

**Minutes of the Rackheath Parish Council Meeting
Of Wednesday 19th February 2020 at 7.00 p.m.
In the Pavilion, Green Lane West, Rackheath**

Present: Paula Lowe (Chair), Brian Gardner, Julie Hunt, Pippa Nurse, Stephen Oakley, Tracy Buckley

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 1

1. **Apologies for Absence** Fran Whymark and Joel Whymark. Julie will be attending later
2. **Declarations of Interest :** Brian Gardner declared at interest in the item concerning the Bowls Club
Pippa Nurse declared an interest in the item concerning road safety issues on Salhouse Road.

3. Adjournment of the meeting for Public Participation

a. Crime data report submitted by Norfolk Police as follows:

| | | |
|--|---|---|
| Cause intentional harassment, alarm or distress | 1 | Neighbour dispute. |
| Common assault | 1 | Domestic. |
| Send letters with intent to cause distress/anxiety | 2 | 1 Domestic. 1 by known suspect. |
| Theft from a motor vehicle | 1 | Victim found his motorcycle keys missing (but the motorcycle still in place). |
| Total: | 5 | |

b. Rackheath resident addressed the Council concerning safety issues along Salhouse Road to the NDR. This item is minuted at Item 7f.

4. **To approve the minutes of the Parish Council meeting of 15th January 2020.**
The Parish Council deemed these to be a correct and accurate record of the meeting. **All agreed.**
5. **To receive a report of any matters arising from the minutes not on the agenda.**
From the meeting on 15th January 2020

Minute Item 6 point a

We have had a response from Pocket Park funding and due to an overwhelming number of applications, the Council has not been successful on this occasion.

Minute Item 11

The Communication Committee will be holding their first meeting on Thursday 20th February.

6. **To receive the minutes of the Parks and Leisure Committee meeting of 12th February 2020 to include progress updates and recommendations concerning:**
 - a. Update to Pavilion hiring Terms and Conditions to include a fee for late payment. **All agreed.**

- b. Plans to reinstate the car park at the bottom of Stracey Playing Field. Currently looking into cost and gaining quotes to open this up for additional car parking.
- c. Recommendation on a proposed way forward with the bowls club. Minuted at 8c.
- d. Events: Rackheath Live and VE Day celebrations. Rackheath Live not going ahead due to the amount of work involved for very little profit. Fireworks will still go ahead. VE Day celebration is to be done collaboratively with the Primary School. Possible Swing Band booking being pursued by Tracy. The Council are also hoping to support the school with their summer fayre.

Julie Hunt arrived 19.22

- e. Jubilee Park noticeboard replacement. Costings presented by the Clerk and the anodised noticeboard, as the cheaper option was preferred. **All agreed.**
- f. Booking Assistant's Report. Bookings continue to come in steadily. Council asked if we are struggling but things are going well considering we are new.

7. Report from the Planning Committee meeting of 19th January 2020 to include the following Planning Matters:

- a. Proposed signals and road improvements on Green Lane West. Improvements are part of the Norfolk Homes development to the roundabout, addition of a pedestrian crossing and a bus stop. No objections. **All agreed.**
- b. Development by Barratt/David Wilson Homes on Salhouse Road. No objections. Response to raise all the points discussed in the previous meeting. The Council has no responsibility for anything as it will all be undertaken by a management company. A streetlighting plan has been reissued to exclude the Rackheath sector. **All agreed.**
- c. Progress with development of Newson's Wood. Woodland management currently going ahead to coppice, install information boards and fence off the unsafe building. Should be finished in May. Ben Burgess suggested an official opening at VE Day event on 8th May. **All agreed.**
- d. 20200241 Display of: 1) 2 no. non illuminated fascia signs; 2) 3 no. sandwich boards; 3) 2 no. non illuminated information panels Location: Land at Mahoney Green, Rackheath, NR13 6JY Application Type: Advertisement Consent and 20200219 Modular unit for a temporary pharmacy (3 years) Location: Land at Mahoney Green, Rackheath, NR13 6JY Application Type: Full Planning. A mobile unit is proposed for installation to the left of the Brethren car park and to lower the height of the hedge in front of it. No objections but site needs to be secured as it has no natural surveillance. **All agreed.**
- e. GNLP: Discussion on a formal response to be recommended to the full Council for approval is deferred for further discussion at the next planning meeting and will be brought to the next Parish Council meeting for recommendation.
- f. Update from Ben Burgess. Money has been applied for to widen Salhouse Road but work is not scheduled to take place until 2023. GT16 is being looked at by a new developer after Barratts felt unable to move the site forward. Taylor Wimpey Homes has stalled whilst the GNLP consultation takes place. Norfolk Homes is working on its s.106. Lovells are amending the internal road plan of the Green Lane East development. The Green Lane East/Plumstead application has been resubmitted without consultation with either Rackheath or Plumstead Parish Council and contains increased housing. Planning Committee propose to defer this for discussion at their next meeting on 3rd March 2020 and put together a recommendation in consultation with Plumstead. Pippa asked the Council if during the consultation with Plumstead the question about reallocating the boundary could be explored. **All agreed.**
- g. Concerns raised by a local resident, as to the traffic and road conditions on Salhouse Road, and the appropriate use of a storage compound between the NDR

and Sprowston. Recommendation for Council to contact Highways re: mud on the road, hedge cutting, and central double white lines from the NDR to past the bend. **All agreed.** Storage compound on Salhouse Road is a small storage facility for top soil. Now being used to store concrete and crushing it on site. Council with to make their own independant complaint. **All agreed.**
h. Pippa reported that Salhouse Road will be closed in phases for Anglian Water to undertake works between the NDR and Woodside Road.

8. Report from the Finance Committee of 29th January 2020 to include updates and recommendations concerning: -

- a. Review of Dr's surgery rent to Spectacles at Home and proposal to draw up a formal lease agreement. Last increase 2017 of 10%. Recommendation for another 10% increase from 1 April 2020. Review rent again in November 2020. Recommendation to draw up a new lease agreement. **All agreed.**
- b. Proposed 2020 hire fees and Lease Agreement for the new onsite, pre-school nursery. **All Agreed.**

Brian Gardner stepped out 20:12 due to declared interest in the next item.

- c. Response to the Bowls Club is to uphold the original terms of the agreement but offer flexibility over the terms of payment. Subsequent discussion between the bowls club and Paula and Tracy has moved the agreement forward. The loss of a team has changed the number of games scheduled per week. It is proposed the bowls club have the Club Room five evenings per week for two hours without an increase in hire fees. The Club would like to place a sign on the gated entrance to the green stating 'Rackheath Bowls Club'. They are increasing their membership fees, plan to hold open days and reduce the cost of the grounds maintenance contract and would like to sell advertising boards around the green to raise funds. **All agreed.**

Brian Gardner returned to the meeting at 20:20

- d. Report on audit trail for events money raised via the Parks and Leisure Committee and recommendations on how to move forward with earmarking and recording. No problem with money being earmarked for play equipment but it should be agreed by full Council when and how it is spent. Brian would not want to see the money used for repaying off any loans. It is recommended that £5,000 of the money is earmarked for funding future events and any profit is used to reinstate this events fund and any surplus is transferred into the earmarked play equipment fund. Tracy, Paula, and Brian would propose that loan payments are discussed two months before instalments are due in May and November to ensure sufficient funds are available to cover them before any money is used from the play equipment fund. **All agreed.** Scribe needs to reflect more accurately the position of all funds.

9. Invitation from Jerome Mayhew to meet with Parish Councils and residents.

As an area of great change, it would be beneficial to have such a meeting so Mr Mayhew can understand the level of housing that is being put forward for our area and the lack of infrastructure that exists to support this growth. All agreed.

- a. In view of the level of development it would be useful to hold a meeting.
- b. Residents who are unable to attend would have questions should be invited to submit them via the Clerk to be put to Mr Mayhew.
- c. The meeting should be fully advertised in the Community.

- d. Suggested dates are Friday 27th March or Friday 20th March.

10. Accounts

- a. To approve Payments (attached at Appendix A) **All agreed**
- b. To note the monthly bank reconciliation to 31st January 2020 and budget update. **All agreed**
- c. CiLCA Training for the Clerk. Cost breakdown for agreement. **All agreed.**
- d. Proposal from the Clerk for new/replacement office equipment and stationery. Proposed allowance of £360.00 to cover equipment and stationery to be purchased by the Clerk and agreed to refund immediately via BACs. **All agreed.**
- e. Payment to blockbuster of £100+VAT for unblocking the ladies toilet. Carried out under Clerk's delegated powers. **All agreed.**
- f. Appointment of Internal Auditor. **All agreed** to appointment Tina Page.

11. To receive correspondence and reply if deemed necessary:

- *Email from Keep Britain Tidy asking for participation in the Great British Spring Clean 2020 from 20 March - 13 April 2020*
- *Email update regarding the Norwich Western Link project*
- *Discussion of the invitation from Jerome Mayhew to meet with Parish Councils and residents to discuss local issues. Response required.*
- *Email from NPTS with upcoming training and support sessions for Councillors*
- *Email from Andy Wilkinson, Director/Editor 467th Bomb Group Assoc.*

12. Items for publication/media and items for the next Parish Council meeting on 18th March 2020

- a. Changing meetings to Tuesday

There being no other business the meeting closed at 9.19pm