



MINUTES from the Rackheath Community Council Meeting on Monday 16th September 2024 held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm

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

Apologies: Sharon McKim

Clerk: Aileen Beck

Members of the public: 2 (both left at 8.30pm)

1. To consider any apologies for absence

Sharon's absence accepted by council.

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

8aiii – Nicola, Steve and Pippa

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

Comments made by members of the public included: A query whether a fenced/gated dog zone could be considered at Jubilee Park to allow dogs to exercise off their leads. Council confirmed that this had been considered in the past, with varying views and that it is difficult to restrict dogs from the current area without other facilities being available nearby, which would be considered if appropriate land available. Woodland Heath: the lack of connectivity was brought up and whether it was possible to have a trail/footpath/trod to join parishes/areas together. Council confirmed that District and County aware of that wish and are working with landowners.

Fran, as District and County Councillor reported:

The Winter Fuel payment was removed from pensioners last week: AGE UK are raising a petition and have links to apply for pension credit [Pension Credit: Eligibility - GOV.UK \(www.gov.uk\)](https://www.gov.uk/pension-credit-eligibility). Broadland Help Hub is there too for financial support on 01603 43043.

The devolution deal for Norfolk and Suffolk was scrapped last week; the Devolution Bill for going through Parliament next week, so watch this space for how it will affect Norfolk.

There is an invitation-only view of the new Rackheath Health Hub on 26th November. Clerk and Fran to attend. Clerk to check whether other councillors invited.

4. To agree and approve the minutes of the Rackheath Community Council meeting of 15th July 2024

The minutes of the Rackheath Community Council meeting held on 15th July 2024 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) to include:

- a. Parking along Salhouse Road/Green Lane East: an increase in parking around the junction of the Sole and Heel has been noticed. There is an expectation that people's behaviour will change, so council will review over next three months.
- b. Medical centre building work: problems over working hours have been encountered; Fran (as district councillor) has raised and addressed concerns, thanks to prompt intervention by the site manager ensuring contractors comply with the site conditions.
- c. Parking on Rackheath Industrial estate: this has been raised a few times over the year due to parking on corners and on the pavement. It has been previously raised with Highways, Enforcement and this council has no power to combat the problems. Fran has highlighted with George Denton of the BDC business team. Clerk to liaise with Tilia to highlight issue to see if they can assist.
- d. Fire Risk Assessment for the pavilion carried out, report to be discussed next month.
- e. The football season has begun, with several teams playing over the weekend.

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

- a. Newman Road woods and the liberator strip: council AGREED to the costs quoted by NP Law to finalise these transactions at £1,000 plus disbursements for the purchase of the liberator strip and £2,500 or thereabout plus disbursements for the purchase of the woods. Currently awaiting confirmation from Broadland District Council of the boundaries included in the transfer.
- b. Jubilee Park
 - i. Council RESOLVED to accept the quotes from Wicksteed to install a cableway at £13,249.54 plus VAT and a replacement toddler unit costing £23,165.86 plus VAT at Jubilee Park to be funded from s106 contributions. The discussion over re-surfacing work is to be deferred to the next meeting when more quotes are available.
 - ii. A neighbour has reported overgrown trees on Willoughby Way/Jubilee Park – Clerk to report to the Fringe project/Broadland District Council who manage the tree belt.
 - iii. Due to ongoing antisocial behaviour quotes to remove the bench within the tree belt were discussed: council RESOLVED that an additional quote will be awaited and that the Chair and Clerk to agree under delegated powers if costs of removal of all concrete comes under £500. Clerk to review times of lighting in the park as consideration toward the Norfolk dark skies policy.
- c. Stracey Park
 - i. Installation of the play and gym equipment is proceeding well. A completion date towards the end of October is envisaged, although weather dependent.
 - ii. Reinstatement of the rear carpark – AGREED to put on hold for the time being.
- d. Christmas tree at Rackheath Holy Trinity Church – RESOLVED that clerk had power to spend up to £300 in accordance with last year's costs and to instruct Cozens to supply and erect the tree so that they can decorate as usual.
- e. Bottle bank on Newman Road – Council agreed not to proceed.
- f. Clean Up and Bloom grant from Broadland District Council – Clerk to speak to Salhouse Tree Nursery and report to next meeting.
- g. Pride in Place project to be finalized once plaque to be displayed at the Pavilion – quote of £25 agreed.

7. Pavilion Matters

- a. Potential to introduce cricket to the Sports Park – at present there appears to be no room for any wickets with the 2 full size pitches as currently marked. Clerk to contact Norfolk FA and Norfolk Cricket Association with view to an onsite meeting with council.
- b. Request to support a football team with the cost of renting a pitch at the Pavilion – Council RESOLVED to treat all teams on a similar basis so all should pay an identical amount for use of the facilities.
- c. Council noted that the new cleaning contract starts week commencing 14th October 2024.

8. Planning Matters

- a. To review and comment on Planning Applications:
 - i. 2024/1953: first floor extension above existing single storey rear extension, and two storey front extension at 10 Salhouse Road Rackheath NR13 6QH - delegated comment submitted.
 - ii. 202206630: Outline application for a mixed use residential led development with up to 3,850 dwellings (C3) at Land North of Green Lane West Rackheath NR13 6NZ - Sally Hoare from Broadland District Council to arrange meeting to discuss options with RCC in particular to open spaces and management options. AGREED: working group meeting to be called for 7pm Monday 23rd September go through application in greater detail following report from the planning consultants. Clerk to request extension of time of 6weeks from 30th September from BDC to submit comments and to contact Clerk to Salhouse Parish Council.
 - iii. 2024/1221: Change of use of land and erection of 2 x field study buildings and 4 x nissan huts and creation of a new vehicular access at Green Lizard Wood Rackheath Park Rackheath - no additional comments to add.
 - iv. 2024/1742: installation of 24m lattice mast for rural broadband/business use at 13 Bidwell Road Rackheath NR13 6PT - decided after issue of the agenda.

- v. 2024/0025: full planning for the creation of a wastewater treatment works including associated engineering works and access at land to the northwest of Dobbs Beck accessed from North Walsham Road Beeston St Andrew – Council wish to object over concerns that it appears the plant is partially open, as had been led to believe that it was fully covered, due to odour, despite the report submitted. Insufficient capacity, delivery timetable concerns. RESOLVED: budget of £2,000 to be taken from CIL funding to enable Nicola to ask One Planning for guidance/reference to another consultant to investigate further.
- b. Modifications to the Tree Preservation Order TPO BD0650 for 13 Bernard Close, Rackheath noted.
- c. Neighbourhood Plan revision - the Steering Committee will meet on Friday 20th September to discuss the Design Code with a further meeting to discuss the draft Neighbourhood Plan at a later date.

9. Accounts and Finance

- a. Cost of tree work required by the primary school in relation to overhanging trees from Jubilee Park. agreed at cost of £50.
- b. Defibrillator for Rackheath – Martin has agreed that his District Councillor’s grant of £1,000 is to be used to fund an additional defibrillator for Rackheath at the Sole and Heel. Clerk to speak to owner to enquire whether he can cover costs over and above the grant and installation, although council will monitor. Quotes received to purchase identical defibrillator to those already owned.
- c. Council noted the revised fees and terms for payroll services.
- d. The additional insurance premium of £399.66 due to increased value of play equipment was agreed.
- e. Use of Civicly (an additional free of charge service from Scribe) agreed – Facilitates Co-ordinator to set up.
- f. Payments for August and September 2024 agreed

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
78 Audit	01/09/2024		Parish Council Curre		Internal Audit	Norfolk Association of Loca	S	250.00	50.00	300.00
84 Training	01/09/2024		Parish Council Curre		Training	Norfolk Association of Loca	S	30.00	6.00	36.00
93 Admin & Office Expenses	01/09/2024		Parish Council Curre		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
94 Admin & Office Expenses	01/09/2024		Parish Council Curre		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
100 Admin & Office Expenses	01/09/2024		Parish Council Curre		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
101 Admin & Office Expenses	01/09/2024		Parish Council Curre		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
99 Training	01/09/2024		Parish Council Curre		Essential Update Seminar [Trai	Norfolk Parish Training & S	X	112.00		112.00
121 Training	01/09/2024		Parish Council Curre		Correction to Entry 220 from 2:	APF Safety Services Limite	S	-249.99	-50.00	-299.99
98 Payroll Services	01/09/2024		Parish Council Curre		Payroll Services	DM Payroll Services Ltd	X	66.00		66.00
87 Jubilee Park Grasscutting & Ma	01/09/2024		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	277.16	55.43	332.59
87 All-Saints Church Grass Cutting	01/09/2024		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	27.94	5.59	33.53
79 Pavilion Fixtures and Fittings	01/09/2024		Parish Council Curre		Parking Sign	CIM	S	61.00	12.20	73.20
87 Grounds Maintenance - Stracey	01/09/2024		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	116.16	23.23	139.39
87 Grounds Maintenance - behind	01/09/2024		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	37.16	7.43	44.59
102 Jubilee Park footpath & lighting	04/09/2024		Parish Council Curre		Jubilee Park Lighting	Eon	L	22.26	1.11	23.37
103 Pavilion Cleaning	05/09/2024		Parish Council Curre		Pavilion cleaning	Heritage Contract Services	S	343.86	68.77	412.63
105 Pavilion Utilities	05/09/2024		Parish Council Curre		Pavilion Electricity	Eon	S	422.58	84.52	507.10
109 Bus Shelters	11/09/2024		Parish Council Curre		Bin Bags	Rackheath Stores	X	2.49		2.49
108 Repairs, Renewals and General	11/09/2024		Parish Council Curre		Football Net Pegs & Clips	Amazon EU UK Branch	S	8.32	1.67	9.99
108 Repairs, Renewals and General	11/09/2024		Parish Council Curre		Football Net Pegs & Clips	Amazon EU UK Branch	S	3.32	0.67	3.99
110 Pavilion Cleaning	11/09/2024		Parish Council Curre		Cleaning Spray	Toolstation	S	5.99	1.20	7.19
111 Pavilion Cleaning	11/09/2024		Parish Council Curre		Scourers	Poundland	S	1.05	0.20	1.25
112 Pavilion Cleaning	11/09/2024		Parish Council Curre		Tea Towels	Matalan	S	3.75	0.75	4.50
Total								1,571.89	270.93	1,842.82

- g. Receipts for July and August 2024 noted: s106 payment £33,400, Neighbourhood Plan grant £2,250, Pavilion income £3,836.83.
- h. Monthly bank reconciliation to 31st August 2024: £974,384.64

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

On-line consultation survey (stage 1) for a district-wide Design Code for South Norfolk and Broadland Broadsheet editions 233 & 234 (August & September 2024)

Woodland Trust: invitation to apply for free tree packs for your community

Broads Authority Active Travel project: consultation for a Local Cycling and Walking and Infrastructure Plan

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

11. To consider additional information relating to potential projects

Council resolved to prepare business plan for submission to Broadland District Council regarding use of CIL and s106 funds for a particular project, should the agreed offer be accepted.

12. Staffing

Appraisal to be carried out this month.

29/2024

