

Minutes of the Rackheath Parish Council Meeting
Of Tuesday 21st July 2020 at 7.00 p.m.
Via Zoom video conference

Present:

Stephen Oakley (Vice Chair), Brian Gardner, Joel Whymark, Julie Hunt, Pippa Nurse, Tracy Buckley

In Attendance:

Anne Tandy Parish Clerk & Responsible Financial Officer

Public:

Two residents in attendance.

52. Apologies for Absence:

Paula Lowe (Chair)

53. Declarations of Interest:

- a) Pippa Nurse – Item 61 Gambles Yard,
- b) Fran Whymark – Item 58d Housing portfolio Manager for Broadland District Council

58. Adjournment of the Meeting for Public participation:

- a) Email submissions received from residents regarding the amended planning application at Green Lane East.
- b) Attending members of the public expressed their interest in the development on the Green Lane East and concerns about the proposed tenure and what this means in relation to the Neighbourhood Plan.

55. To approve the minutes of the Parish Council meeting of 16th June 2020. The Parish Council deemed these to be a correct and accurate record of the meeting. All Agreed. These will be available for signing by the Chair, once it is appropriate to meet to do so.

56. To receive a report of any matters arising from the minutes not on the agenda from the meeting on 16th June 2020:

- a) Item 42 C – The Football Development Plan has been completed for this year.
- b) Item 49 – Covid-19 residents' leaflet. Although this was up for review again this month, the situation remains stable.

57. To receive the minutes of the Parks and Leisure Committee meeting of 14th July 2020 to include progress updates and recommendations concerning:

- a) Pavilion re-opening is scheduled for September with the return of yoga classes. Risk assessment has been completed and all hirers documentation updated to reflect this. Discussion with the cleaning contractor confirms the cleaning schedule to reconvene as pre-lockdown with hirers carrying out sanitisation before using the facilities. Bootcamp has returned to the playing field but issues continue with invoicing. Members felt that a block payment of £150.00 per calendar month for unlimited use was the fairest way forward as there are a number of 1to1 sessions being run which are not being declared to the Council. All outstanding invoices to be paid within 7 days. **All agreed.**
- b) Recommencement of football has been agreed. Wroxham will use the off pitch areas until the grounds maintenance has been completed in mid-August. The suggestion is for another 2 doses of fertiliser be put down at a cost of £366 +VAT. **All agreed** to go ahead with this.

The adoption of Newman Road woods to be deferred until the next full Council meeting to establish how much work Broadland District Council manages to complete before handover. Broadland have offered £5,000 but the Parish will need to pay their own legal fees. This is not going to make it financially viable. Will also need to consider the health and safety risks of owning the trees. Feeling are mixed as to whether adoption should take place due to the financial limitations on the site.

19:21 Fran Whymark arrived

- c) Jubilee Park play equipment has been reopened and the appropriate signage installed.

19:26 Stephen Oakley arrived

58. To receive minutes of the Planning Committee meeting of 8th July 2020 and report, to include progress updates, recommendations and matters arising.

- a) 20201223 Description: Single storey side extension. Location: 18 Back Lane, Rackheath, NR13 6NN. No objections recommended to Council. **All agreed.**
- b) 20201219 Description: Variation of condition 2 of planning permission 20200747 – revised plans. Location: 28 Salhouse Road, Rackheath, NR13 6QH. Application Type: Removal/Variation of a condition (S73). No objections recommended to Council. **All agreed.**
- c) 20201217 Two-storey Side & Single-storey Rear Extensions to Existing Detached Four-bedroom Residential House Location: 10 Luscombe Way, Rackheath, NR13 6SS. First time of hearing. No objections. **All agreed.**
- d) 20200855: Lovells Development, Green Lane East. Meeting with Lovells Developers and Flagship Housing previously undertaken with Planning Committee.
Background: Site sold by Lovells in December 2019 to Flagship Housing and decision to change ownership tenure after Lovells established they have too much housing stock and there will be lots of competition in the area.
Proposal is for 100% affordable housing comprising 55% rent and 45% shared ownership. Flagship will maintain ownership of the site and it will not be managed by the Community Council. The proposal does not align with HOU1 in the Neighbourhood Plan which requires a mixture of tenure. There is no play equipment earmarked despite the housing being aimed at families. Allocation should be to local lettings for local residents. The Planning Committee felt this was not balanced proposal. It has also been established that social housing is eligible for Community Infrastructure Levy (CIL) relief and there is likely to be little of no CIL money coming to the Parish. The Council voted on whether to approve the application. **5 votes against: 2 votes in favour.**
Green Lane East residents had been notified of the amendments but reported that the information was unclear. The Community Council had displayed information on the village noticeboard. The Committee would like to proceed with a leaflet drop around the village in the absence of a traditional face to face consultation. **All agreed.**
Quotes for printing having already been obtained. All agreed to go with the CiM quote of £85.00 +VAT. Discussion took place as to the contents of the leaflet. It was requested that the wording should explain the different types of tenure proposed and the impact this will have on CIL money. **All agreed.** Including reference to the lack of alignment with the Neighbourhood Plan was voted on as **5 votes in favour: 2 votes against.** It was agreed that during the Covid-19 restrictions this method of holding a consultation should be applied to all large development applications. **All agreed.**
Broadland District Council have agreed an extension to the deadline for comments until 11th August 2020.
A request has been received from Broadland District Council for the allocation of

streetlighting on the development. In line with the Neighbourhood Plan no streetlighting is requested. **All agreed.** Clerk to respond as such.

59. To receive a report from the Finance Committee meeting of 15th July 2020 to include recommendations and matters arising.

- a) Homecare football team are being pursued for non payment of 2019/20 pitch fees. The Clerk is consulting with Norfolk FA to move this forward. The Committee would consider exploring the option of taking the matter to the small claims Court.
- b) Adult matches to be priced per game for the 2020/21 season, so that cancellations due to Covid-19 can be quickly recalculated. Invoices to be raised every 4-6 weeks when the fixture lists are published on the FA website. The Committee recommends £80 per game. **All agreed.**
- c) The Committee felt that the Wroxham Youth fees set by Parks and Leisure Committee for the 2020/21 season were reasonable given that last season was discounted to allow for the start up of the club but they have had a successful year of recruiting with many new members. A similar method of invoicing per game/training session would allow reductions to be made quickly if Covid-19 intervened. **All agreed.**
- d) Enquiry from Wroxham Youth Football Club whether they should be paying VAT. The Clerk referred the Council back to it's original application which states once the decision 'opt to tax' is taken, VAT is charged all facilities within the designated area. Clerk to check that this includes all the outside space.
- e) Recommendation for Direct Debit payments to be set up for PAYE and VAT to avoid missing payments and ease workload. **All agreed.**
- f) Asset register reviewed and contents value to be split down into component parts. Clerk to check insurance covers the asset register value of £1,305,000.
- g) The Clerk was asked to check the Fidelity insurance cover was adequate.
- h) Commuted sums. **All noted.**
- i) Internal control to be undertaken using a new template.
- j) Review of the Financial regulations highlighted the need to reword 5.10 to cover the process of claiming expenses by all members. **All agreed.**

60. To consider a list of road names for the Green Lane East/Salhouse Road site as requested by Lovells Developers

- a) List to be compiled and permissions sought from the families of deceased Council members where names are used. A list with permissions already obtained, to be submitted to Lovells Developers.

61. Update on matters from the Gambles Yard compound, Salhouse Road.

Retrospective planning app expected late July. Residents have reported no improvements on dust, noise or vibration management. Application to allocate site address received. Objections on grounds that this is not a business address/site and is land with permission for storage only. Concerns that Owners are trying to develop this rural land. **All agreed.**

62. Dr's Surgery repairs.

There are a number of repairs needed but the tenants have again expressed an interest in purchasing the building. The options are to repair or sell. The internal electrics are posing a fire risk so should be attended to immediately. **All agreed.** Clerk to arrange quotations. Councillors are interested in pursuing the option to sell and the Clerk has established that Broadland District Council are unlikely to object to the land sale but a valuation of the building would be needed. The Clerk to pursue this further. **All agreed.**

63. Accessibility.

The quote to rebuild the website is £180.00 +VAT. **All agreed** to go ahead with this. The optional support package costing £160.00, to return all the information to the website will save the Clerk's time and ensure the website is fully compliant. **All agreed** to purchase this additional service.

64. Parish Annual meeting

This was provisionally rescheduled for September 2020. The legislation states that the meeting can be deferred for 12 months. It was proposed to postpone until May 2021. **All agreed.**

65. Accounts

- a) July payments. **All agreed.**
- b) June Bank reconciliation. **All approved.**
- c) Air conditioning service to be undertaken at a cost of £95.00. Clerk to ensure all warranties are in place. **All Agreed.**
- d) Letter compiled to send to the Internal Auditor in response to the points raised in the internal audit as evidence of actions taken and to inform next years audit. **All approved.**

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

- Email from resident on Green Lane East regarding grass verge cutting
- Email from NCC inviting bids for highway improvements
- Letter from CPRE regarding promoting green open spaces
- Tree Council Broadsheet Issue 190

67. Items for publication/media and items for the next Community Council meeting, Tuesday 15th September 2020

Fireworks event
Newman Road woods
Dr's Surgery

68. 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 Matter.

- a) Clerk's appraisal was presented. **All approved.**
- b) It was proposed to advertise the Booking Assistant vacancy to cover maternity leave. An advert to be displayed on the Facebook page, website and noticeboard until 29th July. **All agreed.**