

**Minutes of the Rackheath Parish Council Meeting  
Of Wednesday 18<sup>th</sup> March 2020 at 7.00 p.m.  
In the Pavilion, Green Lane West, Rackheath**

**Present:** Brian Gardner, Julie Hunt, Pippa Nurse

**In Attendance:** Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 0

Apologies for Absence: Fran Whymark, Stephen Oakley, Tracy Buckley

1. Declarations of Interest:
2. Adjournment of the meeting for Public Participation
3. Crime data report submitted by Norfolk Police as follows:

Logged reports on our Crime System 1 <sup>st</sup> to 29 <sup>th</sup> Feb 2020:		
Assault occasioning actual bodily harm (ABH)	1	Domestic.
Cause intentional harassment, alarm or distress	1	Road-rage type incident.
Common assault	5	1 Domestic. 4 an elderly resident in a care home against another resident, both lacking capacity.
Fear or provocation of violence	1	Tenant was aggressive toward Landlord.
Sexual offence	2	1 Domestic. 1 by known suspect.
Theft by employee	1	
Theft from motor vehicle	1	Car left unlocked, items taken.
Theft other	2	1 a Trailer stolen from yard. 1 was diesel from a road-side bowser.
<b>Total:</b>	<b>14</b>	

4. To approve the minutes of the Parish Council meeting of 19<sup>th</sup> February 2020.
5. The Parish Council deemed these to be a correct and accurate record of the meeting. All agreed.
6. To receive a report of any matters arising from the minutes not on the agenda.
  - a. From the meeting on 19<sup>th</sup> February 2020
- 7. To receive the minutes of the Parks and Leisure Committee meeting of 11<sup>th</sup> March 2020 to include progress updates and recommendations concerning:**
  - a. Snow and Ice Plan
  - b. Football Pitch condition
  - c. Hedge and grass cutting quote for the rear of the Pavilion
  - d. Blocked ladies toilet
  - e. Quote for installation of sound boards
  - f. Pavilion handyman
  - g. Football door key box
  - h. Ground clearance quotes at the end of Stracey Playing Field

- i. Update on Pavilion fire doors
  - j. Dog fouling at Stracey Park.
- 8. Report from the Planning Committee meeting of 3<sup>rd</sup> March 2020 to include the following Planning Matters:**
- a. 20200202: Green Lane East, Little Plumstead development. Updated planning application.
  - b. 20200307: Description: Proposed extension to side elevation and a new porch to front door Location: 59 Vera Road, Rackheath, NR13 6QN Application Type: Householder.
  - c. 20191590: Amended plans. Description: Proposed Demolition of Dwelling & Erection of a Replacement Dwelling Location: 55 Salhouse Road, Rackheath, NR13 6PD Applicant: Mr B Copland.
  - d. 20200390: Description: Side extension consisting of front and rear extensions to garage and first floor extension over garage Location: Nordon, 59 Green Lane East, Rackheath, NR13 6QL Application Type: Householder.
  - e. GNLP: Discussion on a formal response to be recommended to the full Council for approval.
  - f. Salhouse Road and Gamble Compound update
- 9. Report from the Finance Committee of 10<sup>th</sup> March 2020 to include updates and recommendations concerning: -**
- a. Matters arising – Nursery dilapidation deposit
  - b. Review of the Dr's surgery lease agreement.
  - c. Future events and how these are funded.
  - d. Expenses – how are these requested, and the paperwork required
  - e. Review of Committee spending limits
  - f. Review of financial policies and procedures
- 10. Report from the Communications Committee of 20<sup>th</sup> February 2020 with recommendations concerning:**
- a. Parish Council name change to Community Council.
  - b. Facebook use
  - c. Sharing correspondence internally and externally
- 11. Accounts**
- a. To approve Payments (attached at Appendix A)
  - b. To note the monthly bank reconciliation to 29<sup>th</sup> February 2020 and budget update
  - c. NPTS Risk Assessment Training in June 2020. Request for Clerk to attend.
  - d. ICO Renewal. Consider setting up a Direct Debit for an annual £5 discount.
  - e. Business rates for 2020/21 received from Broadland DC.
  - f. NPTS Annual Renewal for 2020/21
  - g. Approval of payment to Nick Lambert for moving office furniture.
  - h. Approval of payment to Diana Dring for assistance with completing year end
  - i. Arrangements for holding damage deposits for Pavilion bookings
- 12. Change of Council meeting night from Wednesday to Tuesday.**
- 13. Set dates of Annual Meetings.**
- 14. Covid-19 measures. What does the Council need to consider?**
- 15. To receive correspondence and agree response (if any)**

- BDC letter informing of a change of house name on Green Lane West from The Last Resort to Rowan Tree Cottage.
- Email from Rackheath Life regarding advertising refund
- Email from Broadland DC requesting date for rough sleeper count on 25/26<sup>th</sup> March
- Email regarding the Norwich Western Link local access consultation between Monday 6 April and Monday 11 May 2020

**16. Items for publication/media and items for the next Community Council meeting on 22<sup>nd</sup> April 2020**

**17. 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 Matter.**

- a. Booking Assistant

**18. Items for publication/media and items for the next Parish Council meeting on 18<sup>th</sup> March 2020**

- a. Changing meetings to Tuesday

**There being no other business the meeting closed at 9.19pm**