

# Rackheath Community Council (RCC) Meeting held on 18<sup>th</sup> December 2023 at 7pm at The Pavilion



**Councillors in Attendance:** Pippa Nurse (Chairman), Fran Whymark (Minute Taker), Steve Nurse, Brian Gardner and Julie Hunt  
**Officer in Attendance:** Pippa Nurse (Temp Clerk)  
**Staff:** Gareth Duffin, Projects and Events Officer

**Members of public also in attendance.**

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

Apologies were received from Nicola Kerr. Sharon McKim absent. All approved.

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

Fran declared an interest in item 9b, as he had agreed to be a member of the working group at Salhouse Parish Council, as the District and County Councillor for the area.

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

**a. Public Participation:**

Members of public raised a concern that funding for the medical centre had been lost. Fran has been involved throughout and assured the public that although delayed the medical centre should still be going ahead and planning permission should be issued later this week.

**b. District councillor report: Fran Whymark**

- i. Fran gave an update from Broadland District Council (BDC) and reiterated that budgets were being discussed and the likelihood was that a 2.99% increase to Council Tax. At Norfolk County Council a general 2.99% increase and 2% for Adult Social care was likely.
- ii. From 31st December 2023 residents will no longer have to pay for household DIY waste for small projects at recycling centres.

**4. To agree and approve the minutes of the Council meeting of 27th November 2023 - agreed as a true record and signed by the Chairman.**

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

- a. Gareth Duffin was welcomed to the council as Projects & Event Officer.
- b. The Chairman thanked the team from Probation for all their excellent work at the Holy Trinity Church and on the old car park at Stracey Sports Park.
- c. Updates: money for the new defibrillator boxes (£800) had been paid from BDC via a Members Grant from Fran.

**6. Pavilion / Stracey Sports Park**

The Chairman and Steve had met with the Bowls Club to discuss the difficulties they are experiencing.

- a. Door across the hallway. This will allow the Bowls Club more space and allow the Rainbows to have separation of toilets for safeguarding reasons. Agreed unanimously to get costings.
- b. Two sets of benches (one for Bowls Club and another for outside the office for yoga users) if Community Infrastructure Levy (CIL) available for the full cost of £370 were proposed. **All agreed.**
- c. Agreement that costings would be sought for a cover over the concrete sitting area for the bowls.
- d. It was agreed that the Bowls Club is an important facility in the village. The majority agreed that there would be a reduction in fees for 2024/25 to £580 for the hire of the green, room hire charges will remain the same. **Majority Agreed.**

## 7. Projects

- a) **Newman Road Woods** – Transfer progressing. Agreed to put up markers on Newman Rd Woods to show extent of land transferred to RCC.
- b) **Pathway Hedge to Church** - Gareth to contact the Fringe Project to see if there is a cost-effective way of disposing of trees.
- c) **Pavilion Car Park** - Gareth is pursuing another quote for the car park. Agreed to include the drainage works in any quote.
- d) **Village Sign Seating Area** - Gareth to contact Jamie (Farmland Forestry) to assess the situation with tree roots under slabs/seating by village sign. Fran to be councillor assigned to the project.
- e) **Jubilee Play Equipment** - Gareth will review the old equipment in Jubilee Park when undertaking plans for new equipment at Stracey Sports Park. Residents on working group to be contacted.
- f) **Jubilee Park Footpath Repair** - Options regarding trees to be evaluated.
- g) **Pride of Place; Clean and Bloom**
  - a. Proposed to apply for the £300 Pride in Place – Clean Up and Bloom grant. **All Agreed.**
  - b. Gareth meeting Andy Sexton on 20/12/24 to review potential grants. Additional ideas welcome.
- h) **Pavilion Flooring Upgrade** - Gareth will have 3 quotes before Christmas for flooring in the Pavilion. CIL money to be used.

## 8. Defibrillators

- a) Agree and approve purchase of office chairs (replacement /additional) total cost £518.40. **All agreed.**
- b) Ratify spend of £40 on desk for new staff member. **All agreed.**
- c) Agree and approve council mobile phone for staff member with flexible £10 monthly contract. **All agreed.**

## 9. Projects

- a) Planning Applications – No applications to consider.
- b) Discuss email received regarding local Parishes working together to address traffic impact of local developments and agree how Rackheath will be involved moving forward - Fran to be member for RCC.

## 10. Policy Review and Adoption

- a) GDPR policy – All agreed & adopted
- b) Complaints policy – All agreed & adopted
- c) Safeguarding – All agreed & adopted
- d) Health & Safety Policy – All agreed & adopted
- e) Snow and Ice Plan – All agreed & adopted. Discussion about grit bins around the village. Agreed to assess number and need for more.

## 11. Accounts

- a) To approve the payments for December. **All agreed** except query on voucher 155 being correct total.
- b) To note the monthly bank reconciliation to 30th November 2023. Noted
- c) To note the receipts for November 2023. Noted.
- d) To agree and approve solutions to ensure bank account resilience. Discussed options for spreading risk, with bank guarantee up to £85k, and signing up to new banks. To be investigated further with the plan to de-risk. Will look at Unity and Lloyds (and savings accounts) and add additional signatories on Barclays account to increase resilience.
- e) To agree and approve precept value for 2024/2025. There was a great deal of discussion regarding increasing the precept. Training (code 5) was reduced to £1k. It was agreed to remove the £20k (new) for maintaining and replacing the play equipment in Jubilee Park. Office equipment (code 93) was reduced to £3.5k. Dog bins (code 97) was reduced to £2k. Defibrillator maintenance (new) was reduced to £1k. With these amendments the precept for 2024/25 was agreed. Leaving a precept of £157,283 less approximate income of £20k, leaving £137,283. **Majority Agreed.**

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

- Tree Council Broadsheet Issue 225 - December 2023
- Norfolk County Council - Norwich Western Link Project Update

Meeting closed at 20:25pm

14 December 2023 (2023-2024)

**Rackheath Community Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
154 Admin & Office Expenses	29/11/2023		Parish Council Current		IT advice	Anglian internet	S	35.00	7.00	42.00
155 Defibrillators	30/12/2023		Parish Council Current		Defibrillator Cabinets	Heart 2 Heart Norfolk	S	38.08	7.62	45.70
158 Pavilion Cleaning	13/12/2023		Parish Council Current		Pavilion cleaning	Heritage Contract Services Lt	S	275.83	55.17	331.00
159 Jubilee Park Play Equipment	13/12/2023		Parish Council Current		Jubilee Park Concrete Pads	BBT Construction Ltd	X	230.00		230.00
159 S.106 Funding	13/12/2023		Parish Council Current		Jubilee Park Concrete Pads	BBT Construction Ltd	X	700.00		700.00
160 Admin & Office Expenses	13/12/2023		Parish Council Current		Laptop accessories	IC-Repairs	X	20.00		20.00
161 Grounds Maintenance - Strac	13/12/2023		Parish Council Current		Petrol	Brian Gardner	X	22.40		22.40
162 Dog & Litter Bin Collection	14/12/2023		Parish Council Current		Dog & Litter bin collection	Broadland District Council	S	1,912.50	382.50	2,295.00
163 Highways Delegated Grass C	14/12/2023		Parish Council Current		Grass verge cutting	Garden Guardian	S	3,275.00	655.00	3,930.00
164 Jubilee Park Grasscutting & M	14/12/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	256.67	51.33	308.00
164 All-Saints Church Grass Cutti	14/12/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	25.91	5.18	31.09
164 Grounds Maintenance - Strac	14/12/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	107.58	21.52	129.10
164 Grounds Maintenance - behir	14/12/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	34.42	6.88	41.30
164 Stracey Playing Field line Ma	14/12/2023		Parish Council Current		Grounds Maintenance	Garden Guardian	S	188.33	37.67	226.00
165 Pavilion Utilities	14/12/2023		Parish Council Current		Electricity	British Gas	S	696.68	139.34	836.02
166 Community Infrastructure Le	14/12/2023		Parish Council Current		Project Management Services	Method Avenue Ltd	X	560.00		560.00
167 Subscriptions	14/12/2023		Parish Council Current		Digital Mapping	Parish Online	S	80.00	16.00	96.00
168 Pavilion Cleaning	14/12/2023		Parish Council Current		Cleaning Materials	Heritage Contract Services Lt	S	45.31	9.06	54.37
169 Subscriptions	14/12/2023		Parish Council Current		Domain Renewal	Fasthosts	S	23.98	4.80	28.78
170 Clerk's Salary	14/12/2023		Parish Council Current		Locum Clerk	Philip Stone	X	1,080.00		1,080.00
171 Pavilion Utilities	14/12/2023		Parish Council Current		Internet & Phone	Focus Group	S	67.67	13.53	81.20
172 Facilities Co-ordinator	14/12/2023		Parish Council Current		Salary	Facilities Coordinator	X	787.47		787.47
<b>Total</b>								<b>10,462.83</b>	<b>1,412.60</b>	<b>11,875.43</b>