

**Minutes of the Rackheath Community Council Meeting
Of Tuesday 18th October 2022 at 7.00p.m.
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

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

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Members of the Public: 0

87. Apologies for absence were received from Joel Whymark. **All approved.**
88. There were no declarations of interest or dispensations for items on the agenda.
89. The meeting was adjourned for Public Participation:

Report from the District Councillor

There are many scams circulating currently particularly around the money for fuel bills. Please be wary. The £400 given by the Government will automatically be debited to accounts and the winter fuel allowance will be available.

Broadland District Council had a £105,000 discretionary fund for struggling with the cost of living. Anyone who needs to access this should contact Fran Whymark

90. The minutes of the Community Council meeting of **Tuesday 27th September 2022 and an Extraordinary Meeting of Tuesday 11th October 2022** were received. The Council proposed the following amendments to the Minutes of 27th September:
- Agenda item 63 to include *'by Paula Lowe and Pippa Nurse'*. **All Agreed**
 - Agenda item 70b to include *'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'*. **All agreed.**
 - Agenda item 47a *'a grant'* to be added. **All agreed**
 - Agenda item 83b to include *'agreed by the Council'* **All agreed.**
 - Under those present, *'Joel Whymark'* to be added. **All agreed.**
 - Item 83b to add *'to be reviewed March 2023'*. **All agreed.**

And then **approved** the Extraordinary Minutes of 11th October as a correct and accurate record of the meeting.

91. Matters arising from the last meeting:

The grant application for village gateway signs has been submitted to Councillor Whymark and a decision is awaited.

92. Newman Road Woods

An update was provided following the Extraordinary Meeting, to consider the pedestrian/cycle way. Norfolk Homes have asked for clarification on the extent to which the hardstanding area does not meet with Newman Road. Pathfinders have worked to uncover this area and report it is approximately 18 meters short and maps to show this have been forwarded to Norfolk Homes along with site photographs. Pathfinders have also identified some large sheets of asbestos which have been reported to BDC for removal.

93. Pavilion / Stracey Sports Park

- a. A planting plan from Salhouse Community Tree Nursery for Stracey Playing Field, as part of the Queen's Green Canopy was presented. The Council agreed to consider this further and invite the Tree Nursery representative to the next meeting to discuss further.
- b. An update with progress on the installation of storage pods was presented. The pods have been ordered for delivery at the end of October. One further quote for the groundworks has been chased but is still awaited.
- c. Broadland District Council have been asked to provide a definitive answer as to whether planning permission is needed to reinstate the car park. A response is awaited.
- d. It was proposed that a resident who is NEBOSH qualified and a NQA Lead Auditor assist the Clerk to carry out a Legionella Risk Assessment and draw up a scheme of work to be carried forward.
- e. A proposal to support Period Poverty by providing sanitary products in the ladies' toilets at the Pavilion was agreed. A budget of £100.00 pa was approved. There will also be a notice put up to invite donations of products.

94. Planning Matters:

- a. The planning report of applications, decisions and those dealt with under delegated powers was noted.
- b. Application No: 20221495
Description: Two storey extension.
Location: 6 Lonsdale Road, Rackheath, NR13 6QW
Application Type: Householder
Comments: No objections
- c. Self-nominations were invited to form a working group for the purpose of reviewing and updating the Neighbourhood Plan. Fran, Nicola, Pippa and Julie all put themselves forward and it was agreed that they be appointed to the working group.

95. Jubilee Park

- a. Updated quotes awaited to include a new power supply along with the bollard lighting along the footpath next to Holy Trinity Church. Contact to be made to see if a mutually acceptable way forward can be found to continue the supply from the Church.
- b. The extension of the beech hedge along the school fence to the rear school entrance, was requested by the Tree Council on behalf of the school. It was approved that the hedge runs from the cessation of the existing hedge to the next light pole to avoid overgrowth at the school gate requiring regular trimming. The planting will be provided and carried out by the Tree Council.

96. Play Equipment Project

An update on the project to replace and renew play equipment in the village using s.106 funding was presented. The scale of project requires the preparation of a tender document. The Working Group to arrange a meeting to begin this process.

97. Dog Waste Bins

A response from BDC as to the refurbishment of the bins in the village is still awaited. The addition of two more bins has been requested and again a decision by BDC is awaited.

98. Christmas Tree

It was agreed to purchase a Christmas Tree for the village at a cost of £280.00, once Brian has established if enough volunteers can be found to collect, deliver and erect the tree and install the lights. HTC to also be approached for permission to locate the tree in the church grounds with a contribution towards the cost.

99. Accounts

- a. To approve the payments for October 2022 (attached). **All agreed.**
- b. To note the monthly bank reconciliation to 30th September 2022. **All noted.**
- c. To note the receipts for September 2022. **All noted.**
- d. To receive the 6-month budget report 2022/23. All noted and no comments made.
- e. To consider and approve the Clerk's attendance on a 3-day webinar for Quotes, Tenders and Contract Management with SLCC at a cost of £90.00. **All agreed.**
- f. To consider and approve the Clerk's attendance on a 3-day webinar for Project Management with SLCC at a cost of £90.00. **All agreed.**
- g. To consider and approve the Clerk's attendance on training for Elections with NPTS at a cost of £36.00. **All Agreed.**

100. Policy Review

- a. The Bad Debt Policy was reviewed and approved.
- b. The Code of Conduct 2012 was readopted until BDC are able to provide the required training for the new code.

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

- Email from NPTS Update on Training Provision
- Email from Norfolk ALC Walking and Cycling Norfolk's Treasures (5 October 2022)
- Email from The Tree Council - Broadsheet Issue 210 - October 2022
- Email from Norwich Western Link project update - Consultation closes Sunday 9 October
- Invitation from BDC to attend the Town and Parish Council Forum on 21st October 2022
- Email from Norfolk ALC Wellbeing Newsletter - 5th Oct 2022
- Email from BDC with details of the available Warm Spaces Grant

102. Items for publication/media and items for the Annual Community Council meeting on Tuesday 22nd November 2022.

- Information to be presented regarding BDC holding CiL money on behalf of the Council

The Meeting concluded at 20:53

Rackheath Community Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
155	Jubilee Park Grasscutting	01/10/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	233.33	46.67	280.00
152	All-Saints Church Grass	01/10/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	23.59	4.72	28.31
158	Pavilion Cleaning	01/10/2022		Parish Council	BACs	Pavilion cleaning	Heritage Contract	S	235.04	47.01	282.05
153	Grounds	01/10/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	97.82	19.56	117.38
154	Grounds	01/10/2022		Parish Council	BACs	Grass cutting	Garden Guardian	S	31.26	6.25	37.51
156	Grounds	01/10/2022		Parish Council	BACs	Pitch Line Marking	Garden Guardian	S	263.44	52.69	316.13
157	Grounds	01/10/2022		Parish Council	BACs	Pitch Overseed	Garden Guardian	S	1,598.00	319.60	1,917.60
160	Pavilion Fixtures and	03/10/2022		Parish Council	BACs	storage pods	Cabins and Containers	S	7,795.00	1,559.00	9,354.00
149	NEST Pension	07/10/2022		Parish Council	Direct Debit	Pension Contributions	Nest Pension	X	144.59		144.59
164	Admin & Office Expenses	17/10/2022		Parish Council	BACs	Stationery	Amazon EU UK Branch	S	2.33	0.47	2.80
163	Admin & Office Expenses	18/10/2022		Parish Council	BACs	Stationery	Amazon EU UK Branch	S	17.41	3.48	20.89
165	Pavilion Cleaning	18/10/2022		Parish Council	BACs	Pavilion Supplies	Rackheath Convenience	X	0.70		0.70
159	Grounds	18/10/2022		Parish Council	BACs	Pest Control	APC Pest control	S	480.00	96.00	576.00
162	Admin & Office Expenses	24/10/2022		Parish Council	BACs	Internet & Phone	plusnet	S	26.29	5.26	31.55
161	Pavilion Utilities	26/10/2022		Parish Council	BACs	Pavilion Electricity	British Gas	S	351.92	70.38	422.30
166	Salary Costs	31/10/2022		Parish Council	BACs	Salary	Staff	X	1316.45		1,316.45
Total									12,617.17	2,231.09	14,848.26