

**Minutes of the Rackheath Parish Council Meeting
Of Monday 15th July 2019 at 7.30 p.m.
In the Cabin, Salhouse Rd, Rackheath**

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

In Attendance: Anne Tandy (Parish Clerk (Designate)), Diana Dring (Parish Clerk & Responsible Financial Officer)

Public: 3

1. Apologies for Absence

Received from Julie Hunt, Stephen Oakley and Brian Gardener.

2. Declarations of Interest

No declarations were received.

3. Adjournment of the meeting for Public Participation

Reports from Police

3 assaults - adults with limited mental capacity.

1 domestic incident

1 Possession of cannabis

Theft of mail

Report from NCC by Fran Whymark: Launched at Royal Norfolk Show was the ambition of the Council to grow the economy, manage development and greater community. Planned infrastructure projects: 3rd cross at Great Yarmouth and transport links in Norwich, over the next 3 years the Council to build 3000 homes using their newly owned building company. There are also plan for 3 special schools and depending on how they progress there is scope for 1 more. This will give 170 extra spaces in special educational needs. There are also plans for extra care housing. NDR western link has been voted by cabinet. Option C has been agreed and this fits with longer term plans for constructing a dual carriageway from Ringland up to Dereham.

4. To approve the minutes of the Annual Parish Council meeting of 17th June 2019 and the Extraordinary meeting of 1st July 2019.

In the Minutes for the 17th June, Fran asked that in his report on behalf of NCC the reference to crime prevention was changed to poor health prevention. This agreed, the Minutes of the Annual Parish Council Meeting on 17th June and the Extraordinary Meeting on 1st July 2019 were approved as an accurate record. Proposed by Tracey, seconded by Fran.

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

No matters arising.

6. To receive the minutes of the Parks and Leisure Committee meeting of 10th June 2019 and to consider a report of the meeting of 8th July 2019 to include progress updates and recommendations concerning:

The Minutes of the Parks and Leisure Committee meeting on 10th June 2019 were agreed as an accurate record. Proposed by Tracey, seconded by Fran.

- i) Pavilion Building Works Update
Graham Sibley provided an update and breakdown of where we are currently. MPH have completed the car park; the tarmac was laid today. The Electricians were in last week and completed their work on 11 July and the Plumbers should finish by the 19th July. All works will be checked and signed off by Graham.
- ii) Bowls Green Gate
Quotes for 3 gate options have been received from G&G Fencing for £538 to £589 (depending on type of gate chosen) which is the lower quote and has completed the other fencing work satisfactorily. We have a further quote from Norfolk Prestige Fencing and another 2 expected back in the next few days. Parish Council approved the Clerk to go with the quote from G&G Fencing if that is the lowest. Proposed by Tracey seconded by Pippa.
- iii) Pavilion Signage
CIM Signs have made amendments to their original proofs, as discussed at the last meeting and resent the new ones. Clerk went through a breakdown of the quote and the Parish Council agreed to the following signs:
2 legal disclaimer notices for lampposts in the car park £58.00
2 aluminium roadside signs directing public onto the site £269
2 Dibond signs for disabled parking bays £14.00
1 Dibond building sign for the main entrance with the name of the building £159
1 Dibond changing facilities entrance sign £89.00
Window frosting on patio doors to be at adult height and child height in dots and tramlines £69
21 Dibond signs for internal doors etc £89

Proposed by Tracey, Seconded by Fran

The lettering for the external gable end was considered too expensive and Pippa asked for the Clerk to make enquiries about the cost of employing a signwriter to carry out this work instead.

7. To consider the following Planning Matters

- i) Receive the Planning Committee Minutes of 29th April 2019
This largely involved discussion about the green infrastructure offered by Lovells on the Green Lane East development. The Minutes of 29th of April 2019 were agreed as an accurate record. Proposed by Pippa, seconded by Rebekah.
- ii) Report of the Planning Committee Meeting of 1st July 2019
Discussed 3 Domestic applications and an amendment to 10 dwellings on the development on Salhouse Road. The Minutes of the Planning Committee meeting of 1st July 2019 were agreed as an accurate record. Proposed by Rebekah, seconded by Pippa.

- iii) Street Lighting on the Norfolk Homes site for 322 homes at Green Lane West.

NCC to further advise about types of lighting and costings. NCC are in favour of no lighting and there is a dislike for full size streetlights. Request for low bollard lighting in play areas and on one walkway, this would encourage people to use the lit one and provide safety for children and walkers. Meeting with NCC Highways arranged for 18th July, to look at cost and implications. Agreed it would be cheaper to install at the point of building development than retro fit later at the request of residents. Fran asked if we they could be sensor lights? Tracey asked if existing lights in the village could go off at night? Agreed the Planning Committee to discuss and agree the requirements on 18th July. Proposer Pippa, seconded by Tracey.

- iv) Response to the Reserve Matters Planning Application for 157 homes on land south of Green Lane East

To be discussed by Planning Committee at the meeting on 22nd July 2019. Agreed to give authority for Planning Committee to respond on behalf of PC Proposed by Fran, seconded by Pippa.

8. To consider a progress report from Broadland District Council regarding their proposal to re-site the Portacabin at the Church to land at Stracey Sports Park.

Email from Kirsten Hughes BDC Economic Development Manager

Unfortunately, after the contractors looked at the building, they have deemed that it will not survive a move! So, it may well have to be removed and disposed of. We will need to discuss timescales with BDC in line with our use of the Cabin while the Pavilion works are completed.

BDC will continue to work with the person who was hoping to provide the childcare service and see if another venue can be found as it will be a shame that so vital a service doesn't go ahead.

Agreed that as soon as PC know when they will no longer need to utilise the Cabin, to let BDC know so they can remove it. The PC is mindful that the Church have asked for it to be removed by September 2019. It was noted that the footpath between Salhouse Road and Jubilee Park will need a light post as lighting as the light will no longer be attached to the side of the cabin.

9. To consider a request from Rackheath Life for support from the Parish Council to continue producing the publication

Notice was given at the last meeting that, the loss of the advertising administrator, one of the Editors now doing more paid work and the resignation of the other editor, has caused the process of winding down Rackheath Life, which will cease to exist unless replacements come forward.

The Rackheath Life Team are asking if the PC could give any support to the magazine, which supports, not only organisations and venues but also District

and County Councils and, especially, the Parish Council. If so, what could be the possibilities in that direction?

They are hoping to carry on, with reduced content/size as necessary, to Spring 2020, although this is now very uncertain. An appeal is being drafted for the Autumn issue and whilst they can offer help on the advertising side, there is no possibility for support to be given to any new editor. They as that at the very least, could Anne's duties as Parish Clerk be extended to supporting/training an otherwise suitable person? If the existence of this support could be included in the appeal it might make all the difference to someone coming forward.

The magazine is currently self-financing as adverts cover cost of publication and assuming volunteers could still help with distribution, support is required to help co-ordinate. May be something a booking assistant could help with?

There have been some offers for help via the Facebook appeal; Emma Watts, Stuart Middleton and Jenny Cornwell. All would be ideal candidates. Anne offered to give up her own time to help support new Editors for a short period of time while they got up to speed with the role.

10. Annual review of the Parish Council Risk Assessment

Policy requires reviewing and updating, when necessary, on an annual basis for audit purposes. Updates approved.

11. Accounts

i) To approve payments:

D Dring June SO payment	£815.58
*Balance due £369.48 + exp £174.08	£543.56
A Tandy June salary	£175.00
HMRC June PAYE & NI	£532.77
Norfolk Pension Fund June Pension contributions	£476.13
Garden Guardian Grounds Maintenance – June charge	£447.40
ROSPA Play Equipment Inspection	£111.60
ESE Directpavilion chairs/tables/storage/bin	£5,476.88
GS Designs Balance of Project Management fee + extras	£1,050.00
Eon Pavilion Electricity est to 19 June	£86.57
Heart Safe AED Defibrillator Monitoring 2019/20	£117.60
Anglian Internet Laptop, support & advice	£488.00
Talk Talk Pavilion Phone Charge	£31.80
NPTS Various Clerk's Training	£124.00

The above payments agreed. Proposed by Fran and seconded by Joel.

Pavilion

G & G Fencing Pavilion Fencing	£2,790.64
Dunhams Pavilion Cubicles	£14,018.05
Norman Wenn Removal of Skip	£120.00
Cookes Blinds Kitchen Shutter	£1,066.20
MPH Car Park/Access Groundworks	£54,351.60

Fran queried Diana's payment and she agreed that it needs to be amended. All others are ok.

The invoice from Cookes for the kitchen shutter needs to be paid but agreed that all other payments for the Pavilion work are only made after Graham Sibley has checked and agreed the work is complete to the necessary standard and the Administrators have confirmed that these amounts will be deducted from the outstanding balance owed to them by the PC.

PC agreed for the Clerk and Chair to go ahead and authorise these additional payments between meetings. As long as confirmation has been received from the Administrators, as above and Graham Sibley approves the work that has taken place.

There being no ordinary PC meeting in August, the PC agreed to allow the Clerk to make all standard payments in August. Proposed by Fran and seconded by Joel.

- ii) To note the future cost of the PWLB loan repayments
No comments
- iii) To note the monthly bank reconciliation to 30th June 2019 and budget update
No comments

12. To receive correspondence and agree response (if any)

NCC - Norwich Western Link preferred route recommendation

NCC - Info for Campaign on Smoking during Pregnancy

Rackheath Bowls Club re toilet and gate – discussed

Phoenix FC - re Pitch Advertising

BDC - Tots to Teens promotion

CPRE - notice of Summer Fair at Ravingingham on 28th July

Acasta Consulting - Gill's Administrator

BHIB - Insurance response regarding Pavilion – obtain a quote for updated pavilion works

Cornerstone Planning re lighting at Norfolk Homes site at Green Lane West

La Ronde Wright re Green Lane East Open Space

Norfolk Accident Rescue Service - training courses, voluntary work & request for donation – no longer offer donations

Norfolk CAB - report and request for donation – no longer offer donations

Rackheath Life – request for article

NCC Confirmation of preferred route C for A47/Northern Broadway

HMRC- Reminder for PC to register for making digital tax returns (completed)

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

Member of the RVH Committee offered thanks to the PC for arranging for the rear access road between the Pavilion and the Hall to be reinstated to a high standard. It was asked with the Pavilion would be finished as they are making progress on installing a gate to the read of RVH to prevent continued traffic. The hope is the that this will encourage facility users to enter and exit the respective

car parks from the roadside. They propose that the gate be opened to help with public events when necessary such as the firework display and the Bird Auction.

14. Items for publication/media and items for the next Parish Council meeting on 16th September 2019

Request for contribution for Rackheath Life.

15. 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 and Contracts

i) To consider variations to the Parish Clerk Employment Contract with regard to work location, pension and training.

The information regarding cost savings between the two Clerk posts.

	<i>Current Clerk</i>	<i>New Clerk</i>
<i>Salary</i>	<i>£15.40 ph (SCP 26) Basic £1333.64 pm</i>	<i>£13.15 (SCP20 rising to SCP25 £14.96) Basic £911.73pm</i>
<i>Contract Hours</i>	<i>20 p.wk (Ave 23)</i>	<i>16 (extra hours to be approved by PC)</i>
<i>Home Expenses (Internet/phone/elec)</i>	<i>£22 p month (Ave £4 p wk – not claimed when on A/L)</i>	<i>?</i>
<i>Mileage</i>	<i>£63.02 average per month- 45ppm</i>	<i>Clerk based in office so should only claim mileage for training/meetings etc</i>
<i>Pension</i>	<i>£316.66 average employers contribution per month (@22.5%)</i>	<i>NEST Employers contribution of 10% x £911.73 = £91.17+ charge LGPS Employers contribution 22.5% x £911.73 = £205.14 pm</i>
<i>Total Ave per month</i>	<i>£1735.32</i>	<i>£1002.90 / £1116.87 (Depending on pension)</i>

ii) Appointment of Booking Assistant

We received 3 applications who have been contacted about putting the interviews on hold pending further information about the Pavilion completion. A date needs to set now to interview, possibly mid-August to late August, if they are still viable candidates. If not, we need to re-advertise. Clerk Anne, to suggest dates of the members of the recruitment panel and contact the applicants once organised.

iii) Review Pavilion Budget and Completion Cost and give authority to pay for anticipated additional costs prior to the next Parish Council meeting.

PC request that Graham Sibley should clarify in writing, what has been agreed with the Administrators and seek their assurances that these monies will be deducted from the outstanding balance from Gills Builders. There is concern that at this time the PC could be ordered to pay the £88,000 on top of the current

arrangements made by Graham with the contractors. Graham has asked the Administrator to provide a breakdown of the £88,000 to give clarity to what has already been paid for the PC. It was agreed that the PC will not pay any more monies until these assurances have been received.

As there is no meeting planned in August, members asked for communication from the Administrators to be sent to them and if at all unclear an Extraordinary Meeting will need to be called.

There being no other business the meeting closed at