

**Minutes of the Rackheath Parish Council Meeting
Of Monday 15th April 2019 at 7.30 p.m.
In the Cabin, Salhouse Rd, Rackheath**

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

In Attendance: Diana Dring (Parish Clerk & Responsible Financial Officer)

Public: 8

1. Apologies for absence

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

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

Police Constable Troy Brandon sent a summary report of what he believed was most useful for the community although not it might not reflect all crime statistics in the area however these were the incidents reported to police to Control Room although there were other ways crimes were recorded.

On 5th March 2019 a report was made of a bus shelter being smashed. Officers arrived on scene. Details of youths taken. Charge decision was refused based on lack of evidence. Anti-Social Behaviour team issued ASB letters to the children.

There had also been some personal ASB issues within Rackheath but did not affect the greater community. He advised the public to be vigilant of fly tipping in the area of Dobbs lane, particularly as it was the Easter holiday and he envisaged there would be some incidents. He asked for reports of any suspicious behaviour or ASB.

Councillor Fran Whymark gave a report from the District and County Councils and advised that collaboration between Broadland and South Norfolk District Councils was going well with the appointment of three directors and four assistant directors to be completed soon. Expected to save some money through collaboration.

The County Council Highways Dept had spoken about projects such as duelling the A47 at North Burlingham. The Western Link was due to move forward in a year or two. The Department of Transport had shortlisted Norwich for a £840 million grant, another bid for £1.2 million was also in. Land had been acquired north of the Broadland Northway at Horsham St Faiths for a recycling centre and another 1.5 acres had been purchased for a new road.

The County was also trying to improve the long-range wide area network and had local enterprise funding to improve broadband. More funding was being made for schools, particularly higher/special need schools to stop children having to be ferried across the county.

A member of the public questioned why the Bowls Club had been asked to remove the grass cuttings at the side of the Green. Members said the grass and hedge cuttings had been left to accumulate over many years and the club had been asked to remove them and create a compost bin to store them in one area. The Bowls Club Chairman said that there was a weed problem around the side of the green so the Club may use the cuttings for mulch at the edge of the Green.

Pippa mentioned that a meeting had been held with Konectbus to discuss improvements to the local 5b bus route, running the buses more frequently and going along Green Lane West to the industrial estate and routing around Green Lane East and Vera Road as apparently there was an issue at the Sole and Heel roundabout. The proposals had been put on Facebook and received a mixed reaction regarding the use of Vera Rd

where there was an issue of parked cars. There was a discussion regarding this route, and it was agreed to go back to Konectbus and point out the potential problems of buses using Vera Rd. The bus company had talked about running a trial of the route before making a permanent change so issues would be flagged up then.

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

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

5. Matters arising from the Minutes not on the Agenda and the Chairman's report

No matters arising. Paula advised that she had met with PC Troy, but he was not able to stay long, and she had the impression he was under a lot of pressure from other areas.

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

i) Pavilion building progress, contract variations and costs

It was noted that additional items had been agreed such as hand dryers instead of paper towel dispensers in the main toilets. The kitchen Vat query had been clarified. Details of the external path/ramp and kitchen fittings were still awaited. The Clerk was arranging a new phone line to be installed in the office with internet, but the Pavilion address needed to be registered with Royal Mail first. Approval of the valuation by the Project Manager was noted along with recommendation to pay the builder's invoice.

ii) Jubilee Park Toddler Equipment

It was noted that the two new springers and mini roundabout had been installed and checked by the Grounds Contractor and were now being used by toddlers.

iii) Any Other Matters

The Bowls Club issues with changing space and storage were noted and the proposal for provide use of the small changing room and space in corridors if needed and option to erect a shed and make a small increase in annual fee was agreed on the proposal of Tracy, seconded by Rebekah.

7. Report from the Planning Committee meeting of 25th March 2019 and matters arising

Pippa presented a report of the Planning Committee meeting and the Lovell Homes' questions regarding the Parish Council's views about the management of the green infrastructure, provision of play equipment and lighting of the site. Pippa advised that the Committee had concerns about taking on green infrastructure which could also be part of the site Sustainable Drainage System (SUDs) and the Clerk had received advice from other Councils to be wary of taking on land that may be subject to flooding. The Committee felt the Parish Council could take on green spaces which required maintenance such as grass/hedge cutting or play equipment but would need to know more about the developer's drainage plans. The Committee had followed the Parish Councils usual viewpoint not to support street lighting except at strategic junctions and that bollard lighting was preferable where necessary. Pippa recommended the Parish Council adopt a policy regarding not taking on open space with SUDS, balance ponds or similar, which was supported by Rebekah and Tracy.

Other issues relating to the site was the access onto Salhouse Road which would be close to the planned access from the Norfolk Homes development on the opposite side of the road and felt highways needed to review this and the Sole and Heel roundabout issues and a new cyclepath. Clerk to respond to Lovell Homes and write to Highways.

8. Financial Report and approve recommendations relating to;

i) Amendment to the Parish Council Financial Regulations to include online payments by BACs

The Clerk had received advice on this procedure to make online payments using BACS from Norfolk Parish Training & Support and it was agreed to add to the Parish Council Financial Regulations 6.4 - BACS payments in accordance with the schedule as presented to council or committee shall be set up by the RFO and authorised by one signatory to release the payments, and add to 6.5 ' and sign the payment list to indicate that they have checked the payments to be made and seen the invoices'. Approved on the proposal of Tracy, seconded by Pippa.

ii) Access to the Scribe Accounts software

As the Parish Council Scribe Accounts had been set up on the web it would enable access by other users at an additional cost. On the proposal of Rebekah, seconded by Pippa it was agreed to set up read only viewing for the Councillor Internal Auditor (and other Councillors depending on cost) and extend to a Multi-Use License (at an additional £141.50 per year) so that the new Booking Administrator could access the accounts.

iii) Any other Financial matters

It was agreed to defer the application for a Parish Council Debit Card until new staff had been appointed.

9. Accounts

i) Approval of Payments

The following payments were approved on the proposal of Tracy, seconded by Tracy and Pippa. Invoices were checked and initialled. The Clerk said she would test the BACS payment method, but Paula and Tracy were unsure their online authorisation application had been successful, in which case cheque payments would be required.

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| D Dring | March Salary | £815.58 |
| | Add hours £16.58 & expenses £121.87 | £138.45 |
| HMRC | March PAYE & NI | £585.01 |
| Norfolk Pension Fund | March Pension contributions | £359.85 |
| Garden Guardian | Grounds Maintenance – March | £567.46 |
| T Gill & Son | Pavilion Building Work Invoice #3 | £48,640.54 |
| Kompan | Toddler Play Equipment (50%) | £1,424.34 |
| Premier Playgrounds | Installation of play equipment | £4246.80 |
| Eon | Pavilion Electricity | £205.92 |
| Eon | Surgery Electricity final | £128.56 |
| Steve Jackman | Wix Website Training & Advice | £80.00 |
| Bowls Club | Refund Overpayment | £6.70 |
| Wave | Pavilion backdated water charges | £144.00 |
| Rackheath Life | Annual Advertisement fee | £37.80 |
| BDC | Jubilee Park premises license | £70.00 |

ii) Monthly bank reconciliation to 31 March 2019 and budget update

This was not available due to an accounts issue, report to follow when rectified

10. Correspondence

BDC Planning Enforcement

BDC – Parish Council Election Nominations & Notice of Uncontested Election

Community Speedwatch re next steps for setting up Rackheath speed watch
PC Brandon re arranging local meeting with Councillor
Konectbus response giving thanks for feedback and suggesting a meeting
Broadland Tree Warden Service- thanks for donation and latest Broadsheet
Bowls Club queries re new Pavilion arrangements
PKF Littlejohn- notification of 2018/19 Audit requirements
Request from BDC consultant for local contacts who can provide oral histories particularly of their wartime memories of the area when the US Army base was active
Gills re Clock that they are donating to the new Pavilion
NALC bulletin
NPTS news
Notification of adoption of Wroxham Neighbourhood Plan
Rackheath Life Ad renewal notice
BDC- offer of outdoor table tennis tables
NCC Pathmakers- vacancies for volunteer trustees

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

Members of the public pointed out that there were issues at the Lovell Homes site of Ash dieback and rabbits.

It was pointed out that one of the Neighbourhood Plan Policies was to improve connectivity and it was suggested that the cyclepath on Salhouse Rd to the Broadland Northway was needed as a minimum. The footpath from the Racecourse development to Thorpe St Andrew was not happening. The planned Rapid Transport Route had been changed under transforming cities funding. There was a need for the Parish Council to make an approach to Broadland District Council to get cycleways and footpath in the plans before developments happen.

12. Items for publication/media and items for the next Parish Council meeting on 20th May 2019. Annual Community Meeting on 15th May 2019 in the Trinity Church
- Rackheath Life update, Pavilion update

13. 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

Approved on the proposal of Rebekah and Tracy

14. Report from the Staffing Advisory Group

On the proposal of Tracy, seconded by Rebekah to following were approved;

- i. Job description, hours and salary of the new Booking Administrator
- ii. Revised job description, hours and other changes of a new Parish Clerk and RFO, following the resignation of the current Clerk
- iii. Clerk to advertise roles, circulate applications, arrange interviews for short list and draw up questions for interview panel to meet on 8th and 9th May.

There being no other business the meeting closed at 8.53pm