

**MINUTES from the Rackheath Community Council Meeting on Monday 1st July 2024 held at**

**The Pavilion, Green Lane West, Rackheath NR13 6LT at 7.30pm**

Councillors in attendance: Pippa Nurse (Chairman), Julie Hunt, Steve Nurse and Fran Whymark

Apologies: Nicola Kerr and Sharon McKim

Staff: Aileen Beck, Clerk and Gareth Duffin, Projects and Events Officer (left at 9.15pm)

Members of the public: 1 (left after item 8avi, moved to be the first planning matter discussed)

1. **To consider any apologies for absence and to note the resignation of Brian Gardner**

Council gave thanks to Brian for his many years as a councillor and everything that he had done for community, including his experience and dedication to events such as the fireworks display. The Notice of casual vacancy has been received from Broadland District Council which is due to expire on 16th July 2024. There are now 5 councillor vacancies.

1. **To receive declarations of interest and consider dispensations for items on the agenda**

Pippa & Steve 2024/1221 & 20201625 – neighbouring property

1. **To adjourn the meeting for public participation and receive reports from the District & County Councillors**

No public participation

Fran reported that a meeting with neighbouring parishes to speak to Highways has been arranged for 12th July. Anti-social behaviour reported on facebook has not been passed onto the Police, so please report to them via their website [www.norfolk.police.uk/ro/report](http://www.norfolk.police.uk/ro/report) or telephone 101.

1. **To agree and approve the minutes of the Rackheath Community Council meeting of 20th May 2024**

The minutes of the Rackheath Community Council meeting held on 20th May 2024 were agreed as a true record and signed by the Chair.

1. **To receive the Clerk’s report (to report progress on items not on the agenda from the last meeting)**

Clerk and Facilities Co-ordinator have both completed a fire warden/marshall course. Fire risk assessment to be updated during July.

Meeting to be arranged with the Beat Manager, PC Jennings to discuss anti-social behaviour and issues raised at the annual community meeting.

Notice given to current cleaning contractors. New contractors likely to start mid October but awaiting confirmation before entering into any contracts.

New defibrillator cabinet fitted at the Pavilion – thanks to Tom Perretta (Lumisol) for undertaking this work at no cost to the community.

1. **To discuss the following projects, including agreement to incur costs where necessary:**
2. Newman Road woods and the liberator strip: Gareth met with Matt Yates from Broadland District Council and awaiting a date for an on-site meeting to discuss boundaries and marker posts. In the meantime the topographical survey to be shared with them.
3. Jubilee Park:
4. To consider the quotes for repairs to the multi play unit at Jubilee Park: maintenance work is required, currently a low/medium risk as it is not deemed dangerous to use. Two quotes obtained, one at £2,194.30 plus VAT, another at £2,625. Council agreed to look into cost of a replacement unit being met from s106 funding, it being thought to be more cost effective due to age of existing unit and likelihood of further repairs being necessary in the future.
5. To consider actions following vandalism/graffiti on play equipment, benches and surrounding areas: Clerk has received an email from resident requesting removal of the wooden bench by woods.

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Due to it now being in a secluded area within the trees Council agreed to move it further away from the tree belt and the boundary –and to ask PC Jennings for advice and to speak to the youths involved.

The Council staff removed the broken bench from the park although it is missing an arm – replacement to be considered when reviewing with playground equipment. Bench to be repaired in due course, if possible, for use at the Pavilion.

Playdale have said that the damaged bench table tops could be turned if required – to be reviewed in winter months.

1. Jubilee Park lighting:
2. The new electricity account set up with Eon on a two year fixed deal was retrospectively agreed.
3. To receive an update on progress of works: Work completed, good feedback from residents. Electrical Installation Certificates received. Contractors have said that it would be possible to add an additional light along the path to Hagg Way. They also tided the path alongside the church.
4. Stracey Park and the Pavilion:
5. To finalise pre-installation details for the play and gym equipment: It was agreed that the bespoke panel –should read ‘Stracey Sports Park’ to match the sign at the entrance. Playground sign agreed with the additional of wording to funded by s106 developer contributions. Wicksteed guidance to be followed when stating the suitable age ranges. Similar sign to be commissioned for Jubilee Park.
6. To note work to the car park and drainage work is due to start week commencing 1st July 2024 – work started this morning, aiming to finish on Friday.
7. To note the hall flooring upgrade is due to start week commencing 2nd July 2024 and to discuss and agree cost of skirting boards. Hall out of use this week. 2 quotes for skirting; one with painting and one without RESOLVED: Reliable Building Company to be instructed.
8. To continue discussions regarding the reinstatement of the rear carpark Drawings underway for preplanning advice, work ongoing.
9. To note that the solar panel project is completed and to consider use of the underspend for another Pride in Place capital project £800 underspend – apply for use of funds at Jubilee Park, Gareth to move forward
10. To discuss spending of the Clean Up and Bloom grant from Broadland District Council: Gareth has met with James from Salhouse Nursery, to discuss the trees along the footpath - suggested options to be available for next meeting involving existing trees and new trees) to mitigate potential loss of older trees.
11. **Pavilion Matters**
12. To discuss extension of the agreement with Social Moments Enterprise to incorporate further hire of the facilities for an additional day/session: Clerk to approach current hirer to enquire if there is a possibility of that session moving to another day/time. AGREED: arrangement to be extended and continue at current rates. Review of costs in September.
13. To discuss sporting activities at the Pavilion including:
14. Fees for the Wildcat youth football sessions to be held at the Pavilion without use of the toilet facilities: AGREED: cost of £15 per session for 10 weeks until the end of August – use pitches as and when available. Use football parking facilities – Clerk to change sign to football parking instead of overflow parking
15. To note that adult football arrangements are in place for the forthcoming season: football pitches should be ready for use 1st week in August, Garden Guardian to quote to re-install the second set of adult goals
16. Cricket: Julie has been talking to a contact who believes that, hypothetically, there is space in between the two football pitches to incorporate a cricket pitch and practice nets. Seasons slightly overlap, but is an alternate season to football covering 18 weeks of the year. Potential outlay could be approx. £10k to set up 4 wickets although grants available. S106 could possibly be used as match funding. Julie to set up a meeting with her contact to discuss possibilities.

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1. **Planning Matters**
	1. To review and comment on Planning Applications
		1. 2024/1236: Full planning application for the creation of an engineered wetland including associated engineering works & access at Land To The North Of Dobb's Beck Beeston Park Wetland Beeston Park Byway Beeston St Andrew Norfolk: Council has been offered a virtual meeting with Severn Trent which was accepted, subject to councillors availability. Comments to be lodged after that meeting.
		2. 20201625: Retrospective consent for a 2-bed holiday lodge and the conversion of part of the existing Simply Soaps workshop to provide 2 further 2-bed holiday cottages including ancillary work at The Retreat Brillig Rackheath NR13 6LP: RESOLVED: objection due to the access and previous comments submitted not having been addressed (Pippa & Steve abstained from voting)
		3. 2024/1526: Self-build/custom build development of 2 no 5 bedroom two storey detached houses at Land To The North Of Sam Smith Way Rackheath Norfolk: RESOLVED: Concerns due to proximity of underground gas pipeline and reiterate concerns from neighbours re upkeep and maintenance of road and that the effect the construction traffic will have which needs mitigating throughout building, should it proceed.
		4. 2024/1601: pitched roof garage to front elevation at 80 Salhouse Road Rackheath NR13 6AA: RESOLVED: no objection
		5. 2024/1603: Demolition of existing single storey brick and flat roof industrial building and replacement with new single storey portal framed storage building at Unit 14D Wendover Road Rackheath Norfolk NR13 6LH RESOLVED: no objection
		6. 2024/1632: Extension to existing bungalow to form first and second floor accommodation at Fourways 131 Green Lane West Rackheath Norfolk NR13 6PH: RESOLVED: no comment
		7. 2024/1221: Change of use of land and erection of 2 x field study buildings and 4 x nissan huts at Green Lizard Wood Rackheath Park Rackheath Norfolk: RESOLVED: Council supports in principle with comments about improving access and reducing speed limit (Pippa & Steve abstained)
		8. 2024/1742: Installation of 24m lattice mast lattice mast for rural broadband/business use at 13 Bidwell Road Rackheath Norfolk NR13 6PT RESOLVED: no objection
	2. To note feedback from the CPRE Norfolk Flood Management Conference held on 24th May 2024: Nicola circulated notes from the meeting.
	3. To agree acceptance of the £3,000 from the Broadland District Council Neighbourhood Grant Scheme and note the £10,000 grant received from Locality for work post 1st July 2024: Clerk to sign and submit form to Broadland District Council. Further progress being made on revision of the Neighbourhood Plan, report at next meeting.
2. **Accounts and Finance**
3. To note delegated spend report by clerk and chair: VAT training for facilities co-ordinator at £30 + VAT plus HMRC VAT payment of £255.32.
4. To approve the payments for June 2024 – see schedule attached
5. To note the receipts for May 2024: hall hire and rent of £1,594.59 plus VAT.
6. To note the monthly bank reconciliation to 31st May 2024: £998,563.23
7. To note the Detailed Budget Summary for the year ending 2023/24 – noted.
8. To consider request from Milltech Precision Engineering Ltd for help with fundraising and coverage of its Yorkshire 3 Peaks Challenge in August 2024 RESOLVED: £50 donation
9. To receive an update on progress/action with council’s long term financial plan: Funds held with Barclays moved between accounts to obtain best possible rate of interest. Investment Strategy in hand. Agree to look into opening an account with Unity and look into investments such as Government Gilts.
10. **Annual Governance and Accountability Return 2023/24**
11. To note the report from the internal auditor following their visit on 18th June 2024: noted and reviewed.
12. To discuss and move forward with recommendations made in the report: Financial Regulations and Standing Orders to be reviewed; fidelity insurance requires increasing – see quote for £282.41; budget reports to be received quarterly; investment strategy to be implemented which is progressing and being reported on a monthly basis; note that asset register revalued; year end date to be set to move over to income and expenditure.

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AGREED: to run both accounting systems over this year and switch to income and expenditure for 2025/26.

1. To approve the Annual Governance Statement before it is signed by the Chairman and Clerk: Council read and approved the Annual Governance Statements before being signed by the Chair and Clerk.
2. To approve the Accounting Statements already signed by the Responsible Financial Officer before being signed by the Chairman: Council approved the Accounting Statements subsequently signed by the Chair.
3. To note the period for the exercise of public rights will begin on Monday 1st July 2024 and end on Friday 9th August 2024: please contact the clerk to make arrangements clerk@rackheathparishcouncil.org.uk
4. To note that the necessary documents will be available to view on Council’s website before 1st July 2024: see council’s website [www.rackheathparishcouncil.org.uk](http://www.rackheathparishcouncil.org.uk)
5. **Risk Assessments**

Council agreed the following revised risk assessments for the following assets:

1. Jubilee Play Park
2. Stracey Park Playing Fields: to be reviewed after installation of new equipment
3. Pavilion

Fire Risk Assessment to be reviewed later this month and reported at September meeting.

1. **To receive correspondence and agree on response (if any)**

#  Broadsheet edition 231 – June 2004

#  Community at Heart Awards <https://www.southnorfolkandbroadland.gov.uk/communities/community-heart-awards-2024>

#  CityFibre – full fibre broadland network to rural areas in Norfolk (part of Project Gigabit)

#  Parent Champion volunteer training opportunity (NCC Family Hubs)

**The Council may RESOLVE that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature**

1. **To discuss staffing matters including Clerk’s overtime**

Clerk’s overtime of 14.5 hours was agreed. Appraisal for the Facilities Co-ordinator to be arranged and carried out as soon as possible. Pay increase agreed, to be backdated to April 2024.

1. **To discuss request from Social Moments Enterprise**

Council is agreeable to continuing the current arrangements to include an additional day/session – awaiting confirmation of preferred times/days and negotiations with current hirers, if required.

1. **To consider additional information relating to potential projects**

The Projects Manager was instructed to carry out further investigation on potential project – cost to be borne by CIL funds.

Meeting closed at 22.25 – standing orders suspended at 21.30

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