

**Minutes of the Rackheath Community Council Meeting
Of Tuesday 19th July 2022 at 7.00p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Present: Paula Lowe (Chair), Fran Whymark, Julie Hunt, Pippa Nurse

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public:

46. Apologies for absence were received from Joel Whymark and Brian Gardner. **All approved.**

47. There were no declarations of interest for items on the agenda.

48. The meeting was adjourned for Public Participation:

Report from the County and District Councillor

Broadland and South Norfolk District Council are in the process of acquiring the Horizon Building on Broadland Business Park and hope to move by the end of 2022/early 2023. The main driver is better efficiency. Thorpe Lodge will be sold once the move completes.

49. The minutes of the Community Council meeting of **Tuesday 28th June 2022** were received. The Council **approved** these as a correct and accurate record of the meeting.

50. There were no matters arising from the last meeting.

51. The draft minutes of the Planning Committee Meeting on **Tuesday 12th July 2022** and matters arising were received.

a. It was reported that the application for Halsbury Homes **20221003** was assessed against the Neighbourhood Plan Matrix (attached separately). The main points were:

i. footpath improvements and accessibility to the medical centre.

ii. request for play equipment to be installed which meets the needs of the community.

iii. Allotments to be made available to Rackheath residents.

b. The plan for the open space relating to the Orbit Homes development was considered and recommended for adoption. **All agreed.**

52. The continuation of the electrical supply from Jubilee Park to HTC is in doubt and the obvious alternative is to have a new supply installed. This is likely to be very costly to the Council. BDC maybe able to release some s.106 money to have a new supply installed. The Clerk to investigate this further. More research is needed to establish the options available. **All agreed.**

53. **The following matter relating to the Pavilion was considered**

a. Quotes for flatpack storage pods to be used by hirers and for table and chair storage at the Pavilion were considered and it was agreed to purchase 3 pods 2x 2x3mtrs and 1x 4x2mtrs. A total budget of £10,000 was proposed to purchase and install the pods using s.106 money. **All agreed.**

54. A proposal from BDC has been received for pathway improvements at Jubilee Park using Green Infrastructure money. It was proposed that the tarmac path option be approved as it would be in keeping with the existing

path. However, this should not extend into the tree belt but maintenance of the woodchip path should continue. **All agreed.**

55. It was proposed that the payment of all regular invoices during August 2022 should be authorised by the Clerk, under delegated powers and reported back to the September 2022 meeting. **All agreed.**
56. The first Internal Control report for 2022/23 was presented. It was noted that the Dr's Surgery rent is currently in arrears and the RFO advised that this is being pursued. Paperwork is also needed for the receipts file to show the VAT calculation repayment for entries #10 and #29. The RFO will action this.
57. **Accounts**
- a. The payments for July 2022 **were approved.**
 - b. The monthly bank reconciliation to 30th June 2022 **was noted.**
 - c. The receipts for June 2022 **were noted**
 - d. The purchase of a new Carbon Monoxide Detector for the Pavilion costing £52.49 +VAT **was noted.**
58. **Policy Review**
- a. The Internal Control Policy was reviewed and approved
59. **To receive correspondence and agree response (if any)**
- Email from the Tree Council - Broadsheet 207
 - Email from Norwich Western Link Project providing an update
 - Email from NPTS with up-to-date networking opportunities
 - Email from NCC requesting access to the Council's Grant Award Scheme – *this request was subsequently withdrawn.*
 - Email from BDC advising of a new premises name and address at Mahoney Green
60. **Items for publication/media and items for the next Community Council meeting on Tuesday 20th September 2022**
- HTC electrical supply and pathway lighting
 - Progress with storage costs

The Meeting concluded at 21:05

Rackheath Community Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
65	PWLB Loan Repayments	04/07/2022		Parish Council	BACs	Loan	PWLB	X	2,415.75		2,415.75
109	Training	06/07/2022		Parish Council	BACs	Training	Community Action	X	60.00		60.00
76	NEST Pension	08/07/2022		Parish Council		Pension Contributions	Nest Pension	X	144.60		144.60
98	Repairs, Renewals and	19/07/2022		Parish Council	BACs	Pavilion Maintenance	PJH Property	X	120.00		120.00
102	Pavilion Fixtures and	19/07/2022		Parish Council	BACs	Carbon Monoxide Detector	Screwfix	S	52.49	10.50	62.99
103	Pavilion Utilities	19/07/2022		Parish Council	BACs	Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
105	Repairs, Renewals and	19/07/2022		Parish Council	BACs	Pavilion Maintenance	Blockbuster Drain	S	100.00	20.00	120.00
108	Payroll Services	19/07/2022		Parish Council	BACs	Payroll Services	NSBA Accountants	S	178.76	35.75	214.51
90	Pavilion Cleaning	19/07/2022		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	235.04	47.01	282.05
91	Annual Inspection	19/07/2022		Parish Council	BACs	Fire Alarm and Emergency	1st Class Fire Protection	S	100.00	20.00	120.00
92	All-Saints Church Grass	19/07/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	23.58	4.71	28.29
93	Grounds	19/07/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	97.83	19.57	117.40
94	Grounds	19/07/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	31.25	6.25	37.50
95	Jubilee Park Grasscutting	19/07/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	233.34	46.67	280.01
96	Training	19/07/2022		Parish Council	BACs	Training	SLCC	S	50.00	10.00	60.00
97	Jubilee Park Play	19/07/2022		Parish Council	BACs	Play equipment inspection	PlaySafety Limited	S	94.50	18.90	113.40
104	Admin & Office Expenses	19/07/2022		Parish Council		Underpayment	Anne Tandy	X	-3.43		-3.43
107	Expenses	19/07/2022		Parish Council	BACs	Travel Expenses	Anne Tandy	X	10.80		10.80
89	Pavilion Utilities	21/07/2022		Parish Council	Direct Debit	Pavilion Electricity	British Gas	S	333.99	66.80	400.79
99	Admin & Office Expenses	25/07/2022		Parish Council	Direct Debit	Internet & Phone	plusnet	S	26.71	5.34	32.05
100	Booking Assistant Salary	29/07/2022		Parish Council	BACs	Salary	Hannah Lawrance	X			
101	Clerk's Salary	29/07/2022		Parish Council	BACs	Salary	Anne Tandy	X			
Total									5,518.23	312.49	5,830.72