



## **MINUTES from the Rackheath Community Council Meeting on Monday 16<sup>th</sup> February 2026 held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm**

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

Apologies: Assistant Clerk Dan Futter

Clerk: Aileen Beck

Members of the public: 2 (for items 1 – 6e)

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

None

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

Fran – item 7b

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

Fran reported that the Magna Medical Centre is due to open in next few weeks, although awaiting confirmation of the exact date. There has also been a government U-turn today and County Council elections are to be held in May.

**4. To agree and approve the minutes of the Rackheath Community Council meeting held 15<sup>th</sup> December 2025**

The minutes of the Rackheath Community Council meeting held on 15<sup>th</sup> December 2025 were agreed as a true record and signed by the Chair.

It was agreed to move item 6e to this part of the meeting before continuing with the rest of the agenda as written.

**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**

Review of council's assets undertaken and remedial work to carried out where required.

5 vacancies on council – Clerk following up co-option request in accordance with council's policy.

Resurfacing works completed at Stracey Park before Christmas.

Request made from a resident regarding gritting around primary school: request made to Norfolk County Council to either add to the gritting route and/or grant permission for a grit bin to be located nearby. Response received this afternoon confirming that request will be reviewed in the summer.

Trampoline repair imminent.

Clerk & assistant Clerk booked on Norfolk Parish and Training Support Spring training seminar.

Meeting dates agreed for 2026: Monday 16<sup>th</sup> March 2026; Monday 20<sup>th</sup> April 2026; Monday 18<sup>th</sup> May 2026; Monday 15<sup>th</sup> June 2026; Monday 20<sup>th</sup> July 2026; Monday 21<sup>st</sup> September 2026; Monday 19<sup>th</sup> October 2026; Monday 16<sup>th</sup> November 2026; Monday 14<sup>th</sup> December 2026

Annual Parish Meeting (for electorate, not a RCC meeting) – to be arranged for 11<sup>th</sup> May at the Pavilion. Residents and local community groups are welcomed to come along and provide a report and information about their activities.

Correspondence: Great British Clean Up is being held between 13<sup>th</sup> to 29<sup>th</sup> March. A call for sites for the Greater Norwich Local Plan has been issued, running until 23<sup>rd</sup> March 2026.

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

**a. To agree Maintenance costs and arrangements for the bowling green at Stracey Sports Park**

Having previously agreed to take over maintenance of the bowls green at the pavilion it was AGREED to enter into the contract with Willimotts for the season at £3,332 plus VAT to be paid in monthly installments of £476 plus VAT. The contract with the Bowls Club for this year's season was agreed at £940. Availability has been offered to other clubs with no takers at present. Garden Guardian to be instructed to cut hedge around bowls green. Community Payback has been approached to undertake gardening work and general cleaning and tidying jobs. Clerk to ascertain whether s106 could be used to improve the facilities.

- b. To agree costs of Salhouse Road bus shelters repairs and treatment
- Following the graffiti incident in November, new panels were installed in shelter outside New Rackheath Stores, costing £2,057.52 plus VAT on 10<sup>th</sup> February. There was another incident this morning, 16<sup>th</sup> February, which caused criminal damage to the shelter structure as well as 6 panels. A conversation was held as to whether to replace all panels if misuse continues: for the moment the incident is being managed by the Police and the clerk has been asked to submit a quote to repair the damage as part of the investigation. For the moment, no remedial action is to be taken. Update to be given next month.
- A new panel required for shelter near Sole & Heel: replacement polycarbonate panel being sought locally.
- Anti graffiti coating being applied to all bus shelters in an attempt to minimise the effects of any further incidents.
- Clerk and Chair to prepare a statement for social media regarding the damage sustained and the associated cost to the community.
- c. To consider request from Norfolk County Council to adopt ownership of proposed bus stop near Spencer Road
- After a lengthy discussion in view of item 6b, it was AGREED to accept Norfolk County Council's offer to install a new gold standard bus shelter with real time information panels near Spencer Road. Clerk to liaise with the Public Transport Development Officer to discuss council's ongoing experiences with bus shelters and to ascertain whether the proposed design can be tweaked to ensure maintenance costs are reduced and anti-graffiti coating applied.
- d. To discuss and agree costs of pavilion maintenance and repairs
- Air conditioning system: the problems encountered in the hall at the Pavilion have been investigated by Fresh Air Company – their call out fee at £95 plus VAT and annual service fee of £156 plus VAT agreed to be paid. Investigations ongoing to ensure problem rectified, 3 fan heaters purchased (cost of £118.87 plus VAT retrospectively agreed) to ensure comfort of hirers. Council AGREED to seek a second opinion from Ames Air Conditioning, with a call out fee of £125 plus VAT before deciding whether to instruct a specialised Daikin engineer at a minimum cost of £674 plus VAT and travel and parts. One quote received to upgrade the system – it was agreed to put on hold until current system sorted. Other quotes will need to be sought due to value.
- Decorating: Clerks looking into giving the interior of the pavilion a refresh: quotes to be sought for decoration, splashbacks in the bathrooms and soundproofing the office as well as receiving advice as to current condition of the walls.
- Hedge cutting: perimeter of Stracey Park agreed at £240, such cost having been included in the budget
- Council agreed to remain with its current water provider.
- e. To receive update on the transfer of ownership of Newman Road woods, agree plan costs & draft plans
- Council has commissioned an HMLR compliant plan from Woods Hardwick at a cost of £340 plus VAT and disbursements to show the extent of the land being transferred from Broadland District Council. There is no discernable boundary at the Longs Crescent end of the site (as the district council are to retain some land) so boundary markers need to be installed. Solicitor costs update: BDC to fund costs of purchase of the Liberator strip and the first £1,000 of the fees relating to the transfer of the district council owned land with the excess, currently estimated to be £1,500 to be payable from s106 funding or Community Infrastructure Levy, subject to confirmation. In readiness for the handover, council to look at volunteer agreements, conservation and management plans, warning signs and potentially brown heritage signs to direct people to the site.
- f. To review Youth Club attendance & arrangements and consider adjusting the age range
- The YMCA have proposed changes to the current Youth Club arrangements on a Tuesday during term times: café-style after-school space at Trinity Church for 12-16 year olds and structured youth club for 6-11 year olds.

Changes fit within the current grant funding arrangements which runs until end of August 2026. It was agreed that the Chair and Clerk would liaise with the YMCA with a view to discussing and implementing changes and look into a change of venue to make the groups more accessible to a larger proportion of the community.

g. To review football arrangements

Council discussed the current arrangements and availability of the facilities at Stracey Park. Item 8c was also discussed at this point – due to non-payment of fees despite an installment plan being agreed, council agreed to terminate the contract with immediate effect. This vacancy can be filled by another team looking for a new home base due to their usual venue no longer being available for football use, a fee of £232 until end of season agreed. Assistant Clerk to carry out checks and issue contract.

It was agreed that when planning the 2026/27 football season, clubs will be asked for a non-refundable 10% deposit of the season fee to be paid within 28 days to guarantee booking, such fee being deductible against the season fee cost.

It was agreed to form a working group comprising councillors Julie and Steve to continue investigations to introduce cricket at the pavilion, with the Chair and Clerk being involved as required. Clerk to enquire whether Willimotts are able to provide us with guidance and maintenance support.

Council have been asked to consider supporting a youth football club; after careful consideration it was agreed that at this present time as the council is investigating sports provisions at Stracey Park it is currently unable to offer any long-term arrangements.

## 7. Planning Matters

a. To review and comment on Planning Applications:

- i. 20220663: Outline application for a mixed use residential led development with up to 3,850 dwellings (class C3); employment land, local centres and community facilities (classes Eg(i, ii, iii) , B2 & B8, C2, C3, E, F1, F2, sui generis); two primary schools, one secondary school (F1 (a)); cycle and vehicle parking for residents, visitors & staff, formal & informal open space, formal & informal landscaping, sports provision (classes E(d), F2(c) & (d), sui generis), orchards & allotments; utilities; energy centres, primary substation, substations, foul water treatment works and pumping stations, sustainable urban drainage infrastructure; internal access and pedestrian & cycle infrastructure, EV charging infrastructure with all matters reserved except vehicular accesses (and associated drainage infrastructure) at Land North Of Green Lane West Rackheath Norfolk  
Council's response to the latest consultation has been submitted to Broadland District Council by One Planning whose fees of £1,120 plus VAT were agreed to be paid from CIL. The planning committee date is scheduled for 25<sup>th</sup> February, with the planning officer's report to be published imminently on the planning portal. Clerk intending to attend in person.
- ii. Feedback from the Norfolk Homes consultation held 9<sup>th</sup> January 2026 for The Approach development  
The planning application 2026/0274 arrived on 13<sup>th</sup> February, Clerk has requested an extension until after the next council meeting on 16<sup>th</sup> March. It was AGREED that council would instruct One Planning to review the application, with a costs limit of £2,500, to be taken from CIL funding, working group to review in accordance with the revised Neighbourhood Plan.
- iii. 2026/0162: variation of condition 2 – updated drawings of existing application 2024/1266 at The Orchard 101 Norwich Road Rackheath NR13 6FB. Agreed: no comment

b. To note details of draft Norfolk County Council 20 mph Speed Limit Zone Order 2026 (Rackheath, Various Roads)  
Noted

## 8. Finance and Administration

a. To discuss the request for a charitable grant

Council considered the request received against its Grant Policy and agreed to a £50 grant which is to be paid to the applicant via the Girlguiding Norfolk International Opportunities account.

- b. To approve hire fees and revised booking forms for The Pavilion and Stracey Sports Park  
Council considered the recommendation of the working group who reviewed the documents in January and agreed revisions to the booking form and accompanying terms and conditions as well as looking at the fees for the forthcoming year and agreeing a 3% rise with inflation (rounded off to the nearest 50p for ease).
- c. To discuss the current football clubs' financials and any action required  
The Clerk reported that council's Bad Debt policy has been invoked: Clerk to contact club to remind players that the pavilion is a community facility and non-payment affects the services that can be provided so payment of the outstanding £232 would be welcomed before considering whether further action needs to be taken.
- d. To approve the payments for January and February 2026  
The following payments were approved, save for the payment of £1,057 plus VAT to Fresh Air Company:

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

16 January 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
162	Youth Provision	12/01/2026		Parish Council Curre		Instalment 1 - post commence	YMCA Norfolk	X	15,000.00		15,000.00
206	PWLB Loan Repayments	05/01/2026		Parish Council Curre		Loan Repayment	PWLB	X	2,299.20		2,299.20
220	Admin & Office Expenses	15/01/2026		Unity Trust - Current		Stationery	Cherry Lane	S	2.32	0.46	2.78
221	Repairs, Renewals and General	15/01/2026		Unity Trust - Current		Industrial Fan Heaters (x3)	FS Components	S	111.87	22.37	134.24
222	Jubilee Park Grasscutting & Ma	15/01/2026		Unity Trust - Current		Delegated Grasscutting	Garden Guardian	S	296.58	59.32	355.90
222	All-Saints Church Grass Cutting	15/01/2026		Unity Trust - Current		Delegated Grasscutting	Garden Guardian	S	30.75	6.15	36.90
222	Grounds Maintenance - Stracey	15/01/2026		Unity Trust - Current		Delegated Grasscutting	Garden Guardian	S	135.00	27.00	162.00
222	Grounds Maintenance - behind	15/01/2026		Unity Trust - Current		Delegated Grasscutting	Garden Guardian	S	39.75	7.95	47.70
222	Stracey Playing Field line Marki	15/01/2026		Unity Trust - Current		Delegated Grasscutting	Garden Guardian	S	77.77	15.56	93.33
223	Stracey Park - Play Equipment	15/01/2026		Unity Trust - Current		New Trampoline	Wicksteed	S	1,413.64	282.73	1,696.37
224	Stracey Park - Play Equipment	15/01/2026		Unity Trust - Current		Shackle - swing seat	Wicksteed	S	7.94	1.59	9.53
225	Stracey Park - Play Equipment	15/01/2026		Unity Trust - Current		Wetpour repair - Stracey Park	Wicksteed	S	2,168.00	433.60	2,601.60
226	Admin & Office Expenses	15/01/2026		Unity Trust - Current		Stationery -ink	Viking	S	80.73	16.15	96.88
227	Training	15/01/2026		Unity Trust - Current		Community Governance Study	SLCC	S	51.00	10.20	61.20
227	Training	15/01/2026		Unity Trust - Current		Community Governance Study	SLCC	X	198.00		198.00
228	Training	15/01/2026		Unity Trust - Current		14th Edition Local Council Adm	SLCC	S	4.50	0.90	5.40
228	Training	15/01/2026		Unity Trust - Current		14th Edition Local Council Adm	SLCC	X	144.00		144.00
229	Pavilion Utilities	15/01/2026		Unity Trust - Current		Pavilion Electricity	Scottish Power	L	23.74	1.19	24.93
230	Clerk's Salary	31/01/2026		Unity Trust - Current		Salary	Clerk	X	1,581.17		1,581.17
231	Assistant Clerk's Salary	31/01/2026		Unity Trust - Current		Salary	Assistant Clerk	X	1,037.22		1,037.22
232	Subscriptions	15/01/2026		Unity Trust - Current		Music Licence	PPL PRS Limited	S	509.58	101.92	611.50
233	PAYE & NIC	20/01/2026		Parish Council Curre		PAYE & NI	HMRC	X	2,229.33		2,229.33
234	NEST Pension	30/01/2026		Parish Council Curre		Pension Contributions	Nest Pension	X	596.86		596.86
235	Pavilion Cleaning	16/01/2026		Unity Trust - Current		Pavilion cleaning	Flawless Cleaning Norfolk I	S	464.32	92.86	557.18
236	Pavilion Cleaning	16/01/2026		Unity Trust - Current		Pavilion cleaning	Flawless Cleaning Norfolk I	S	157.80	31.56	189.36
237	Pavilion Cleaning	16/01/2026		Unity Trust - Current		Pavilion cleaning	Flawless Cleaning Norfolk I	S	12.78	2.56	15.34
238	Bus Shelters	16/01/2026		Unity Trust - Current		Bus Shelters - Anti Graffiti Coat	External Solutions Norfolk	X	308.00		308.00
239	Admin & Office Expenses	16/01/2026		Unity Trust - Current		Mobile Phone Sim Card [PM Ro	Voi	X	10.00		10.00
240	Admin & Office Expenses	16/01/2026		Unity Trust - Current		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
241	Pavilion Utilities	20/01/2026		Parish Council Curre		Pavilion Electricity	Eon	S	315.20	63.04	378.24
242	Jubilee Park footpath & lightng	20/01/2026		Parish Council Curre		Feederpillar Supply	Eon	L	27.51	1.38	28.89
243	Payroll Services	16/01/2026		Unity Trust - Current		Payroll Services	DM Payroll Services Ltd	S	72.00	14.40	86.40
244	Community Infrastructure Levy	16/01/2026		Unity Trust - Current		Review the transport document	Brown Box Developments I	S	1,450.00	290.00	1,740.00
245	Admin & Office Expenses	03/01/2026		Parish Council Curre		internet	Anglian internet	S	72.00	14.40	86.40
246	Admin & Office Expenses	29/01/2026		Parish Council Curre		Internet & Phone	Focus Group	S	100.40	20.08	120.48
<b>Total</b>									<b>31,034.38</b>	<b>1,518.45</b>	<b>32,552.83</b>

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

13 February 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
223	Stracey Park - Play Equipment	01/02/2026		Unity Trust - Current		New Trampoline	Wicksteed	S	1,413.64	282.73	1,696.37
250	Jubilee Park Grasscutting & Ma	05/02/2026		Unity Trust - Current		Delegated Grasscutting	Garden Guardian	S	296.58	59.32	355.90
250	All-Saints Church Grass Cutting	05/02/2026		Unity Trust - Current		Delegated Grasscutting	Garden Guardian	S	30.75	6.15	36.90
250	Grounds Maintenance - Stracey	05/02/2026		Unity Trust - Current		Delegated Grasscutting	Garden Guardian	S	135.00	27.00	162.00
250	Grounds Maintenance - behind	05/02/2026		Unity Trust - Current		Delegated Grasscutting	Garden Guardian	S	39.75	7.95	47.70
250	Stracey Playing Field line Marki	05/02/2026		Unity Trust - Current		Delegated Grasscutting	Garden Guardian	S	77.77	15.56	93.33
251	Repairs, Renewals and General	05/02/2026		Unity Trust - Current		Window Cleaning	Xtra Property Maintenance	S	37.50	7.50	45.00
252	Youth Provision	05/02/2026		Unity Trust - Current		Instalment 2 - post commence	YMCA Norfolk	X	15,000.00		15,000.00
253	Community Infrastructure Levy	05/02/2026		Unity Trust - Current		Planning Consultancy Services	One Planning Ltd	S	1,120.00	224.00	1,344.00
254	Training	05/02/2026		Unity Trust - Current		Training	Norfolk Parish Training & S	S	56.00	11.20	67.20
255	Training	05/02/2026		Unity Trust - Current		Training	Norfolk Parish Training & S	S	56.00	11.20	67.20
256	Annual Inspection	05/02/2026		Unity Trust - Current		Air Conditioning Service	Fresh Air	S	156.00	31.20	187.20
257	Repairs, Renewals and General	05/02/2026		Unity Trust - Current		Air Conditioning Repair	Fresh Air	S	1,057.00	211.40	1,268.40
258	Repairs, Renewals and General	05/02/2026		Unity Trust - Current		Air Conditioning Repair	Fresh Air	S	95.00	19.00	114.00
259	Pavilion Cleaning	05/02/2026		Unity Trust - Current		Pavilion cleaning	Flawless Cleaning Norfolk I	S	464.32	92.86	557.18
260	Pavilion Cleaning	05/02/2026		Unity Trust - Current		Pavilion cleaning supplies	Flawless Cleaning Norfolk I	S	6.25	1.25	7.50
261	Pavilion Cleaning	05/02/2026		Unity Trust - Current		Pavilion cleaning	Flawless Cleaning Norfolk I	S	464.32	92.86	557.18
262	Pavilion Cleaning	05/02/2026		Unity Trust - Current		Pavilion cleaning	Flawless Cleaning Norfolk I	S	157.80	31.56	189.36
263	Admin & Office Expenses	05/02/2026		Unity Trust - Current		Mobile Phone Sim Card [PM Ro	Voi	X	10.00		10.00
264	Admin & Office Expenses	05/02/2026		Unity Trust - Current		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
265	Training	05/02/2026		Unity Trust - Current		Travel Expenses	TrainPal	X	117.00		117.00
266	Jubilee Park footpath & lighting	18/02/2026		Parish Council Curre		Feederpillar Supply	Eon	L	27.04	1.35	28.39
267	Defibrillators	05/02/2026		Unity Trust - Current		Defibrillator Pads	Defib Warehouse	S	150.00	30.00	180.00
268	Repairs, Renewals and General	05/02/2026		Unity Trust - Current		Electric Shutter Hatch Service	Ace Door Systems	S	180.00	36.00	216.00
269	Admin & Office Expenses	05/02/2026		Unity Trust - Current		Batteries	Tesco	X	2.50		2.50
270	Pavilion Cleaning	12/02/2026		Unity Trust - Current		Pavilion cleaning supplies	Flawless Cleaning Norfolk I	S	34.48	6.90	41.38
271	Repairs, Renewals and General	12/02/2026		Unity Trust - Current		Blind Hangers	Amazon EU UK Branch	X	2.99		2.99
272	Admin & Office Expenses	13/02/2026		Unity Trust - Current		Stationery	Amazon EU UK Branch	S	31.92	6.39	38.31
<b>Total</b>									<b>21,225.03</b>	<b>1,214.46</b>	<b>22,439.49</b>

04/2026

- e. To note the receipts for December 2025 and January 2026  
December payments noted: bank interest of £3,954.20; hire income of £1,143.08; insurance settlement of £2,145 and a refunded payment of £267.61.  
January payments noted: VAT repayment of £6,329.36; Youth provision grant from Broadland District Council of £15,000; hire income of £799.59 and a refundable deposit of £200.
- f. To note the monthly bank reconciliations for 31<sup>st</sup> December 2025 and 31<sup>st</sup> January 2026  
Total funds as at 31<sup>st</sup> December 2025, including development income and earmarked reserves: £1,123,043.44  
Total funds as at 31<sup>st</sup> January 2026, including development income and earmarked reserves: £1,113,891.93
- g. To note the budget report and income tax position for quarter 3  
Noted
- h. To consider the appointment of the internal auditor and end of year procedures  
The following were agreed:
- Fran to complete council's internal audit
  - The Virtual Auditor to act as the Internal Auditor for the purposes of the Annual Governance and Accountability Return for 2025/26 at a cost of £300 (noting that three other quotes were obtained and considered)
  - The new IT policy as contained with the 2025 version of the Practitioners Guide to be implemented for staff and councillors with a review to be carried out in June 2026 to consider a more detailed document.
  - The existing investment policy, internal control, asset valuation policy to be re-adopted.
  - Asset Register to be updated before year end
  - Website accessibility checked and statement updated. Clerk to contact developer to check whether any upgrades are required.
  - Data Protection statements and policies being reviewed in readiness for next meeting.
- i. To appoint an additional bank signatory to improve banking resilience  
It was agreed to add Fran onto the Unity accounts to act as 3<sup>rd</sup> signatory if required for large payments or in an emergency situation if other signatories were unavailable for any reason.

**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**

#### **9. Asset review**

The Old Doctors Surgery/2 Newman Road – due to the burden on the precept to upgrade the building and as council has no immediate need for it, it was agreed to hand it back to Broadland District Council under the terms of the lease.

Assistant Clerk working with the Sole and Heel to ensure that the defibrillator cabinet is installed promptly.

Staff review – objectives discussed (clerk left the room for this discussion)

Next scheduled meeting: Monday 16<sup>th</sup> March 2026

