



MINUTES from the Rackheath Community Council Meeting on Tuesday 22nd October 2024 held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm

Councillors in attendance: Pippa Nurse (Chairman), Julie Hunt, Nicola Kerr and Steve Nurse

Apologies: Fran Whymark and Sharon McKim

Clerk: Aileen Beck

Facilities Coordinator Kimberley Holyfield (to 8.55pm)

Members of the public: 1 (7.05pm to 9.00pm)

1. To consider any apologies for absence

Apologies accepted from Fran Whymark and Sharon McKim

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

None

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

GT16 concerns raised by member of the public, including reference to the traffic modelling and data which is not felt to accurately represent the current use of the Broadland Northway as April 2023 figures suggest maximum of 3 or 4 cars awaiting 1 minute to traverse the roundabouts, especially those on Wroxham Road and Salhouse Road, when at rush hour it is a long queue of say 30 cars. Also, no anticipation that the traffic flow will affect Wroxham, despite it being the main road to the coast and a major shopping centre.

It was confirmed that the local parish councils are working together and are due to have a meeting with Highways to discuss these concerns and others. Rackheath Community Council is also looking at the infrastructure, surface and foul water with the assistance of consultants. The member of the public was asked to ensure that their personal comments were submitted to the planning portal.

4. To agree and approve the minutes of the Rackheath Community Council meeting of 21st September 2024

The minutes of the Rackheath Community Council meeting held on 21st September 2024 were agreed as a true record and signed by the Chair.

5. To receive the Clerk's report (to report progress on items not on the agenda from the last meeting) to include:

- a. Request to lower speed limit on Green Lane West to 30mph from 40mph – council are sympathetic to this request which has already been flagged with Highways and is due to be discussed at a forthcoming meeting with Norfolk County Council.
- b. Parking on the industrial estate – Clerk has spoken to NCC and Enforcement, they can take no action unless traffic regulation orders have been breached. Periodic checks are carried out with few violations found. If vehicles are causing a blockage, then report to the police via 101.
- c. Maintenance of the Jubilee Woodland belt – Broadland District Council are due to carry out the next check in Autumn 2024. Resident advised of the action they can take following correspondence with the Community Assets Management Officer.
- d. Rackheath Medical Centre – update circulated stating that all modules have been delivered to site and depending on sign-off from Network Rail before being put in place. Practical completion of build due for March 2025.

6. To discuss the following projects, including agreement to incur costs where necessary:

- a. Newman Road woods and the liberator strip – ongoing, waiting for Broadland DC officer to confirm boundaries and pass plan onto solicitors
- b. Jubilee Park
 - i. Orders confirmed for cableway and replacement toddler unit. Installation date to be confirmed. AGREED: 4 cycle racks £100 plus carriage plus VAT to be installed, two each end

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- of the park. 3 like for like wet pour quotes ranging from £28,641 to £40,800 discussed. AGREED: Clerk to instruct Wicksteed at a cost of £29,378.46 plus VAT, payable from s106 funds. Clerk to look into cost of installation of a fence around the remainder of the play equipment. Request to consider implementing a 'dogs on lead policy' next month.
- ii. Spend of £200 for removal of bench/foundations and minor repairs of £35 carried out under delegated powers AGREED along with repair to MUGA fencing at a cost of £95.
 - iii. Spending of the Clean Up and Bloom grant from Broadland District Council discussed including the proposal from the Salhouse Tree Steward of 7 small leaved lime trees along the footpaths to provide shaded areas – located between lampposts and away from path to avoid problem of roots growing under the footpath surface at a cost £253.75 plus VAT. Due to disheartening vandalism previously encountered, funds to be spent at the Pavilion instead.
 - iv. Timers for the lighting columns (payable from s106 funds) – AGREED at a cost of £560 plus VAT to discourage antisocial behaviour during the early hours of the morning and to implement council's dark skies policy. Lights will remain on in the evening and early morning to allow dog walkers to safely use the park.
- c. Stracey Park
- i. Council gave thanks to Gareth Duffin, the previous Project Manager, and the Clerk for the planning and implementation of the gym and play equipment project. Wicksteed's Contract Manager visiting on Thursday to finalise the project. 1 quote received to create 60sqm of block paving for 2 accessible parking bays, moving the vehicle gate and some of the fence to enable improved access to the new equipment. Other quotes, and grants, to be sought. Positive feedback received due to the range of equipment however quote for benches to be installed within the play area to be sought, along with costs of extending the CCTV and installing additional bins.
 - ii. Cost of clerk attending Play Area Inspection Course run by Community Action Norfolk at £60 AGREED.
- d. Christmas tree at Rackheath Holy Trinity Church – awaiting confirmation from contractor regarding delivery and installation.
- e. Finalisation of the Pride in Place project – capital of £800 remaining; claim of £150 for drawings for planning permission so £650 left. BDC pushing to spend on battery for storage of solar energy. AGREED: Clerk to confirm that council deem the project completed and will not be drawing down the remaining funds.
- f. Bus Shelter improvements/replacement using the Parish Partnership Scheme – council reviewed various quotes obtained by the facilities coordinator ranging between £4,000 and £10,000. Additional quotes for one particular design to be obtained and discussed at the next meeting.

7. Pavilion Matters

- a. The Fire Risk Assessment dated 20th September 2024, the comments made by APF Safety Services Ltd and the action taken by council staff were noted and the Fire Safety Policy AGREED as revised.
- b. New internal cleaning contract has started well. AGREED: Xtra Property Maintenance to clean gutters, fascias and soffits as a one-off and the windows and doors every 12 weeks.
- c. Signage to alleviate problems with sports and pavilion parking – thanks to Pippa and Steve for loan of an A frame which council staff will use as a trial to direct parking at the weekend for football and Pavilion users.

8. Planning Matters

- a. To review and comment on Planning Applications:
 - i. 2024/1953: amended plans for first floor extension above existing single storey rear extension, and two storey front extension at 10 Salhouse Road Rackheath NR13 6QH - approved 10th October
 - ii. 2024/1632: amended plans for extension to existing bungalow to form first and second floor accommodation at Fourways 131 Green Lane West Rackheath NR13 6PH - approved 18th October
 - iii. 2024/2709: removal of existing conservatory and erection of rear extension at 45 Green Lane East Rackheath NR13 6QL – AGREED no objection

- iv. 20220663: Outline application for a mixed use residential led development with up to 3,850 dwellings (C3) at Land North of Green Lane West Rackheath NR13 6NZ – the draft response from the planning consultants discussed following the informal meeting with Taylor Wimpey and Wroxham and Salhouse parish councils. The Waste Water Treatment Plant needs further discussion as it is not a closed facility and problems envisaged with proposed entrance into the water course, the odour and rodents. AGREED: objection to be lodged, Nicola to liaise with One Planning to finalise council’s response.
 - v. FUL/2024/0025 / 2024/0025: full planning for the creation of a wastewater treatment works including associated engineering works and access at land to the northwest of Dobbs Beck accessed from North Walsham Road Beeston St Andrew – AGREED: objection to be lodged due to similar concerns as mentioned for 20220663. Consultants report assists with technical information and will be submitted before the deadline. Costs currently within previously agreed budget.
 - vi. 20221003: Reserved Matters Application for Details of Appearance, Layout, Landscaping, Scale and Access of 130 Residential Dwellings following Outline Planning Permission 20200202 at Land Off Green Lane East Little Plumstead – AGREED: objection to be raised as per comments raised within email exchange between councillors.
- b. The revised Rackheath Neighbourhood Plan and Design Code AGREED together with associated costs, in readiness for the consultations arranged for 17th November 11am-2pm at the Pavilion and Thursday 21st November 10-1.30pm at the Pavilion and 3pm to 8pm at Holy Trinity Church.

9. Accounts and Finance

- a. The external auditor’s report was received 29th September 2024 and the Notice of Conclusion of Audit was duly posted on 30th September 2024
- b. The following payments were approved for October 2024:

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
127	Audit	17/10/2024		Parish Council Currer		Audit fee	PKF Littlejohn LLP	S	1,680.00	336.00	2,016.00
124	Admin & Office Expenses	17/10/2024		Parish Council Currer		Virtual Landline	Virtual Landline	S	5.42	1.08	6.50
125	Admin & Office Expenses	17/10/2024		Parish Council Currer		Mobile Phone Sim Card [PM Ro	Voxi	X	10.00		10.00
128	Admin & Office Expenses	17/10/2024		Parish Council Currer		Microsoft 365 subscription	Anglian internet	S	72.00	14.40	86.40
122	Subscriptions	17/10/2024		Parish Council Currer		Scribe Annual Subscription	Scribe 2000	S	696.00	139.20	835.20
126	Training	17/10/2024		Parish Council Currer		Fire Safety Training	APF Safety Services Limite	S	349.99	70.00	419.99
140	Admin & Office Expenses	17/10/2024		Parish Council Currer		Internet & Phone	Focus Group	S	82.08	16.42	98.50
142	Admin & Office Expenses	17/10/2024		Parish Council Currer		Title Register & Plan	HM Land Registry	X	6.00		6.00
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143	Admin & Office Expenses	17/10/2024		Parish Council Currer		Key Cutting	Timpson Ltd	S	15.00	3.00	18.00
123	Jubilee Park Grasscutting & Ma	17/10/2024		Parish Council Currer		Tree Work	Rackheath Primary School	S	50.00	10.00	60.00
129	Community Infrastructure Levy	17/10/2024		Parish Council Currer		Planning Consultancy Services	One Planning Ltd	S	2,098.75	419.75	2,518.50
130	Pavilion Cleaning	17/10/2024		Parish Council Currer		Pavilion cleaning	Heritage Contract Services	S	159.56	31.92	191.48
133	All-Saints Church Grass Cutting	17/10/2024		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	27.94	5.60	33.54
133	Jubilee Park Grasscutting & Ma	17/10/2024		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	277.16	55.43	332.59
136	Jubilee Park footpath & lighting	17/10/2024		Parish Council Currer		Feederpillar Supply	Eon	L	24.36	1.22	25.58
141	Pavilion Cleaning	17/10/2024		Parish Council Currer		Broom	B&M	S	4.17	0.83	5.00
131	Pavilion Advertising	17/10/2024		Parish Council Currer		Advertisement	Venues4Hire Limited	X	30.00		30.00
132	Pavilion Utilities	17/10/2024		Parish Council Currer		Pavilion Electricity	Eon	S	512.87	102.57	615.44
133	Grounds Maintenance - Stracey	17/10/2024		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	116.16	23.23	139.39
133	Grounds Maintenance - behind	17/10/2024		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	37.16	7.43	44.59
133	Stracey Playing Field line Marki	17/10/2024		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	135.56	27.11	162.67
133	Stracey Playing Field Fertilising	17/10/2024		Parish Council Currer		Grounds Maintenance	Garden Guardian	S	2,040.00	408.00	2,448.00
137	Pavilion Fixtures and Fittings	17/10/2024		Parish Council Currer		Pavilion Signage	CIM	S	25.00	5.00	30.00
138	Pavilion Fixtures and Fittings	17/10/2024		Parish Council Currer		Safety Signs	Surface Repair Solutions	S	67.32	13.47	80.79
139	Neighbourhood Plan	17/10/2024		Parish Council Currer		Church Hire	Holy Trinity Church	X	90.00		90.00
145	Jubilee Park Play Equipment	22/10/2024		Parish Council Currer		Muga Frame - Missing Bolt Rep	BBT Construction Ltd	X	35.00		35.00
146	Neighbourhood Plan	22/10/2024		Parish Council Currer		Design Code Production	Compass Point Planning an	X	1,200.00		1,200.00
147	Neighbourhood Plan	23/10/2024		Parish Council Currer		SEA Screening	Emma Harrison	X	400.00		400.00
Total									10,253.50	1,691.66	11,945.16

- c. Receipts for September 2024: 2nd precept installment of £68,641.50, bank interest £3,729.16, vat payment £95.67, rental income £2,773.47
- d. Monthly bank reconciliation to 30th September 2024 is £1,042,769.12. An inter-account transfer of £46,000 noted.
- e. Quarter 2 budgeting report & reserves balance noted
- f. Quarter 2 payments over £500 report uploaded to website
- g. Initial information regarding the draft budget for 2025/26 discussed and working group meeting arranged for 4th November 2024.
- h. The purchase of an additional defibrillator for Rackheath- ongoing. Grant funding being sought.

10. Policies

- a. The following policies were re-adopted: Equality Policy, Freedom of Information publication scheme, Grant Awards Policy, Safeguarding Policy and Clear Desk Policy
- b. The Asset Valuation Policy, as suggested by the external auditor, was agreed.

11. To agree meeting dates for 2025

20th January 2025
17th February 2025
17th March 2025
7th April 2025
19th May 2025
30th June 2025
21st July 2025
No meeting August
15th September 2025
20th October 2025
17th November 2025
15th December 2025

Annual Parish Meeting Monday 12th May 2024

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

Broadsheet edition 235 October 2024
Town and Parish Council forum 13th November 2024 – clerk attending
Winter Pressures Grant Broadland District Council
Broadland and South Norfolk Design Code consultation closes 5pm Monday 11th November 2024
Carbon Literacy training sessions for Town and Parish Councils and Community Groups in Broadland
Norfolk ALC – letter from the President

The Council RESOLVED 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

13. To consider additional information relating to potential projects

Update given by the Chair and Clerk.

14. Staffing

Clerk's overtime of 21.5 hours for September agreed. End of probation review discussed by council.

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