

Rackheath Parish Council Annual Meeting Minutes
Held on Monday 20th May 2019 at 7.30 p.m.
In the Cabin, Salhouse Rd, Rackheath

Present: Paula Lowe, Stephen Oakley, Tracy Buckley, Joel Whymark, Rebekah Hughes, Pippa Nurse and Fran Whymark.

In Attendance: Diana Dring, Parish Clerk and Responsible Financial Officer

Public: 5

1. Election of Parish Council Chairman

Following receipt of Declarations of Acceptance of Office by Councillors, a nomination of Paula for the role of Chairman for the forthcoming year was received by Tracy and seconded by Fran. There being no other nominations Paula was unanimously elected as Chairman.

2. Election of Parish Council Vice Chairman

Pippa proposed Stephen as Vice Chairman, seconded by Tracy and there being no other nominations Stephen was unanimously elected as Vice Chairman

3. Apologies for absence

Apologies were received by Brian Gardner and Julie Hunt and Police Constable Clarke

4. Declarations of Interest for items on the agenda

No declarations of interest were received

5. Public participation and reports from the District Councillor & Police

It was noted that a new Police Constable Steven Clarke had been appointed to the area and although he was unable to attend this meeting, he would try to attend a future meeting. There was no report from the Police and Fran as District Councillor and County Councillor said he had nothing to add to his previous report last month.

6. Approval of the Minutes of the Parish Council meeting of 15th April 2019

The Minutes of the meeting of 15th April were approved on as a correct record on the proposal of Tracy, seconded by Rebekah.

7. Chairman/Clerk's Report and matters arising from the minutes not on the agenda

The Chairman had had an introductory phone-call from PC Clarke otherwise no other matters to report.

8. Receipt of the Parks and Leisure Committee meeting Minutes of 8th April 2019 and a report of the meeting of 13th May 2019 and consider recommendations on
i) Pavilion Building Work

It was noted that the building work was due to finish on 7th June and it was proposed to hold an Opening Event on Saturday 29th June 2019.

ii) Contract Variations, Costs and Contractor's Invoice

Finishing off works around the Pavilion such as additional gravel areas, edging, slabs, moving the gates, regrading the car park level, removing the rear hedge and adding a patio area outside the function room, was estimated by Gills to cost around £14,000. This would bring the Public Works Loan Board borrowing requirement for the variations to the initial building plan including the carpark and lighting to £85,000, less than the £105,000 approved by the PWLB. Fran suggested increasing this by £5,000 and borrowing £90,000. See 14.iv for decision.

It was noted that the Committee recommended payment of Gill's invoice to be approved under item 14.i.

iii) Other matters

It was agreed to accept the quotation from North Walsham Fire Protection for new fire extinguishers etc for a cost of £248 on the proposal of Tracy, seconded by Rebekah.

It was suggested confirming the Pavilion room capacities with the Fire Service.

The repositioning of the Pavilion defibrillator following the building work was queried. Rebekah to follow up.

It was noted that the Fireworks event planned for 1st November 2019 would be run by a professional contractor this year and not Brian.

9. Report from the Annual Community Meeting held on 15th May 2019

The Annual Community meeting was well attended with over 30 people present and were interested in the topics under discussion, changes to the bus service, planning and use of the football pitches, MPSA and Pavilion.

10. Report and recommendations from the Planning Committee meeting of 29th April regarding Lovell Builders queries concerning the Open Space provision on their development for 157 homes at Green Lane East and to receive the Planning Minutes of 25th March 2019

Pippa presented a summary of the Planning Committee meeting of 29th April and the suggestions regarding Lovells letter outlining their plans for open space at the Green Lane East site. She pointed out that under Schedule 3 of their plan they were proposing giving money to the Parish Council for off-site play equipment rather than providing it within the site and that the Parish Council would need to spend this fund with a certain time or lose it. Lovells had made proposals that the Parish Council managed the wooded pathway around the site but instruct a management company to look after the open spaces within the site, which Pippa felt was contradictory. A request had been made for the water management strategy for the site as there were areas that were known to flood but it was expected this would be forthcoming with the reserve matters planning application.

The Committee had suggested that with underground water management the central open spaces could be used for play equipment and that an area of open space in the corner of the site had not been allocated for any specific use. Pippa proposed that the Parish Council continue dialogue with Lovells about the Open Spaces, seconded by Fran and approved. It was also agreed to propose to Lovells that they provide a footpath along the Salhouse Road edge of the site.

11. Consideration of a proposal from Broadland District Council to re-site the Portacabin currently installed next to the Holy Trinity Church, Salhouse Rd at the Stracey Sports Park land.

Broadland District Council had been approached by someone interested in hiring the portacabin sited next to the Church but the Church did not wish it to remain on their land so it was suggested re-siting it on Parish Council land, specifically on land between the village hall and the Bowls Green might be the most suitable. On the proposal of Tracy, seconded by Pippa it was agreed in principle to re-siting the portacabin on the PC land with the understanding that there should be no cost to the Parish Council.

12. Appointment of members to Parish Council Committees, Advisory Groups and representation on external bodies.

The following appointments were made;

- i) **Planning Committee** – Pippa, Stephen and Rebekah with Joel as reserve
- ii) **Parks and Leisure Committee** – Brian, Tracy, Stephen and Paula
- iii) **Internal Audit Councillor** - Rebekah
- iv) **Finance Advisory Group** – Julie, Stephen and Fran
- v) **Staffing Advisory Group**- Julie, Rebekah, Pippa
Sub-Group for Grievance- Fran, Brian
Sub-Group for Appeals- Stephen, Tracy
- vi) **Representatives on the Village Hall Management Committee** -Tracy, Paula

13. Review and approve the Norfolk County Council delegated verge cutting agreement for 2018/19

Not received

14. Accounts

i) Approval of Payments

The following payments were approved on the proposal of Stephen, seconded by Tracy;

D Dring	April Salary SO payment	£815.58
D Dring	Balance due £376.53 + expenses £116.51	£493.04
HMRC	April PAYE & NI	£481.64
Norfolk Pension Fund	April Pension contributions	£464.58
Garden Guardian	Grounds Maintenance – March charge	£2,017.75
T Gill & Son	Pavilion Building Work Invoice #4	£107,122.85
Wave	Pavilion backdated water charges	£164.00
Wave	Surgery Water Charges	£2.89
North Walsham Fire Pro	Fire extinguisher service	£19.80
Holy Trinity Church	Annual Community Meeting hire fee	£30.00
Holy Trinity Church	Jubilee Park lighting electricity	£50.00

ii) Monthly bank reconciliation

The bank reconciliation for April was noted, an error of 5pence was noted due to incorrect payment of a cheque- Clerk to rectify

iii) Approval of the Parish Council's insurance cover for 2019/20

The current insurers BHIB had provided a lower quotation of £768.20 for the annual insurance, which was lower than the previous year and lower than a competitor's quote. Renewal with BHIB was approved on the proposal of Fran, seconded by Pippa.

iv) Approval of borrowing from the Public Works Loan Board

The Parish Council had an approved a loan of £105,000 by the Public Works Loan Board (PWLB) in June 2018. The grant from Sport England had offset the need for the full loan but as the building contingency allowance had not been required the Parish Council had agreed to add the carpark and lighting. As reported under item 8.ii. PLC had recommended borrowing £85,000 from the PWLB to meet the expected final costs. The PWLB loan rate at the time was 2.41%, which would result in half yearly payments of £2440.92 or £4881.84 per year. The first payment would be due six months after borrowing. Fran had suggested borrowing £90,000 to ensure there was sufficient funding. Following discussion Tracy proposed the Parish Council borrow £90,000 but question the cost of variations to ensure best value for money, seconded by Stephen and approved. Clerk to send request.

15. Correspondence

NALC Bulletin
BDC- Planning Enforcement
Konectbus – bus service update
JH Landscaping – introduction to service
FA Facilities Fund – Pavilion Opening ceremony advice
Royal Mail- confirmation of Pavilion address
Resident- enquiry about local allotments
Trevor Holden, MD of BDC and SNDC re collaboration progress
BDC Planning Enforcement Update
Complaint from resident about illicit activity in the tree belt- reported to Police

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

An explanation was given to a query about who pays for the cost of the Pavilion, that it was largely from expected Community Infrastructure Levy, grants and borrowing, which would be paid back from future income. A further question was raised as to why the Parish Council had chosen the Pavilion to invest in and it was explained that this was following consultation and agreement with Broadland District Council as to how the Community Infrastructure Fund could be spent.

17. Items for publication/media and items for the next Parish Council meeting on 17th June 2019

18. 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

Agreed on the proposal of Pippa, seconded by Tracy

19. Report and recommendations from the Staffing Advisory Group

Following interviews held on 9th May 2019, it was agreed to;

1. Employ the recommended person as temporary Booking Administrator from 1st to 30th June 2019 at 5 hours per week at £8.75ph.
2. Re-advertise Booking Admin role to start thereafter
3. The Booking Administrator in 1 above to be taken on as Trainee Parish Clerk & RFO from July 1st to August 31st 2019 at 10 hours a week on the LC2 Scale point 20, progressing on achievement of CILCA qualification and on the anniversary of the appointment thereafter.
4. To take on full role when current Clerk leaves wef from 1 September 2019
5. Information about alternative pension schemes to be considered at the next Council meeting. Clerk to prepare new Clerk's contract for approval

There being no further business the meeting closed at 9.37pm