

Minutes of the Rackheath Parish Council Meeting
Of Wednesday 20th May 2020 at 7.00 p.m.
Via Zoom video conference link: <https://zoom.us/j/98679637055>
Meeting ID: 986 7963 7055

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

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 0

24. Apologies for Absence: Fran Whymark (arrived later)

25. Declarations of Interest: 0

26. Adjournment of the meeting for Public Participation:

Report from Fran Whymark District Councillor

- With an update on how the District continues to respond during the Covid-19 crisis. Salhouse and Wroxham have produced a leaflet for residents with details of local food deliverers, particularly for those who are shielding and self-isolating, and this is something Rackheath may consider. A copy to be sent to the Clerk to form the basis of one for Rackheath.
- There are a number of resources available for residents at this time, some of which are:
 - ❖ The NCC helpline for vulnerable residents is 0344 8008020, Monday to Friday 9 AM to 5 PM, more information at www.norfolk.gov.uk.
 - ❖ For financial support or to make a claim for Council Tax Reduction or Housing Benefit call 01508 533933 or complete the online form at www.broadland.gov.uk/coronavirus.
 - ❖ Broadly Active now has its own YouTube channel at www.youtube.com/channel/UCj7Hf43ELyvgWcpesDAqVJw . To ensure we all get some exercise while staying at home.
 - ❖ Business Support Grants can be accessed by calling (01603) 430449 to discuss your situation with one of the team or complete the online form at www.broadland.gov.uk/coronavirus

27. To approve the minutes of the Parish Council meeting of 23rd April 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.

28. To receive a report of any matters arising from the minutes not on the agenda from the meeting on 23rd April 2020:

- **Item 8d** – BHIB Insurance has been renewed.
- **Item 8f** – all Pavilion documents have been updated to reflect the approved arrangements for paying damage deposits.
- **Item 8g** – battery has been ordered but there is a long delivery date on this. Invoice has been sent but payment will not be made until the work has been completed satisfactorily.
- **Item 10** – Operation London Bridge. The Policy has been finalised and the contact details for the raising and lowering of the flag have been included. David Hastings takes responsibility with his family for maintaining the flags and they are aware that they need to be replaced but are currently shielding and won't be able to address this for the time being.

29. To receive the minutes of the Parks and Leisure Committee meeting of 12th May 2020 to include progress updates and recommendations concerning:

- a. An increase in football fees of 5% for adult teams is proposed. **All agreed.** Wroxham have been asked to provide information about their use for next year so that a pricing plan can be worked out.
- b. Football contracts have been reviewed and now includes a section about car parking along with minor administrative amendments. **All Agreed.**
- c. Newman Road woods. More information needed about the costs and work involved longer term. Referred back to Parks and Leisure to carry out a skills audit on the volunteers and establish their longer term commitment. Further information needed about the cost of work involved. The volunteer group would be answerable to the Community Council and there would need to be a Council presence on the working party to oversee what work is being carried out. **All agreed.** Therefore, a decision to adopt the woods cannot be made at this time.

30. Accounts

- a. To approve Payments for April and May 2020. **All Agreed.**
- b. To note the monthly bank reconciliation to 30th April. Not available as the Clerk is still working on this.
- c. To note CiL Statement and BDC Loan Repayments 2019-20. All noted and agreed the latest payment of £10,741.32 to be paid back against the loan.
- d. Agree a further years subscription to SLCC - £173.00 and increase of £17.00 on last year. **All agreed.**
- e. *This item was taken out of sequence after agenda item 34.*
- g. Progress with Year End. The Clerk reported this appeared to be progressing well and the accounting records will be with the Internal Auditor on 22nd May.
- h. Approval of Asset Register 2019/20. There is no record of the Asset Register being reviewed in 2019/20 so the Internal Auditor will be presented with the previous years (2018/19). The Finance Working Group are to meet to review and present an Asset Register for 2020/21 to the Council for approval. **All agreed.**
- i. Discussion of payment for PWLB loan June instalment. The Clerk confirmed funds were available so payment can go ahead.
- j. CiLCA arrangements for funding and approval of payment for Introduction session. **All agreed** to go ahead with funding this. The Clerk to complete the bursary application and sign up for the Introduction session.
- k. Agree to renewal of Talk Talk contract for another 12 months. No change to cost and a comparison search revealed this to be the cheapest package available. **All agreed.**

31. Annual Policy Review

- a. Standing Orders. Clerk to amend meeting dates but the rest remains the same. **All agreed**
- b. Financial Regulations. Changes suggested by Finance Working Group were approved. **All agreed.**
- c. Risk Assessment. No changes. **All Agreed.**

32. Booking Assistant

Recruitment for temporary cover. As the Pavilion continues to be closed, it was suggested that this be postponed for review at the next meeting. **All agreed.**

33. Covid-19 measures.

No changes in the current situation. Volunteers continue to assist local residents.

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

- *Email re: Parish Friend of the Mobile Library Scheme from NCC Library Service. A way of promoting the service within the Community and raising awareness once the service returns. **All agreed** to sign up to this.*
- *Email from Norfolk Police attaching the Operation Randall newsletter*
- *Email from NCC with an update on the North Western link road*
- *Email promoting the Walking in England website which covers mapped walks in Norfolk. To be added to the Facebook page.*
- *Email from SkyBlu Promotions asking "Are there lost rights of way in your parish that you don't know about?"*
- *Letter advising that an Environmental Impact Assessment regarding GT16 is taking place. Advice to be sort from Ben Burgess at BDC and legal advisers at NALC on the best way forward. The Clerk to make enquiries.*
- *Planning enforcement update from BDC Planning Department. Issues with the Gamble site continue, and the update reported escalation to County level.*

20.20 Fran Whymark joined the meeting.

Item 30 e. Appointment of Internal Control. Fran Whymark volunteered. **All Agreed.**

35. Items for publication/media and items for the next Community Council meeting, Tuesday 16th June 2020

- Newman Road woods
- Booking Assistant recruitment

36. 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. All agreed.

- a. Booking Assistant. The allocated work has been completed and with the Pavilion closed there is no further work for the Booking Assistant to undertake. The Clerk suggested that the Council now considers implementing furlough. **All agreed.**
- b. CiLCA. The Clerk's contract does not currently state a paid period of time to undertake the CiLCA qualification. At appointment there was an offer of three hours per week. **All Agreed** that this should be added to the Clerk's contract from September 2020.
- c. Clerk's appraisal. Paula Lowe agreed to set up a meeting for this towards the end of June and will email suitable dates to the Clerk.

There being no other business the meeting closed at 20.20