



**MINUTES from the Rackheath Community Council Meeting held at The Pavilion, Green Lane
West, Rackheath NR13 6LT at 7pm on Monday 18th May 2026**

Councillors in attendance: Pippa Nurse (Chair), Julie Hunt, Steve Nurse and Fran Whymark

Apologies: Nicola Kerr

Members of the public: 0

1. Election of Community Council Chairman

Pippa Nurse elected as Chair - acceptance of office form completed

2. Election of Community Council Vice Chairman

Julie Hunt elected as Vice Chair - acceptance of office form completed

3. To consider and approve apologies for absence

Apologies received and accepted from Nicola Kerr

Sharon McKim's absence was noted

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

Rackheath, as part of the Wroxham Ward, has a new County Councillor, Ed Matthews following the election on 7th May 2026.

Fran, as District Councillor, reported that Broadland District Council are looking at reinstating the Business Builder support service. The Council is also adding to its temporary accommodation property portfolio.

5. To agree and approve the minutes of the Rackheath Community Council meeting held 20th April 2026

The minutes of the Rackheath Community Council meeting held on 20th April 2026 were agreed as a true record and signed by the Chair, save for an alternation to the date of the cricket meeting.

6. To note annual meeting requirements in accordance with standing orders

a. to appoint councillors to lead working groups: Agreed:

Planning: Pippa as lead councillor

Internal control: Fran

Finance advisory working group: all councillors

Staffing advisory group: Julie and one other councillor

b. To note that Standing Orders and Financial Regulations were last agreed in March 2026 and that council's policies and procedures reviewed in accordance with the agreed schedule : Noted

c. To note asset register was reviewed March 2026: Noted

d. To note that insurance cover is due for renewal on 1st June 2026: See item 10i for details

- e. **To note future council meeting dates for 2026 have been agreed:** Noted – all dates available on the website and noticeboards

7. To receive the Clerk's report including progress on items from the previous meeting, correspondence received, and ratification of any delegated decisions:

Handyman for the pavilion and parish owned assets: Pippa has drafted an advert for social media, approved by council, for the assistant clerk to publish and monitor responses.

Norfolk Ramblers request to monitor footpaths in the parish: Assistant Clerk to post on social media asking for volunteers.

YMCA Youth Club: Holiday Club arrangements in hand for May half-term, Clerk to ask how the advertising has been carried out and anticipated numbers. Plans for the Youth Café at Holy Trinity Church progressing, with anticipated start date of 2nd June 2026.

Norfolk County Council Bus Shelter Scheme: In view of ongoing issues, no additional shelters are to be considered at this time.

Development Income s106 arrangements: Clerk has met with the s106 officer. Council to hold a working group meeting to discuss on-going projects that are eligible to use this funding.

Spare parts for play equipment: ordered from Wicksteed under Clerk's delegated powers at a cost of £38.56 plus VAT.

8. To discuss the following projects, including agreement to incur costs where required:

- a. **To consider the Women's Institute request for the council to purchase planters as a community initiative:** Council agreed a net budget of £1,500 (including the £300 Clean Up and Bloom grant) to purchase a Lanarkshire Slim Planter from Broxamp to be sited by the Village Sign along with 270l of topsoil and plants. Assistant Clerk to liaise with Chair and Clerk in readiness for work to be completed as soon as possible to enable the WI to maintain the planter as a community initiative.
- b. **To agree agency grass cutting costs:** Norfolk County Council confirmed a payment of £3,667.97 due to the parish. Council also discussed request from Green Lane East resident: Clerk to liaise with contractor.
- c. **To receive feedback from the meeting with Norfolk Cricket Board:** Julie, Steve and the Clerk met with representatives from the England and Norfolk Cricket Boards for a productive and informative meeting. Council awaiting feedback as to whether there is sufficient space for a cricket pitch, whether funding sources are available and costs of surveys and feasibility study.
- d. **To agree expenditure of £1,600 to match fund a Norfolk Football Association grant to improve football goals:** Agreed – Clerk liaising with Michu FC to ensure improvements are in place for the new season.
- e. **To discuss costs of a mower suitable for bowling green and cricket requirements:** Various options presented to Council; it was agreed that the Clerk order a Masport 10 bladed 20" mower from North Walsham Garden Centre at £1,540.83 plus VAT to be funded from s106 contributions. Other equipment can be hired from the same supplier as well as repairs and maintenance.
- f. **To discuss advertising village groups (item raised at the Annual Community Meeting):** Pippa to co-ordinate producing information for the community about various groups and activities that are available within Rackheath.

9. Planning Matters

a. To review and comment on Planning Applications:

- i. **FUL/2025/0025: Continued use of site and existing buildings as a waste transfer and recycling facility without compliance with conditions 1 (approved plans), 6 (operating hours), 7 (reversing warning devices) and 12 (waste throughput) of permission reference C/5/2015/5013 to allow relocation of wood shredding onto extended hardstanding area, allow the extension of operating hours, restrict requirement for broad band or non-acoustic reversing warning devices to vehicles under the control of the operator, and to increase the annual waste throughput at Parker Skip Hire, 5 Wendover Road, Rackheath NR13 6LH:** Council agreed to raise comments relating to the operational times of certain equipment and use of tonal reversing beepers.
- ii. **2026/0811: erection of general purpose building at May Farm, Green Lane West, Rackheath NR13 6PJ :** no comment
- iii. **2025/2636: Conversion of existing farm buildings into 6 residential dwellings. Conversion of existing dwelling into 2 dwellings at Home Farm Rackheath Park –** council agreed to ratify comments submitted under delegated powers

10. Accounts, Finance and Administration

a. **To note the receipts for April 2026:** net hire income of £1,613.65

b. **To approve the payments for May 2026:**

Rackheath Community Council PAYMENTS (AWAITING AUTHORISATION) LIST

12 May 2026 (2026-2027)

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
26	Admin & Office Expenses	01/05/2026		Parish Council Currer		Internet & Phone	Focus Group	S	102.59	20.52	123.11
28	Repairs, Renewals and General	08/05/2026		Unity Trust - Current		Pavilion cleaning supplies	Cherry Lane	S	53.73	10.75	64.48
29	Jubilee Park footpath & lighting	08/05/2026		Parish Council Currer		Feederpillar Supply	Eon	L	18.74	0.94	19.68
30	Admin & Office Expenses	08/05/2026		Unity Trust - Current		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
31	Admin & Office Expenses	08/05/2026		Unity Trust - Current		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
32	Pavilion Cleaning	08/05/2026		Unity Trust - Current		Pavilion cleaning	Flawless Cleaning Norfolk I	S	494.00	98.80	592.80
33	Repairs, Renewals and General	08/05/2026		Unity Trust - Current		Skip hire	PSH	S	270.00	54.00	324.00
34	War Memorial	08/05/2026		Unity Trust - Current		USA memorial - replace lamp	Cozens (UK) Ltd	S	165.00	33.00	198.00
35	Subscriptions	08/05/2026		Unity Trust - Current		NALC Subscription	Norfolk Association of Loca	X	324.32		324.32
37	NEST Pension	29/05/2026		Parish Council Currer		Pension Contributions	Nest Pension	X	609.46		609.46
38	Clerk's Salary	29/05/2026		Unity Trust - Current		Salary	Clerk	X	1,612.61		1,612.61
39	Assistant Clerk's Salary	29/05/2026		Unity Trust - Current		Salary	Assistant Clerk	X	1,156.58		1,156.58
40	Jubilee Park Grasscutting & Ma	08/05/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	317.29	63.46	380.75
40	All-Saints Church Grass Cutting	08/05/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	32.90	6.58	39.48
40	Grounds Maintenance - Stracey	08/05/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	144.45	28.89	173.34
40	Grounds Maintenance - behind	08/05/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	42.53	8.51	51.04
40	Stracey Playing Field line Marki	08/05/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	77.78	15.56	93.34
40	Stracey Playing Field Football F	08/05/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	716.99	143.40	860.39
Total									6,154.39	485.49	6,639.88

Payments to Pete Savage Lawns and Landscape of £476 and Clerk's expenses of £18.99 were also agreed.

- c. **To note the monthly bank reconciliation to 30th April 2026:** £1,151,072.60 which includes earmarked and general reserves.
- d. **To note the CIL return submitted to Broadland District Council for 2025/26:** return also available from council's website, along with other financial information.
- e. **To authorise the regular payments for the financial year in accordance with s6.6 & 7.9 of the Financial Regulations:** Assistant Clerk to revise information presented to council for consideration at next meeting.

- f. **To approve the maintenance schedule and approved contractors:** Assistant Clerk to revise information presented to council for consideration at next meeting.
- g. **To agree renewal of the electricity contract for the Jubilee Park lighting:** Council agreed to accept the 3 year fixed quote with Eon as recommended by Utility Aid at an estimated annual cost of £729.77.
- h. **To discuss and agree inter-account transfers:** Council agreed two inter-account transfers: £50,000 from the Barclays current account to the savings account and £80,000 from the Unity current account into the savings account.
- i. **To note the insurance renewal from Clear Councils and to agree any amendments or alterations required or queries to raise:** Clerk to ensure the asset register is correct and investigate whether Hirer's Liability should be considered. Council delegated a budget of £3,500 to the clerk to ensure uninterrupted insurance cover continues.
- j. **To consider grant requests:**
 - i. **hire costs of the Pavilion for the year 6 Rackheath Primary prom:** a grant of £100 to be used against the hire of the hall was approved, subject to receipt of the information requested from the pupils.
 - ii. **for assistance towards the running of the dementia café by Making Connections:** Clerk to confirm that council is reviewing its grant policy and will be asking applicants to complete a form to ensure that each organisation provides information that council requires to make a decision, including how exactly the grant would be used and/or quantifying the amount requested.
 - iii. **Priscilla Bacon Lodge:** information circulated gives information about their services and does not ask for financial support from council.
- k. **To discuss the availability of consumables for the defibrillators and whether to purchase an additional unit from reserves:** the Assistant Clerk prepared a report detailing the difficulty obtaining replacement batteries and pads for the older defibrillators. Council agreed that 3 identical units should be purchased, to match the one currently available at the Pavilion from Community Infrastructure Levy funding, to ensure that defibrillators are available within the community on demand, with readily available spares available for purchase, as existing models owned appear to no longer be supported. The defibrillators at the Pavilion, outside the School and outside the Post Office are all currently in working order. Upon purchase, an additional defibrillator will be located at the Sole and Heel, the cabinet being situated by the decking on Green Lane East.

Meeting closed at 10.25pm

Next scheduled meeting: Monday 15th June 2026