

**Rackheath Parish Council Meeting**  
**On Monday 21<sup>st</sup> January 2019 at 7.30 p.m.**  
**In the Cabin, Salhouse Rd, Rackheath**

**Present:** Paula Lowe (Chair), Brian Gardener, Rebekah Hughes, Tracy Buckley, Pippa Nurse, Stephen Oakley and Julie Hunt

**In Attendance:** Diana Dring (Parish Clerk)

**Public:** 0

**1. Apologies for absence**

Apologies were received from Pippa Nurse, Simon Hunt and District Councillor Fran Whymark.

**2. Declarations of Interest in items on the Agenda**

No declarations of interest were made.

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

No police report received

The Chairman read out a District Councillor report from Fran that the new structure for the joint management team for Broadland District Council (BDC) and South Norfolk Council (SNC) is being developed. It was hoped that interviews would be completed by mid-April and there should be no need for staff redundancies. The new structure would take forward the collaborative working between BDC and SNC.

To ensure the safety of residents BDC made all private hire drivers licensed by the District Council attend safeguarding training before their licences were issued or renewed. 98% of food premises within Broadland are rated satisfactory or better. Where food businesses are rated 2 or less the Food Safety Team will work with the food business to ensure food safety requirements improve. It has been made a legal requirement for all food businesses to inform customers about allergen information either on the menu or on a sign visible when ordering. Businesses must also ask customers when taking telephone orders. Once again, the Food Safety Team can be contacted for further information.

**4. Approval of the minutes of the Parish Council meeting of 17<sup>th</sup> December 2018**

The minutes of the previous Parish Council meeting of 17<sup>th</sup> December were approved as a correct record on the proposal of Rebekah, seconded by Stephen.

**5. Any matters arising from the minutes not on the agenda and the Chairman's report**

The Chairman advised that she had tried to contact Norfolk County Councillor Tom Garrod following his non-attendance and no apologies for the last Parish Council meeting but had received no response.

**6. Receipt of the Parks and Leisure Committee Minutes of 11<sup>th</sup> December 2018 and a report of the Parks & Leisure Committee meeting of 14<sup>th</sup> January.**

The minutes of the Parks & Leisure Committee meeting of 11<sup>th</sup> December 2018 were received on the proposal of Tracy, seconded by Stephen.

**i) Pavilion Building progress, variations and payment of first invoice**

Members discussed and reviewed the recommendations and approved the following on the proposal of Tracy, seconded by Stephen;

- Payment of Gill's first invoice,
- Pavilion bulkhead lighting,
- No additional alarm system,
- Remove and store the PV panels from the roof,
- Set up a Pavilion Marketing and Management Working Group to work on details of Pavilion set up.

Members noted the cost of additional lighting columns for the car park lighting and suggestions for flooring and kitchen

**ii) Grounds Maintenance Contract 2019/20**

The Clerk explained that only one tender had been received for the Grounds Maintenance Contract although three companies had shown interest. Members were pleased with the work carried out by the current contractor and agreed unanimously to accept the tender from Garden Guardian for 2019/20 grounds maintenance contract.

**iii) Any Other Matters**

Members discussed the suggestion of a dogs on leads rule for the Jubilee Park to try to reduce the amount of dog mess not picked up by owners. It was agreed to review this again in the Spring.

**7. Report from a resident's group on traffic and highway issues on the Broadland Northway (ex NDR) Highways Matters and agree any action required**

A report about the Broadland Northway drawn up by a local group calling themselves the Think Tank had been circulated to Members. Brian had emailed it to Norfolk County Councillor Tom Garrod but received no response. Following discussion it was agreed to send the report to Parish & Town Councils in Broadland and ask them to respond/support the report and copy their response to the local newspaper, MP, County & District Council, Highways and Norfolk Constabulary etc.

Members were pleased to hear that five volunteers had come forward to form a Parish Speedwatch Team. Discussed the need to provide evidence of speeding on Salhouse Road and to ask Highways to set up speed monitoring.

**8. Receipt of the Planning Committee Minutes of the meeting of 3<sup>rd</sup> December 2018**

The Planning Committee Minutes of 3<sup>rd</sup> December 2018 were received on the proposal of Tracy, seconded by Stephen.

**9. Accounts**

**i) Approval of Payments**

The following payments were approved on the proposal of Rebekah, seconded by Stephen

D Dring	December Salary	£815.58
D Dring	Balance due £208.16 + expenses £76.44	£284.60
HMRC	December PAYE & NI	£446.70
Norfolk Pension	December Pension contributions	£402.44
Garden Guardian	Grounds Maintenance – Dec charge	£567.46
T Gill & Son	Pavilion Building Work	£46,162.72

**ii) Bank reconciliation for December 2018 and budget update**

Members noted the bank reconciliation for December showing a total bank balance of £64,572.91 including uncleared payments.

**10. Correspondence**

*BDC Planning Enforcement*

*Broadland Community Grants- news*  
*Community Action Norfolk – Newsletter*  
*Norfolk ALC- Newsletter*  
*Norfolk Parish Training & Support Newsletter*  
*NCC Leader- response to consultation on Early Childhood and Family Service*  
*NCC- Highway ranger visit – re notification on potholes, flooding, overgrown verges etc*  
*Ward Gethin Offer of legal services for Parish Councils*

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

**12. Items for publication/media and items for the next Parish Council meeting on 18<sup>th</sup> February 2019**

Paula to submit Chairman's report for Rackheath Life

There being no further business the meeting finished at 8.20pm