



**MINUTES from the Rackheath Community Council Meeting on Monday 17<sup>th</sup> March 2025 held at  
The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm**

Councillors in attendance: Pippa Nurse (Chairman), Julie Hunt, Sharon McKim, Steve Nurse and Fran Whymark

Apologies: Nicola Kerr and Assistant Clerk Daniel Futter

Clerk: Aileen Beck

Members of the public: 1 (from 7.15pm to 8.37pm)

**1. To consider any apologies for absence**

Apologies accepted from Nicola Kerr

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

None

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

Local Government reorganization planning underway, submission needs to be in by 21<sup>st</sup> March. NCC cabinet agreed to submit for one unitary authority. All districts to have held a meeting by the end of the week. Final submission 26<sup>th</sup> September 2025.

NHS England is being abolished, Integrated Care Board budgets are to be cut. As of today, Fran is now on the Norfolk and Waveney Integrated Care Partnership (ICP).

Conversations were held with the Chair of the Village Hall to enable councillors to be updated with plans and to provide additional information to consider item 8d.

**4. To agree and approve the minutes of the Rackheath Community Council meeting of 17<sup>th</sup> February 2025**

The minutes of the Rackheath Community Council meeting held on 17<sup>th</sup> February 2025 were agreed as a true record and signed by the Chair.

**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**

Pavilion matters:

- Replacement extractor fan in Away changing room due to be fitted Tuesday
- Replacement key switch for kitchen shutter – ongoing
- Gutter leak/drip by front door – to be looked at

Ongoing projects:

- Parish Partnership Scheme: replacement bus shelter proposal for Salhouse Road accepted Wroxham Road shelter also in a bad condition – AGREED: Clerk to enquire whether there is a cost saving if both shelters replaced at the same time. If so, costs from s106/CIL.
- Rackheath village sign - Need to look into refurbishing area – Clerk to ask for landscaped quotes/suggestions composite benches/planters. Budget to be decided, maximum £5,000, dependant upon designs, sustainability and longevity.
- Defibrillator for Sole & Heel - in office – awaiting installation

Completed projects:

- Jubilee Park: Timers fitted to the existing columns to turn off lights between midnight and 5.30am (s106)

## Correspondence

- Letter from Norfolk ALC County Officer
- Devolution consultation – link shared on Facebook -  
<https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution/norfolk-and-suffolk-devolution-consultation>
- BBC Radio Norfolk Make a Difference Awards  
<https://www.bbc.co.uk/programmes/articles/3yrtgmkfHBbsXfQfYkjp7CF/make-a-difference>

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

- a. Youth provision for Rackheath in conjunction with funding and support from Broadland District Council: Council has been approached to request funding from the Pride in Place Community Grant fund to introduce a youth provision in Rackheath. Clerk has investigated various providers and, at present, one appears to be better placed than the others to run a consultation to gauge what the targeted age group would like to see introduced for them. AGREED: Clerk to consult one other provider and obtain costs of consultation and ongoing costs for council to consider maintaining in following years from precept and/or CIL.
- b. Spending of the Clean Up and Bloom grant: Clerk has ordered a planter for the pavilion and spend the remainder of the grant on compost, plants and tools to maintain the existing areas at the pavilion
- c. Request to reintroduce cricket at the pavilion: Rackheath Cricket Club has approached council to enquire if cricket could be introduced at Stracey Sports Park. Clerk has contacted Norfolk Cricket Board and been informed that a minimum space of 24m wide x 25m long is required in order to meet the England and Wales Cricket Board Fine Turf Specifications. AGREED: Clerk to take further action to see whether football and cricket can be accommodated, understanding that may result in just one full size football pitch being available next season.
- d. Request from residents for a hard standing footpath through Jubilee Park to Wilkinson Road – AGREED: clerk to contact BDC (as landowners) to discuss residents requests to have a tarmac path through the tree belt to be funded from s106. Clerk to respond to residents explaining that as the area is a natural habitat, the agreed design is likely to be a trod rather than anything permanent.
- e. Request from residents to review speed limits in Rackheath: Salhouse Parish Council have requested a meeting for an update following the meeting RCC had with Highways; in response to an enquiry made by a member of the public, the parish council has no authority to change speed limits, such requests are considered by Norfolk County Council and dependent upon certain criteria, including modifications to be included as part of the GT16 planning application. In the meantime, Clerk to request the property owner alongside the pavement encroached by the overgrown hedge by Mahoney Green tidy up the area for the benefit of users and to improve safety when using the path.

## 7. Planning Matters

- a. To review and comment on amended plans and documents for Planning Application 20221003 – Reserved Matters Application for Details of Appearance, Layout, Landscaping, Scale and Access of 130 Residential Dwellings following Outline Planning Permission 20200202 for land off Green Lane East Little Plumstead AGREED no comment required.
- b. To agree the submission version of the Neighbourhood Plan, Design Guidance and Codes plus the Consultation statement in readiness for submission to Broadland District Council: AGREED: consultation comments taken on board and documents revised accordingly and consent from Council that such documents be submitted by the consultants.
- c. To discuss the Schema retainer for advice associated with the Waste Water Treatment Works: Due to the committee hearing for application FUL/2024/0025 being scheduled for 21<sup>st</sup> March 2025 costs have exceeded the agreed retainer and it was therefore AGREED to submit the letter from Schema to be heard at the hearing and costs to date and set objectives depending upon the outcome of the hearing.

## 8. Accounts, Finance and Administration

- a. To approve the payments for March 2024: The following payments were approved

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
255 Admin & Office Expenses	01/03/2025		Parish Council Curre		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
263 Repairs, Renewals and General	01/03/2025		Parish Council Curre		Pavilion Emergency Lighting Mi	1st Class Fire Protection Lit	S	1,550.00	310.00	1,860.00
264 Admin & Office Expenses	01/03/2025		Parish Council Curre		Microsoft support	Anglian internet	S	35.00	7.00	42.00
265 Repairs, Renewals and General	01/03/2025		Parish Council Curre		Window Cleaning	Xtra Property Maintenance	S	37.50	7.50	45.00
267 Admin & Office Expenses	04/03/2025		Parish Council Curre		Microsoft 365 subscription	Anglian internet	S	72.00	14.40	86.40
268 Admin & Office Expenses	01/03/2025		Parish Council Curre		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
269 Pavilion Utilities	19/03/2025		Parish Council Curre		Pavilion Electricity	Eon	S	1,031.98	206.40	1,238.38
270 Pavilion Cleaning	07/03/2025		Parish Council Curre		Pavilion cleaning	Flawless Cleaning Norfolk L	S	414.92	82.98	497.90
271 Jubilee Park footpath & lighting	19/03/2025		Parish Council Curre		Feederpillar Supply	Eon	L	25.94	1.30	27.24
272 S.106 Funding	07/03/2025		Parish Council Curre		Jubilee Park Lighting	Cozens (UK) ltd	S	560.00	112.00	672.00
273 NEST Pension	28/03/2025		Parish Council Curre		Pension Contributions	Nest Pension	X	569.77		569.77
274 Jubilee Park Grasscutting & Ma	11/03/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	277.16	55.43	332.59
274 All-Saints Church Grass Cutting	11/03/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	27.95	5.59	33.54
274 Grounds Maintenance - Stracey	11/03/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	116.16	23.23	139.39
274 Grounds Maintenance - behind	11/03/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	37.16	7.43	44.59
274 Stracey Playing Field line Marki	11/03/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	135.56	27.11	162.67
275 PAYE & NIC	31/03/2025		Parish Council Curre		PAYE & NI	HMRC	X	1,395.39		1,395.39
281 Pavilion Utilities	25/03/2025		Parish Council Curre		Water	Wave-Anglian Water	Z	237.73		237.73
282 Clerk's Salary	31/03/2025		Parish Council Curre		Salary	Clerk	X			
283 Assistant Clerk's Salary	31/03/2025		Parish Council Curre		Salary	Assistant Clerk	X			
284 Community Infrastructure Levy	14/03/2025		Parish Council Curre		Services under fee agreement	Schema Engineering Ltd	S	1,750.00	350.00	2,100.00
285 Subscriptions	19/03/2025		Parish Council Curre		Data Protection Renewal	Information Commissioner	X	52.00		52.00
286 Pride in Place	14/03/2025		Parish Council Curre		Plant holder	Tulpy Ltd	X	127.98		127.98
287 Repairs, Renewals and General	07/03/2025		Parish Council Curre		Pavilion Supplies	M.D. Thompson Electrical V	S	4.00	0.80	4.80
288 Admin & Office Expenses	14/03/2025		Parish Council Curre		Stamps	Post Office	X	6.80		6.80
289 Admin & Office Expenses	07/03/2025		Parish Council Curre		Hardware	Richardsons Norwich	X	1.60		1.60
<b>Total</b>								<b>11,183.17</b>	<b>1,212.25</b>	<b>12,395.42</b>

- b. To note the receipts for February 2024: s106 funding £23,440.86 and hire income £1,062.18
- c. To note the monthly bank reconciliation to 28<sup>th</sup> February 2025: £1,013,534.77
- d. To consider the grant request from Rackheath Village Hall AGREED: request considered for a grant toward 75% of costs towards two projects, explained in person by the chairman of the Village Hall. Suggestion that council and the village hall work together and work closer together due to shortage of volunteers. Clerk to check use of CIL funds as project doesn't fall within current grant policy/process.
- e. To consider the request from Rackheath Vets for use of parking facilities during the week AGREED: due to the potential negative impact on hirers here at the Sports Park spaces at the front can not be guaranteed on a daily basis during the working week and especially at weekends during the football season. The overflow/football parking area is a possibility however there are no lights and during inclement weather the surface may not be suitable for daily use. Clerk to liaise with the Vets.
- f. To consider the clerk's finance report and suggested actions
  - The new accounts with Unity Trust Bank have been opened; £15k is to be transferred into the current account to cover an average of 3 months expenditure, with £70k put into the savings account, so top-ups can be easily transferred if required. Look into moving funds into bonds/fixed savings accounts at a better rate of interest every quarter. Clerk to seek advice in accordance with council's investment policy.
  - Interest rates for savings accounts Barclays (1.25% or 1.55% if over £1m) and Unity (2.25%) noted.
  - Payment/credit card – Clerk to apply for Unity Multipay account with limits as per the Financial Regulations (£500 maximum spend on 1 item and a maximum monthly spend limit of £500) to minimise the need for members/officers to use their personal funds for council business, particularly regular payments.
  - Permissions to council's accounts to be updated so that each member of staff has access to one of the two current financial institutions so that one member of staff and two councillors can access the accounts.
  - Invoices to be amended to ask all hirers pay into council's new account from 1<sup>st</sup> April 2025.
  - Council noted the Procurement Act changes to the Financial Regulations
  - Payment procedures for April 2025 onwards were AGREED: invoices are to be paid promptly and within the same month as authorised.
- g. To review policies due for renewal and agree Record Management policy AGREED: Standing Orders, Disciplinary, Grievance, Snow and Ice policies agreed as amended. Record Management policy agreed

**The Council RESOLVED that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature**

**9. To consider any additional information relating to potential projects** no new information available

**10. Staffing** to review current arrangements AGREED: to increase the clerk's hours to 22 hours per week, as currently worked on a temporary basis. Office hours adjusted to reflect the additional hours and availability of the members of staff.

Meeting closed 9.30pm



10/2025