

**Minutes of Rackheath Parish Council Meeting  
Of Monday 18<sup>th</sup> February 2019 at 7.30 p.m.  
In the Cabin, Salhouse Rd, Rackheath**

**Present:** Paula Lowe (Chairman), Rebekah Hughes, Simon Hunt and Tracy Buckley

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

**Public:** 2

**1. Apologies for absence**

Apologies were received from Stephen Oakley, Pippa Nurse, Julie Hunt and Brian Gardner.

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

No Declarations of Interest were received.

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

No reports or attendance received from the Police or the District Councillor.

George Bell advised that he was prepared to continue as Tree Warden for Rackheath.

**4. Approval of the Minutes of the Parish Council meeting of 21<sup>st</sup> January 2019**

The Minutes of the meeting of 21<sup>st</sup> January 2019 were approved as a correct record on the proposal of Tracy, seconded by Simon.

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

No matters were reported.

**6. Receipt of the Parks and Leisure Committee Minutes of 14<sup>th</sup> January 2019 and a report of the meeting of 11<sup>th</sup> February 2019**

Parks & Leisure Committee Minutes of 14<sup>th</sup> January 2019 were received on the proposal of Rebekah, seconded by Tracy.

**i) Pavilion Building Progress, variations and payment of Contractor invoice**

On the proposal of Tracy, seconded by Rebekah Members approved the recommended variations; different style function room flooring, the addition of bulkhead lighting, the kitchen layout and specifications, wall finish as per the plan and Gill's invoice. Simon suggested seeking guidance on the storage of the PV panels.

**ii) Pavilion Carpark and lighting**

Members considered the extra costs of the known building variations to the original plan and agreed that the car park and lighting should be included in the building contract. The additional cost would be met by borrowing from the Public Works Loan up to the approved limit of £105,000.

**iii) New Pavilion Hire Charges**

Members noted the new hire charges and made no suggestions for changes.

**iv) Jubilee Park Toddler Equipment**

Members noted the plan to purchase three pieces of toddler equipment costing £2123 plus carriage. This would be funded by the Tesco's fund and budgeted funds set aside.

**v) Any Other Matters**

Members did not support the suggestion by the Wroxham Football Club that the Multi-Purpose Sports Area be turned into a football surface.

**7. Great British Spring Clean 22<sup>nd</sup> March to 23<sup>rd</sup> April 2019**

Agreed to promote the Great British Spring Clean through social media, the school and display the poster on the noticeboards

**8. Receipt of the Planning Committee Minutes of 28<sup>th</sup> January 2019 and response to the amended Planning Application for 322 homes at land off Green Lane West to reduce the level of affordable housing to be built from 33% to 28%**

The Planning Committee Minutes of 28<sup>th</sup> January 2019 were received on the proposal of Rebekah, seconded by Tracy.

Members felt disappointed that the level of affordable housing had been reduced and that the level should have been maintained as the statistics did not show the real picture of people in need of affordable housing in Rackheath.

**9. Norfolk County Council plan to convert part of Salhouse Rd footway to a combined cycleway**

Members pointed out that the plan showing the junction of Salhouse Road and Sam Smith Way was incorrect as the layout had changed since the Newbury Homes estate had been built. It was also felt that the Salhouse Rd footway was not wide enough and was not linked to any other cycleway and seemed unnecessary and a waste of money.

**10. Appointment of a Parish Tree Warden and donation towards the Tree Warden Service**

On the proposal of Simon, seconded by Tracy, George Bell was approved as Rackheath voluntary Tree Warden, a role he had previously held for some years. It was also agreed to donate £25 to Tree Warden service.

**11. Rackheath Community Speedwatch Scheme Progress**

Interest had been received from eight volunteers, who will need to be vetted by the Police and then trained to provide Speedwatch in the Parish. There would be no cost to the Parish Council.

**12. Accounts**

**i) Approval of Payments**

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

D Dring	January Salary	£815.58
D Dring	Add hours and expenses	£329.89
HMRC	January PAYE & NI	£450.22
Norfolk Pension Fund	January Pension contributions	£410.33
Garden Guardian	Grounds Maintenance	£1,047.46
T Gill & Son	Pavilion Building Work	£38,701.18
Broadland DC	CIL Payment	£4,671.76
NICE	VAT Reimbursement	£153.33
Eon	Pavilion Electricity (DD)	£151.85
Eon	Pavilion final- 17 Dec 2018	£36.35
Gs designs	Project Management work	£350.00

It was noted that higher than average Pavilion electricity bills had been received work had begun and it was agreed to query this with the building Contractor.

**ii) Monthly bank reconciliation for January 2019 and budget update.**

Members noted the budget update and the bank reconciliation to 31<sup>st</sup> January 2019 showing a total bank balance of £32,563.08 including outstanding cheques and receipts

**iii) Appointment of Internal Auditor**

On the proposal of Tracy, seconded by Simon, it was agreed to appoint Catherine Moore as the Parish Council's Internal Audit for the 2018/19 accounts at a cost of £125

**iv) Parish Councillor Internal Audit Report**

Rebekah gave a report of the internal audit of the Parish Council accounts for the period 1<sup>st</sup> October to 31<sup>st</sup> December 2018 and recommended some improvements e.g. cheque signatories to initial cheque stubs and the payment invoice/voucher, receipts/vouchers to provide clear description including detail of direct payments and Council to be advised of receipts as well payments. Otherwise other checks were satisfactory.

**13. Correspondence**

*BDC Planning Enforcement*

*BDC – Election timetable and Nomination Forms*

*BDC- Make Music Day- invitation to put on a free community music event on 21<sup>st</sup> June*

*Broadland Community Grants- news*

*Community Action Norfolk – Newsletter*

*Norfolk ALC- Newsletter*

*Norfolk Parish Training & Support Newsletter*

*Tree Warden- notification of offer of Cherry trees for schools (forwarded)*

*Broads Local Plan Consultation- list of places to access a hard copy until 15 March*

*Norfolk Constabulary- PC Brandon – notifying change to reporting crim stats- next*

*SNAP meeting on 1 April in Salhouse*

*Scope- Request for new sites for Recycling banks*

*Tesco- Bags of Help- Confirmation of Award for Toddler Area @ Jubilee Park*

*Carers Matters Norfolk- Raising Awareness of service to support unpaid carers*

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

No comments received

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

**There being no further business the meeting closed at 8.30pm**