



Minutes of the Rackheath Community Council Meeting
On Monday 27th November 2023 at 7p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT

Philip Stone

Philip Stone, (Locum) Community Clerk

Councillors present: Pippa Nurse (Chair), Brian Gardner, Fran Whymark, Julie Hunt, Steve Nurse, Sharon McKim

Officer in Attendance: Philip Stone (Locum Clerk)

Members of the Public: 4

1. To consider and approve any apologies for absence.

Nichola Kerr, proposed to accept, seconded, unanimously resolved.

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

Defibs. Fran Whymark as District Councillor re ward budget donation towards defib cabinets, item 8

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

a. Public Participation:

- a. 2 members of the public from the Rackheath bowls club aired their views on the future of the bowling green and requested a meeting with the council, Pippa Nurse (chair) confirmed a meeting would be arranged with the bowls club's representative.
- b. A member of the public raised concern in respect of facilities and things to do for teenage children emphasizing the need for more facilities at Jubilee Park to reduce anti-social behaviour. Pippa Nurse (Chair) confirmed the council are looking at provision for older children and residents across the age range and the type of facilities required was being assessed by public consultation and leaflet drop which is currently in process.

c. District councillor report: Fran Whymark

- i. Confirmed pledge of £1,000 to Rackheath Council from ward budget for 2 replacement defib cabinets.
- ii. Norfolk County Council budget increase likely of 2.99 cuts to services going forward budget gap was 46 million now 26 million gap biggest issue being funding social care.

7.15 Cllr Julie Hunt joined the meeting.

4. **To agree and approve the minutes of the Council meeting of 17th October 2023** - proposed and seconded unanimously approved.
5. **To report progress on items not on the agenda from the last meeting (Clerk's Report)**
- a. **Newman Woods – Update on land purchase.**
Liberator strip: Contract and transfer received for signature.
Main Woods: Contract and transfer deed awaited from Broadland and South Norfolk District Council
- b. **Stracy Park Pavilion – Update on scheduled works**
- Painting of hallway completed.
 - Quotes for upgrading the main hall floor awaited.
 - Old car park clearance work by restorative justice commenced.
 - Planted saplings along hedge line need to be moved and replanted to allow for maintenance of hedges.
- c. **Footpath (next to Holy Trinity church) – Update on project progress**
Hedge to the right of pathway has been removed by restorative justice and piled in Jubilee Park for Chipping. Hedge to the left of pathway still to be cut back to original chain link fence line.
- d. **Jubilee Park – Update on hurricane swing and benches**
Work completed to manufacturers recommended height, (swing height not altered because a joiner link would be required which would alter the original specification and warranty provisions. (chains provided do not allow for alteration from manufacturer)
- e. **Council Meetings** – All future meetings will be held on the 3rd Monday of the month.
- f. **Community Facilities Survey** –
Survey to be sent out to residents from the 20th November and will be open until 22nd December. 500 leaflets have been received at the Pavilion and are being circulated to outlets in the village.
- g. **Open Space Management** – Response from Orbit Homes on open space management noted.
- h. **SAM 2-** Missing SAM2 machine from Salhouse Road has been found and returned to the council by the police.
6. **Pavilion / Stracey Sports Park**
- i. To review and approve energy supplier for Pavilion. Proposed to accept 2-year fixed deal with E.O.N, seconded, unanimously resolved.
- ii. Ratification of 5-year electrical test - £1495 + VAT. Proposed seconded, unanimously resolved.
- iii. Ratification of Air Conditioning Service - £100 + VAT. Proposed seconded, unanimously resolved.
- iv. To review goal provision for Stracey Sports Park. Proposed to defer to a future meeting as insufficient information to hand to make a decision, seconded, unanimously resolved.
- v. To review and consider quotes for ground maintenance. Proposed to defer as only one quote to hand, seconded, unanimously resolved.
- vi. To agree location of proposed Steamers Football Club signage. Proposed to agree suggested location and size of signage to Pavilion building, seconded, unanimously agreed.
7. **Play Equipment Jubilee Park**
- a. Play equipment invoice – to authorise balance payment. Proposed to pay £81,491.51 seconded unanimously resolved.

8. Defibrillators

- a. To approve remedial works required on current defibrillators. Initial 2 cabinets replacement of two damaged cabinets.

9. Projects

a. Community Projects 2024

- i. To note and approve preliminary projects list. Proposed seconded, unanimously resolved.
- ii. Further review will be required post community facility survey.

b. Community Assets

- i. Review local assets to be registered as community assets. The council discussed the viability of registering the Sole & Heel. Although the location is key to the community the owners have confirmed they do not wish to sell, which limits options. With the low council numbers and the difficulty in gaining volunteers it was proposed not to register as a community asset at this time. Proposed, seconded, unanimously resolved.

10. Planning Matters

a. Planning Applications

- i. REF:2023/3195, Applicant: John Hilditch Location:7 Mahoney Green, Rackheath NR13 6JY Proposal: erection of extension to work unit.
Proposed no objection, seconded, unanimously resolved.
- ii. 2023/3460 Applicant: Mr Karl Bassey Location: Keepers Cottage Wroxham Road Rackheath NR13 6LY Proposal: Re-roofing existing garage.
Proposed no objection, seconded, unanimously resolved.
- iii. REF: 2023/0707 Mr Martin Davies Location: Hill Farmhouse Wroxham Road Rackheath NR13 6NE Appeal re use of building as independent dwelling.
Proposed to object, inappropriate use of existing building and form of construction, clerk to check the council's previous objection to change of use and use it for the basis of a formal objection, seconded, unanimously resolved.

b. GT16

- i. Water management / flooding risks – propose to seek further information/advice on SUDS solutions.
Proposed in the absence of Cllr Kerr item deferred to a future Agenda, seconded, unanimously resolved.
- ii. Areas to be raised at next TW/GT16.
Proposed in the absence of Cllr Kerr item deferred to a future Agenda, seconded, unanimously resolved.

c. GNLP

- i. Propose and agree response to GNLP consultation. Proposed to agree Cllr Kerrs draft response, seconded, unanimously resolved.

11. Neighbourhood Plan Review

- a. Locality funding now received
- b. Workshop day with Rachel Leggett team to be held 15 January 2024 to ascertain needs and next steps.
- c. Meeting with AECOM re Design Code will be w/c 15 January 2024

12. Policy Review & Adoption

- a. GDPR October 2021. Proposed councillors to consider further and to be considered at a future meeting, seconded, unanimously resolved.
- b. Social Media November 2022 Reviewed, proposed no alteration, seconded, unanimously resolved.
- c. Complaints policy. Proposed councillors to consider further and to be considered at a future meeting, seconded, unanimously resolved.
- d. Safeguarding. Proposed councillors to consider further and to be considered at a future meeting, seconded, unanimously resolved.
- e. General Privacy. Proposed councillors to consider further and to be considered at a future meeting, seconded, unanimously resolved.
- f. Bad Debt Policy October 2022 Reviewed, proposed no alteration, seconded, unanimously resolved.

13.Accounts

- a. To approve the payments for November. Chairs expenses approved for virtual line payment and office printing supplies. Proposed, seconded, unanimously resolved.
- b. To note the monthly bank reconciliation to 30th October 2023. Noted
- c. To note the receipts for October 2023 - noted
- d. To review and approve spend under delegation
- e. Christmas tree delivery – approved
- f. Air Conditioning Service - approved
- g. Preliminary budgeting information noted by council. Budget for electricity to be increased following change of supplier contracts.

14.To receive correspondence and agree on response (if any)

None received.

The clerk left the meeting at 830 pm.

13. A proposal was made to exclude the public under the Public Bodies (Admissions to Meetings) Act 1960, to due to the confidential nature of the item to be discussed – personnel matters.

- Clerk & Responsible Financial Officer appointment – permanent position still vacant.
- Project Officer appointment – appointment made. Start date early December 2023.
- Local Government Pay Claim 2023/24 noted.

Rackheath Community Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
125	Subscriptions	30/11/2023		Parish Council Current		Annual Subscription	Scribe 2000	S	696.00	139.20	835.20
128	S.106 Funding	17/11/2023		Parish Council Current		Jubilee Park New Play Equipm	Playdale Playgrounds Limited	S	67,909.59	13,581.92	81,491.51
134	Street Furniture	15/11/2023		Parish Council Current		Christmas Tree	Great Melton Farms	S	170.00	34.00	204.00
135	Repairs, Renewals and Genei	15/11/2023		Parish Council Current		Electrical Testing	Cozens (UK) ltd	S	1,495.00	299.00	1,794.00
136	Admin & Office Expenses	15/11/2023		Parish Council Current		Microsoft 365 subscription	Anglian internet	S	72.00	14.40	86.40
137	Pavilion Cleaning	15/11/2023		Parish Council Current		Pavilion cleaning	Heritage Contract Services Lt	S	275.83	55.17	331.00
138	Highways Delegated Grass C	15/11/2023		Parish Council Current		Cutting & Clearing	Darren's Gardening & Landsc	X	600.00		600.00
139	Dog & Litter Bin Collection	15/11/2023		Parish Council Current		Dog & Litter bin collection	Broadland District Council	S	1,547.00	309.40	1,856.40
140	Jubilee Park Grasscutting & M	15/11/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	256.67	51.33	308.00
140	All-Saints Church Grass Cutti	15/11/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	25.91	5.18	31.09
140	Grounds Maintenance - Strac	15/11/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	107.58	21.52	129.10
140	Grounds Maintenance - behir	15/11/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	34.42	6.88	41.30
140	Stracey Playing Field line Mar	15/11/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	188.33	37.67	226.00
141	Pavilion Utilities	15/11/2023		Parish Council Current		Electricity	British Gas	S	404.02	80.80	484.82
142	Clerk's Salary	15/11/2023		Parish Council Current		Locum Clerk	Philip Stone	X	2,640.00		2,640.00
143	Pavilion Utilities	15/11/2023		Parish Council Current		Internet & Phone	Focus Group	S	60.18	12.04	72.22
144	Jubilee Park footpath & lighti	15/11/2023		Parish Council Current		Feederpillar Supply	Cozens (UK) ltd	S	15,995.00	3,199.00	19,194.00
145	Facilities Co-ordinator	15/11/2023		Parish Council Current		Salary	Facilities Coordinator	X	787.47		787.47
146	Pavilion Fixtures and Fittings	15/11/2023		Parish Council Current		Padlock & Doorbell	Screwfix	S	42.65	8.53	51.18
146	Pavilion Fixtures and Fittings	15/11/2023		Parish Council Current		Padlock & Doorbell	Screwfix	S	14.99	3.00	17.99
147	Admin & Office Expenses	16/11/2023		Parish Council Current		Batteries	Lidl	S	1.66	0.33	1.99
148	Clerk's Salary	21/11/2023		Parish Council Current		Salary Back Pay - Pay Award	Anne Tandy	E	373.82		373.82
149	Clerk's Salary	30/11/2023		Parish Council Current		Locum Clerk	Philip Stone	E	2,460.00		2,460.00
150	Repairs, Renewals and Genei	21/11/2023		Parish Council Current		Pavilion Maintenance	MJP Painter & Decorator	X	790.00		790.00
151	Repairs, Renewals and Genei	21/11/2023		Parish Council Current		Air Conditioning Service	Anglia Air Conditioning Ltd	S	95.00	19.00	114.00
152	Admin & Office Expenses	27/11/2023		Parish Council Current		Microsoft 365 subscription	Anglian internet	S	72.00	14.40	86.40
153	Jubilee Park Play Equipment	27/11/2023		Parish Council Current		Jubilee Park Replacement Part	Kompan	S	38.08	7.62	45.70
Total									97,153.20	17,900.39	115,053.59

