom grant: RESOLVED: £300 grant to be spent on flowers, shrubs and landscaping at the Pavilion. Gareth to contact Salhouse Nurseries for advice and guidance.

# Pavilion Matters

# The Clerk’s delegated spend on maintenance work at the Pavilion as authorised within the

# 14/2024

# Financial Regulations was noted PAT testing £127.50 and replacement boot brushes £57.22 (reported in the payments list) and confirmed that the existing delegated arrangements will continue.

# To consider quotes obtained to contract out cleaning of the pavilion to an alternative provider: RESOLVED Clerk instructed to break contract with the current provider and instruct Flawless.

# To discuss and agree accommodation of football teams this season: advice has been sought from the Football Association who have confirmed that if 2 adult pitches are marked out all adult teams who have applied to play at the Pavilion can be accommodated. This allows U15 teams who play on a full sized pitch to use them on a Sunday afternoon but no further youth provision available. On reaching these recommendations the working group reviewed the applications and assessed the best use of the pavilion i.e. the ability to still hire hall out/best way to utilise changing rooms; safeguarding; best income generation; the likely impact on council staff/me required to manage football and the most cost effect ground maintenance/upkeep. Council accepted the recommendations and confirmed that football parking should use the overflow/football parking facilities to allow the front carpark to be used by hirers of the pavilion. An additional set of goals are required, funding agreed from s106 funds. Clerk/Facilities co-ordinator to review pitch markings. RESOLVED: Budget of £2,000 agreed for a fixed set of goals.

# To consider maintenance of the outside of the pavilion and any odd jobs that arise from said work: Maintenance schedule to be drawn up for the building along with a list of preferred suppliers – Clerk to speak to neighbouring parishes for recommendations/availability of personnel.

# Planning Matters

# Planning Applications:

# 2024/1266: proposed first floor over existing conservatory and works to stairs at The Orchard, 101 Norwich Road, Rackheath NR13 6FB: RESOLVED: no objection

# 2024/1333: retrospective application for existing structures at 3 Dewing Road, Rackheath NR13 6PS RESOLVED: no objection

# Tree Preservation Order BD0635 relating to land South of Muck Lane confirmed without modification on 25th April 2024 was noted.

# Planning decisions communicated to council on a weekly basis, as and when lists circulated by Broadland District Council.

* 1. Notes had been circulated following the meeting with the Education department of Norfolk County Council on 18th April 2024.
	2. Neighbourhood Plan review including progress on the Design Code: Broadland District Council are unable to approve a grant at the moment, so have proposed a call to discuss resubmitting the application. Council agreed that the cost of the plan is a justifiable use of financial resources in view of the ongoing developments within Rackheath. The first draft of the design code due is due at the end of this week, with a site visit to Mulbarton planned for 23rd May.

# Accounts and Finance

* 1. Council RESOLVED to accept the quote from Anglian Internet for replacement of failing office laptops at £1,835 plus VAT
	2. Council noted chair/clerk delegated agreement for costs of £300 for repair work at the rear of the pavilion building to ensure completion before the bowls season started
	3. The renewal premium for council’s insurance with Clear Councils was agreed and is included on the payments list.
	4. The payments for May 2024 were approved – see the table. Note for finance advisory group to review the rent for the Doctors Surgery at their next meeting.
	5. The receipts for April 2024 were noted, including the first precept instalment of £68,641.50 and Community Infrastructure Levy payment.
	6. The purchase order for delegated grass cutting arrangements has been received from Norfolk County Council and an invoice from council duly raised.
	7. The monthly bank reconciliation of £1,005,333.72 as at 30th April 2024 was noted.
	8. The CIL return for 2023/2024 has been completed, with a query to resolve before being finalized.
	9. The Asset Register was reviewed, Council instructing the Clerk to revise as per her suggestions due to asset purchases throughout the financial year, the most expensive being the new play equipment at Stracey

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Park. This will affect the values quoted in the Annual Governance and Accountability Return, being prepared in readiness for the internal audit.

* 1. RESOLVED: funds held within the Barclays accounts to be transferred to obtain the best interest rate possible and other accounts to be looked into to spread funds between different providers to improve the risk management. Further action to be taken each month.

# Policies

#  It was noted that the Clerk is undertaking a review of council’s policies, including review of the new Financial Regulations recommended by the National Association of Local Councils to present to council in due course

# To receive correspondence and agree on response (if any)

# Community Action Norfolk: Rural Housing Enabler funded by the government for the next 12 months as part of its Unleashing Rural Opportunity strategy

# Hedgehog Highway Project [Hedgehogs R Us Highway Project - Hedgehogs R Us](https://hedgehogsrus.co.uk/hedgehog-highway-project)

# The Council RESOLVED that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following item due to its confidential nature:

# To discuss current staffing arrangements and set objectives.

# Objectives discussed and will be communicated during review/appraisal to be carried out imminently.

# Additional hours agreed for the clerk which are to be recorded and reviewed on a monthly basis.

# To consider the request for a refund of a hire session on 3rd April 2024

# Council considered the request for a refund, Clerk instructed to respond accordingly.

# Agreed payments for May 2024, excluding salaries

# A screenshot of a computer  Description automatically generated

# 16/2024