

**Minutes of the Rackheath Parish Council Meeting
Of Tuesday 15th December 2020 at 7.00 p.m.
Via Zoom video conference**

Present: Paula Lowe (Chair), Joel Whymark, Fran Whymark, Pippa Nurse, Stephen Oakley, Tracy Buckley

In Attendance:

Anne Tandy Parish Clerk & Responsible Financial Officer

Public:

116. Apologies for Absence: 1 – Julie Hunt, for reasons of childcare

Declarations of Interest: 0

117. Adjournment of the Meeting for Public participation: 0

118. To approve the minutes of the Community Council meeting of Tuesday 17th November 2020. the Community Council deemed these to be a correct and accurate record of the meeting. **All Agreed.** These will be available for signing by the Chair once it is appropriate to meet to do so.

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

Repairs and improvements at the Dr's surgery are currently being quoted for and will be presented to the Council when all information has been obtained.

120. To receive the Minutes from the Parks and Leisure Committee meeting of 8th December 2020:

- a. The Pavilion and Stracey Sports Park. It was proposed to employ SAW Home Improvements to carry out several small jobs around the Pavilion at a cost of £325.00. The company will also provide a gritting service for pathways around the Pavilion as and when required at a cost of £35.00 for each visit. **All agreed** with the recommendation.
- b. Jubilee Park requires work to be undertaken on a damaged tree which is quoted as £316.67 + VAT and will reduce the need for further work in the longer term. The recommendation was **agreed by all.**
- c. Newman Road woods adoption is proceeding, and the area has been mapped out by Broadland District Council and was approved along with the offer by the District Council to meet the cost of legal fees up to £1,000.00. **All approved.**

121. To receive a report from the Planning Committee meeting of 15th December and matters arising:

a. 20202195 - Description: First floor front extension over existing ground floor extension. Single storey link between house and garage with study to rear
Location: 2 Wilkinson Road, Rackheath, Norwich, NR13 6SG.

No objections raised.

b. 20202255 - Description: General Purpose Building for storage of wood, gardening equipment and domestic workshop area
Location: Oakwood House, Wroxham Road, Rackheath, NR13 6LY

No objections raised.

c. 20202258 - Description: Alterations & extensions

Location: 7 Vera Road, Rackheath, NR13 6QP

No objections raised.

122. Policy Review

- a. Grant Award Policy. No changes were proposed and **all agreed** to re-adopt the Policy.
- b. Bad Debt Policy. To align the policy with the Terms and Conditions of the Pavilion, it was suggested that under point 3 of the policy, the late payment fee be fixed at £3.00 for the first month and £6.00 for the second month on all invoices under £100.00. Invoices of £100.00 or more would incur a fee of 10% of the total invoice for each month. **All agreed** with this proposal.

Fran Whymark arrived.

123. Precept

It was discussed by the Council to set a 2% rise in the Precept for 2020/21 giving a total income of £49,980.00. This was considered in line with the 2020/21 Budget previously approved. The proposal was **agreed by all**.

124. External Auditor Report

The Council considered the Report from PKF External Auditors and noted the except for matters recorded, that referred to an incorrect figure being recorded in Section 2, box 10 of the Annual Governance Report. It should have read £338.050. The discrepancy occurred because the second CiL payment of 2019/20 was made as a physical payment in the 2020/21 tax year, so was removed from the total figure with the intention of showing the payment in next year's accounts. Third party checks by PKF showed it as recorded on the 2019/20 schedule, so the figure was duly amended. This was **noted by the Council** and no further discussion took place.

125. Accounts

- a) The payments for December 2020 (below) were approved. **All agreed**.
- b) The monthly bank reconciliation to 30th November 2020. **All noted**.
- c) The Council agreed to donate to the Rackheath Parish Christmas Tree Fund under s.137, for the provision of Christmas Lights to adorn the tree. A donation of £50.00 was suggested. **All agreed**.
- d) The Council noted the projected CiL payment for the Barratt David Wilson Homes development on Salhouse Road.
Rackheath Community Council will receive payments as follows:
£35,311.87 April 2021
£35,311.87 October 2021
£47,082.50 October 2022
£117,706.24 April 2023
S106
Barratt / David Wilson – phase 2
Play – on site (prior to occupation of 50% of phase)
Sport - £786,867 (prior to occupation of 50% of phase) Rackheath £94,135
Allotment £35,875 (prior to occupation of 50% of phase) Rackheath £4,296
- e) The Council considered the new quote for grounds maintenance by Garden Guardian and the cost of the Delegated grass cutting contract. It was proposed to accept the quote. **All agreed**.
- f) The Council approved the waste collection contract with Broadland District Council for £390.00 for 2020/21 and to have a direct debit set up for payments. **All agreed**.

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

- Email from a Rackheath resident regarding the poor condition of play equipment at Jubilee Park. Clerk to investigate possible cleaning.
- Thank you letter from a pupil at Rackheath Primary school and the Council's response.
- Email from Norfolk ALC Wellbeing regarding Tips to Save Waste at Christmas
- Email from Norfolk ALC Wellbeing - Invitation to a Q and a Session with the Police and Crime Commissioner and the Chief Constable
- Email from the Tree Council Warden Scheme – Broadsheet No: 195
- Email newsletter from Norfolk Parish Training and Support promoting training events and a new website.
- Email from Norfolk Police promoting the Covid Winter Support Scheme
- Email from The Broadland District Council Overview and Scrutiny Committee inviting representations

127. Items for publication/media and items for the next Community Council meeting, Tuesday 19th January 2021

Meeting was concluded at 19.38

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