

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

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

In Attendance:

Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 1

69. Apologies for Absence: 0

70. Declarations of Interest: 0

71. Adjournment of the Meeting for Public participation:

James Watts, Co-Ordinator for the volunteer group, set up at the beginning of the lockdown, to help those in need as a result of Covid-19. Mr Watts gave an overview of the Good Neighbour Scheme Response Team set up by Community Action Norfolk (CAN). Volunteers in the scheme will be DBS checked and trained in safeguarding and meeting complex requests for help and covered by CAN insurance and have access to their banking facilities.

72. Good Neighbour Scheme – Item taking early to link with public participation.

Council members discussed the possibility of setting up a scheme but did not feel that the Council had sufficient resources to run it. Mr Watts will contact the current volunteers in the village and establish the interest in setting this up. The Council offered to promote the scheme if a volunteer could be found to set it up and run it. **All Agreed.**

Report from Fran Whymark, District Councillor

- Wroxham library has reopened.
- A Men's Shed opened up in Wroxham to offer support with issues including mental health.
- Help Hub is still open for those needing support during Covid-19
- Tourist grants are available for local businesses
- Hazard Waste recycling is running. Norwich County Council website has further details.
- Banham Poultry outbreak is still being managed so caution should be exercised locally, and restrictions should be followed.

73. To approve the minutes of the Parish Council meeting of **Tuesday 21st July 2020**. The Parish 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.

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

A member asked if the question of charging VAT for all facilities at the Pavilion, had been resolved. The Clerk confirmed the whole site had been included in the option to tax and VAT is applied to invoices.

75. To receive the minutes of the Parks and Leisure Committee meeting of 9th September 2020 to include progress updates and recommendations concerning:

- a. Pavilion re-opening and current bookings. A regular Sunday booking from a dance school is imminent.
- b. Recommencement of football requires a budget for the reopening of the football toilets. **All Agreed** for the Clerk to spend £51.04 to obtain necessary supplies.
- c. The Fireworks event is unable to go ahead due to Covid-19 restrictions and the impact of this on costings which would inevitably lead to a loss of takings.
- d. Newman Road woods. The issue of funding is still a concern and Broadland District Council have been approached to increase their original offer of £5,000.00. Council asked if the existing insurance would cover the area, if adopted. Clerk to enquire with BHIB Insurance.

76. To receive a report from the Planning Committee to update and discuss the following:

- a. To receive the Minutes of the Planning Committee meeting on Tuesday 25th August 2020. These were duly noted.
- b. Application 20200805 Green Lane East heard by Broadland District Council Planning Committee on 9th September 2020. The Neighbourhood Plan was not discussed. The main concern raised was lack of play equipment. The application was subsequently approved.
- c. Consideration of advice from Rachel Leggett & Associates regarding the outcome of the above application. It was suggested a meeting with Broadland District Council Planning Officers be arranged to obtain feedback on this application and how best to move forward with future applications, particularly in view of the new planning laws being introduced. Councillors to approve the setting up a meeting. **All Agreed.**
- d. Matter arising: 20201642 Description: Erection of 9 fence panels, gravel boards and concrete posts to front of property (retrospective) Location: Nordon, 59 Green Lane East, Rackheath, NR13 6QL Application Type: Householder. No objections. **All Agreed.**

77. Consider a list of proposed street names for the Green Lane East development: 20200805

To approve 12 street names: 3 main and 9 estate. Clerk delegated the power to compile a suitable list and circulate to the Council before submitting to Lovells Developers.

78. Dr's Surgery repairs.

Broadland District Council have begun the process of selling the building and further update is awaited from them. With regards to required electrical work, the Clerk presented three quotes for consideration and it was proposed that PD Electrical's quote of £314.00 be proposed. **All Agreed.**

79. Accessibility.

The website is almost finished. The Clerk's training on using the website and complying with accessibility requirements, takes place on 17th September 2020, before the site goes live.

80. Community Foundation Grant

Having successfully received this grant in April 2020 to support volunteers responding to Covid-19, this remains unspent and Community Action Norfolk have invited unused

amounts to be returned, if no longer needed. Councillors to consider the future need for this and approve retention or return. It was proposed to return. **All Agreed.**

81. Accounts

- a. To approve payments for August and September 2020 (appended below). **All Agreed.**
- b. To note the monthly bank reconciliation to 31st July and 31st August 2020. **All noted.**
- c. Appointment of Internal Auditor. It was proposed to appoint Tina Page as the Community Council's Internal Auditor for the 2020/21 accounts at a cost of £100. **All Agreed**
- d. Approve the purchase of replacement ink cartridges at approximately £37.00 exc VAT. **All Agreed.**
- e. PKF Littlejohn requested more information as the high turnover moved the Council into the next bracket. They then asked for further clarification of the variances. All the information was submitted within the timescales and no further communication has been received. A further two enquiries have been received and resolved.
- f. Review of Pavilion hire charges to be considered with a view to assisting hirers to continue bookings with reduced capacity due to Covid-19. Proposed to adjourn to next meeting and review. **All Agreed.**
- g. Approval of a budget for textbooks to assist the Clerk with undertaking the CiLCA training and her role. Budget of £200.00 for books proposed. **All Agreed.**

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

- Email regarding the Norwich Western Link reminding that the consultation is underway until
- Email from the Tree Council forwarding the monthly Broadsheet No. 192 – September 2020.
- Email from Norfolk ALC Wellbeing regarding the Environment and Land Management. Narrative by Andrea Kelly, Environment Policy Adviser at the Broads Authority
- Policy Community update newsletter for Wroxham ward
- Email from Norfolk ALC Wellbeing with an invitation to the Community Energy Webinar.
- Email from the Tree Council forwarding the monthly Broadsheet No. 191 – August 2020
- Email from Broadland Planning Department with the Planning Enforcement update for July 2020
- Norfolk ALC Wellbeing end of July update. Information about Pathmakers, fostering and Covid-19

83. Items for publication/media and items for the next Community Council meeting, Tuesday 20th October 2020

- Newman Road woods
- Pavilion hire charge
- Broadland Grant
- Advert for new Parish Councillor
- Boundary update from Little Plumstead
- Clerks Appraisal

84. Resolution to exclude Press and the Public in order to discuss matters where publicity would be prejudicial to the public interest by reason of the

confidential nature under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960, that is Staff Matter.

- a. To receive details of the Clerk's Annual Pay Award and increased leave entitlement from 1 April 2020 and to consider moving the Clerk up one increment on the pay scale following completion of the first contracted year. It was proposed that the annual appraisal be completed and the scale increment to be discussed in accordance. **All Agreed.** Annual Pay Award was noted by members.
- b. To receive a report from Staff Advisory Committee regarding interviews for a temporary Booking Assistant and recommendation for a suitable appointment. Good response was received. Four candidates were interviewed; three were strong. It is recommended that Mrs Bowles be appointed as Booking Assistant subject to satisfactory references. **All Agreed.**

Rackheath Parish Council PAYMENTS LIST

			Cheque No	Description	Supplier						
83	Booking Assistant Salary	31/07/2020		Parish Council	Salary	Hannah Lawrance	X	189.58	0.00	189.58	
84	Clerk's Salary	31/07/2020		Parish Council	Salary	Anne Tandy	X	860.53	0.00	860.53	
85	NEST Pension	07/08/2020		Parish Council	Pension Contributions	Nest Pension	X	127.58	0.00	127.58	
88	Training	25/08/2020		Parish Council	Training	VUE IT Training	X	24.00	0.00	24.00	
90	Repairs, Renewals and	25/08/2020		Parish Council	Pavilion Maintenance	Anglia Air Conditioning	S	95.00	19.00	114.00	
91	Insurance	25/08/2020		Parish Council	Insurance	BHIB	X	968.79	0.00	968.79	
92	Admin & Office Expenses	25/08/2020		Parish Council	Internet & Phone	Talk Talk	S	28.50	5.70	34.20	
93	Surgery Water &	25/08/2020		Parish Council	Fire Extinguishers	North Walsham Fire	S	16.50	3.30	19.80	
94	Cleaning	25/08/2020		Parish Council	Cleaning pavilion	Heritage Contract	S	205.15	41.03	246.18	
95	Church	25/08/2020		Parish Council	Grass cutting	Garden Guardian	S	49.08	9.82	58.90	
96	Church	25/08/2020		Parish Council	Grass cutting	Garden Guardian	S	21.50	4.30	25.80	
97	Grounds	25/08/2020		Parish Council	Grass cutting	Garden Guardian	S	89.25	17.85	107.10	
98	Jubilee Park Grasscutting	25/08/2020		Parish Council	Grass cutting	Garden Guardian	S	206.33	41.27	247.60	
99	Jubilee Park Play	25/08/2020		Parish Council	Play equipment inspection	Garden Guardian	S	17.83	3.57	21.40	
100	Grounds	25/08/2020		Parish Council	Pitch Fertilise	Garden Guardian	S	183.00	36.60	219.60	
101	Jubilee Park Play	25/08/2020		Parish Council	Play equipment repairs	Garden Guardian	S	15.00	3.00	18.00	
102	Utilities	18/08/2020		Playing Field	Water	Anglian Water	X	185.00	0.00	185.00	
Total									3,282.62	185.44	3,468.06

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			Cheque No	Description	Supplier					
103	Church	15/09/2020		Parish Council	Grass cutting	Garden Guardian	S	49.08	9.82	58.90
104	Church	15/09/2020		Parish Council	Grass cutting	Garden Guardian	S	21.50	4.30	25.80
105	Grounds	15/09/2020		Parish Council	Grass cutting	Garden Guardian	S	89.25	17.85	107.10
106	Jubilee Park Grasscutting	15/09/2020		Parish Council	Grass cutting	Garden Guardian	S	206.34	41.26	247.60
107	Jubilee Park Play	15/09/2020		Parish Council	Play equipment inspection	Garden Guardian	S	17.83	3.57	21.40
108	Grounds	15/09/2020		Parish Council	Pitch Line Marking	Garden Guardian	S	117.00	23.40	140.40
109	Grounds	15/09/2020		Parish Council	Remove goalposts	Garden Guardian	S	60.00	12.00	72.00
110	Cleaning	15/09/2020		Parish Council	Pavilion cleaning supplies	Heritage Contract	S	63.30	12.66	75.96
111	Admin & Office Expenses	26/08/2020		Parish Council	Microsoft 365 subscription	Anglian internet	S	14.50	2.90	17.40
112	Utilities	15/09/2020		Parish Council	Electricity	E.on	S	1,699.51	339.90	2,039.41
113	Clerk's Salary	28/08/2020		Parish Council	Salary	Anne Tandy	X	860.53	0.00	860.53
114	NEST Pension	09/09/2020		Parish Council	Pension Contributions	Nest Pension	X	127.58	0.00	127.58
115	Training	15/09/2020		Parish Council	Training	Norfolk Parish Training	X	204.00	0.00	204.00
116	Jubilee Park Covid costs	15/09/2020		Parish Council	Covid requirements	CIM	S	75.00	15.00	90.00
117	Admin & Office Expenses	15/09/2020		Parish Council	Printing & misc	CIM	S	105.00	21.00	126.00
118	Jubilee Park Covid costs	15/09/2020		Parish Council	Covid requirements	Makro	S	21.97	4.39	26.36
119	Jubilee Park Covid costs	15/09/2020		Parish Council	Covid requirements	Falcon Workshop	S	13.28	2.66	15.94
120	Admin & Office Expenses	15/09/2020		Parish Council	Advertisement	Gumtree.com Ltd	S	4.95	0.99	5.94
121	Pavilion Covid-19 costs	15/09/2020		Parish Council	Covid requirements	Sign it signs via Ebay	X	2.80	0.00	2.80
122	Pavilion Covid-19 costs	15/09/2020		Parish Council	Covid requirements	3 signs via Ebay	X	4.49	0.00	4.49
123	Pavilion Covid-19 costs	15/09/2020		Parish Council	Covid requirements	Personalisegifts via Ebay	X	3.98	0.00	3.98
124	Pavilion Covid-19 costs	15/09/2020		Parish Council	Covid requirements	Stickershop via Ebay	X	1.49	0.00	1.49
125	Admin & Office Expenses	15/09/2020		Parish Council	Subscription	McAfee	S	74.99	15.00	89.99
126	Administration Covid-19	15/09/2020		Parish Council	Covid requirements	Zoom Video	S	11.99	2.40	14.39
127	Training	15/09/2020		Parish Council	CiLCA Registration	SLCC	X	350.00	0.00	350.00
128	Admin & Office Expenses	15/09/2020		Parish Council	Internet & Phone	Talk Talk	S	24.50	4.90	29.40
129	Admin & Office Expenses	15/09/2020		Parish Council	Stationery	Amazon EU	S	1.44	0.30	1.74
130	Pavilion Covid-19 costs	15/09/2020		Parish Council	Covid requirements	Amazon EU	X	18.99	0.00	18.99
131	Admin & Office Expenses	15/09/2020		Parish Council	Stationery	Amazon EU	S	4.63	0.93	5.56
Total								4,249.92	535.23	4,785.15