

**Minutes of the Rackheath Parish Council Meeting
Of Tuesday 16th June 2020 at 7.00 p.m.
Via Zoom video conference link: <https://zoom.us/j/98679637055>
Meeting ID: 986 7963 7055**

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

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 1

37. **Apologies for Absence:** Fran Whymark (arrived later)
38. **Declarations of Interest:** 0
39. **Adjournment of the meeting for Public Participation:** No contributions made
40. **To approve the minutes of the Parish Council meeting of 20th May 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.
41. **To receive a report of any matters arising from the minutes not on the agenda from the meeting on 20th May 2020:**
Nothing to report
42. **To receive the minutes of the Parks and Leisure Committee meeting of 9th June 2020 to include progress updates and recommendations concerning:**
- a. Review football contract and fee for 2020/21 for Wroxham Youth football club. It is recommended that the fee for this be set at £4,165.00 + VAT. **All agreed**
 - b. Requests to reduce football fees for the end of last season from adult football teams. It is recommended that £80.00 inc VAT be deducted for the year. One team will have a deduction next season, having already paid in full. **All Agreed.**
 - c. Football Development Plan. Clerk to contact Ian Grange for advice on targets going forward. Julie Hunt asked if changing the plan will affect the funding received. Sally Hoare, BDC had suggested it wouldn't and a plan more fitting to the size and capacity of the site would be appropriate.
 - d. Provision of increased hygiene consumables in preparation for reopening. Recommended to purchase paper towels and dispenser for the kitchen and await a reopening date for hand sanitiser. **All agreed**
 - e. Installation of Sound boards. This has been completed and has significantly improved the acoustics.
 - f. Newman Road Woods: Consider the implications of adopting Newman Road woods and associated costs. At the moment, no money is coming forward from BDC and there is concern as to how much volunteer help is available. Handover date was set for the July 2020 which is only 2 weeks away. Still lots of work to be completed which has been delayed due to Covid-19. Clerk to contact Sally Hoare and Annie Sommazzi BDC for further information about the handover.
- Stephen Oakley arrived 19:19 and took over as Chair*
- g. Jubilee Park: Removal and reinstatement of noticeboard. Quote received of £95.00. **All agreed** to go ahead with this.

43. To receive the minutes of the Planning Committee meeting of 10th June 2020 to include progress updates and recommendations concerning:

- a. **20200998** Erection of 2 detached houses, Old School Playing Field, Green Lane West, Rackheath, NR13 6LU. Application Type: Full Planning. No objections submitted but a suggestion of yellow lines on the side of the road be considered.
- b. **20200202** Development of up to 165 market and affordable dwellings and 16 supported living bungalows (use class C3) with all matters reserved except access (Outline). Land at Green Lane East, Little Plumstead. Applicant: Halsbury Homes Ltd. Removed Medical Centre and replaced with 16 supported living bungalows. Objected on the grounds that the site is outside the Parish boundary. It was not considered to be the right site for supported living as there are no public transport links, poor outside space allocated to each property and it's too far from the parish centre in which is situated.
- c. Confirmation submitted that no street lighting will be required on the Rackheath portion of the Salhouse Road development in Sprowston.
- d. GT16 Progress update. No updates specifically received but plans are progressing, and an Environmental Impact Assessment is to be carried out. The Committee also discussed plans on how to move forward with this once plan are submitted.
- e. Lovells site opposite the Sole and Heel. They are about to submit an amendment to application which will have 55% affordable, 45% shared ownership due to new funding becoming available. The Neighbourhood Plan does not support enclaves of social housing and the allocation should be spread across developments. Charles Judson offered to meet with Planning to discuss. **All Agreed for this meeting to be set up.**

44. Accessibility. Preparing the Council's website to be accessible to a wide range of people with disabilities, from 23rd September 2020. Council agreed for this work to be carried out cost effectively and buying in the services as outline in 33(c) below should be agreed.

45. To consider the Audit of the Parish Council Accounts 2019/20

- a. Internal Auditors Report & recommendations. Paula Lowe asked about the missing receipts for recycling credits and this could relate to returns for spent ink cartridges through Recycle for Charity. Paula will compile a list of payments received and pass to the Clerk to check against Council bank statements. **All approved.**
- b. To approve the Annual Governance Statement in the 2019/20 Annual Governance Annual Return (AGAR) Statement of Accounts. **All approved.**
- c. To approve the Statement of Accounts in the 2019/20 AGAR. **All approved.**

Fran Whymark arrived 19:51

46. Accounts

- a. To approve Payments for May 2020. **All Approved.**
- b. To note the monthly bank reconciliation to 31st May 2020. **All Approved.**
- c. To consider purchasing support to ensure website accessibility by September 2020 costing £45.00 with Steven Jackman via NPTS and Producing accessibility compliant documents in Word and Excel with Helen Fooks via NPTS £40.00. **All Agreed.**
- d. Approval of the APC Pest Control invoice for at £576.00 October 2019 – October 2020. **All agreed.**

47. Booking Assistant

Recruitment for temporary cover. Adjourn to July meeting pending the re-opening of the Pavilion. **All agreed.**

48. **Pavilion Re-opening arrangements.** What arrangements will we need to put in place to meet Government hygiene standards? Can a budget be set to cover re-opening costs? Suggested £100 for signage. **All agreed.**
49. **Covid-19 measures.** Residents leaflet, what information would be most useful at this stage and provide value for money? Lots of residents still shielding and a second spike but what information would be needed at that point. Suggested that we adjourn to next month to review and **All agreed.**
50. **To receive correspondence and agree response (if any)**
- *Email re: Parish Friend of the Mobile Library Scheme from NCC Library Service. This has been shelved for the foreseeable future.*
 - *Notification from Anglian Water that Salhouse Road will be closed from 27th May.*
 - *Newsletter from the Tree Warden for June 2020*
 - *Norfolk Parish Training and Support course timetable*
51. **Items for publication/media and items for the next Community Council meeting, Tuesday 21st July 2020**
- Booking Assistant
 - Residents leaflet
 - Newman woods
 - Pavilion re-opening.
 - Accessibility

There being no other business the meeting closed at 20:22