



**MINUTES from the Rackheath Community Council Meeting on Monday 30th June 2025 held at
The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm**

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

Apologies: Julie Hunt

Clerk: Aileen Beck and Assistant Clerk: Dan Futter

Members of the public: 2 (until 7.32pm)

1. To consider and approve and apologies for absence

Apologies accepted from Julie Hunt

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

SM – 11 Vera Road planning application

NK PN SN – Park Gardens planning application

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

Public participation: planning matters – objections raised by neighbours to the application 12 Canfor Road as there appears to be minor amendments but they feel they have received a disappointing response from the planning department of Broadland District Council.

Fran Whymark confirmed that the Medical centre has been handed over to the Integrated Care Board who will fit it out internally by the end of August, ready to open in September. GPs are to be provided by Hoveton and Wroxham Surgery, on a part time basis. The planning application for the pharmacy is due to be reviewed within the next few weeks; if granted, it will potentially be opened in the next 18 months.

Mental Health summit driven by Lord Lieutenant Offices to launch Mindful Norfolk (see training)

4. To agree and approve the minutes of the Rackheath Community Council meeting of 19th May 2025

The minutes of the Rackheath Community Council meeting held on 19th May 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

Delegated decisions as discussed last month were completed: Insurance premium £3,136.18; new outdoor noticeboard for the pavilion £1,035 plus VAT; new bins for Jubilee Park £923.05 plus VAT.

Ongoing projects – no significant progress to report:

- Village sign area
- Defibrillator at the Sole and Heel
- Clean Up and Bloom grant
- Footpath through Jubilee Park to Wilkinson Road
- Newman Road Woods
- Princes Park playground

Correspondence:

- Broadland District Council: Community Awards 2025 open for nominations. Closing date 28th August 2025 <https://www.southnorfolkandbroadland.gov.uk/broadland-community-awards>
- Holy Trinity Church: Darleen's last service before moving to another benefice will be held on 20th July 2025 at 10.30am
- Kinship Carers: group to help carers <https://kinship.org.uk/>

- Mental Health Awareness in the Community training at Sprowston Diamond Centre, Sprowston on 15th July 2025 <https://www.southnorfolkandbroadland.gov.uk/community-safety/support-wellbeing/mindful-towns-villages>
- Norfolk County Council: Local Government Reorganisation proposal
- Norfolk County Council: Norfolk Minerals and Waste Local Plan 2023-2038 adopted
- Sprowston Town Council: neighbourhood Plan review <https://www.southnorfolkandbroadland.gov.uk/planning/future-development/local-plans/neighbourhood-plans/emerging-neighbourhood-plans-broadland/sprowston-neighbourhood-plan-review/sprowston-neighbourhood-plan-review>
- Wroxham and Hoveton Community Transport: volunteer drivers required, contact Terry and Liz on 01603 784455 or lizandterry@btinternet.com

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

- Agreeing the Service Level Agreement issued by the YMCA for youth provision in the parish: Cat Watling, the Communities Partnership Manager sent an update: Youth Workers are due to visit Jubilee Park to engage with young people, families and parents with a view to hosting pilot sessions. A visit has been made to Thorpe High School and will be followed up with a visit to Broadland High School. Sessions to be run during the summer holidays based upon the information gathered. Council agreed to the service level agreement in principle, save for clarification over time scales for each phase. It was agreed to request funding from Broadland District Council to cover phase 1 costs.
- Receiving an update regarding progress of replacement bus shelters and ratifying additional costs: Revised costs of £7,976.53 agreed for the Salhouse Road shelter due to the additional requirement of traffic lights and £7,276.49 for Wroxham Road (both plus VAT) plus costs of cutting back the overgrown foliage. Work permit requested – date of installation to be confirmed.
- Receiving an update regarding replacement bins for Jubilee Park: In hand – arrangements made to fix bins to existing concrete pads as soon as possible, before the start of the summer holidays.
- Noting that the Norfolk County Council Parish Partnership Fund is open for 2026/27: noted.
- Noting the tree survey report and work highlighted for attention: no urgent work identified.

7. Pavilion Matters

To consider and ratify the application for funding from the year 6 pupils of Rackheath Primary School as well as the Community Day proposed by Social Moments: Council agreed to a grant of £100 to cover most of the cost of hiring the pavilion for the year 6 leavers prom. Clerk to send a letter to the class to commend their fundraising efforts. The proposed Social Moments Community Day at the pavilion is in the planning stages, council agreed that there would be no charge for hire, subject to further information being received and accepted. Clerk to liaise over council's requirements.

8. Planning Matters

- To review and comment on Planning Applications:
 - 2025/1535: variation of condition 2 (render for exterior finish) of planning permission 2025/0742 at 11 Vera Road, Rackheath NR13 6QN: no objection.
 - 2025/1403: proposed new self-build dwelling at Park Gardens Rackheath Park Rackheath NR13 6LP: it was agreed that concerns should be raised on the basis that the wall itself is acknowledged to be a non designated heritage asset and that the revised proposal would disrupt the established character of Rackheath Park and the Hall, the bridge and the wall. It was also noted that the design does not incorporate any architectural references to the Hall or associated buildings.
 - 2025/0834: two storey front extension and porch and single storey rear extension at 12 Canfor Road Rackheath NR13 6SP: council agreed to raise concerns about parking and the lack of information about the build, such as the dimensions and height of the planned extension and the ramifications upon the neighbours.
- To receive an update on the Neighbourhood Plan regulation 16 consultation and examination stage: An examiner has been appointed. Funding from MHCLG has ceased, so remaining costs of approx. £2k (stage 5 of the proposal provided by the consultants) to be taken from the remainder of the Broadland District Council grant and CIL funds.

9. Annual Governance and Accountability Return 2024/25

- To note the report from the internal auditor following their visit on 30th May 2025: the report has been circulated to council and is available to view on the website.
- To discuss and move forward with recommendations made in the report: the RFO's report was considered. It was agreed that the Clerk would investigate the ramification of early repayment of the PWLB loan.
- To approve the Annual Governance Statement before it is signed by the Chairman and Clerk: council agreed to approve the Annual Governance Statement which was duly signed.
- To approve the Accounting Statements already signed by the Responsible Financial Officer before being signed by the Chairman: council agreed to approve the Accounting Statement which was duly signed.
- To note the period for the exercise of public rights will begin on Tuesday 1st July 2024 and end on Monday 11th August 2024: council noted that the appropriate information will be uploaded to the website and a copy of the main form put on both of council's noticeboards.
- To note that the necessary documents will be available to view on Council's website on 30th June 2025: Clerk to upload documentation to the website tonight to ensure compliance with the public rights period as well as submitting it to the external auditor, PKF Littlejohn.

10. Finance and Administration

- To approve the payments for June 2025

Rackheath Community Council PAYMENTS (AWAITING AUTHORISATION) LIST

26 June 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	Stracey Playing Field Football F	26/06/2025		Parish Council Curre		Football Net Pegs & Clips	B&Q	X	67.07		67.07
52	Bus Shelters	26/06/2025		Parish Council Curre		HMR Land Registry	HMRC	X	7.00		7.00
55	Admin & Office Expenses	26/06/2025		Parish Council Curre		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
56	Admin & Office Expenses	26/06/2025		Parish Council Curre		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
57	Admin & Office Expenses	26/06/2025		Parish Council Curre		Internet & Phone	Focus Group	S	86.94	17.39	104.33
58	Pavilion Cleaning	26/06/2025		Parish Council Curre		Pavilion cleaning	Flawless Cleaning Norfolk L	S	464.32	92.86	557.18
59	Pavilion Cleaning	26/06/2025		Parish Council Curre		Pavilion cleaning supplies	Flawless Cleaning Norfolk L	S	12.78	2.56	15.34
60	Repairs, Renewals and General	26/06/2025		Parish Council Curre		Fire Extinguisher Maintenance	Nordwell Ltd	S	316.50	63.30	379.80
61	Repairs, Renewals and General	26/06/2025		Parish Council Curre		Fire Alarm & Emergency Light	Nordwell Ltd	S	150.00	30.00	180.00
62	Tree Maintenance	26/06/2025		Parish Council Curre		Tree Survey	Oakfield Arboricultural Serv	S	640.00	128.00	768.00
63	Audit	26/06/2025		Parish Council Curre		Internal Audit	Peter Strange	X	250.00		250.00
64	Pavilion Fixtures and Fittings	26/06/2025		Parish Council Curre		PAT Testing	Norfolk PAT Testing	X	130.00		130.00
65	Clerk's Salary	30/06/2025		Parish Council Curre		Salary	Clerk	X	1,541.30		1,541.30
66	Assistant Clerk's Salary	30/06/2025		Parish Council Curre		Salary	Assistant Clerk	X	1,010.97		1,010.97
67	PWLB Loan Repayments	03/07/2025		Parish Council Curre		Loan Repayment	PWLB	X	2,315.85		2,315.85
68	Pavilion Utilities	26/06/2025		Parish Council Curre		Water	Wave-Anglian Water	X	459.20		459.20
69	Admin & Office Expenses	26/06/2025		Parish Council Curre		General Maintenance Equipmer	Cherry Lane	S	14.14	2.83	16.97
70	Pavilion Cleaning	26/06/2025		Parish Council Curre		Pavilion cleaning	Flawless Cleaning Norfolk L	S	464.32	92.86	557.18
71	Jubilee Park Grasscutting & Ma	26/06/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	296.58	59.32	355.90
71	All-Saints Church Grass Cutting	26/06/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	30.75	6.15	36.90
71	Grounds Maintenance - Stracey	26/06/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	135.00	27.00	162.00
71	Grounds Maintenance - behind	26/06/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	39.75	7.95	47.70
71	Stracey Playing Field line Marki	26/06/2025		Parish Council Curre		Grounds Maintenance	Garden Guardian	S	478.00	95.60	573.60
Total									8,925.89	626.90	9,552.79

- To note the receipts for May 2025: hire income of £2,152.89 plus VAT received
- To note the monthly bank reconciliation to 31st May 2025: £1,076,056.29
- To consider and agree the new CIL policy: to be carried forward to July's meeting
- To authorise the regular payments for the financial year in accordance with s6.6 & 7.9 of the Financial Regulations: council noted and agreed these regular payments
- To consider SLCC membership fees for the assistant clerk: council agreed in principle, subject to apportionment with other councils.

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. Assets

To consider the current and future arrangements for the old Doctors Surgery on Newman Road: the current tenancy will end during the summer so once the building has been returned to the council further conversations will be held to discuss its future uses.

Next scheduled meeting: Monday 21st July 2025