

**Minutes of the Rackheath Community Council Meeting  
Of Tuesday 27<sup>th</sup> September 2022 at 7.00p.m.  
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

**Present:** Pippa Nurse (Chair), Brian Gardner, Fran Whymark, Joel Whymark, Julie Hunt, Nicola Kerr

**In Attendance:** Anne Tandy Parish Clerk & Responsible Financial Officer

**Members of the Public: 2**

**61. Election of Community Council Chairman**

The resignation, as Chair, of Paula Lowe was noted. A nomination was made by Julie Hunt for Pippa Nurse to undertake the role of Chairman, for the remainder of the year. This was seconded by Brian Gardner. There being no other nominations Pippa Nurse was unanimously elected as Chairman. Declaration was signed in sight of the Clerk at the meeting.

**62. Election of Community Council Vice Chairman**

The matter of Vice Chairman was proposed and Julie Hunt proposed to take on the role. This was seconded by Brian Gardner and there being no other nominations Julie Hunt was unanimously elected as Vice Chairman.

**63. Co-option of a new member to the Community Council**

Following an informal interview with the applicant, (Nicola Kerr), by Paula Lowe and Pippa Nurse, it was proposed by Pippa Nurse that Nicola be co-opted as a new member of the Community Council. This was seconded by Julie Hunt and Nicola was unanimously appointed to the Council. The Acceptance of Office and Declaration of Interests will be signed at the next meeting.

**64. Apologies for absence were received from Paula Lowe. All approved.**

**65.** Declarations of interest for items on the agenda were received from Fran Whymark who reported that he now has a planning portfolio and involved in Broadland Growth at BDC. A Declaration of Interests form is to be updated and submitted by Fran to the Clerk.

**66.** The meeting was adjourned for Public Participation:

Request for information about the Newman Woods adoption.

**District and County Councillor Report**

Fran has visited a new Food Innovation Centre at Honingham. Most raw product from Norfolk is processed outside the County but this seeks to bring processing back into the County. New related businesses can set up in the units provided. It includes the biggest vertical farm in Europe.

Changes to bin collection days have been rolled out in Broadland and affected residents notified by post. There are also new food collection bins being introduced to some areas.

The Horizon building purchase has been completed and it is hoped the move will take place early next year.

Wroxham library will be closed from 14-18 November 2022 to build a new access walk way.

**67.** The minutes of the Community Council meeting of **Tuesday 19<sup>th</sup> July 2022** were received. The Council **approved** these as a correct and accurate record of the meeting.

68. There were no matters arising from the last meeting.

**69. Planning Matters:**

- a. The planning report of applications, decisions and those dealt with under delegated powers was noted.
- b. The following application was considered:  
Planning Application: 20221429  
Description: Single storey rear in-fill extension  
Location: Herstley Oak, 36 Sir Edward Stracey Road, Rackheath, NR13 6PP  
Application Type: Householder  
Comments: No objections
- c. A list of street names and themes for future developments was presented. It was proposed that these were appropriate, particularly those with a Norfolk theme. Delegated authority be granted to the Clerk to allocate schemes between meetings, as necessary. **All agreed.**
- d. A resolution was passed to explore the option of reviewing and updating the Neighbourhood Plan. It was agreed that due to the time elapsed and the changes already apparent in the village, it feels like a good time to review and update the policies. It was proposed to move this forward as a working group. **All agreed.**

Item 73 brought forward to allow for members of the public, who attended, to complete their business and leave if necessary.

**70. Pavilion / Stracey Sports Park**

- a. Progress is being made with the installation of storage pods and an updated quote for their purchase has been agreed with BDC. One quote has been received for the groundwork and a second is awaited. Council requested that the order for the pods is made promptly to avoid any further price increases.
- b. Progress with the additional car parking area is slow. An oak tree belonging to NCC Highways, has been identified as needing to be reduced and work to complete this has been requested. BDC planning have verbally confirmed that planning permission is not required for the reinstatement of the additional car parking area – written confirmation to be obtained.
- c. It was proposed that a grant application for installation of disco lighting and a ceiling mounted projector and screen be applied for which would benefit hirers of the hall and attract more business. **All agreed.**

**71. Jubilee Park**

Work to install bollard lighting along the footpath beside HTC is ongoing. One quote has been received, one is awaited and a third site visit is booked for later in the week.

**72. Play Equipment Project**

- a. An update on the project to replace and renew play equipment in the village using s.106 funding was presented. Due to the low number of Councillors, this work is being phased and the first phase will be Jubilee Park immediately followed by Stracey Playing Field. Some of the existing equipment at Jubilee Park will be removed and new items added to increase the age coverage. Three companies have carried out site visits and once all the quotes have been received, they will be scrutinised and a plan put together and presented to the Council for discussion. Any members interested in joining the working group should contact the Clerk. **All agreed.**
- b. A quote to repair the green rotator dish has been received for £1,905.31 +VAT. Given the plans to improve play facilities it was proposed that this item has failed to give good value for money and should be removed to make way for new equipment. **All agreed.**

**73. Newman Road Woods**

The purchase of disputed land at the woods should be in a position to move forward now that BDC have allocated money for the purchase of the disputed land. Once this has been authorised by the appropriate BDC

Committee the adoption can proceed. It was proposed that the Council approves the land transfer in principle on this basis and a new boundary plan to be requested from BDC to include the land purchased. A plan of the pedestrian route between the woods and The Landings development was presented but it differs from the discussions which had been taken place earlier in the year. A further meeting to be called with Norfolk Homes and BDC to relook at the plan and ensure the route is correct. **All agreed.**

#### 74. Road Safety

- a. A resolution was passed to make an application to access the Road Safety Community Fund – Eligible Safety Measures. The issues with parking outside the primary school were raised and discussion took place amid concerns for road safety in the area. It was noted and future school provision should take the matter into consideration but the existing school site would gain little benefit from the schemes on offer. It was therefore proposed that an application be made for a grant to provide gateway village signage to be erected at the entrance to the village off the NDR on Salhouse Road. This fits with the neighbourhood plan for a welcoming entrance to the village. **All agreed** this would be an appropriate allocation.
- b. The purchase of the SAM2 unit has been made and once delivered a representative from Westcotec will attend to provide instruction on its installation and use. A request was made for Councillors to support the periodic moving of the unit.

#### 75. Dog Waste Bins

- a. An assessment of all the existing dog waste bins in the village was presented. BDC Contracts Officer has suggested that some of the repairs could be carried out by their staff and further information is awaited. Anything outstanding will be replaced from the budgeted funds.
- b. It was proposed to add an additional two bins to the village at each end of the Trinity Gardens tree belt on Salhouse Road and Green Lane East. **All agreed.**

#### 76. Council Communication

- a. The adoption of new individual email addresses for all members of the Council was proposed. The Business Basic licence will cost £4.50 per email, per month but will be a more professional means of communication and comply with data protection. **All agreed.**
- b. It was proposed that a WhatsApp group be used by all Councillors and staff, for matters which need urgent responses, e.g. Pavilion questions, out of hours emergencies. Emails to remain main format of communication. **All agreed.**

#### 77. Audit

- a. The external auditors report from PKF was presented and the findings were considered. An except for matter was recorded for a typographical error in box 10 of the current year which should have read £251,878.
- b. The response to the Internal Audit report 2021/22 was noted.
- c. It was proposed to reappoint Tina Newby as Internal Auditor for 2022/23 with no increase in cost, as she has completed extra work to help clarify the Council's financial position regarding borrowing and it will be useful for her to be involved again to ensure the smooth running of next years external audit.

#### 78. Budget 2023/24

The following projects were identified to be included in the next budget:

- PV Solar panels to power additional heating.
- Air source heat pumps for across the building.

#### 79. Accounts

- a. The payments for August 2022 and September 2022 were **approved.**
- b. The monthly bank reconciliations to 31<sup>st</sup> July and 31<sup>st</sup> August 2022 were **noted.**

- c. The receipts for July and August 2022 were **noted**.
- d. The estimated cost of £58.00 +VAT to remove graffiti from Jubilee Park was **noted**.
- e. The purchase of new lighter weight tables for the Pavilion costing £822.48 +VAT was **noted**.
- f. Playground Inspection Training for the Booking Assistant at a cost of £60.00 was **approved**.

#### 80. Policy Review

The Freedom of Information Publication Scheme was reviewed and **approved**.

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

- Invitation to attend Trinity Meadow for Afternoon Tea on 22<sup>nd</sup> September. *One Councillor attended.*
- Norfolk ALC Newsletter – July 2022
- Broadland District Council: Taximeter Tariff (Table of Fares) Consultation
- Broadland District Council: Upcoming Events and Opportunities
- Licensing Application for Lisa Angel Limited – *no objections raised*
- Tree Council Broadsheet issue 208 - August 2022
- Norwich Western Link project update
- Notification that the Norwich Western Link project - consultation now live
- Norfolk Police: 'Invite Time to Talk' to your Police and Crime Commissioner
- Norfolk Police Priority Setting meeting - Thorpe St Andrew, Wroxham, & surrounding areas

#### 82. Items for publication/media and items for the Community Council meeting on Tuesday 18<sup>th</sup> October 2022.

#### 83. To consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the item to be discussed – personnel matters.

Staff Advisory Committee report:

- a. It was reported that all staff Appraisals have now been completed. This process raised the matter of working hours.
- b. It was recognised that the Clerk's time is being stretched continually and work to manage the Pavilion could be as effectively covered by the Booking Assistant. It was proposed that an additional 2.5 hours per week are added to the Booking Assistants contract from 1 October 2022, **to be reviewed March 2023 and a possible increase. All agreed.**

The Meeting concluded at 21:20

**Rackheath Community Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
123 Admin & Office Expenses	02/09/2022		Parish Council	Direct Debit	Microsoft 365 subscription	Anglian internet	S	14.50	2.90	17.40
122 NEST Pension	09/09/2022		Parish Council	Direct Debit	Pension Contributions	Nest Pension	X	144.59		144.59
125 Pavilion Utilities	25/09/2022		Parish Council	Direct Debit	Water	Anglian Water	S	129.44	25.89	155.33
126 Admin & Office Expenses	26/09/2022		Parish Council	Direct Debit	Internet & Phone	plusnet	S	26.25	5.25	31.50
124 Pavilion Utilities	26/09/2022		Parish Council	Direct Debit	Pavilion Electricity	British Gas	S	348.43	69.69	418.12
135 Training	27/09/2022		Parish Council	BACs	Training	Community Action	X	60.00		60.00
136 PAYE & NIC	27/09/2022		Parish Council	BACs	PAYE & NI	HMRc	X	331.47		331.47
127 Audit	27/09/2022		Parish Council	BACs	Audit fee	PKF Littlejohn LLP	S	300.00	60.00	360.00
128 Pavilion Cleaning	27/09/2022		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	235.04	47.01	282.05
129 All-Saints Church Grass	27/09/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	23.58	4.72	28.30
130 Grounds	27/09/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	97.84	19.56	117.40
131 Grounds	27/09/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	31.25	6.25	37.50
132 Jubilee Park Grasscutting	27/09/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	233.33	46.67	280.00
133 Grounds	27/09/2022		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	263.44	52.69	316.13
134 Repairs, Renewals and	27/09/2022		Parish Council	BACs	Pavilion Furniture	ESE	S	822.48	164.50	986.98
139 Pavilion Fixtures and	27/09/2022		Parish Council	BACs	Pavilion Supplies	Screwfix	S	25.66	5.13	30.79
140 Pavilion Fixtures and	27/09/2022		Parish Council	BACs	Pavilion Supplies	Screwfix	S	25.66	5.13	30.79
141 Pavilion Utilities	27/09/2022		Parish Council	BACs	Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
142 Pavilion Utilities	27/09/2022		Parish Council	BACs	Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
143 Pavilion Utilities	27/09/2022		Parish Council	BACs	Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
144 Admin & Office Expenses	27/09/2022		Parish Council	BACs	Annual Subscription	McAfee	S	99.99	20.00	119.99
145 Admin & Office Expenses	27/09/2022		Parish Council	BACs	Stationery	Roys (Wroxham) Ltd	S	2.57	0.51	3.08
146 Admin & Office Expenses	27/09/2022		Parish Council	BACs	Stationery	Sainsburys	S	6.67	1.33	8.00
147 Street Furniture	27/09/2022		Parish Council	BACs	SAM2 Unit	Westcotec	S	3,350.00	670.00	4,020.00
137 Clerk's Salary	30/09/2022		Parish Council	BACs	Salary	Anne Tandy	X	991.45		991.45
138 Booking Assistant Salary	30/09/2022		Parish Council	BACs	Salary	Hannah Lawrance	X	216.60		216.60
<b>Total</b>								<b>7,795.12</b>	<b>1,210.20</b>	<b>9,005.32</b>