

**Minutes of the Rackheath Parish Council Meeting
Of Monday 20th November 2019 at 7.00 p.m.
In the Pavilion, Green Lane West, Rackheath**

Present: Pippa Nurse (Nominated Chair), Tracy Buckley, Brian Gardener, Rebekah Hughes, Joel Whymark,

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 1

1. Apologies for Absence

- a. Received from Stephen Oakley (Vice Chair), Fran Whymark, Julie Hunt and Paula Lowe (Chair). The Parish Council accepted and **agreed** the apologies.
- b. The Parish Council asked for a nominee to sit as Chair for the meeting. Pippa Nurse volunteered and the Parish Council all **agreed**.

2. Declarations of Interest

- a. No declarations were received.

3. Adjournment of the meeting for Public Participation 2

- a. The planning application at 55 Salhouse Road: are there any objections? The Chair reported no objections had been received or were known about and the Planning Committee's views would be discussed later in the meeting.
- b. Tracy Buckley spoke as a member of public regarding her role as speedwatch co-ordinator. The sites for monitoring have been selected. All volunteers are to attend training and then the equipment will be issued.

4. Police report submitted to the meeting – no representatives in attendance however, a crime data had been submitted prior to the meeting.

- a. There were no representations from local councillors, but a crime data report had been submitted by Norfolk Police as follows:

Actual Bodily Harm	2	1 was Domestic.
Aggravated vehicle taking	1	Car Sales premise broken into, car keys taken, car driven out of compound but wheel damaged and car not taken any further.
Attempted theft of motor vehicle	1	Window smashed; ignition barrel damaged but nothing taken.
Burglary – Business & Community	2	1 was cars stolen from Car Sales premise. 1 was money taken from tills at a Restaurant (access gained through open window).
Carry loaded firearm with ammo in public place	1	Reported by family member to police as suspect had left house saying he felt suicidal – located & seized.
Cause intentional harassment, alarm or distress	1	Customers abusive to restaurant staff after being challenged for not paying.
Common Assault	2	1 was Domestic.
Making off without payment	1	Suspect went into house after taxi ride but didn't return with money to pay taxi driver.
Theft in a dwelling	1	Domestic.
Threats to kill	1	Domestic.

5. **To approve the minutes of the Parish Council meeting of 21st October 2019.**
The Parish Council deemed these to be a correct and accurate record of the meeting. All **agreed**.
6. **To receive a report of any matters arising from the minutes not on the agenda and the Clerk's report.**
- a. Item 10 (d) of the Minutes of 21st October 2019. The Clerk reported a preliminary discussion with Graham Sibley, Architect to transform ground at the North end of Stracey playing field into a small car park. He felt this would not give value for money and a better option would be the area next to the MPSA. However, the Council felt that the area earmarked was used for parking previously so it should not be a significant cost to return it to its previous state.
 - b. Item 11 of the Minutes of 21st October 2019. The Clerk fed back discussion with NCC Highways regarding a complaint about parking on Rackheath Industrial. This is being pursued with Highways and details of the cars in question are being sought so Highways can discuss the matter with the business owners concerned. The Parish Council felt however, that the more sensible solution would be yellow lines but a process needs to be gone through.
7. **To receive the minutes of the Parks and Leisure Committee meeting of 13th October to include progress updates and recommendations concerning Pavilion Building Works:**
- a. Pavilion building and set up progress – no questions arising.
 - b. Report from Booking Assistant – noted by the Parish Council. No questions arising.
 - c. Report back on the Fireworks event – no questions arising.
 - d. To receive recommendations of the Committee on the following:
 - Overflow Car Park Signage – The recommendation is for a lamp post mounted sign at £35 + VAT and £5.00 fitting + VAT. The Council all **agreed** to this recommendation.
 - Sound Proofing of the Main Hall – The estimated cost of materials and installation is £1,500.00. The recommendation is for materials to be purchased and then the Clerk to obtain quotes for installation for consideration at the next Council Meeting. If the value falls below £1,500 then work was approved in advance by council, if the value is higher then the council must review and approve at next meeting. The Council all **agreed**.
 - The Heritage Cleaning quote for consumables – the cost of all items were **agreed** by the Parish Council. The cost of sweeping mud from the front of the building after football is quoted at £14.73 per week. The Council felt cumulatively this was high. The volume of mud is to be monitored and if it doesn't improve the Clerk will email all football teams and ask them to minimise the foot traffic on the tarmac area at the front of the building. This was **agreed** by all. It was suggested that an extra boot brush is purchased for the edge of the field area. The Clerk will look into the cost of this.
 - For the provision of refuse bin and collection. The Clerk confirmed that BDC have stated a general waste bin only can be provided on fortnightly collections for £380.70 per annum. The Council all **agreed**.
 - Costing of repositioning pathway lighting next to Trinity Church – the quote provided by Cozens Electrical is too high. The Clerk to obtain 2 more quotes from local electrical contractors.

8. To consider the following Planning Matters.

- a. 20191590 Proposed Demolition of Dwelling & Erection of a Replacement Dwelling Location : 55 Salhouse Road, Rackheath, NR13 6PD Application Type: Full Planning
- b. The Planning committee has reviewed this application and makes the following recommendations:
 - i. The exterior of the building is not in keeping with other properties in the immediate vicinity.
 - ii. They are concerned about the impact of the height of the development on nearby buildings. These comments will be reported back to the Planning Department.
- c. The following application has been received 20191531: Erection of 4 x Two Storey Dwellings Location : Old School Playing Field, Green Lane West,Rackheath,NR13 6LU Applicant : Mr Dennis Jeans. This will be reviewed at the next meeting.

9. Accounts

- a. **To approve Payments** as per the payments list attached.
 - i. It was noted there was a duplicate entry of salary (voucher no: 200 & 225) and requested that salary has the month stated in the notes to ensure easier reconciliation. The Clerk will amend.
 - ii. It was queried why the electricity bill is so high. The Clerk reported that a new 12-month contract had just been agreed with EON until we have a clearer picture of our usage. The previous bills have all been estimates but this seems to have prompted someone to come out and read the meter which has caught up with our actual usage.
 - iii. In relation to the payment to gs designs, the Council requested a breakdown of work carried out and time taken be provided, before payment is approved.
 - iv. It was raised why we pay to cut the Church grass twice. The Clerk confirmed this was both Trinity and All Saints Churches. Other than iii above all other payments were **agreed**.
- b. **To note the monthly bank reconciliation to 30 September 2019 and budget update.**
 - i. The Council requested a balance for the events money allocated against the Parks and Leisure Committee. The Clerk agreed to obtain the information for the next meeting.
- c. **Update on line rental** refund from Talk Talk. No refund is to be issued for line rental paid during the duration that no line was installed. The Clerk to make a subject access request for all information held regarding this matter in preparation for a report to be prepared to Ofcom.
- d. **To consider projects and expenditure** for 2020/21 to be fed into the budgeting and precept projections for discussion by the Finance Committee. A request was made for play equipment. Brian asked the Committee to take into account that the Pavilion will make a loss in the first year.

10. Changes to local bus service

- a. The new Green Lane West service is to be withdrawn. Representatives from Konnectbus had been invited to attend to discuss the best provision for the village. Unfortunately, no-one was available to attend the meeting. The Council discussed the service and areas to be addressed:
 - i. Why a single decker bus is in use at peak times.
 - ii. Why buses are arriving before their scheduled time and not waiting.
 - iii. There is a need to champion for a direct access service into the City at key times.
Pippa and Rebekah to arrange a meeting with Stephen Royal to discuss matters.

11. Proposal to change to the name of the Parish Council as per the Norfolk Association of Local Clerks paper 'Alternative names and styles for Parish Councils'. The proposal is for the 'Parish Council' to become 'Community Council' in an effort to encourage community engagement and recruitment of volunteers. All **agreed** to this change and for a rebranding to take place in January 2020.

12. To receive correspondence and reply if deemed necessary:

- *Correspondence from Norfolk County Council about changes affecting the Dussindale route.*
- *Email from Highway Ranger offering to carry out highways work such as potholes, mud on the road etc with a view to highway safety.*
- *Email from Norfolk County Council re: draft Integrated Risk Management Plan by Norfolk Fire Service. Consultation period ends 10 December 2019*
- *Email from a business user at Rackheath Industrial Estate raising the issue of flooding on Wendover Road having been referred to the Parish Council by NCC. The Council discussed this and it was noted that there is no budget for roads and drain work within the precept. The Clerk is to find out who at NCC has redirected the issue to the Parish Council and establish where the responsibility lies.*
- *Nominations requested for the Broadland and South Norfolk DC for the 2020 Business Awards.*

13. Items for publication/media and items for the next Parish Council meeting on 18 December 2019

- a. A report from Planning on application 20191531: Erection of 4 x Two Storey Dwellings Location : Old School Playing Field, Green Lane West, Rackheath, NR13 6LU
- b. The events balance to be obtained and presented.
- c. Report back from the Finance Committee on the Budget plan for 2020/21.

There being no other business the meeting closed at 20.23 pm