

**Minutes of the Rackheath Parish Council Meeting
Of Tuesday 20th October 2020 at 7.00 p.m.
Via Zoom video conference**

Present: Paula Lowe (Chair), Joel Whymark, Fran Whymark, Julie Hunt, Stephen Oakley, Tracy Buckley

In Attendance:

Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 3

85. Apologies for Absence: 1 Pippa Nurse. **All agreed.**

Brian Gardner formally resigned as a Parish Councillor on 14 September 2020.

86. Declarations of Interest: 1 – County and District Councillor

87. Adjournment of the Meeting for Public participation:

District Councillor's Report

Covid is forefront of the news but Broadland have some of the lowest figures in the Country. Flu season is a concern and general vaccines are being administered for the relevant groups.

Broadland Housing consultation in progress currently to look at restructuring allocation. Fairer and more transparent.

Norfolk County Council have won the digital council of the year for 2020. Linked to extending Broadband full fibre by 2023 and set up a protocol with mobile providers to extend coverage by using public builders.

Representative from Pathfinders at Newman Road woods

Invitation to Councillors to attend site and view the work that has been completed.

All the pathways have been located and cleared. Central path has been woodchipped. All information boards are in place. Most building foundations have been uncovered and recorded. Tree felling of dangerous trees has been undertaken. Wildlife habitat boxes and seating being installed. Boundary on the western side will need to be reinstated and around the industrial unit.

John Fleetwood – Tree Council

Can provide volunteers to carryout the ongoing work for Newman Road woods and can access funding for planting. They like to involve the school and children in activities where practical. They have a code of conduct for working under Covid-19 and are experienced in writing woodland management plans.

88. To approve the minutes of the Parish Council meeting of **Tuesday 15th September 2020**. The Parish Council deemed these to be a correct and accurate record of the meeting. **All Agreed**. These will be available for signing by the Chair once it is appropriate to meet to do so.

89. To report progress on items not on the Agenda from the last meeting (Clerk's Report)

Item 72 – Good Neighbour Scheme. Uptake for this has been very low and at the current time is not viable.

Item 76c – Only 3 Councillors have responded to the invitation to set up a meeting with BDC Planning Department. The meeting will therefore be postponed for a while.
Item 77 – GLE Street naming. Awaiting paperwork from BDC before submitting suggestions.

Item 81e – PKF seem satisfied with the information provided. Receipt of their report is awaited.

90. Newman Road Woods

To receive an update on works undertaken so far and approve the adoption of the woods. With the significant number of volunteers currently involved and the support of the Tree Council, it was agreed to proceed with the adoption. Proposed by Tracy and seconded by Fran. **All agreed.**

91. Pavilion and Stracey Sports Park

- a) Snow and Ice Plan. A contractor, Stewart Warringer, has been identified to carry out general maintenance at the Pavilion and a contract will be drafted by the Clerk to include gritting and clearing snow when required. It was suggested that Council Staff monitor when it is being cleared and report back to the Council to ensure that this carried out appropriately. **All agreed.**
- b) Due to the number of hire sessions in place and given the current Covid situation it is now necessary to include an extra clean of the toilet and hall during the week. Heritage propose this will take an extra hour per week. **All agreed.**
- c) The quote received to trim the boiler room door is considered too high and in view of a) above, the work will be reallocated. **All agreed.**
- d) Consider an offer from Camrider to make a regular monthly payments for unlimited use of the MPSA for £425.00 per month. **All agreed.**

92. Jubilee Park

- a) A fallen tree has been cleared from the Pre-school playground. The Council is advised to reduce the remaining tree to hedge height. The Tree Council to be approached to see if this is something they can do. **All agreed.**
- b) Work to reduce low level tree stumps in the tree belt around the park will be carried out to make the path safe for public use. This is following resident complaints to Broadland District Council.

93. To receive the minutes of the Finance Working Group meeting of 30th September 2020 and matters arising:

- a) The Draft Community Council Budget 2021/22 budget was presented for approval. **All agreed.** The precept will be considered when information has been received from Broadland District Council.
- b) A stationery spending budget was proposed as a maximum spend per month of £200.00 with a maximum per purchase by the Clerk of £100.00. **All agreed.**
- c) Revision to Pavilion hire rates during the current covid-19 restrictions to remove the set up charges from the Yoga booking. A refund has been requested from the hirer of Messy Play sessions which were booked for 6 weeks just prior to the Covid lockdown and therefore did not take place. Total of £180.00 will be refunded. **All agreed.**
- d) Homecare FC have now paid their outstanding invoice in full. Application through small claims court not going ahead. **All agreed.**
- e) Council considered the use of a payroll provider and a presentation of quotes was considered. Ladywell offer the most competitive price and come

recommended by other Councils. Fee is £11.00 per month. **All agreed** to contract this out to Ladywell.

- f) Amendment to the pricing structure of Wroxham Youth football to take account of the number of teams registered on the FA Full Time website and a reduction in evening training sessions during the winter months when training takes place elsewhere. **All agreed.**

94. Old Dr's Surgery

- a) Progress update with electrical work and building sale. All work completed and the sale not going ahead as the valuation was much higher than the tenants anticipated due to the land value associated with the building. Council would like to know if Broadland District Council would consider transferring the land to the Parish. Clerk to investigate. **All agreed.**
- b) Further work required to renew guttering, downpipes and a new side door. Clerk to proceed with getting quotes and arrange an asbestos survey. **All agreed.**

95. Boundary update from Great and Little Plumstead Parish Council.

- a) No update received. Adjourned to next meeting.

96. Policy Review

- a) Freedom of Information Publication Scheme. Contact details need updating. **All agreed.**
- b) Communication and Engagement Strategy. Annual Parish Meeting to be held on the first Tuesday of the month. **All agreed.**
- c) Rackheath Pavilion risk assessment. **All agreed.**
- d) Rackheath Pavilion covid-19 risk assessment. **All agreed.**
- e) To note the new Privacy Notice and the Covid-19 specific Privacy Notice. **All noted.**

97. Accounts

- a) To approve payments for October 2020 (attached). **All agreed.**
- b) To note the monthly bank reconciliation to 30th September 2020 (attached) **All noted.**
- c) To approve payment for Clerk's additional hours April-September 2020. **All Agreed**
- d) Consider the renewal of the mole catching contract. **All agreed** to accept the new quote from APC Pest Control which remains at the same price as last year.
- e) Consider the renewal of the electricity contract. **All agreed** to change supplier to British Gas Lite.
- f) Approve the purchase of a scissor broom (£60.00) and floor squeegee (£20.00) for the Pavilion. **All agreed.**
- g) To note receipt of the Covid-19 Business Support Grant of £10,000.00 from Broadland District Council. **All noted.** To be offset against PWLB loan repayments.

98. To receive correspondence and agree response (if any)

- Communication from a resident on Wroxham Road for the return of a missing bus stop sign at the Green Man PH. This has been reported to Norfolk County Council.
- Email from Norfolk ALC Wellbeing titled Water Use and Nature's Needs
- Email from Norfolk ALC Wellbeing titled Spooky Tips to Save Food Waste
- Email from Norfolk ALC Wellbeing Help to Manage Finances and Avoid Scams for People at Risk and Those Who Support Them

- Email from The Tree Council Broadsheet Issue 193 - October 2020
- Email from Broadland detailing Planning Enforcement Updates
- Email from Norfolk ALC Wellbeing titled Decarbonising Transport
- Email from Norfolk Library Services outlining the return of the mobile library service

99. Items for publication/media and items for the next Community Council meeting, Tuesday 17th November 2020

- Boundary update from Great and Little Plumstead
- Update on Newman Woods
- Tree removal at Jubilee woods

100. Resolution to exclude Press and the Public in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960, that is Staff Matter.

- a) To consider moving the Clerk up one increment on the pay scale following completion of the first contracted year. It was proposed to increase the Clerks salary by one increment from 1st June 2020. **All agreed.**
- b) To note the new contract issued to the temporary Booking Assistant. **All noted.**

Meeting was concluded at 21:06

Rackheath Parish Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|----------------|-----------|----------------------------|---------------------------|----------|-----------------|---------------|-----------------|
| 132 | 16/09/2020 | | Playing Field | | Water | Anglian Water | X | 185.00 | 0.00 | 185.00 |
| 134 | 24/09/2020 | | Parish Council | | Electricity | E.on | S | 421.01 | 84.20 | 505.21 |
| 135 | 30/09/2020 | | Parish Council | | Salary | Anne Tandy | X | 1,133.80 | 0.00 | 1,133.80 |
| 136 | 09/10/2020 | | Parish Council | | Pension Contributions | Nest Pension | X | 173.12 | 0.00 | 173.12 |
| 127 | 12/10/2020 | | Parish Council | | CiLCA Registration | SLCC | X | 350.00 | 0.00 | 350.00 |
| 145 | 17/10/2020 | | Parish Council | | Internet, Phone & office | Talk Talk | S | 30.50 | 6.10 | 36.60 |
| 138 | 20/10/2020 | | Parish Council | | Pavilion cleaning supplies | Heritage Contract | S | 9.41 | 1.88 | 11.29 |
| 139 | 20/10/2020 | | Parish Council | | Covid requirements | Heritage Contract | S | 38.50 | 7.70 | 46.20 |
| 140 | 20/10/2020 | | Parish Council | | Pavilion cleaning supplies | Heritage Contract | S | 35.16 | 7.03 | 42.19 |
| 141 | 20/10/2020 | | Parish Council | | Cleaning pavilion | Heritage Contract | S | 338.47 | 67.69 | 406.16 |
| 142 | 20/10/2020 | | Parish Council | | Cleaning pavilion | Heritage Contract | S | 729.49 | 145.90 | 875.39 |
| 143 | 20/10/2020 | | Parish Council | | Cleaning pavilion | Heritage Contract | S | 338.47 | 67.69 | 406.16 |
| 144 | 20/10/2020 | | Parish Council | | Cleaning pavilion | Heritage Contract | S | 338.47 | 67.69 | 406.16 |
| 146 | 20/10/2020 | | Parish Council | | Grass cutting | Garden Guardian | S | 49.08 | 9.82 | 58.90 |
| 147 | 20/10/2020 | | Parish Council | | Grass cutting | Garden Guardian | S | 21.50 | 4.30 | 25.80 |
| 148 | 20/10/2020 | | Parish Council | | Grass cutting | Garden Guardian | S | 89.25 | 17.85 | 107.10 |
| 149 | 20/10/2020 | | Parish Council | | Play equipment inspection | Garden Guardian | S | 17.83 | 3.57 | 21.40 |
| 150 | 20/10/2020 | | Parish Council | | Grass cutting | Garden Guardian | S | 206.34 | 41.27 | 247.61 |
| 151 | 20/10/2020 | | Parish Council | | Pitch Line Marking | Garden Guardian | S | 117.00 | 23.40 | 140.40 |
| 152 | 20/10/2020 | | Parish Council | | Scribe Annual Subscription | Scribe 2000 | S | 520.50 | 104.10 | 624.60 |
| 153 | 20/10/2020 | | Parish Council | | Tree maintenance | Tree Care & | S | 200.00 | 40.00 | 240.00 |
| 158 | 20/10/2020 | | Parish Council | | Key Cutting | Timpson Ltd | S | 6.37 | 1.28 | 7.65 |
| 159 | 20/10/2020 | | Parish Council | | Printer ink | Cartridge People | S | 98.74 | 19.75 | 118.49 |
| 160 | 20/10/2020 | | Parish Council | | Covid requirements | Zoom Video | S | 11.99 | 2.40 | 14.39 |
| 161 | 20/10/2020 | | Parish Council | | Computer accessories | Amazon EU | S | 20.00 | 4.00 | 24.00 |
| 162 | 20/10/2020 | | Parish Council | | Computer accessories | Amazon EU | S | 9.57 | 1.92 | 11.49 |
| 137 | 20/10/2020 | | Parish Council | | Text Books | SLCC | X | 52.30 | 0.00 | 52.30 |
| 154 | 20/10/2020 | | Parish Council | | Doctors Surgery repairs | PD Electrical | X | 227.00 | 0.00 | 227.00 |
| 155 | 20/10/2020 | | Parish Council | | Grant Repayment | Norfolk Community | X | 1,000.00 | 0.00 | 1,000.00 |
| 156 | 20/10/2020 | | Parish Council | | Website | Steve Jackman | X | 360.00 | 0.00 | 360.00 |
| 157 | 20/10/2020 | | Parish Council | | Text Books | Norfolk Parish Training & | X | 12.00 | 0.00 | 12.00 |
| Total | | | | | | | | 7,140.87 | 729.54 | 7,870.41 |