

## **Minutes of the Rackheath Community Council Meeting Monday 15<sup>th</sup> April 2024 at 7pm at The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Councillors in attendance: Pippa Nurse (Chairman), Brian Gardner, Julie Hunt, Nicola Kerr, Steve Nurse and Fran Whymark

Staff: Aileen Beck, Clerk and Gareth Duffin, Projects and Events Officer

Members of the public: 0

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

Apologies received from Cllr McKim.

**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**

Medical centre progressing well – hopefully land purchased shortly. Contracts to be renegotiated but on track for completion of the building by the end of March 2025, opening June/July 2025. Similar building in Kings Lynn, so invited to go up next week to view.

The Greater Norwich Local Plan was adopted by Broadland District Council on 28<sup>th</sup> March 2024 and is now subject to a 6 week legal challenge period ending on 10<sup>th</sup> May 2024. See [www.gnlp.org.uk](http://www.gnlp.org.uk) for information.

**4. To agree and approve the minutes of the Council meeting of 18<sup>th</sup> March 2024**

The minutes of the RCC meeting held on 18<sup>th</sup> March 2024 were agreed as a true record and signed by the Chairman.

**5. To report progress on items not on the agenda from the last meeting (Clerk's Report)**

A large amount of graffiti has been found on the play equipment at Jubilee Park which council staff will attempt to remove. The new defibrillator cabinet has been installed at the Post Office and records updated on The Circuit to confirm it is available for use if needed. A gate has been refitted, thanks to Steve.

**6. To consider the request for continued support and collaboration with Social Moments Enterprise**

Council RESOLVED to continue the current half price hall rent arrangement for the community café held on Tuesdays between 10am and 2pm to the end of July 2024 and expressed a wish that it continues throughout summer holidays and is given sight of the business plan. Clerk to offer to advertise through council website, noticeboards and Facebook, and to suggest other ideas, such as use of the church and/or school noticeboard to encourage greater footfall.

The cooking workshops to be charged at usual hire rate.

A request has been received about vehicle storage due to concerns about insurance implications and setting a precedent for other organisations to do similar this will be denied.

**7. To note receipt of the complaint regarding the precept rise for 2024/25**

The Clerk received a complaint relating to the council tax increase which was answered as per council's complaint policy. No response was received to the request for clarification and complainant advised that it would be on this agenda for discussion. No members of the public were present at this meeting. Clerk instructed to place full budget on the website along with the other financial information.

**8. To receive an update on existing projects from the Projects Officer (to include agreement to incur costs where necessary):**

- a. Newman Road woods and the liberator strip: Topo survey being finalised tomorrow to produce a detailed plan of the woods and to plot the boundaries.

- b. Play equipment tender for Stracey Park: tender is live with meetings either arranged or been held with contractors. Companies have indicated that they will be making a bid for either the play equipment, gym equipment or both. Tender closes midday on 30<sup>th</sup> April. Working meeting to be called for 14<sup>th</sup> May to go through the documents with a view to making a decision at the next Community council meeting on 20<sup>th</sup> May.  
Upgrades to Jubilee Park play equipment are being received – due to the value tenders are not required.
- c. Jubilee Park lighting work to start 28<sup>th</sup> May. Norfolk County Council being consulted.
- d. Pavilion
  - i. Hall flooring upgrade: maple coloured hard wearing vinyl sports floor to be laid imminently, awaiting a date. Gareth to check whether quote includes installation of skirting boards.
  - ii. Car parking and drainage (main, overflow and Stracey Park): Gareth to hold a site meeting to clarify a quote received with a view to discussing and agreeing costs at the May meeting. More information to follow when available.
  - iii. Solar panels (see also item 10a): application 2024/0252 submitted to Broadland District Council as plans have been drawn and submitted.

## 9. Planning Matters

- a. Review and comment on Planning Applications
  - i. 2023/1868: Land South of Cherry Tree Farm Rackheath. Outline Planning Permission for up to 8 dwellings and creation of access. RESOLVED: Council noted that this application is of a lower density but neighbours still concerned by potential overlooking. Clerk to submit an objection based upon previous comments submitted.
  - ii. 2024/0495: Land Adj Green Lane West Rackheath. Reserved matters submission pursuant to Outline planning permission 20172208: RESOLVED: objection to be lodged in view of comments made last month on application 2024/0494 and additional comments to include safety concerns about the pipe running under the Broadland Northway road, the housing density, the green land the other side of the Broadland Northway which does not benefit the development and a request for a second exit.
- b. Planning decisions received during the month were noted.
- c. Tree Protection Order BD0650 for 13 Bernard Close, Rackheath was noted.
- d. The request to take on open spaces areas as well as the play equipment at Prince's Park (Persimmon Homes development) 20210472 was discussed: RESOLVED: Clarification needed of line between precept requirement/RCC implications and management company responsibilities. Clerk to continue with enquiries with a view to discussing and making decisions at a later date with a working group when more information available as important to ensure that residents are able to use any play equipment/open space in the village.
- e. Updates on GT16 and related matters GT16: The Norfolk School Sufficiency Report has mention of 1 secondary school, although Sprowston and Rackheath have each been told that that there will be one on the sites being developed at Beeston Park and the Taylor Wimpey site. Meeting arranged for Thursday this week to discuss with the Education team with all affected parishes.  
Highways – request for Fran to arrange meeting re strategic planning for roads in Broadland and North Norfolk including cycle ways and pathways. Nicola to collate requests from other councils.
- f. Neighbourhood Plan review: the unspent £5,274.15 from the £10,000 grant from Locality needs repaying and is included in the payments under item 10b. The request for funding to prepare the Design Code has been rejected by Locality this time around. Nicola has applied for a grant from BDC for use on the project. RESOLVED: Rachel Leggett & associates and Compass Point Planning and Rural Consultants to proceed with a project for a Design Code at estimated cost of £4k. Costs for revising the Neighbourhood Plan could now be in the region of £25,000 in total, agreed that such costs to be payable from CIL funds.

9pm – Council resolved to suspend standing orders.

## 10.Accounts

- a. Payments agreed under delegated powers between Clerk and Chair: £300 + VAT for Lumisol to produce scaled drawings for the BDC planning app for 2024/0252

- b. Payments for April 2024 agreed – see appendix
- c. To note the receipts for March 2024 – hire fees of £1,289.39 received relating to the hire of the Pavilion, MPSA and football facilities.
- d. The monthly bank reconciliation of £687,540.47 to 28<sup>th</sup> March 2024 was noted.
- e. RESOLVED: The increased contractor rate for cleaning at the Pavilion was noted and Clerk instructed to obtain quotes from other contractors for comparison.
- f. Clerk confirmed the draft Annual Governance and Accountability Return documentation is being prepared in readiness for the internal audit.

## 11. Policies

- a. The draft Internal Control policy needs revision to refer to delegated powers.
- b. The draft Disciplinary and Grievance arrangements policy was discussed – Julie to check whether shorter timescales would be feasible to ensure that should any matter be brought forward it could be resolved promptly.
- c. It was agreed to defer the Communication and Engagement strategy until a later meeting – working group to be appointed next month.

## 12. To receive correspondence and agree on response (if any)

Correspondence noted. No response from council required.

**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 item due to its confidential nature:**

## 13. To discuss staffing matters

The Projects and Events Officer contract to be amended at his request. New terms agreed by council.  
The Facilities Co-ordinator review to be carried out by Julie and the Clerk.

## 14. To continue discussions from last month's meeting regarding asset strategies and agree terms of negotiations

Ongoing discussions – infrastructure working group meeting to be held in June to take into account recent developments.

Meeting closed 10.45pm

### Rackheath Community Council PAYMENTS & RECEIPTS LIST

11 April 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Groundworks - Neighbourhood	11/04/2024		Parish Council Currer		Receipt - Grant Repayment	Groundwork UK	X	-5,274.15		-5,274.15
1	Groundworks - Neighbourhood	11/04/2024		Parish Council Currer		Payment - Neighbourhood Plan	Compass Point Planning an	X	-175.00		-175.00
2	Pavilion Cleaning	11/04/2024		Parish Council Currer		Payment - Pavilion cleaning	Heritage Contract Services	S	-275.81	-55.16	-330.97
3	Pavilion Cleaning	11/04/2024		Parish Council Currer		Payment - Window Cleaning	Heritage Contract Services	S	-27.00	-5.40	-32.40
4	Admin & Office Expenses	11/04/2024		Parish Council Currer		Payment - Internet & Phone	Virtual Landline	S	-5.42	-1.08	-6.50
5	Admin & Office Expenses	11/04/2024		Parish Council Currer		Payment - Mobile Phone Sim C	Voxi	X	-20.00		-20.00
6	Pavilion Utilities	11/04/2024		Parish Council Currer		Payment - Pavilion Electricity	Eon	S	-915.76	-183.15	-1,098.91
7	Clerk's Salary	11/04/2024		Parish Council Currer		Payment - Salary	Clerk	X	-1,050.97		-1,050.97
8	Facilities Co-ordinator	11/04/2024		Parish Council Currer		Payment - Salary	Facilities Coordinator	X	-783.90		-783.90
9	Jubilee Park Grasscutting & Ma	11/04/2024		Parish Council Currer		Payment - Grounds Maintenanc	Garden Guardian	S	-256.67	-51.33	-308.00
9	All-Saints Church Grass Cutting	11/04/2024		Parish Council Currer		Payment - Grounds Maintenanc	Garden Guardian	S	-25.91	-5.18	-31.09
9	Grounds Maintenance - Stracey	11/04/2024		Parish Council Currer		Payment - Grounds Maintenanc	Garden Guardian	S	-107.58	-21.52	-129.10
9	Grounds Maintenance - behind	11/04/2024		Parish Council Currer		Payment - Grounds Maintenanc	Garden Guardian	S	-34.42	-6.88	-41.30
9	Stracey Playing Field line Marki	11/04/2024		Parish Council Currer		Payment - Grounds Maintenanc	Garden Guardian	S	-188.33	-37.67	-226.00
10	Pavilion Utilities	11/04/2024		Parish Council Currer		Payment - Pavilion Waste Colle	Broadland District Council	X	-224.88		-224.88
11	Subscriptions	11/04/2024		Parish Council Currer		Payment - NALC Subscription	Norfolk Association of Loca	X	-160.25		-160.25
12	Admin & Office Expenses	11/04/2024		Parish Council Currer		Payment - Microsoft 365 subsc	Anglian internet	S	-72.00	-14.40	-86.40
13	Subscriptions	11/04/2024		Parish Council Currer		Payment - Membership Fee	SLCC	X	-152.66		-152.66
14	Community Infrastructure Levy	11/04/2024		Parish Council Currer		Payment - Project Managemen	Method Avenue Ltd	X	-1,400.00		-1,400.00
15	NEST Pension	11/04/2024		Parish Council Currer		Payment - Pension Contributor	Nest Pension	X	-249.80		-249.80
<b>Total</b>									<b>-11,400.51</b>	<b>-381.77</b>	<b>-11,782.28</b>