

**Minutes of the Rackheath Parish Council Meeting
Of Monday 18th March 2019 at 7.30 p.m.
In the Cabin, Salhouse Rd, Rackheath**

Present: Paula Lowe (Chairman), Rebekah Hughes, Pippa Nurse, Stephen Oakley and Tracy Buckley.

In Attendance: Diana Dring (Parish Clerk)

Public: 9 and 3 representatives from Lovell Homes, Developers of Green Lane East site

1. Apologies for absence

Apologies were received from Simon and Julie Hunt

2. Declarations of Interest in items on the Agenda

No declarations were received

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

No report was received from the Police

The Practice Manager for Hoveton and Wroxham Medical Centre gave a presentation on their plans for a Medical Centre in Rackheath. He advised that the practise had a large proportion of patients from Rackheath and were looking to expand as they had outgrown their premises in Wroxham within the next two years. A business case for growth had been drawn up and a search for a suitable site in Rackheath had begun, where other services could possibly co-locate. Responding to a query regarding there being enough Doctors available, the Practise Manager advised the NHS would need to be convinced to invest and potentially another GP would need to be recruited. The aim would be to hold a clinic every day.

The Regional Technical Manager from Lovel Homes, a Director from Architects Chaplin and Farrant and Lovell's Planning Consultant gave a presentation of draft plans for the 157 new homes at the site on Green Lane East. Outline Planning Permission had been granted in January 2019 and the Reserved Matters application would be made in April 2019. A draft plan was presented showing the allocation of housing, access roads and green space. The suitability of a single access road onto Salhouse Road was queried particularly in relation to a similar access road from the proposed development for 319 homes opposite feeding onto the same road. Lovells suggested that the Parish Council refer this matter to Broadland District Council Planning Department and Norfolk County Council Highways Department.

When questioned about the level of affordable housing available on this site, Lovells confirmed that they would be offering 33% affordable housing. They asked if the Parish Council would provide an opinion on ownership and management of the green infrastructure within the development e.g. footpath, play areas, provision of play equipment and the provision of street lighting. They were advised that the Planning Committee would look at this and come back to them with an opinion.

District Councillor Fran Whymark gave a report advising that collaboration between Broadland and South Norfolk District Councils was progressing. Two Directors and an Assistant Director had been appointed and interviews were being held for other senior posts. The current waste contract had been extended for a further year. With regard to housing Broadland was looking at building housing depending on outcome of major grant application. South Norfolk had their own building company, so profit went back in the pot. Broadland DC had kept their Council Tax at the same level for 2019/20.

4. Approval of the Parish Council Minutes of the meeting of 18th February 2019

The Parish Council Minutes of 18th February 2019 were approved as a correct record on the proposal of Tracy, seconded by Rebekah.

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

No matters to report

6. Receipt of the minutes of the Parks and Leisure Committee meeting of 11th February 2019 and a report of the meeting of 11th March 2019

i) Pavilion building progress, contract variations and costs

The Committee had been consulted by the Building Contractor about various ongoing matters such as lighting, electrical sockets, windows and doors and as agreed previously had made decisions on behalf of the Parish Council. There were some outstanding queries regarding a new ramp/paving to the side door and rear fire exit, which had not been planned but was required to bring the ground level up to the level of the doors. On the proposal of Stephen, seconded by Brian the known variation costs and amendments were approved and the latest Contractor valuation and invoice was approved

ii) Jubilee Park Toddler Equipment

The two new Springers and Roundabout for the toddler area was due to be delivered and installed in early April. It was expected that a bench would need to be moved to make room for the roundabout at extra cost. A meeting with the installer was due to be held later in the week to finalise details.

iii) Marketing and Management Advisory Group

The Working Group had proposed the new Pavilion hire rates and the hire Terms & Conditions had been drafted. A marketing plan would be drawn up. It was suggested that a Pavilion Opening Event should be held in June with attractions such as a free funfair or food with a budget of up to £1000.

The Working Group recommended the Parish Council using a contractor for cleaning the Pavilion and employ a booking officer to assist with the day to day running of the Pavilion and bookings. On the proposal of Tracy, seconded by Rebekah it was agreed that the Council's Staff Advisory Group should look at procedure for the recruitment of a Booking Officer in May.

iv) Any Other Matters

The Committee had been approached by a new franchisee from Camrider requesting to use tennis courts for moped training initially for 3 days a week. On the proposal of Brian, seconded by Tracy it was agreed to progress this matter and draw up a contract ensuring that payment was made in advance.

7. Konectbus proposals to improve the bus services in Rackheath including a Green Lane West service

Konectbus have asked for comments on their proposals to:

- a) Increasing the current 60 minutes frequency to 30 minutes during the majority of the day.
 - b) Serving Green Lane West between the Sole and Heel and Industrial Estate
 - c) Reinstating buses to Green Lane East between the Sole and Heel and Vera Road
- Konectbus proposals were to leave the current Wroxham bound 5b on its route as it was and add a new hourly Rackheath Green lane Industrial Estate route to operate from Broadland Northway to the Sole and Heel then Salhouse Road, Vera Road, Green Lane East, Green Lane West and then terminating at the Industrial Estate (probably at the

depot). Buses would return the reverse of the above meaning the stop at the Sole and Heel would get a bus every 30 minutes. Also, it was proposed to reinstate the redundant bus stops along Green Lane West and look at providing a stopping place on Vera Road to allow easier access to bus services for those who live in that area.

Members supported a) and b) above, but Clerk to point out that the bus stop near the Village Hall on Green Lane West is subject to flooding, but did not support c) as they felt Vera Road was too built up and the parking issues around the Post Office/Pharmacy would cause problems. It was also suggested that the bus service should be made more direct rather than diverting around Dussingdale.

8. **Annual subscription for an advisory service from either Norfolk Association of Local Councils or Norfolk Parish and Training Support 2019/20**

The Clerk reported that the cost of both services was similar. The last years' service from NPTS had been good providing quick responses, local network meetings, training, conferences etc. NALC newsletters continued to be received. On the proposal of Brian, seconded by Stephen it was agreed to continue with the NPTS subscription for 2019/20.

9. **Accounts**

i) **Approval of Payments**

The following payments were approved on the proposal of Stephen, seconded by Rebekah.

D Dring	February Salary	£815.58
D Dring	Salary balance £137.84 + expenses £90.45	£228.29
HMRC	February PAYE & NI	£407.05
Norfolk Pension Fund	February Pension contributions	£372.56
Garden Guardian	Grounds Maintenance – Feb charge	£567.46
T Gill & Son	Pavilion Building Work Invoice #3	£44,129.70
Kompan	Toddler Play Equipment (50%)	£1,424.34
SLCC	Annual Subscription	£156.00
NPTS	Annual Subscription	£315.00
Eon	Surgery Electricity	£368.61
Eon	Pavilion Electricity	£112.81
D Starkings	Playing Field hedge trimming	£240.00
Information Commissioner-	Data Protection fee	£40.00
*Sam Youngs	Wix Annual Website fee	£111.75
Broadland Tree Warden Network-	Donation	£25.00
Wave	Doctors Surgery Water	£13.19

BACs Payments The Clerk advised that progress on making payments by BACs. The signatories had mostly been set up and the system had tested by a successful Bacs payment to *Sam Youngs. Having spoken to the bank the Clerk had been advised that it was only possible to set up dual authorisation by the Clerk and one of the Councillor signatories, which did not comply with the PC standing Orders that payments should be authorised by two authorised signatories, which the Clerk is not. The Parish Council will need to change their Financial Regulations to set up BACs payments which would need to be agreed at the next meeting.

Pavilion Water Bill. The Clerk reported that a water bill for the Pavilion had been received from Wave on 7 March for £1540.99 following a reading on 27 Feb when the metre was changed. This was due to Wave undercharging since the last reading in August 2017 when they took over from Anglian Water, approximately 19 months ago.

The Clerk had checked the last five years water which varied from £608 in 2014/15, £1010 in 2015/16, £383 in 2016/17, £307 in 2017/18, £191 to January 2019. It was suggested that a check of the actual usage on the water bills might give a better idea whether this bill was accurate. Clerk to follow up. The Bowls Club water usage in the last four years averages about £187 per annum.

Doctors Surgery Electricity Payment. Members noted that following a meeting between the Chairman, Clerk and proprietor of Spectacles at Home who rent the Doctors Surgery from the Parish Council, the lessee had agreed on take on the electricity and water bills for the premises wef from the new lease on 1st April 2019 on the condition that the rent would not be increased for the forthcoming year, 2019/20.

ii) Monthly bank reconciliation for February 2019 and budget update

The Clerk reported that there had been an issue with a VAT adjustment which had affected the Scribe Bank Reconciliation for 28 Feb 2019 and that this should be resolved and issued later in the week. The total bank balances at 28 February totalled £143,283.27.

10. Correspondence

BDC Planning Enforcement

BDC – Election timetable and Nomination Forms

BDC- Public Spaces Protection Order (against dog fouling) notice wef 2/3/19

Broadland Community Grants- news

Community Action Norfolk – Newsletter

Norfolk ALC- Newsletter

NCC- notice of dual footway/cycleway on Salhouse Rd proceeding

Norwich Western Link- consultation update

Norfolk Parish Training & Support Newsletter

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

SNAP meeting on 1 April in Salhouse

Norfolk Safety Camera Partnership- Rackheath Speedwatch Update

Norfolk FA – Free Groundsman Development Workshop

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

No comments made.

12. Items for publication/media and items for the next Parish Council meeting on 15th April 2019

There being no further business the meeting ended at 8.30pm