

**Minutes of the Rackheath Parish Council Meeting
Of Wednesday 15th January 2020 at 7.00 p.m.
In the Pavilion, Green Lane West, Rackheath**

Present: Paula Lowe (Chair), Fran Whymark, Joel Whymark, Julie Hunt, Pippa Nurse, Stephen Oakley

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 0

1. **Apologies for Absence** Brian Gardener – All Agreed.
2. **Declarations of Interest** None
3. **Adjournment of the meeting for Public Participation**
 - a. Crime data report submitted by Norfolk Police as follows:

Assault occasioning actual bodily harm (ABH)	1	Suspect is a resident with dementia at a Care Home who's punched a care worker.
Assault or assault by beating of an emergency worker (except a constable)	1	Same suspect as above.
Assault without injury on a constable	1	
Attempted Theft	1	Unknown male & female tried to steal copper cylinders from a works van – confronted and they drove off.
Burglary dwelling	1	Side door unlocked then unknown person smashed rear patio window, stole items from within.
Common assault	5	4 the suspect is a resident with dementia at a Care Home who's punched a care worker (same as above assaults). 1 Domestic.
Criminal damage to a vehicle	1	Domestic.
GBH serious wound without intent	1	Domestic.
Possession of Class B Cannabis	1	Found on a stop-search.
Total:	13	

- b. **Report from Fran Whymark District and Broadland Councillor**
 - Attended SNAP meeting where it was reported that notice boards are being moved and set on fire.
 - NDR is experiencing 25 crashes a month. This is being reported to Highways and monitored.
 - The lay-by on Wroxham Road is being used for inappropriate purposes and is being monitored by Norfolk Police. An application is in progress to close it.
 - NCC initiative is underway to address loneliness in the community. Voluntary Norfolk can help and advice and support is also available from www.bettertogethernorfolk.org.uk

- £122million being invested in Special Educational Needs. Plans to build 3 or 4 schools with 500 places and 142 places attached to mainstream schools.
- BDC consultation GNDP has commenced to look at site allocation over the next 2 years. Allocations up to 2038. All details are on the GNDP website.

4. To approve the minutes of the Parish Council meeting of 18th December 2019.
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 and the Clerk's report.

Minute Item 6.3 from the meeting on 18/12/2019

The Youth Council proceeds have been located and the total will be moved to a separate account. The outstanding funds to be moved into the Business Premium Account. To total £16,626.10. **All agreed.** It was also agreed that all past financial records relating to the Youth Council balance and subsequent events showing income and expenditure, profit/loss should be passed from the PLC Committee to the Finance Committee to review and to work with the Clerk to ensure accounting software can be bought in line with the separation of these funds. Bank accounts will also be renamed to enable a clearer understanding.”
All agreed.

6. To receive the minutes of the Parks and Leisure Committee meeting of 8th January 2020 to include progress updates and recommendations concerning:

- Jubilee Park – Pocket Park Funding. The application has been submitted and a response is awaited.
- There has been an enquiry for rental of the MPSA for dog training for 2x 30 minute sessions per week. The green space behind the Pavilion was considered but it was felt this should be kept sanitised for a children's play area. The MPSA could be trialled for this purpose to see if there is an appetite locally for this. It was suggested a minimum booking of one hour at a cost of £10 be made available on Monday or Sunday. **All agreed.**
- Wroxham Youth FC have asked about upgrading the MPSA. They have been told that the Council won't be able to fund this for at least another 2 years.
- Rackheath Live is being considered to be held at the Pavilion but the car park at the bottom of Stracey Field needs reinstating for event parking to adhere to health and safety requirements. Costings for this are being pursued. **All agreed** to obtain prices and consider the project.

10. Nursery provision – Chair took the item early

The Council to consider leasing a 12-metre area of land to the rear of the function room for the placement of the nursery. Ms Cooper would also like the Council to consider renting the whole space. **All objected.**

The original proposal to site a 12 metre cabin was discussed. This would only reduce the area by 1/3 leaving 2/3 available for hirers of the hall to use and for the eventual installation of play equipment. **All agreed** in principal but the change in provision will need to be reviewed by the Finance Committee. **All agreed.**

7. To consider the following Planning Matters.

- 20191909: Change of Use from Two Offices to Beauty Studios Location: 9 Mahoney Green, Rackheath, NR13 6JY Application Type: Full Planning. No objections raised.
- 20191984: Single Storey Extension to Rear/Side Location: 1 Eva Road, Rackheath, NR13 6PE Application Type: Householder. No objections raised.

- c. 20191513: Erection of 4 x Two Storey Dwellings Location: Old School Playing Field, Green Lane West, Rackheath, NR13 6LU Applicant: Mr Dennis Jeans. Concerns raised regarding parking; BDC have turned it down.
- d. 20160498 – Barratt David Wilson Homes development on Salhouse Road that straddles the boundary with Sprowston Parish. Objections have been raised against the Neighbourhood Plan and it is recommended that the Clerk arranges a meeting between the Planning Committee and the developers.
All agreed.
- e. Update on progress with development in GT16. Ben Burgess at BDC reports no further progress at this stage.

8. Report from the Finance Committee of 3rd January 2020 regarding the review of the Bowls Club fees and 2020 Lease Agreement.

The Council to consider and agree recommendations relating to 2020 hire fees and Lease Agreement. Changes proposed were to add an annual review date of 31st January and to make clear that the Bowls Club must park on the land adjacent to the green, behind the Pavilion. **All agreed.**

9. Accounts

- a. To approve Payments as per the payments list attached. **All Agreed.** Julie Hunt asked for a more cost-effective printer to be looked into as there has been £35.00 spent on printer ink in a month.
- b. To note the monthly bank reconciliation to 31 December 2019 and budget update. **All agreed.**
- c. To accept the payment of work to the track leading to the overflow car park authorised under the Clerk's emergency delegated powers. **All agreed**
- d. To approve a request from the Clerk to attend Financial Year End training with NPTS on 4 March 2020 costing £44.00. **All agreed**

11. How to deal with communication to the public using different mediums of communication including the issue of rebranding the Council. In particular to consider:

- a. Do we agree with each committee having a logo or should we have a central logo that represents us as a united Parish Council rather than individual groups?
- b. How should we communicate the change in name and what it means e.g. write up piece for local publication, Facebook, Flyers etc.
- c. What correspondence, website etc needs to be changed, who needs to be notified. Bank account changes required.
- d. How we will plan the rollout of this change

It was discussed that lots of the administrative changes should be made in the background and commence now. Pippa suggested a Communication Committee be set up to look at all the areas which need changing. The Parks and Leisure logo is modern and easily reproduced so this would work for the Community Council as a whole. Different logos for each Committee was not favoured. The change should take place on 1 April to coincide with setting up the new financial year. A formal announcement can then be made at the AGM in May with a formal statement from the Council to be made giving reasons for the change. **All agreed.**

Better use to be made of the Parish Council Facebook page for communicating with the community. The Clerk to look into the account set up and set up access.

The Communication Committee to be made up of Pippa Nurse, Julie Hunt, and Joel Whymark. Paula Lowe to be reserve.

12. Following the resignation of Councillor Rebekah Hughes, there are currently 2 vacant roles on the Council which need to be filled.

- a. A Defibrillator nominated person needs to be filled as a matter of urgency. It was suggested that the Booking Administrator manages the one at the Pavilion. Fran Whymark is to take on the management of the one located at Wright Way Stores and Post Office. **All agreed.**
- b. An Internal Controller to oversee the financial work carried out by the Clerk. Fran Whymark agreed to do this. **All agreed.**

13. To receive correspondence and reply if deemed necessary:

- *Email from Aylsham Depot regarding the visit of Streetscene Inspectors the week commencing 17/02/20. Suggestion that they've already been but the Clerk to notify them of severe potholes on Salhouse Road and Vera Road.*
- *Letter from Wroxham and Hoveton Lions Club enclosing a cash donation. Council expressed their appreciation of this donation and requested a letter of thanks be sent.*

14. Items for publication/media and items for the next Parish Council meeting on 19th February 2020

- a. Review of Drs Surgery Rent

There being no other business the meeting closed at 9.17pm