



**MINUTES from the Rackheath Community Council Meeting on Monday 19th May 2025 held at
The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm**

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

Apologies: Nicola Kerr and Clerk Aileen Beck

Assistant Clerk: Dan Futter

Members of the public: None

- 1. Election of Community Council Chairperson** and completion of the acceptance of office form
Pippa Nurse was unanimously elected as Chairman. Acceptance of Office was then signed in the presence of the Assistant Clerk, with Fran Whymark signing as member.
- 2. Election of Community Council Vice Chairman** and completion of the acceptance of office form
Julie Hunt was unanimously elected as Vice Chairman. Acceptance of Office was then signed in the presence of the Assistant Clerk, with Fran Whymark signing as member.
- 3. To consider and approve any apologies for absence**
Apologies accepted from Nicola Kerr and Clerk Aileen Beck
- 4. To adjourn the meeting for public participation and receive reports from the District & County Councillors**
No public participation.
Fran stated there are dates being set for weed treatment and grass cutting. This year NCC received additional funding, so undertaking additional weed treatment. The first cut is 19/05/25 and the second being August/September. Three cuts on A & B class roads for rural grass cutting with two cuts on C & U class roads, including a visibility cut. The first cut started in April, and the remaining two cuts will be scheduled depending on growth over the summer months.
- 5. To agree and approve the minutes of the Rackheath Community Council meeting of 7th April 2025**
The minutes of the Rackheath Community Council meeting held on 7th April 2025 were agreed as a true record and signed by the Chair.
- 6. To note annual meeting requirements in accordance with standing orders**
 - a. to appoint councillors to existing committees and working groups: planning committee; internal control; finance advisory working group; staffing advisory group; neighbourhood plan review working group; infrastructure and facilities steering group**
Pippa proposed the following, with all in agreeance.
 - Planning Committee – Cllr Pippa Nurse as lead with Cllr Kerr and Cllr McKim
 - Internal Control – Cllr Whymark
 - Finance Advisory Group – RFO to lead with Cllr Hunt and Cllr Whymark
 - Staffing Advisory Group including recruitment and disciplinary and grievance – Cllr Hunt as the lead with one other councillor to be appointed as appropriate.
 - Neighbourhood Plan Review Working Group – Cllr Kerr, Cllr Whymark and Cllr Pippa Nurse
 - Infrastructure and Facilities Steering Group – Cllr Pippa Nurse as lead and with all Councillors
 - b. To note that Standing Orders and Financial Regulations were last agreed in March 2025 and that council's policies and procedures reviewed in accordance with the schedule provided**
This was noted.
 - c. To review asset register**
Reviewed and agreed by all.
 - d. To note that insurance cover due for renewal on 1st June 2025 and rebuild cost valuations and tree survey costs being sought**

- Pippa stated that we are waiting for a revised quote for appropriate cover. As the renewal date is the 1st June then it was agreed by all that Council gives authority to the Clerk to spend up to, £3,500 on the premium and once through the payment is set up, authorised and reported next month.
- Julie stated that we will need new quotes for next years insurance.
- A tree survey report was distributed to all prior to the meeting. It was agreed by all that Oakfield Arboricultural Services will complete our tree survey.

e. To note and agree future council meeting dates

All agreed.

7. 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 – HMRC PAYE ratified.
- Maintenance spends within budget – the office window and the SLCC Norfolk Conference on the 20th June 2025 for the Clerk and Assistant Clerk to attend.

Ongoing Projects

- Rackheath village sign - Request made on Facebook for suggestions of refurbishment and quotes to the office – none received so far, Assistant Clerk to look for local companies regarding quotes and the outcome of the tree survey regarding the roots.
- Defibrillator located at Sole & Heel – Still awaiting authorisation from pub owner before installation can take place. Further contact details sent to the Clerk.
- Clean Up and Bloom spending – It was agreed by all that the Clerk can repurchase the planter.
- Footpath through tree belt – Awaiting details of potential contractors to be able to send out a specification.
- Newman Road woods – Awaiting correct information and documentation from solicitors. The plan is to sign transfer documents at June's meeting. It was agreed not to pursue with purchasing of drainage and environmental surveys, and that this information can be located free of charge.

Correspondence

- Public Spaces Protection Order (Dog Fouling) consultation to renew for a further 3 years. Views by 11th June 2025.
- Community Payback – it was agreed by all to use their services as before.
- Social Moments (Funders Pack) – it was agreed by all that Social Moments would need to complete firstly a formal grant application.
- Broadland & South Norfolk Design Code consultation. This is open until Monday 23rd June 2025.

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

- Noting the YMCA are preparing their outreach programme for the youth provision offer for Rackheath**
 - YMCA attended the Annual community Meeting to explain their programme and outreach.
- Considering the use of £30,000 of CIL funds to lower the current speed limits at two points within Rackheath in accordance with the Norfolk Speed Management Strategy**
 - It was agreed by all not to support this level of funding considering works/change of road layouts likely to be undertaken by Highways in the near future – council would rather campaign towards paths in the area.
- Reconsidering the design of the Salhouse Road bus stop following feedback from the manufacturer**
 - The Assistant Clerk prior to the meeting had sent around options regarding the design - the consensus was to order a shelter with full end panels, which can be bolted down (installed as per existing shelter), with the removal and disposal of the existing shelter with no additional groundwork required. Lower panels to be clear (same as current).
- Applying to the Norfolk County Council Bus Service Improvement Plan to upgrade the Wroxham Road/Stone Hall bus stop**
 - It was confirmed that if all funds exhausted to pay for 8c, then CIL funds can be used, or general reserves.
- Reconsidering the design of the Salhouse Road bus stop following feedback from the manufacturer**
 - Same as 8c.

f. Confirming whether to accept the transfer of the playpark and footpath at Princes Park

- Princes Park developers have confirmed playpark will include the pathway running through it. There should be an appropriate allowance made on the commuted sum we will receive but we don't have these figures as of yet. It was agreed to carry on with the negotiations, and to find out further information.

g. Considering the options for a new noticeboard at the Pavilion

- The Assistant Clerk sent a report around prior to the meeting. It was agreed by all that we would go for the Breeze Wall Mounted Double Door noticeboard to be purchased from Notice Board Company (UK) Limited. This will be placed on the outside wall of the hall facing out towards the car park. It was agreed to advertise on social media regarding someone local to fix to the wall. It was discussed that in a future meeting we will review having a free-standing noticeboard to be placed in Stracey Park.

h. Considering various advertising options for the Pavilion

- The Assistant Clerk sent a report around prior to the meeting. It was agreed not to advertise in any of the local publications but to push further via social media advertisements and to go out to local companies and groups to promote our hire services further.

i. Ordering of replacement bins for Jubilee Park

- Information regarding bin recommendation from the District Council was sent to all prior to the meeting. It was agreed by all to purchase 3 bins on recommendation via Wybone. It was also agreed by all to approve a £500 allowance for a local contractor to fix the bins to the ground using the appropriate hardware.

9. To discuss arrangements for the 2025/26 football season and associated costs and equipment

- The council is looking into the viability of providing cricket provision at Stracey alongside football
- If cricket is viable, then one adult pitch will be available for the next season with one adult team scheduled on a Saturday and two adult teams on Sunday.
- Football teams with previous non-payment of fees will not be invited back.
- The Assistant Clerk has started to investigate costs for new goal nets, which are estimated at £35 each. Further information is to be sent around in due course.
- It was agreed by all to raise the adult season team fee by 2%, and prices held for all other categories.

10. Planning Matters

a. To review and comment on Planning Applications:

- i. 2025/0713: re-consultation on replacement dwelling at 57 Vera Road, Rackheath NR13 6QN – no additional comments submitted**

It was agreed by all that we do not have any further comments.

- ii. 2024/3250: full planning permission for land opp 2 Gatehouse, Broad Lane, Little Plumstead**

Fran declared an interest in this planning application and will not comment.

Sharon stated their concern is the water supply, drainage and flooding, which has already been raised but have all been ignored. Fran stated that this has all been completed.

b. To note that Reg 16 consultation has opened for the revised Neighbourhood Plan and is due to close at 5pm on 27th June 2025

This was noted, stating this has been advertised across local councils' websites.

11. Accounts, Finance and Administration

a. To approve the payments for May 2025: the following payments were approved

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
27	Defibrillators	08/05/2025		Parish Council Currer		Defibrillator Pads	Defib World	S	110.00	22.00	132.00
27	Defibrillators	08/05/2025		Parish Council Currer		Defibrillator Pads	Defib World	X	4.99		4.99
28	Jubilee Park footpath & lighting	19/05/2025		Parish Council Currer		Feederpillar Supply	Eon	L	18.71	0.94	19.65
29	Pavilion Utilities	19/05/2025		Parish Council Currer		Pavilion Electricity	Eon	S	500.34	100.07	600.41
30	Admin & Office Expenses	08/05/2025		Parish Council Currer		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
31	Admin & Office Expenses	08/05/2025		Parish Council Currer		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
32	Admin & Office Expenses	08/05/2025		Parish Council Currer		Microsoft 365 subscription	Anglian internet	S	72.00	14.40	86.40
33	NEST Pension	08/05/2025		Parish Council Currer		Pension Contributions	Nest Pension	X	578.36		578.36
34	Surgery Maintenance	08/05/2025		Parish Council Currer		Doctor's Surgery Fire Service	North Walsham Fire Protec	S	17.50	3.50	21.00
35	Clerk's Salary	30/05/2025		Parish Council Currer		Salary	Clerk	X	1,634.10		1,634.10
36	Assistant Clerk's Salary	30/05/2025		Parish Council Currer		Salary	Assistant Clerk	X	1,010.97		1,010.97
37	Repairs, Renewals and General	08/05/2025		Parish Council Currer		Pavilion Maintenance	S&C Window Repairs Limib	S	91.67	18.33	110.00
38	Training	08/05/2025		Parish Council Currer		SLCC Conference	SLCC	X	38.00		38.00
39	Jubilee Park Grasscutting & Ma	09/05/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	296.58	59.32	355.90
39	All-Saints Church Grass Cutting	09/05/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	30.75	6.15	36.90
39	Grounds Maintenance - Stracey	09/05/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	135.00	27.00	162.00
39	Grounds Maintenance - behind	09/05/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	39.75	7.95	47.70
39	Stracey Playing Field line Marki	09/05/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	135.56	27.11	162.67
39	Stracey Playing Field Football P	09/05/2025		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	670.00	134.00	804.00
40	Insurance	16/05/2025		Parish Council Currer		Commercial desktop rebuild co	Rebuild Cost Assessment,C	S	166.46	33.29	199.75
41	Admin & Office Expenses	16/05/2025		Parish Council Currer		Meeting Refreshments	Aldi	X	7.10		7.10
42	Training	16/05/2025		Parish Council Currer		Travel Expenses	Greater Anglia	X	136.20		136.20
43	Training	16/05/2025		Parish Council Currer		SLCC Conference	SLCC	X	48.00		48.00
44	Admin & Office Expenses	29/05/2025		Parish Council Currer		Internet & Phone	Focus Group	S	88.19	17.64	105.83
45	Admin & Office Expenses	16/05/2025		Parish Council Currer		Confidential Waste Shredding	Shred Station	S	10.00	2.00	12.00
46	Repairs, Renewals and General	16/05/2025		Parish Council Currer		Window Cleaning	Xtra Property Maintenance	S	37.50	7.50	45.00
Total									5,893.15	482.28	6,375.43

- It was agreed to pay via the Unity Trust account. The Assistant Clerk to add on the payments with Julie completing the authorisation, all in the current month.
 - Pippa signed off the payments form.
- b. To note the receipts for April 2025**
- Pippa stated to keep an eye on the outstanding part of the football invoice. All receipts noted with no further comments.
- c. To note the monthly bank reconciliation to 30th April 2025**
- All noted with the amount being £1,084,660.74.
- d. To note the CIL return submitted to Broadland District Council for 2024/25**
- All noted.
- e. To consider and agree the new CIL policy**
- Draft policy was sent to all councillors prior to the meeting.
 - It was agreed to remove sections 3.1 and 4.1. The application form needs some further information and work and to be separated from the policy.
The Clerk to revise and bring back to council.
- f. To authorise the regular payments for the financial year in accordance with s6.6 & 7.9 of the Financial Regulations**
- The Assistant Clerk to generate list and will be presented at the next meeting.
- g. To receive draft end of year budget monitoring information prior to completion of the Annual Governance and Accountability Return and Internal Audit**
- Draft noted and any issues contact the Clerk.

12. To consider potential projects

- Options are being explored for the GT16 community hub (phase 1).
- Council members will be visiting YMCA on the Aylsham Road in Norwich-to view their offering to understand how this hub has been delivered, issues and lessons learnt.

Next scheduled meeting: Monday 30th June 2025

Meeting closed 9.30pm

