

Rackheath Parish Council
Minutes of the Meeting
Of Monday 17th June 2019 at 7.30 p.m.
In the Cabin, Salhouse Rd, Rackheath

Present: Paula Lowe, Stephen Oakley, Tracy Buckley, Joel Whymark, Julie Hunt, Rebekah Hughes, Pippa Nurse, Brian Gardner and Fran Whymark

In Attendance: Diana Dring (Parish Clerk)

Members of the Public: 5

1. Apologies for absence

None received

2. Declarations of Interest in items on the Agenda

None received

3. Adjournment of the meeting for Public Participation with reports from the Police and Broadland District Councillor

Fran made a report as Norfolk County Councillor advising of work with Saffron Housing on a housing in care project in Acle; a £150,000 repair programme had started on the Broadland Northway (NDR); a new crime prevention strategy was being developed supporting vulnerable families with issues such as food, exercise etc- further info available in November. Fran was now the Broads Authority representative and would be interested in hearing of any issues relating to the Broads. As Broadland District Councillor Fran reported that the Tots to Teens scheme had opened for the summer. Fran was involved with affordable housing, homelessness and temporary accommodation to improve facilities for vulnerable people. He will also be the Broadland Representative on the Health & Well Being Board, which had a new transformation programme with networks linking up to improve overall care. A representative of the Village Hall Management Committee said that they were disappointed with the lack of communication from the Parish Council about matters affecting the village hall. The Clerk had sent an email in April requesting use of the access round the back of the village hall to the Pavilion and for the Bowls Club while the building and car park work were going on which was given but this had continued for longer than expected and heavy vehicles had created ruts and damaged to ground. The Chairman advised that the builders had been asked to make good any damage on completion of the works.

Concern was also expressed about the potential siting of the Cabin on the field next to the Bowls Club but the Chairman was advised they were waiting for a report from the District Council as to whether this was feasible and would consider in more detail when that was available.

A representative of the Rackheath Life magazine advised that the quarterly village newsletter was likely to finish as the key editors were giving up and there weren't enough volunteers to keep it going. The Village Hall was in the same position lacking volunteers/trustees and could also pack up.

There was no Police report

4. Approval of the Annual Parish Council Meeting Minutes of 20th May 2019

The minutes of the meeting of 20th May 2019 were approved as a correct record on the proposal of Tracy, seconded by Rebekah

5. Report of any matters arising from the minutes not on the agenda and the Chairman's report

No matters raised

6. Receipt of the minutes of the Parks and Leisure Committee meeting of 13th May 2019 and to consider a report of the meeting of 10th June 2019 to include progress updates and recommendations concerning

The minutes of the Parks & Leisure Committee meeting of 13th May 2019 were received by the Council on the proposal of Tracy, seconded by Joel.

i) Pavilion building progress, contract variations and costs

Brian reported the outcome of a meeting with the Contractor held on 14th June at which it was agreed the kitchen serving window would be replaced with openings that opened closer to 90 degrees further, the steel beams would be sealed them to make them look less obtrusive, air-conditioning units with remote control to be provided, door restrictors to be added and the patio area would be completed meeting building control/exit requirements. Internal works and the car park should be completed by 21st June 2019 with the Project Manager attending on 24th June to check final snagging. Allowances for variation costs had been agreed and the final costs would be included in the valuation of 27th June 2019. The latest Contractor Valuation of work undertaken was noted along with recommendation for approval by the Committee and Project Manager.

ii) Opening Event

It was noted that the Committee had decided to defer the Pavilion Opening Event to 20th July to provide more time to organise. A draft timetable had been drawn up.

iii) Any Other Matters

On the proposal of Fran, seconded by Julie it was agreed to replace both sets of football goal posts at the playing field at approximate cost of £550 and to apply for a grant of up to 50% from the Football Association if there was enough time.

Thanks were given to the kind volunteer who had refurbished and installed three new benches in the Jubilee Park.

7. Response to Norfolk Homes query regarding the Parish Council's lighting preference for their housing development at Green Lane West

Norfolk Homes Ltd were seeking to finalise statutory processes in association with the development asked the Parish Council wished to see street lighting installed with this development. Norfolk Homes emphasised that whilst Norfolk Homes Ltd would install any such lighting at cost, the Parish Council will be obliged to adopt, maintain and cover all costs of the lighting thereafter.

Pippa referred Members to Rackheath Neighbourhood policy HOU3 which specified lighting should be provided where necessary. Following discussion the Parish Council agreed they would not wish to have overhead lighting on the new development but would support low level lighting such as bollard lighting along the main thoroughfare and play areas, However the Parish Council would like to see a lighting specification for approval.

8. Approval of the Annual Audit of the Parish Council Accounts 2018/19

i) Annual Internal Auditors Report & Recommendations

Members noted the Internal Auditor Report on page 3 of Annual Governance and Accountability Return and the comments made in her report. The Clerk explained that the full years receipt file had not been available for the Internal Auditor to inspect as it

had mistakenly been left in her office, but the Internal Auditor was satisfied with the evidence she had seen to verify the transactions.

ii) Approval of the Annual Governance Statement in the 2018-19 Annual Governance Annual Return (AGAR) Statement of Accounts

Members agreed to accounting statements one to eight on page 4 of the Annual Governance Statement, item nine was not applicable. The statement was approved on the proposal of Julie, seconded by Rebekah and duly signed by the Chairman and Parish Clerk.

iii) Approval of the Statement of Accounts in the 2018-19 AGAR

Members noted the figures on page 5 of the Annual Governance and Accountability Return, approved the Accounting Statements on the proposal of Julie, seconded by Stephen and were duly signed by the Clerk and Chair.

9. Accounts

i) Approval of Payments

The following payments were approved on the proposal of Brian, seconded by Tracy;

D Dring	May paid 31 May 2019	£815.58
D Dring	Balance due £364.74 + exp £294.04	£658.78
HMRC	May PAYE & NI	£529.18
Norfolk Pension Fund	May Pension contributions	£473.96
Garden Guardian	Grounds Maintenance – May charge	£1,759.00
T Gill & Son	Pavilion Building Work Invoice #6	£129,416.16
Wave	Pavilion backdated water charges	£164.00
Barclays	Bank Charge	£60.01
Scribe	Multi-license	£84.90
S & C Moore	Internal Audit	£150.00
CIM	JP Noticeboard Perspex	£174.00
NPTS	Induction Training for AT on 3 rd July	£44.00
Anne Tandy	Booking Admin Salary due 30 June 2019	£175.00
BHIB	PC Insurance (Approved May2019)	£768.20

ii) Monthly Bank Reconciliation to 31 May 2019 and budget update

The bank reconciliation and budget update were noted. The bank reconciliation totalling £117,608.50 showed an error of five pence which was an overpayment to T Gill & Son and would be reconciled by an underpayment of this month's account.

10. Correspondence

Broadland Tree Warden Network- latest Broadsheet newsletter

BDC – Invite to Join Community Clear Up Network - Free Equipment apply by 30 June

CPRE - Rural Housing Conference – Dereham 6th September

BDC – Community Land Trust conference for parish councils July 18th – Fran attending

Environment Agency - consultation: draft national flood and coastal erosion risk management strategy for England- runs to 4th July

DAC Beechcroft, solicitors f/up bus shelter claim on behalf of BHIB insurance co.

NPTS- Updates and Training lists

Cornerstone Planning –lighting preference query for Norfolk Homes housing site

11. Public Right to Reply- adjournment of meeting for public to comment

A member of the public suggested asking if the Pavilion paint is graffiti proof.

In response to a question about the change to the bus service Pippa confirmed it was due to start on 7th July 2019. The issue of the flooding bus stop outside the village hall was raised and it was understood NCC had been asked to improve this bus stop.

12. Items for publication/media and items for the next Parish Council meeting on 15th July 2019

Pavilion Opening Event

13. Resolution to exclude Press and the Public in order to discuss matters where 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

Resolution approved on the proposal of Stephen, seconded by Brian. The public left the meeting.

14. Report from the Parish Clerk regarding the new Parish Clerk's Employment Contract and the appointment of a new Booking Assistant

i) Members discussed the comparative cost of the employer's contributions to the Local Government Pension Scheme (22.5% of salary) or alternative NEST (National Employment Savings Trust) min 3% contribution. It was agreed the NEST scheme would provide a cost saving for the Parish Council and public money and the Council was not obliged to offer LGPS. Members discussed a suitable employer's rate and Brian proposed a rate of 5% of salary, which was seconded by Tracy. However, following further discussion Julie proposed an employer contribution of 10% of salary under the NEST scheme, which was seconded by Brian and supported by the majority.

Several Members said they had heard of administrative issues working with the NEST scheme and Stephen offered to research the scheme including the rates and charges and bring back information to the next Parish Council meeting. Clerk to prepare the draft contract on the basis of the new Parish Clerk joining the NEST pension scheme.

ii) Employment of a Booking Assistant. The Clerk reported that several applications had been received for the Booking Assistant role and asked the Council whether the Council wished to continue with the recruitment, or the Parish Clerk and Trainee Parish Clerk cover the role until the end of August. It was agreed to continue with the recruitment and that Pippa, Paula and Stephen would interview candidates the following week.

There being no further business the meeting closed at 9.40pm