

**Minutes of the Rackheath Parish Council Meeting
Of Tuesday 19th January 2021 at 7.00 p.m.
Via Zoom video conference**

Present: Paula Lowe (Chair), Fran Whymark, Joel Whymark, Julie Hunt, Pippa Nurse

In Attendance:

Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 1

128. The Chair welcomed everyone to the meeting. There were 3 apologies for absence:

Tracy Buckley for personal reasons. All agreed to **approve** this absence
Stephen Oakley for medical reasons. All agreed to **approve** this absence.

129. There were no declarations of interest in items on the agenda.

130. Adjournment of the Meeting for Public participation:

A local resident reported concerns about flooding in the village and in particular the roundabout on Green Lane West, Salhouse Road and Green Lane East. Caused by water run off from the field and slow drainage. Has reported the matter to Norfolk County Council.

Report from the District and County Councillor

Broadland Covid Update: hospital admissions have increased and there are many more positive cases in Norfolk. Broadland District Council Help Hub is operating again, Mon-Fri 8.15am 10pm Sat Sun 10 – 4 7 days a week between 8.15am and 10.00pm. Contact details are: Tel: 01508 533933 and email: helphub@broadland.gov.uk. There are also still Business Support Grants being issued, the helpline number is 01603 980441 and 01603 430431.

The Green Homes Grant fund still has money to move people out of fuel poverty by improving their homes. Broadland District Council has an additional £1.24 million for Norfolk to improve properties rated E-G and bringing in an income of less than £30,000 per household. Details are available from www.norfolkwarmhomes.org.uk or Tel: 01603 430103

There is also a Disability Facility grant available to help people get out of hospital into their home, particularly those impacted by Covid-19 syndrome.

131. To approve the minutes of the Community Council meeting of Tuesday 15th December 2020.

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.

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

The Clerk reported that the tree work in Jubilee Park, approved at the last meeting, has now taken place.

133. To receive the Minutes from the Parks and Leisure Committee meeting of 12th January 2021:

- The Pavilion has been closed due to Covid-19 Government restrictions. The cleaning has been suspended but weekly water checks have been carried out.
- The Committee responded to Wroxham Youth Football Club in relation to the fees.

134. Flooding in Rackheath

A local resident has offered to collect and collate information from residents about the flooding in order to produce a portfolio which highlights the extent to the problem. The Council are fully supportive of any approach to address this issue which has been ongoing for many years and is increasing in severity. The Clerk will make a request on social media for more information to be provided by residents.

135. Policy Review

- a) The Disciplinary and Grievance procedures were reviewed and it was suggested that due to the small size of the Council, employees should also have the option of being accompanied at meetings by 'a representative of their choice'. The procedures were then **approved**.
- b) The Rackheath Community Council Standing Orders were reviewed and **approved**.

136. Accounts

- a) The payments for January 2021 (below) were **approved**.
- b) The monthly bank reconciliation to 31st December 2020 was **noted**.
- c) The Council **noted** that the Parks and Leisure Committee had approved the litter and dog waste bin emptying invoice 2020/21 with Broadland District Council for £2,620.80.

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

- Email from Councillor Steve Riley, Overview & Scrutiny Chairman, inviting applications for consideration by the Committee.
- Email from Norfolk Police with their December Newsletter
- Norfolk Parish Training and Support Newsletter
- Email from Norfolk ALC with Vaccination Centre Update
- The Tree Council Broadsheet 196 – January 2021
- Email from Norfolk ALC – Covid Update
- Email from Norfolk Police, inviting participation in the Budget Consultation for 2021/22
- Planning Enforcement Update from Broadland District Council
- Invitation from Norfolk Police to take part in a virtual Q&A with the Chief Constable of Norfolk Constabulary, Simon Bailey on 12 January.
- Email from Norfolk Police with Covid Community update
- Email update regarding the Norwich Western Link Project
- Open letter to all Council from Norfolk ALC – Make a Change to Local Communities

138. Items for publication/media and items for the next Community Council meeting, Tuesday 16th February 2021

To receive an update on the progress of reporting flooding in the village.

Meeting was concluded at 19.50

Rackheath Parish Council

PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|----------------|-----------|----------------------------|--------------------|----------|------------------|-----------------|------------------|
| 187 | 30/11/2020 | | Parish Council | | Salary | Emma Bowles | X | 158.88 | 0.00 | 158.88 |
| 188 | 30/11/2020 | | Parish Council | | Salary | Anne Tandy | X | 974.24 | 0.00 | 974.24 |
| 189 | 26/11/2020 | | Parish Council | | Electricity | E.on | S | 618.00 | 123.60 | 741.60 |
| 190 | 19/11/2020 | | Parish Council | | Internet & Phone | Talk Talk | S | 26.50 | 5.30 | 31.80 |
| 192 | 23/11/2020 | | Parish Council | | Pavilion Supplies | Roadware Ltd | S | 58.95 | 11.79 | 70.74 |
| 193 | 15/12/2020 | | Parish Council | | Bins | Broadland District | X | 390.00 | 0.00 | 390.00 |
| 194 | 15/12/2020 | | Parish Council | | Audit fee | PKF Littlejohn LLP | S | 1,300.00 | 260.00 | 1,560.00 |
| 195 | 15/12/2020 | | Parish Council | | Cleaning pavilion | Heritage Contract | S | 401.74 | 80.35 | 482.09 |
| 196 | 15/12/2020 | | Parish Council | | Grass cutting | Garden Guardian | S | 49.08 | 9.82 | 58.90 |
| 197 | 15/12/2020 | | Parish Council | | Grass cutting | Garden Guardian | S | 21.50 | 4.30 | 25.80 |
| 198 | 15/12/2020 | | Parish Council | | Grass cutting | Garden Guardian | S | 89.25 | 17.85 | 107.10 |
| 199 | 15/12/2020 | | Parish Council | | Grass cutting | Garden Guardian | S | 206.33 | 41.27 | 247.60 |
| 200 | 15/12/2020 | | Parish Council | | Play equipment inspection | Garden Guardian | S | 17.83 | 3.57 | 21.40 |
| 201 | 15/12/2020 | | Parish Council | | Pitch Marking | Garden Guardian | S | 117.00 | 23.40 | 140.40 |
| 202 | 15/12/2020 | | Parish Council | | Fertilise pitches | Garden Guardian | S | 183.00 | 36.60 | 219.60 |
| 203 | 15/12/2020 | | Parish Council | | Delegated Grasscutting | Garden Guardian | S | 2,641.00 | 528.20 | 3,169.20 |
| 204 | 15/12/2020 | | Parish Council | | Hedge Cutting | Garden Guardian | S | 180.00 | 36.00 | 216.00 |
| 205 | 15/12/2020 | | Parish Council | | Grass cutting | Garden Guardian | S | 160.00 | 32.00 | 192.00 |
| 206 | 01/12/2020 | | Parish Council | | Microsoft 365 subscription | Anglian internet | S | 14.50 | 2.90 | 17.40 |
| 207 | 15/12/2020 | | Parish Council | | Subscription | Zoom Video | S | 11.99 | 2.40 | 14.39 |
| 208 | 15/12/2020 | | Parish Council | | Stationery | Amazon EU | S | 3.40 | 0.68 | 4.08 |
| 209 | 15/12/2020 | | Parish Council | | Electrical accessories | Amazon EU | S | 12.77 | 2.56 | 15.33 |
| 210 | 15/12/2020 | | Parish Council | | Pavilion Supplies | The Water Softener | S | 43.33 | 8.67 | 52.00 |
| 211 | 15/12/2020 | | Parish Council | | Stationery | Amazon EU | S | 8.32 | 1.67 | 9.99 |
| 212 | 07/12/2020 | | Parish Council | | Loan | PWLB | X | 2,465.70 | 0.00 | 2,465.70 |
| Total | | | | | | | | 10,153.31 | 1,232.93 | 11,386.24 |