



**MINUTES from the Rackheath Community Council Meeting on Monday 20th April 2026
held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm**

Councillors in attendance: Pippa Nurse (Chair), Julie Hunt, Nicola Kerr, and Steve Nurse

Apologies: Fran Whymark, Sharon McKim and Aileen Beck (Clerk)

Clerk: Dan Futter (Assistant Clerk)

Members of the public: 7 (all left the meeting after the completion of Section 7ai)

1. To consider and approve apologies for absence

Apologies accepted from Fran Whymark and Sharon McKim.

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

Nicola declared an interest in the planning application in Section 7ai, as she is a neighbour to the application, and Pippa and Steve declared they reside nearby.

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

It was confirmed that all 7 members of the public were here regarding Section 7ai. Comments against the development, including the Wroxham Road access would be a health and safety risk and would increase transport in this area, the new building doesn't cater for electricity supply for electric cars, misrepresentation of possible vehicle numbers in transport submission and upkeep costs to road not addressed or consulted on. Pippa thanked all for coming and their comments.
No report from the County or District Councillors.

4. To agree and approve the minutes of the Rackheath Community Council meeting held 16th March 2026

The minutes of the Rackheath Community Council meeting held on 16th March 2026 were agreed as a true record and signed by the Chair.

It was **agreed** at this point to move onto Section 7.

7. Planning Matters

a. To review and comment on Planning Applications:

- i. **2025/2636: Conversion of existing farm buildings into 6 residential dwellings. Conversion of existing dwelling into 2 dwellings at Home Farm Rackheath Park – to consider additional transport information.** Pippa encouraged all to complete their own submission and stated that Councils initial submission was back in October 2025. Council agreed to push back a response to submit a further objection as concerns outlined in original submission have not been answered.

b. **To note the pre-submission consultation (Regulation 14) for the new draft Sprowston with Beeston Neighbourhood Plan runs until 8th May 2026.** Noted.

c. **To receive any updates on existing planning applications and developments within Rackheath**

GT16 – Follow up call with Broadland District Council Planning on 30th April regarding the 120 planning conditions for this application following BDC meeting with Taylor Wimpey.

Halsbury Homes – Taylor Wimpey decisions will have knock on effect to Halsbury, negotiations still ongoing re s106 so unlikely to be finalised anytime soon.

Norfolk Homes - 2026/0274 – land East of Green Lane West response prepared by One Planning submitted to Broadland District Council.

5. To receive the Clerk's report (to report progress on items not on the agenda from the last meeting and any correspondence received) plus ratification of any delegated decisions

Updates -

- CIL payment of £2,347.20 to be received this month.
- Salhouse Road bus shelter – email from Norfolk Police stating that the Community Resolutions have not been accepted by the individuals. It was **agreed** to leave the bus shelter as it is.

Correspondence –

- Bus Service changes from 12th April – shared on social media.
- Norfolk Rivers Trust – septic tank upgrade.
- Broadland District Council Help Hub to visit the Pavilion on 30th April between 9am and 3.30pm – shared on social media and on the noticeboards.
- Notification of price rises from Scottish Power - direct debit to rise to £737.42 per month.
- Norfolk Ramblers – footpath audit request. Action: Clerk to seek local volunteers via social media to carry out footpath audits & possible upgrades in line with Neighbourhood Plan.

Projects –

- Light at war memorial replaced (awaiting invoice – payable from reserves)
- CCTV quotes/investigations – ongoing
- Path at Jubilee Park/tree roots – need to write specification
- Safety signs at Jubilee Park – CIM £75 + VAT each – It was **agreed** to proceed get installed promptly
- Cricket - meeting 23/05/26 with the England Cricket Board to explore provision at Stracey Park.
- Village sign area – the Clerk is waiting to see Ivan regarding new benches.
- New gold standard bus shelter by Spencer Road – Norfolk County Council Highways working on accessible boarding point and order for the shelter and real-time information display – delivery indication of 6 months.
- Both Nicola and Julie signed off paperwork regarding getting Fran onto the Unity Trust mandate. Fran to sign.
- The Clerk to chase up the paperwork to obtain the Unity Trust purchasing card.
- The Assistant Clerk to chase up Fran regarding the internal audit.
- Still awaiting installation of the defib box at the Sole & Heel. RCC would like this resolved by the end of June; if not installed by then, the defib will be reassigned.
- APM agenda advertisement – it was **agreed** to keep this a formal meeting with standard invites. Clerk to complete.
- **Bowls Lawn** – It was agreed that the Clerk will investigate specifications and prices for purchasing a bowls mower and bring this information to the next meeting. Clarification will also be sought on whether the mower can be used for cricket purposes as well.

6. To discuss the following projects, including agreement to incur costs where necessary:

a. To receive feedback on the Youth Club, including changes to the current structure and age range and consider funding arrangements from September 2026

- **Youth Provision Update** – The change in age range has increased attendance to 22.
 - **The Easter holiday club** sessions on Tuesdays and Thursdays were very successful and were attended mainly by Rackheath residents, with the exception of three children whose parent works in Rackheath.
 - **Youth Café** – Council agreed to proceed with the Youth Café, supported by a two-week outreach period, with the aim of starting as early as possible so it is established before the summer holidays. Church is happy to work with YMCA and monitor progress.
- **Youth Provision Funding** – Current funding runs until the end of August 2026. Rackheath Community Council has £12,000 in reserves to support the 2026/27 offer. YMCA cost proposals are:
 - **£9,500** for one youth club at the Pavilion
 - **£18,000** for youth club at the Pavilion & Youth Café at the church
 - Holiday Club provision (2 days per week) is **£1,500 per week**.

- Council **agreed** that youth provision should continue with a younger group at the Pavilion (as currently in place) and a Youth Café beyond August. S106 funding will be used primarily, with CIL as a secondary option. Holiday Clubs should also be funded to support the growing community needs. Council will explore grant opportunities to help supplement costs. Council would agreed to the Youth Café with 2 week outreach and as early start to the Youth Café as possible so established before summer holidays.

b. To consider quotes for work at the Pavilion, its facilities and potential hire

- Handyman quotes – It was **agreed** for the Assistant Clerk to advertise on social media for a local handyman.
- Bowls - new grounds maintenance liaising with the Bowls Club and getting ready for start of season and work required in the autumn to prepare for next year.
- Social Moments – September Arrangements – It was agreed that the Assistant Clerk will seek further clarification on whether the event will require building access and toilet facilities, use of the pavilion hall, parking arrangements, and rubbish disposal.
- Football debt update – It was **agreed** to write off this debt.
- Few instances of tampering with playpark equipment – awaiting costs for spare parts.

c. To consider work to be undertaken by Norfolk Probation Service

The Assistant Clerk stated that on Friday 8th May Community Payback will complete the work at the Pavilion as previously discussed in the last meeting. Additional work would be to hire a skip to dispose of some waste around the Pavilion, and to repaint the small shed by the bowls lawn. Both **agreed** by all to go ahead.

Agreed to the following work on the village sign area and Jubilee Park – lifting/levelling of the slab area, moss and weed clearing from around the sign area and cleaning of playground equipment at Jubilee Park. It was **agreed** to set a budget of £700 from Pavilion repairs, renewals & general Maintenance budget.

It was **agreed** to get 3 quotes regarding cleaning the outside of the pavilion building including gutters etc.

d. To note information relating to the acquisition of Newman Road Woods

Newman Road Woods – Working Group – A working group will be required to oversee and agree the objectives and deliverables for Newman Road Woods, while ensuring responsibilities and liabilities are properly upheld. Council would like the group to comprise **2 Councillors, 2 Pathfinder representatives, and 1 representative from either the Tree Council, Norfolk Wildlife Trust, or the Woodland Trust**. The Clerk is tasked with arranging a one-off initial meeting with Pathfinders to confirm aspirations and the way forward, including a short site visit. This will enable the Council to determine the processes and procedures needed to run the working group and manage liabilities. Further information noted:

- Management Recommendations & Action Plan 2020-2025 which we understand the Pathfinders are following.
- Risk Assessment compiled by Broadland District Council – this is undated and will need revision before Rackheath Community Council take over the site.
- Farmland Forestry report – shows a quote of c.£8,000 for 2 years of safety maintenance and carrying out thinning and die back reduction: need to obtain other quotes before proceeding with this company, or any other.
- ‘Tree Report’ from 2022: work has been carried out since then by Target Trees, most recently a few weeks ago, but no paperwork/record forthcoming from Broadland District Council.

- Signage wording - discussion about CIM producing proofs in readiness for handover so that they could be installed promptly.
- BDC Development Clawback – Council needs confirmation of the development clawback position, noting that any historical projects must not be included within any clawback calculations.
- The Clerk has requested clarification of the information needed to ensure volunteers have insurance cover and is awaiting response. The Clerk to investigate the land ownership of this site.

8. Finance and Administration

- a. **To approve the payments for April 2026 plus internal transfers:** the following were approved:

Rackheath Community Council											20 April 2026 (2026-2027)
PAYMENTS (AWAITING AUTHORISATION) LIST											
Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1	Repairs, Renewals and General	14/04/2026		Unity Trust - Current		Window Cleaning	Xtra Property Maintenance	X	40.00		40.00
2	Clerk's Salary	30/04/2026		Unity Trust - Current		Salary	Clerk	X	1,612.81		1,612.81
3	Assistant Clerk's Salary	30/04/2026		Unity Trust - Current		Salary	Assistant Clerk	X	1,156.58		1,156.58
4	Hire Income - Pavilion Hall	14/04/2026		Unity Trust - Current		Pavilion Damage Deposit	Evolve Portraits	X	200.00		200.00
5	Dr's Surgery Electricity	08/04/2026		Parish Council Currer		Doctor's Surgery Electricity	Octopus Energy Limited	L	5.80	0.29	6.09
6	NEST Pension	30/04/2026		Parish Council Currer		Pension Contributions	Nest Pension	X	609.46		609.46
7	Subscriptions	14/04/2026		Unity Trust - Current		Membership Fee	SLCC	X	253.00		253.00
8	Admin & Office Expenses	03/04/2026		Parish Council Currer		internet	Anglian internet	S	72.00	14.40	86.40
9	Subscriptions	14/04/2026		Unity Trust - Current		NPTS Annual Subscription	Norfolk Parish Training & S	S	575.00	115.00	690.00
10	Newman Woods	14/04/2026		Unity Trust - Current		Newman Woods Boundary Plar	Woods Hardwick Surveying	S	340.00	68.00	408.00
11	Subscriptions	14/04/2026		Unity Trust - Current		Scribe Year End Check	Scribe 2000	S	79.00	15.80	94.80
12	Jubilee Park Grasscutting & Ma	14/04/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	296.58	59.32	355.90
12	All-Saints Church Grass Cutting	14/04/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	30.75	6.15	36.90
12	Grounds Maintenance - Stracey	14/04/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	135.00	27.00	162.00
12	Grounds Maintenance - behind	14/04/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	39.75	7.95	47.70
12	Grounds Maintenance - behind	14/04/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	324.99	65.00	389.99
12	Stracey Playing Field line Marki	14/04/2026		Unity Trust - Current		Grounds Maintenance	Garden Guardian	S	77.78	15.56	93.34
13	Admin & Office Expenses	14/04/2026		Unity Trust - Current		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
14	Admin & Office Expenses	14/04/2026		Unity Trust - Current		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
15	Jubilee Park footpath & lighting	16/04/2026		Parish Council Currer		Feederpillar Supply	Eon	L	22.16	1.11	23.27
16	Grounds Maintenance - Stracey	14/04/2026		Unity Trust - Current		Grounds Maintenance	Darrell Starkings	S	240.00	48.00	288.00
17	Repairs, Renewals and General	14/04/2026		Unity Trust - Current		Mould Removal - Changing Roc	Flawless Cleaning Norfolk L	S	1.24	0.25	1.49
18	Admin & Office Expenses	14/04/2026		Unity Trust - Current		Postage	Royal Mail	X	0.87		0.87
19	Community Infrastructure Levy	14/04/2026		Unity Trust - Current		TV	John Lewis & Partners	S	249.12	49.83	298.95
20	Community Infrastructure Levy	14/04/2026		Unity Trust - Current		TV Stand	Amazon EU UK Branch	S	49.99	10.00	59.99
21	Repairs, Renewals and General	14/04/2026		Unity Trust - Current		Screwdrivers	Screwfix	S	4.16	0.83	4.99
22	Admin & Office Expenses	14/04/2026		Unity Trust - Current		Laptop Bag	Lenovo Technology Limited	S	12.93	2.59	15.52
23	Training	14/04/2026		Unity Trust - Instant		Travel Expenses	TrainPal	X	76.40		76.40
24	Pavilion Utilities	14/04/2026		Parish Council Currer		Pavilion Electricity	Scottish Power	S	614.52	122.90	737.42
25	Grounds Maintenance - behind	20/04/2026		Unity Trust - Current		Bowls Lawn Maintenance	Pete Savage, Lawns and La	X	476.00		476.00
27	PAYE & NIC	23/04/2026		Parish Council Currer		Employers PAYE	HMRC	X	2,229.53		2,229.53
Total									9,840.84	631.06	10,471.90

It was **agreed** to approve the internal transfers - £50k from Barclays to Unity Trust, with £35k into the savings account and £15k into the current account.

- b. **To note the receipts for March 2026:** hire income of £1,009.93 (net of VAT) and a damage deposit of £200.
- c. **To note the monthly bank reconciliation as at 31st March 2026:** As of 31 March 2026 bank reconciliation was **1,076,042.32**.
- d. **To review draft end of year figures and reports including asset register and reserves:** Council confirmed the asset register and reserves in accordance with last month's decisions. Only assets over £100 are mentioned with the TV to be added to the 26/27 schedule. Nicola stated that the £5k legal fees need to be added. The Clerk to action.
- e. **To adopt the revised CCTV policy and the accompanying CCTV Privacy Notice:** it was **agreed** to adopt.

9. Asset review

S106 Funding Position – Council asked that the Clerk to seek an extension to the S106 deadlines due to the limited asset opportunities available at this time and the anticipated timeline for GT16 leisure/community asset developments.

Meeting closed 9.26pm

Next scheduled meetings: Annual Parish Meeting for Rackheath residents - Monday 11th May 2026 and Annual Community Council Meeting - Monday 18th May 2026.

