

**Minutes of the Rackheath Parish Council Meeting
Of Monday 21st October 2019 at 7.00 p.m.
In the Pavilion, Green Lane West, Rackheath**

Present: Paula Lowe (Chairman), Rebekah Hughes, Pippa Nurse, Brian Gardener, Fran Whymark, Joel Whymark, Tracy Buckley, Julie Hunt

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 1

1. Apologies for Absence

- a. Received from Stephen Oakley & Fran Whymark

2. Declarations of Interest

- a. No declarations were received.

3. Adjournment of the meeting for Public Participation

4. Police report submitted to the meeting – no representatives in attendance however, a crime data had been submitted prior to the meeting.

Cause intentional harassment, alarm or distress	1	Neighbour dispute.
Common Assault	3	1 was a resident of a Care Home with mental health issues. 1 was a Domestic. 1 was an elderly man on a bus, unknown to the victim, trying to hold hands with the victim which the victim didn't want. Victim thinks suspect has poor mental health.
Fear or provocation of violence	1	Neighbour dispute.

5. Broadland District Council and Norwich City Council - As the nights get darker at the time of year it raises safety issues. A catalogue of leaflets were provided to be displayed in public areas. A reminder that the scheme for warmer homes is running for those not able to fund their own domestic heating bills. Leaflets to be displayed in the village for those how may benefit from this. Also the Collective Solar Panel Scheme runs out tonight at midnight tonight for anyone who may want to make a last minute application.

6. To approve the minutes of the Parish Council meetings of 15th July 2019 and 16th September and the Extraordinary meeting of 29th July. Proposed by Paula Lower and seconded by Tracy Buckley.

7. To receive a report of any matters arising from the minutes not on the agenda and the Chairman's report.

- a. No matters arising.

8. To receive the minutes of the Parks and Leisure Committee meeting of 9th September and a report from the meeting on 14th October 2019 to include progress updates and recommendations concerning Pavilion Building Works Update:

- a. Progress to date. The return of the electricians is awaited to fix the car park lighting. The issues with the drains leakage has been resolved and a fibreglass lining will be put in place. The costings for this are still awaited. The builders are due to return and install the football lockers. The Air conditioning needs to be set up so the sensors measure the room temperature correctly.
- b. Bookings: Councillors were brought up to date with bookings. We have had an enquiry to book the hall Monday evenings for 46 weeks of the year. This will conflict with the Boot Camp enquiry who also wants to book on a 6 week block booking rotation on a Monday evening. The hirers booking forms are awaited before confirmation can be made but the more permanent booking is favourable. It may be possible to allow both bookings if timings can be negotiated. Parish Council meetings will then move to the 2nd and 3rd Tuesday of the month. The Hoveton Lions have a list of questions regarding their event in August 2020 but these will be discussed at the next PLC Meeting.
- c. Cleaning contract. The monthly fee is £253.50 per month. Councillors felt this was rather high and wondered if we could cancel the cleaning if there was no bookings in any one week. Enquiries to be made. Still awaiting pricing for the consumables and sanitary bins and once received the contract will be discussed again.
- d. Fireworks – the event is currently short of stewards and it was asked if anyone is available to come along and help. The Village Hall Committee were approached and asked if we can use their car park on the night. The Committee asked for a £25 donation due to a booking they have lost that night on account of the fireworks events. It was suggested to the VH that they could charge for parking but they did not feel able to resource this on the night. It was agreed that a donation bucket on the entrance gates to the Pavilion would ask for a parking donation from those using the VH car park and any shortfall to the £25 would be made up by the PC. This was proposed by Brian and seconded Tracy. Larger businesses on the Industrial Estate have offered their car parks on the night. Paula has applied for and received the alcohol licence.
- e. Brian reported that the Pavilion's first football tournament took place at the weekend and was a great success.
- f. Progress on having the Cabin at the Church removed was reported by Brian. He has met with Cozens Electrical who will provide two quotes for the pathway lighting at the cabin; one to run the existing wiring into a light pole close to where the existing light is. The second option is to extend to one light pole and then to another at the front of the Church near the end of the path with a socket attached to be used for the Christmas lights. The quotes are awaited.

9. To consider the following Planning Matters. To receive the Planning Committee Meeting Minutes of 30th September 2019 and report of the Planning Committee Meeting of 21st October 2019

- a. Pippa and Rebekah attended Plumstead PC meeting. Plumstead were in largely in agreement with the view of Rackheath PC and have also submitted their objection. Plumstead were unaware of the community ground at the front of the development being used to build a health centre.
- b. Feedback on the development plans for Newman's Wood. Pippa reported that the Planning Committee had just finished a meeting with NCC and plans are progressing. It was noted that the woods would be closed at some point to undertake the felling needed to make the site safe. Pippa had asked NCC to keep the PC informed of when this will take place so that the local community could be made aware.

10. Accounts

- a. **To approve Payments** as per the payments list attached. All payments were agreed. Proposed by Julie and seconded by Joel.
- b. **To note the monthly bank reconciliation to 30 September 2019 and budget update.** The bank signatories are still be mandated so these documents will be made available at the next meeting.
- c. **Grant Funding for Pavilion project – update.** The Football Foundation were unable to pay out the £24,000 which the PC paid to Acasta Consulting Limited, as the paperwork was insufficient. However, an invoice, credit note and email receipt have now been received and the claim can be resubmitted. It is hoped this will allow the payment to be made.
- d. **To consider projects and expenditure for 2020/21 to be fed into the budgeting and precept projections for discussion at the next Parish Council Meeting on 18th November 2019.** It was suggested that the unused and overgrown area of land at the end of the playing field, which currently houses the Wroxham Youth FC container be looked at making into additional parking spaces. The situation with parking is already becoming critical on a Saturday as the youth football grows.

11. To receive correspondence and reply if deemed necessary:

Letters from Year 4 pupils at Rackheath Primary School – letters read out. Paula Lowe to reply personally.

Notification from BDC re: a property name change on Green Lane West, Rackheath
Request from Citizens Advice Bureau for a financial donation

Email from PSE offering information about Facilities Management Services

From NCC details of the Norfolk Minerals and Waste Local Plan: Preferred Options Consultation – deadline 30/10/2019

Invitation from NPTS for Clerk and Councillors to attend their next Seminar on 20th November.

List of upcoming Training Events from NPTS: agreed for Clerk to attend GDPR training.

Confirmation of the acceptance from TV Licensing that we do not currently require a TV Licence

Invitation from The Local Government Body Commission to take part in the consultation on division boundaries for NCC – deadline 02/12/2019

Press Release from the NHS informing that flu vaccinations are now available at local GP surgeries

Notification from BDC re: house numbering on 10 new properties at Sam Smith Way, Rackheath

Email from B&SNC inviting nominations for the 2020 Business Awards including a poster for display

12. **Public Right to Reply** – A member of the public enquired about the parking situation on the Industrial Estate discussed at the last planning meeting. Pippa advised that this was still in progress and the first steps in resolving this were being taken.
13. **Items for publication/media and items for the next Parish Council meeting on 18 November 2019** – no matters arising.
14. **Resolution to exclude Press and the Public** in order to discuss matters where
15. 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 Matters and Contracts
 - a. **Review Pavilion Budget and Completion Cost and give authority to pay for anticipated additional costs prior to the next Parish Council meeting.** An update has not been supplied, except the intended cost of landscaping came in under budget as the anticipated topsoil was not required. The costings for repairing the drains is awaited.
 - b. **Booking Assistant contracted hours.** Permission sought for the Booking Assistant to exceed the contracted 5 hours per week while the role is being set up. Likely to be for the month of October and possibly the beginning of November. Agreed to 2 extra hours per week. Proposed by Brian and seconded by Julie.

There being no other business the meeting closed at 8.02pm