



**DRAFT MINUTES from the Rackheath Community Council Meeting on Monday 22nd September 2025
held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm**

Councillors in attendance: Pippa Nurse (Chairman), Sharon McKim, Steve Nurse and Fran Whymark

Apologies: Assistant Clerk Dan Futter

Clerk: Aileen Beck

Members of the public: 0

1. To consider and approve apologies for absence

Apologies accepted from Julie Hunt and Nicola Kerr

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

Nicola – item 7a ii

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

Fran reported that Norfolk County Council have been nominated for an award working in partnership with the NHS, HM Prison and Probation Service, and Norse Environmental Waste Services to refurbish walking aids and make them available for re-use: [Walking Aid Recycling Scheme Nominated for Recycling Award - Norfolk Recycles](#). The Healthy Ageing scheme has been launched to help people protect their health and stay active: [Healthy Ageing - Norfolk County Council](#). The devolution arrangements were agreed on 16th October and put forward to the government.

4. To agree and approve the minutes of the Rackheath Community Council meeting held 22nd September 2025

The minutes of the Rackheath Community Council meeting held on 22nd September 2025 were agreed as a true record and signed by the Chair.

5. To receive the Clerk's report (to report progress on items not on the agenda from the last meeting and any correspondence received) plus ratification of any delegated decisions

Wicksteed have replaced the handle bars on the roundabout at Stracey Park with the work on the tyre buffer on the cable way completed under warranty – with no cost to the community.

Work ongoing with specification and quotes for CCTV, footpath to Wilkinson Road and bowls green maintenance (remove as suggests we WILL do, but no decision has been made by council.

Correspondence received from the Flood Risk Officer for the Property Flood Resilience scheme.

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

- a. Agreeing the Service Level Agreement for YMCA services and settlement of the first invoice for £15,000 together with receiving an update on the youth programme: AGREED. Pippa and the Clerk attended the annual celebration on 16th October which was an inspiring evening.
- b. Agreeing the cost of the Christmas Tree at Holy Trinity Church, Rackheath in readiness for carol service on 30th November 2025: AGREED budget of £500 set to include delivery, installation and any remedial work required for the tree to be erected ready for the carol service.
- c. Investigating the use of Gov Assist to enhance council procedures: AGREED to trial for 1 year with the annual licence at £549, the Planning assistant £495 plus a training session at £162.50, all plus VAT.

7. Planning Matters

- a. To review and comment on Planning Applications:

- i. 2025/2670: Prior notification for solar voltaic equipment at TSI Structures Ltd, Enterprise House, Dewing Road, Rackheath – for information due to nature of application

- ii. 2025/2636: conversion of existing farm buildings into 6 residential dwellings and conversion of existing dwelling into 2 dwellings at Home Farm, Rackheath Park, Rackheath NR13 6LP - AGREED to lodge an objection on grounds including overdevelopment, access to the properties, drainage/flood risk, and the heritage impact.
- iii. 20220663: Outline application for a mixed use residential led development with up to 3,850 dwellings (class C3); employment land, local centres and community facilities (classes Eg(i, ii, iii) , B2 & B8, C2, C3, E, F1, F2, sui generis); two primary schools, one secondary school (F1 (a)); cycle and vehicle parking for residents, visitors & staff, formal & informal open space, formal & informal landscaping, sports provision (classes E(d), F2(c) & (d), sui generis), orchards & allotments; utilities; energy centres, primary substation, substations, foul water treatment works and pumping stations, sustainable urban drainage infrastructure; internal access and pedestrian & cycle infrastructure, EV charging infrastructure with all matters reserved except vehicular accesses (and associated drainage infrastructure) at Land North Of Green Lane West Rackheath Norfolk
 - a. to ratify the anticipated £2,000 cost of instructing One Planning to review the application & prepare response with RCC – AGREED with cost to be paid from CIL. An initial statement has been presented to council for consideration with work ongoing to meet the deadline imposed by Broadland District Council.
 - b. to agree the cost of instructing Doyle Transport Planning to review & report on the transport documentation and proposed arrangements – initial investigation costing £1,450 agreed with provision for a further £2,550 of work should it be required to an overall limit of £4,000 to be paid from CIL.

It was agreed that in view of the imminent deadline that council's response may need to be submitted before the next scheduled meeting which will be based upon the advice received from the appointed consultants acting on behalf of the council and the community.

- b. To approve payment of the Neighbourhood Plan consultancy fees: AGREED. The remainder of the grant from Broadland District Council will be utilised with the remainder being paid from CIL.

8. Finance and Administration

- a. To approve the payments for October 2025: the following payments were agreed:

Rackheath Community Council PAYMENTS (AWAITING AUTHORISATION) LIST

21 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
139	Annual Community Events	31/10/2025		Parish Council Curre		Christmas Tree	Great Melton Farms	S	283.75	56.75	340.50
140	Bus Shelters	31/10/2025		Parish Council Curre		Bus Shelter Clean	Xtra Property Maintenance	S	40.00	8.00	48.00
141	Subscriptions	31/10/2025		Parish Council Curre		Scribe Annual Subscription	Scribe 2000	S	696.00	139.20	835.20
142	Clerk's Salary	31/10/2025		Parish Council Curre		Salary	Clerk	X	1,581.37		1,581.37
143	Assistant Clerk's Salary	31/10/2025		Parish Council Curre		Salary	Assistant Clerk	X	1,037.22		1,037.22
144	PAYE & NIC	20/10/2025		Parish Council Curre		PAYE & NI	HMRC	X	2,355.14		2,355.14
145	Audit	31/10/2025		Parish Council Curre		Audit fee	PKF Littlejohn LLP	S	1,680.00	336.00	2,016.00
146	NEST Pension	31/10/2025		Parish Council Curre		Pension Contributions	Nest Pension	X	596.86		596.86
147	Bus Shelters	31/10/2025		Parish Council Curre		Work Permit - Bus Shelters	Norfolk County Council	S	223.01	44.60	267.61
148	Repairs, Renewals and General	31/10/2025		Parish Council Curre		Pavilion Maintenance	Lumisol	S	110.00	22.00	132.00
149	Pavilion Advertising	31/10/2025		Parish Council Curre		Advertisement	Venues4hire Limited	X	30.00		30.00
150	Pavilion Cleaning	31/10/2025		Parish Council Curre		Pavilion cleaning	Flawless Cleaning Norfolk L	S	464.32	92.86	557.18
151	All-Saints Church Grass Cutting	31/10/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	30.75	6.15	36.90
151	Grounds Maintenance - Stracey	31/10/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	135.00	27.00	162.00
151	Jubilee Park Grasscutting & Ma	31/10/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	296.58	59.32	355.90
151	Grounds Maintenance - behind	31/10/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	39.75	7.95	47.70
151	Stracey Playing Field line Marki	31/10/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	77.77	15.56	93.33
152	Admin & Office Expenses	31/10/2025		Parish Council Curre		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
153	Admin & Office Expenses	31/10/2025		Parish Council Curre		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
154	Pavilion Utilities	21/10/2025		Parish Council Curre		Pavilion Electricity	Eon	S	499.01	99.80	598.81
155	Jubilee Park footpath & lighting	16/10/2025		Parish Council Curre		Feederpillar Supply	Eon	L	20.38	1.02	21.40
156	Admin & Office Expenses	04/10/2025		Parish Council Curre		Microsoft 365 subscription	Anglian internet	S	72.00	14.40	86.40
157	Admin & Office Expenses	31/10/2025		Parish Council Curre		Stationery	Viking	S	90.46	18.09	108.55
158	Stracey Park - Play Equipment	31/10/2025		Parish Council Curre		Unity Spinner - new handrails	Wicksteed	S	200.00	40.00	240.00
159	Community Infrastructure Levy	31/10/2025		Parish Council Curre		Neighbourhood Plan Consultan	Compass Point Planning ar	X	275.37		275.37
159	Neighbourhood Plan	31/10/2025		Parish Council Curre		Neighbourhood Plan Consultan	Compass Point Planning ar	X	1,074.63		1,074.63
160	Admin & Office Expenses	30/10/2025		Parish Council Curre		Internet & Phone	Focus Group	S	98.32	19.66	117.98
161	Community Infrastructure Levy	31/10/2025		Parish Council Curre		Consultancy Fees	Rachel Leggett	X	800.00		800.00
162	Community Infrastructure Levy	31/10/2025		Parish Council Curre		Instalment 1 - post commence	YMCA Norfolk	X	15,000.00		15,000.00
Total									27,823.11	1,009.44	28,832.55

- b. To note the receipts for September 2025: 2nd precept installment £79,120.50; bank interest £4,343.68; hire income £1,206.07; feed in tariff payment £877.36 and returnable damage deposit of £200.
- c. To note the monthly bank reconciliation to 30th September 2025: £1,159,146.15

- d. To note the budget projections at the mid-year point in readiness for budget setting: Noted – suggestions made to adjust budget items for 2026/27.
- e. To note the Conclusion of Audit for 2024/25 and to accept the Clerk's recommendations: External audit concluded and confirmation posted on website before 30th September deadline. New internal auditor to be appointed. Work ongoing to comply with Assertion 10 of the new Annual Governance and Accountability Return for 2025/26.
- f. To re-adopt the following policies: Publication Scheme, Safeguarding and Asset Valuation and to review the Key holder policy and Community Infrastructure Levy grant application form: all adopted as presented.

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

9. Staffing matters

Objectives agreed and set for staff members; to be reviewed in January.

Next scheduled meeting: Monday 17th November 2025

