

**Minutes of the Rackheath Community Council Meeting  
Of Tuesday 18<sup>th</sup> April at 7.15p.m.  
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

**Present:** Pippa Nurse (Chair), Brian Gardner, Fran Whymark, Julie Hunt, Sally Hoare (Infrastructure Officer BDC)

**In Attendance:** Anne Tandy Parish Clerk & Responsible Financial Officer

**Members of the Public: 4**

The meeting was adjourned until 19.30 to await the attendance of Fran Whymark to ensure quorum.

1. Apologies for absence were received from Nicola Kerr and Joel Whymark. **All approved.**
2. There were no declarations of interest or dispensations for the agenda.
3. To adjourn the meeting for public participation:
  - A Pathfinder representative attended to report that an offer has been made to refurbish of the USAAF 467<sup>th</sup> Marker on Rackheath Industrial Estate. The matter will be added to the next Council meeting agenda for consideration.
  - A proposal was put forward by a resident to bring a Community Café and Hub to the village. As this fits with plans for the future projects for Rackheath discussions will be taken further by the Infrastructure and Facilities working group.
  - A member of the public raised the issue of future plans for Newman Road woods. As the only woodland allocated in Rackheath it ought to be preserved as far as possible. The land is still in BDC ownership and once transferred to the parish a heritage plan will be drawn up.

**District Councillor Report**

Just a reminder that ID is needed to vote in the 4<sup>th</sup> May elections.

4. The minutes of the Community Council meeting of **Tuesday 21<sup>st</sup> March 2023** were received. **All approved.**
5. A report on the matters arising on items not on the agenda from the last meeting:
  - Storage Pod lighting. One quote has been received and another contractor is attending site on 21 April in order to provide a second quote.
  - Stracey Car Park. Still awaiting tree works by NCC Highways
  - Newman Woods trees. Referral back to BDC with photos of infected trees. Outcome is awaited.
  - Jubilee Park Path Lighting. Tender document to be competed.
  - Jubilee Park Play equipment. Order has been placed for the equipment. Awaiting further details of start date.
  - Wroxham Football Club. Telephone call from Lisa asking about friendlies and acknowledged the decision not to renew the contract.
  - Bank signatories. Mandates have been submitted as required. No further contact received but Julie has had an email saying a letter has been sent for more information.
6. **Pavilion / Stracey Sports Park**

- a. A request has been made by FORS at Rackheath Primary School, to use the facilities for a fundraising car boot sale in the Summer. It was agreed that this will go ahead and the cost will be £50 plus £25 refundable deposit.
- b. It was reported that the quote for a PRS/PRL Licence for the Pavilion cannot be reduced. A proposal was made that hirers are asked if they are registered and if not the cost will be passed onto the hirer. **All agreed.**
- c. The fees for youth friendly football matches were considered and will be set at £25.00 per match. However, current invoices need to be paid. It was agreed that any friendly matches played by Wroxham during normal training slots will only attract the cost of training.
- d. The location of the proposed picnic benches at Stracey Sport Park was discussed and deferred to the next Infrastructure and Facilities working group meeting on 24 April.

## 7. Planning Matters:

The planning report of applications, decisions and those dealt with under delegated powers was noted.

- Norfolk Homes water management plans have been submitted and need to ensure they are completed properly so that problems don't occur later on.
  - Green Lane East medical centre is to have no travel management plan in place until the residential development commences. The medical centre will create a significant amount of traffic and consideration should be given to putting this in place before work starts. This will be fed back to BDC Planning.
- a. An update on the GT16 development was heard. Issues have been raised by businesses on the industrial estate as to the phasing of the development and the point at which services will be improved for businesses. It was agreed that a submission highlighting these concerns will be submitted to BDC Planning. **All agreed.**
  - b. The following planning application was considered and a response proposed:  
 Proposal: Certificate of lawfulness (existing) to use annexe as independent dwelling  
 Location: Hill Farm House, Wroxham Road, Rackheath, Norfolk, NR13 6NE  
 Applicant: Mr Martin Davies  
 Application Type: Lawful Development - Existing Use / Development  
**Response:** Objection raised. No statutory declarations as to the use of the annexe buildings have been provided. Planning was previously refused on the basis of access issues and poor visibility onto Wroxham Road. Development was also refused in the GNLP.

## 8. Neighbourhood Plan

A report from the Rackheath Neighbourhood Plan Review Steering Group was heard following their meeting on 11 April 2023. It was reported that the Working Group spent time comparing the Rackheath plan with others locally to assist with updating the Rackheath plan and identify new policies to be added.

## 9. Finance

- a. An update from the Infrastructure and Facilities (s.106/CIL projects) working group was presented. Projects put forward for an immediate start:
  - Outdoor Gym £20,000.00
  - Play equipment Stracey, £150,000
  - Jubilee Park lighting £50,000
  - Stracey play equipment to be considered in conjunction with the MPSA
  - Further conversations to take place with Plumstead regarding the Green Lane East development.**All agreed.**
- b. It was proposed that two defibrillators are purchased using CIL funds and a budget was set of £2,000 +VAT. **All agreed.**

- c. The Council heard of changes to the way VAT is charged on sports bookings. This is no longer required even on sites which have opted to tax. Therefore, the Council agreed that the current pricing strategy will remove VAT but the fees will remain at the gross amount.

#### **10. Coronation Event**

- a. An update was given on plans for the community event and any actions to be undertaken. A skip will be needed and a budget of £150 set. HTC will be asked if toilet and car park facilities are available. If no toilets a budget of £500.00 was set for a portable toilet. **All agreed.**
- b. The events Risk Assessment and Event Management Plan were presented and reviewed. It was proposed they should be adopted. **All agreed.**

#### **11. Play Equipment**

The location of the additional benches purchased for Jubilee Park was discussed and it was agreed four will be placed within the play area and four along the path opposite the play area. **All agreed.**

#### **12. Accounts**

- a. The payments for April 2023 were approved.
- b. The monthly bank reconciliation to 31<sup>st</sup> March 2023 was noted.
- c. The receipts for March 2023 were noted.
- d. Payment for an additional 14 hours worked by the Clerk in March 2023 and 5 hours untaken annual leave were proposed. **All agreed.**

#### **13. Policy Review**

- a. A review of Standing Orders took place and was **agreed.**
- b. The new CCTV policy was considered and proposed for adoption. **All agreed.**

#### **14. To receive correspondence and agree response (if any)**

- Email from BDC with the Town and Parish Council Forum 15th March notes
- Invitation to the next Town and Parish Council Forum on 26 April 2023
- Norfolk Lieutenancy Coronation Newsletter 003
- Email from the Tree Council - Broadsheet 206 - April 2023
- Email from BDC re: Free community mental health training for Broadland groups and small businesses

#### **15. Items for publication/media and items for the Annual Community Council meeting on Tuesday 16<sup>th</sup> May 2023.**

- **467<sup>th</sup> Marker refurbishment**
- **PPS/PRL Licence**

The Meeting concluded at 21:31

**Rackheath Community Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 NEST Pension	06/04/2023		Parish Council		Pension Contributions	Nest Pension	X	195.97		195.97
2 Community	11/04/2023		Parish Council		CCTV Installation	Simply Smart Co.	X	1,781.48		1,781.48
3 Annual Inspection	12/04/2023		Parish Council		Fire Alarm and Emergency	1st Class Fire Protection	S	100.00	20.00	120.00
4 Event/Youth Fund	13/04/2023		Parish Council		Fireworks	Trafalgar Group Trading	S	2,083.33	416.67	2,500.00
22 Lottery Grant	16/04/2023		Parish Council		Pavilion Sound and	Simply Sound and	S	2,822.26	564.45	3,386.71
21 Admin & Office Expenses	18/04/2023		Parish Council		Office stationery	Amazon EU UK Branch	S	10.08	2.02	12.10
21 Admin & Office Expenses	18/04/2023		Parish Council		Office stationery	Amazon EU UK Branch	S	9.99	2.00	11.99
21 Admin & Office Expenses	18/04/2023		Parish Council		Office stationery	Amazon EU UK Branch	S	6.66	1.33	7.99
21 Admin & Office Expenses	18/04/2023		Parish Council		Office stationery	Amazon EU UK Branch	S	1.09	0.22	1.31
21 Admin & Office Expenses	18/04/2023		Parish Council		Office stationery	Amazon EU UK Branch	S	10.00	2.00	12.00
14 Admin & Office Expenses	18/04/2023		Parish Council		Stationery - stamps	Rackheath Convenience	X	1.45		1.45
8 Training	18/04/2023		Parish Council		Training	Norfolk Parish Training &	X	140.00		140.00
5 Subscriptions	18/04/2023		Parish Council		NPTS Annual Subscription	Norfolk Parish Training &	X	535.00		535.00
9 All-Saints Church Grass	18/04/2023		Parish Council		Grass cutting	Garden Guardian	S	23.59	4.71	28.30
9 Jubilee Park Grasscutting	18/04/2023		Parish Council		Grass cutting	Garden Guardian	S	233.33	46.67	280.00
20 PAYE & NIC	18/04/2023		Parish Council		PAYE & NI	HMRC	X	137.04		137.04
11 Pavilion Cleaning	18/04/2023		Parish Council		Pavilion cleaning	Heritage Contract	S	235.04	47.01	282.05
9 Grounds	18/04/2023		Parish Council		Grass cutting	Garden Guardian	S	97.83	19.57	117.40
9 Grounds	18/04/2023		Parish Council		Grass cutting	Garden Guardian	S	31.25	6.25	37.50
9 Grounds	18/04/2023		Parish Council		Grass cutting	Garden Guardian	S	263.44	52.69	316.13
15 Pavilion Fixtures and	18/04/2023		Parish Council		Pavilion Supplies	Amazon EU UK Branch	S	1.36	0.27	1.63
13 Pavilion Utilities	18/04/2023		Parish Council		Internet & Phone	Virtual Landline	S	4.96	0.99	5.95
7 Dog	18/04/2023		Parish Council		Dog Waste Bin and Post	Broxap Limited	S	469.00	93.80	562.80
12 S.106 Funding	18/04/2023		Parish Council		Play Equipment	Playdale Playgrounds	S	41,666.67	8,333.33	50,000.00
16 Street Furniture	18/04/2023		Parish Council		Courier	Hermes Parcelnet Ltd	S	13.83	2.77	16.60
6 Subscriptions	19/04/2023		Parish Council		Data Protection Renewal	Information	X	35.00		35.00
10 Pavilion Utilities	26/04/2023		Parish Council		Pavilion Electricity	British Gas	S	466.97	93.39	560.36
Salaries	28/04/2023		Parish Council		Salary	Staff	X	1,323.14		1,323.14
<b>Total</b>								<b>52,699.76</b>	<b>9,710.14</b>	<b>62,409.90</b>