

**Minutes of the Rackheath Parish Council Meeting
Of Monday 16th September 2019 at 7.30 p.m.
In the Pavilion, Green Lane West, Rackheath**

Present: Paula Lowe (Chairman), Rebekah Hughes, Pippa Nurse, Brian Gardener, Fran Whymark, Joel Whymark, Stephen Oakley

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 1

1. Apologies for Absence

Received from Julie Hunt and Tracy Buckley.

2. Declarations of Interest

No declarations were received.

3. Adjournment of the meeting for Public Participation

Police report submitted to the meeting – no representatives in attendance

1 Affray by known suspect (neighbour)

2 AOABH – 1 at a care home, elderly resident on another elderly resident, neither have capacity. 1 domestic.

1 Common Assault – domestic

1 Criminal damage to vehicle – wing mirrors damaged on victim's car around 15 times in the last 2 months.

1 Making off without payment – Group left restaurant refusing to pay as unhappy with food (but ate it all).

2 Sexual offences

2 Send letters with intent to cause distress/anxiety – unwanted text messages received by known suspect and comments made by known suspect on Facebook.

1 Unqualified person acting as a Solicitor

Calls taken by Control Room from/regarding Parish 01/07/2019 – 31/08/2019 = 43

Broadland District Council and Norwich City Council – report from Fran Whymark.

- Bure Valley joined BDC and NCC to get 1.2 million funding from Europe to improve walkways etc.
- Work at BDC with NCC and Breckland to draw up a protocol for supporting homeless prisoners when released from prison is nearing completion. South Norfolk Council and BDC are to employ 2 workers with homeless and rough sleepers.
- Nominations for community hero to be submitted by the end of the month.
- A47 Alliance met Chris Grayling to press on the improvement of the A47. North Burlingham should start 2021 and Tuddenham dualling which will join up with the next phase of the NDR.

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

No matters arising.

5. To receive the minutes of the Parks and Leisure Committee meeting of 9th September 2019 and 12th August 2019 to include progress updates and recommendations concerning Pavilion Building Works Update:

- The Pavilion is very nearly finished, just a few little jobs to complete.

- Fire safety documents have been completed for display in the building
- Opening ceremony to be held on 28/09/19.
- A request was made for PC members to help manage parking on the day.
- Volunteers also required to serve refreshments.
- Phone line and internet is close to completion. An engineer is due to visit in the next 24 hours.

Any other business:

- This year's RPC fireworks Display will take place on Friday 1 November. There will be a small campfire in line with insurance criteria.

6. To consider the following Planning Matters:

Report of the Planning Committee Meeting of 18th July 2019

Receive the Planning Committee Meeting Minutes of 22nd July 2019

Report of the Planning Committee Meeting of 16th September 2019

We have received a response from Taylor Wimpey and changes have been made to the Mahoney Green/Green Lane West development in line with recommendations.

- There will be a second emergency access with lockable bollard.
- No walkway through to Mahoney Green.
- The open space remains although it is on the other side of the NDR.
- There will be 2 bus stops outside the development.

A recommendation has been made for no street lighting to be installed on phase 1 of the Green Lane West development.

7. Annual Review of the Parish Council GDPR Policy

No changes other than to update the Independent Commissioner's Office of the change of contact details resulting from the appointment of a new Clerk and the Parish Council's business address now being the Pavilion. This has been actioned.

8. Parish Council Review of the General Powers of Competence

A review of the Parish Council's powers states; that they can continue to work under the General Powers of Competence until the Pavilion project is completed, as this was in progress at the point the outgoing Clerk left. At this point the Parish Council will revert to section 137 powers, until the new Clerk has achieved the CiLCA qualification.

9. Review of Parish Council meeting times.

With the darker nights approaching there was a proposal for Parish Council Meetings to commence at 7.00pm, instead of 7.30pm. This was agreed. Proposed by Pippa Nurse, and seconded by Rebekah Hughes.

10. Accounts

i) To approve Payments

August Payments

D Dring June SO payment	£815.58
*Balance due £369.48 + exp £174.08	£559.14
A Tandy June salary	£569.79
*Balance – July expenses	£27.20
Norfolk Pension Fund	£500.10
HMRC – July payment	£570.62

Garden Guardian Maintenance – July charges	£447.40
BDC Litter and dog bin collection 2019/20	£2,366.00
Talk Talk – phone and internet	£31.80
Anglian Water – back payment	£164.00
MPH – Car Park completion	£54,351.60
EcoAnglia – window and door restrictors	£2,400.00
Acasta Consulting Ltd	£24,000.00
Cooks Blinds – Pavilion roller shutter balance	£1,066.20
Graham Sibley – Contractors Fee	£2,500.00
gs designs – various Pavilion sanitary items	£841.89
Advance Painting – internal decoration	£2,658.32
Eon – Pavilion electricity (est)	£93.41
Anglia Sealants – mastic	£600.00

September Payments:

A Tandy basic pay and add hours	£774.81
*Balance – expenses	£12.00
D Dring basic pay SO Payment	£1,185.26
*Balance – add hours and expenses	£434.93
Norfolk Pension Fund	£476.13
HMRC – August payment	£407.22
Talk Talk – telephone and internet	£31.80
PJ Plumbing	£32,406.83
GS Designs – purchase of cycle racks	£264.00
Nisbets – kitchen equipment	£1,016.11
PKF Littlejohn LLP – audit fee 2018/19	£720.00
Garden Guardian – grounds maintenance	£447.40
BHIB – Pavilion insurance	£161.54
Safelincs – Fire safety book	£9.59
Dunhams – modesty panel	£980.40
Nest Pension – A Tandy	£109.54

Fran Whymark queried the 2 payments to Graham Sibley and gs designs in the August payments. Confirmed that the £841.89 was for goods purchased and not an invoice for his work.

Rebekah Hughes highlighted the disparity between the costings for Acasta Consultants which is given by the Project Manager as £20,000 and the final figure paid was £24,000. The difference is the VAT and the Parish Council asked that this is claimed back via the VAT return.

All payments agreed. Proposed by Brian Gardener and seconded by Joel Whymark.

- **To note the monthly bank reconciliation to 31 July 2019 and 31 August 2019 and budget update.** No comments.
- **To receive correspondence from PKF Littlejohn regarding year end accounts.** No comments
- **To receive correspondence from HMRC PAYE re: late submission charge –** Clerk to investigate and lodge an appeal.

11.To receive correspondence and reply if deemed necessary:

NDR Safety, complaint letter from S Tuffen – *this is an ongoing issue being monitored by the relevant authorities.*

Businesses on Rackheath Industrial Estate, concerns re: parking – *discussed at the Planning meeting and agreed to contact NCC Highways for further advice.*

Wroxham FC Youth- re Pitch Advertising for Wildcats. - *this advertising is for the sponsors of the team and has been refused by the PC.*

BHIB- Insurance response regarding Pavilion

Hollie Copper requesting permission to situate a mobile cabin on land at the Pavilion – *discussed the cost of ground rent for this and agreed that a New Business discount is offered for the first 6 months of £100 per month and then increasing to £200 per month and an 12 month review to take place.*

Email from Catherine Moore, Internal Auditor she will be unable to act as Auditor for us next year due to scaling back her work commitments – *Clerk to identify a new Auditor*

Email from Jess Tebbett at Stormsaver with information about Rainwater Harvesting

Chris Williams inviting input into the NHS Gt Yarmouth and Waveney 5 year plan
Ian Grange Norfolk FA, details of a winter pitches groundsman's course 20/09/19

Local resident raising concerns about activity in local woodland – *Police are monitoring*

Local resident regarding broken glass in the children's play area at Jubilee Park – *incidents of this nature have decreased considerably in the last year.*

NCC regarding highway safety for the farming community

Email from RAF Benevolent Fund trying to reaching out to locate veterans in the community in need of help and support, posters included. - *Information to be displayed on community notice boards, shared with Ashfields, and Hilltop Cafe*

BDC request for alcohol license for Lisa Angel, Rackheath Industrial Estate – *agreed.*

The Alzheimers Society, promoting training for a Dementia Champions Induction day in Acle on 23 September

13. Public Right to Reply – A local resident raised concerns about the quality of the gas works being carried out at the Sole and Heel roundabout and the timing of the temporary lights causing traffic to queue back to the NDR.

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

- Website needs updating with new Clerk's details. Pippa Nurse to update.
- Fireworks display scheduled for 01/11/2019. Request for PC's to volunteer on the night.
- Minutes of the July Parish Council meetings to be listed for approval.

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

To consider the contract for the newly appointed Booking Assistant.

This was agreed. Proposed by Pippa Nurse, seconded by Brian Gardener.

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

- It was agreed to process electrical contractor invoice in the interim period. Proposed by Brian Gardener seconded by Paula Lowe.
- Stephen Oakley raised concerns about being the only member authorised to process online payments and he is on holiday from 08/10/2019 – 21/11/2019. Paula Lowe will make contact with the bank to arrange for her authorisations to take place.

There being no other business the meeting closed at 8.46