

**Minutes of the Rackheath Community Council Meeting
Of Tuesday 19th September 2023 at 7.00p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Philip Stone

Philip Stone, (Locum) Community Clerk

Councillors present: Pippa Nurse (Chair), Brian Gardner, Fran Whymark, Julie Hunt, Nicola Kerr, Steve Nurse, Sharon Mc Kim

Officer in Attendance: Philip Stone (Locum Clerk)

Members of the Public: None in attendance

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

Apology received for Fiona Bartle, proposed to accept, seconded, unanimously resolved.

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

None received.

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

Verbal report received from District Councillor Fran Whymark:

- a. Update on A47 improvements, works delayed because of a current legal challenge.
- b. New Rackheath Medical Centre, a planning amendment is required in respect of drainage which has caused a delay in commencement of onsite works.

89. 4. To agree and approve the minutes of the Extraordinary Council meeting of 3rd August and the Council meeting of Tuesday 25th July 2023.

- a. **Minutes of the Extraordinary Council meeting of 3rd August**
Agreed date amendment to read 3rd and not 13th, Proposed, seconded, and unanimously approved.
- b. **Minutes of the Community Council Meeting of 25th July**
Proposed seconded and unanimously approved.

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

- a. Containers and electrical installation** still awaited.
- b. Dog Bins** two bins have been installed.
- c. Tenders received for Jubilee Park.** Confirmation received from District Council a split of CIL and 106 can be used for the works.
- d. Defibrillators** Have now been installed clerk will seek advice from Heart to Heart in respect of online circuit registration and training for facilities Coordinator in respect of maintaining the defibrillators and online registration.

91. 6. Newman Road Woods.

- a. To review, agree, and note the tree assessment and management report from Farmland Forestry.**

Noted.

- b. To discuss and resolve whether to acquire Newman Woods from Broadland and South Norfolk District Council.**

Proposal to purchase the woods subject to receipt of appropriate assessments from the District Council allowing the community council to ascertain the acceptable long-term cost viability/ liability of the historical assets within the wood. Proposed, seconded, resolved.

- c. To confirm any costs associated with purchase 6b. and works as recommended in 6a. are funded from CIL payments. (Annual budgeting for wood maintenance thereafter)**

The Clerk confirmed the District Council have confirmed the use of CIL monies for this use would be acceptable.

92. 7. Pavilion / Stracey Sports Park

- a. To note agree and authorise the expenditure of £900 for the redecoration of the entrance hallway and the erection of acoustic panels in the main hall. £700 confirmed.**

Proposed to note, agree and authorise quoted work in the sum of £700 for hall and acoustic panels, seconded and resolved.

- b. To note agree and authorise the expenditure of plumbing repairs to toilet, showers and sinks parts £716.02, Plumber £250.**

Proposed to note, agree and authorise quoted expenditure, seconded and resolved.

93. 8. Footpath Works

- a. To accept agree and authorise the tender received from Cozens for work and lighting to the footpath.**

Proposed to accept, agree and authorise the tender, seconded and resolved.

- b. To note the email received from the church and the PCC in support of the proposed works the agreement to allow the council to remove the yew tree hedge running alongside the pathway at the council's cost.**

Noted

- c. To agree form of appointment for probation service to carry out unpaid works within Rackheath under the council's public liability insurance (Clerk to clarify)**

The clerk confirmed the form of appointment was still awaited, proposed to accept in principle subject to receipt of formal document, seconded, resolved.

94. 9. Play Equipment Jubilee Park

- a. To authorise a completion report by David Bracey £275 plus vat and full inspection report of £100 plus vat.**

Proposed, seconded, resolved.

- b. To receive completion report findings and resolve action to be taken.**

Received

Proposed clerk to ask contractor to remedy works recommended in report in particular location of benches and for edging to equipment where highlighted to be replaced not repaired, seconded and resolved.

Proposed if recommended works are not carried out that the clerk makes a retention from the contract price up to £10,000.

- c. To confirm agreed location of benches.**

Proposed, seconded, resolved.

- d. To accept and approve quote for installation of concrete pads for 8 benches £1,977.**

Proposed to accept and approve, seconded, resolved.

- e. To authorise the purchase of 2 plastic 3-seater benches H935 x L1565 x W604mm colour new teak in the total sum of £830.**

Proposed to authorise and approve, seconded, resolved.

95. 10. Green Lane West Visual Splay

- a. To note email 12th September from Highways confirming delegated responsibility for maintenance of visual splay. To resolve to add the area to the cutting schedule and to authorise one of maintenance of the area in the sum of £600.**

Noted.

96. 11. GT16 Taylor Wimpey

- a. Update replans and council meeting prior to public consultation.**

Verbal report from Cllr Pippa Nurse.

Community Stewardship Solutions (CSS) in conjunction with Taylor Wimpey looking to work with parish councils (both Rackheath & Salhouse) to ensure future open spaces, community facilities and buildings are managed in a way that will ensure sustainability and perpetuity. First initial meeting held 18/09/23.

Updated masterplan issued shows location of sewage treatments (to meet nutrient neutrality requirements) at Wroxham Road end near Halsbury Homes application site. Councillor McKim has requested details of sewage proposals from TW. Concerns from councillors over location and impact.

RCC requested that TW look into releasing land on GT16 earmarked for later phases to be made available for temporary uses such as dog run / allotments.

- b. Discuss and resolve to use CIL monies for GT16 Consultant (impact of development)**

Proposed, seconded, resolved.

- c. Agree initial budget for consultant.**

Proposed £1,500 plus vat, seconded, resolved.

d. Appoint GT16 consultant.

Proposed One planning, seconded, resolved.

97. 12. Neighbourhood plan

a. Agree appointment of consultant

Proposed Rachel Leggett, seconded, resolved.

b. Agree initial budget.

Grant application £6,000 (available via Broadland & South Norfolk District Council) and consultant quote of £13,400 seconded, and unanimously resolved.

98. 13. Form of Delegation

a. To agree, approve, and adopt a form of delegation enabling works to be actioned/commissioned in-between meetings by the clerk in conjunction with the chair on behalf of the council for items up to a £1,000 plus vat.

Proposed, to defer and revise the form of delegation for consideration at a further meeting, seconded, resolved.

b. To amend financial regulations to allow for the increased figure of £1,000. Agreed to look at further forms of delegation.

Proposed no amendment to be considered until such time as 13. A is resolved, seconded, resolved.

99. Accounts

a. To approve the payments for September

b. To note the monthly bank reconciliation to 30th August 2023
Unavailable to follow once to hand.

c. To note the receipts for August 2023
Unavailable to follow once to hand.

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

None noted.

101. 13. A proposal was made to exclude the public under the Public Bodies (Admissions to Meetings) Act 1960, todue to the confidential nature of the item to be discussed – personnel matters.

- To agree action recommended by clerk in respect of outstanding football team invoice.

Proposed, seconded, resolved.

- To agree additional 5 hours per week for booking clerk to carry out RFO duties and appropriate clerk salary scale.

Proposed, seconded, resolved.

- To review existing locum clerk arrangement.

Proposed to continue with current arrangement of 16 hours a week for the immediate future, seconded, resolved.

- To agree hours required for permanent clerk role 25 or 30 and days to be worked.

Proposed 30 hours per week, seconded, resolved.

- To agree clerk PayScale/ hourly rate. Discussion took place, no overall agreement was reached, further staffing discussions required.
- To agree Local Authority pension provision for position of clerk. Discussion took place, no overall agreement was reached, further information on providers required.
- To agree to offer permanent position to existing locum clerk. Locum clerk role to continue whilst staffing options reviewed.

Rackheath Community Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
86	Payroll Services	27/09/2023		Parish Council Current		Payroll Services	DM Payroll Services Ltd	X	66.00		66.00
87	All-Saints Church Grass Cutti	27/09/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	25.92	5.18	31.10
87	Jubilee Park Grasscutting & I	27/09/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	256.67	51.33	308.00
87	Grounds Maintenance - Strac	27/09/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	107.58	21.52	129.10
87	Grounds Maintenance - behir	27/09/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	34.42	6.88	41.30
97	Pavilion Cleaning	13/09/2023		Parish Council Current		Pavilion cleaning	Heritage Contract Services Lt	S	234.06	46.81	280.87
97	Pavilion Cleaning	13/09/2023		Parish Council Current		Pavilion cleaning	Heritage Contract Services Lt	S	23.77	4.76	28.53
100	Clerk's Salary	14/09/2023		Parish Council Current		Locum Clerk	Philip Stone	X	1,350.00		1,350.00
100	Clerk's Salary	14/09/2023		Parish Council Current		Locum Clerk	Philip Stone	X	270.00		270.00
101	Dog Bins - new/replacement,	14/09/2023		Parish Council Current		Waste Bin Installation	PJH Property Maintenance	X	515.00		515.00
102	Pavilion Utilities	18/09/2023		Parish Council Current		Water	Wave-Anglian Water	Z	5.27		5.27
104	Admin & Office Expenses	25/09/2023		Parish Council Current		Internet & Phone	Focus Group	S	61.32	12.26	73.58
106	Admin & Office Expenses	04/09/2023		Parish Council Current		Microsoft 365 subscription	Anglian internet	S	72.00	14.40	86.40
107	NEST Pension	08/09/2023		Parish Council Current		Pension Contributions	Nest Pension	E	96.53		96.53
108	Pavilion Utilities	25/09/2023		Parish Council Current		Electricity	British Gas	S	277.37	55.47	332.84
109	Repairs, Renewals and Gene	27/09/2023		Parish Council Current		Pavilion Maintenance	Plumb City	S	596.68	119.34	716.02
110	Facilities Co-ordinator	29/09/2023		Parish Council Current		Salary	Facilities Coordinator	X	465.84		465.84
Total									4,458.43	337.95	4,796.38