



**You are summoned to attend the Rackheath Community Council Meeting  
on Monday 20<sup>th</sup> May 2024 at 7p.m. to be held at The Pavilion, Green Lane West, Rackheath, NR13 6LT**

## **MEETING AGENDA**

*Aileen Beck, Community Clerk 15<sup>th</sup> May 2024*

Tel: 01603 920990 Email: [clerk@rackheathparishcouncil.org.uk](mailto:clerk@rackheathparishcouncil.org.uk)

- 1. Election of Community Council Chairperson**
- 2. Election of Community Council Vice Chairman**
- 3. To consider and approve any apologies for absence**
- 4. To receive declarations of interest and consider dispensations for items on the agenda**
- 5. To adjourn the meeting for public participation and receive reports from the District & County Councillors**
- 6. To agree and approve the minutes of the Council meeting of 15<sup>th</sup> April 2024**
- 7. To report progress on items not on the agenda from the last meeting (Clerk's Report)**
- 8. To agree**
  - a. the appointment of councillors to existing committees and working groups: planning committee; internal control; finance advisory working group; staffing advisory group; neighbourhood plan review working group; infrastructure and facilities steering group; play equipment for Stracey playing field working group**
  - b. forming a communication and engagement committee**
  - c. appointment of councillors to outside bodies: Rackheath Village Hall Committee; Rackheath Engagement Group and GT16 parish update meeting**
- 9. To consider the tenders received for Lot 1 (play equipment) and Lot 2 (gym equipment) at Stracey Park and to appoint a contractor for each lot**
- 10. To receive an update on existing projects from the Projects Officer and Clerk (to include agreement to incur costs where necessary):**
  - a. Newman Road woods and the liberator strip
  - b. Play equipment at Jubilee Park including annual ROSPA inspection
  - c. Jubilee Park lighting
  - d. Pavilion
    - i. Hall flooring upgrade and skirting board installation costs
    - ii. Car parking and drainage
    - iii. Administration costs of reinstatement of rear carpark
    - iv. Additional quote for bricking up/soundproofing of hall and office wall
    - v. Completed projects: safeguarding; repairs to rear wall and handrail
  - e. Spending of the Clean Up and Bloom grant
- 11. Pavilion Matters**
  - a. To note delegated spend by Clerk on maintenance work at the Pavilion as authorised within the

#### Financial Regulations

- b. To consider quotes obtained to contract out cleaning of the pavilion to an alternative provider
- c. To discuss and agree accommodation of football teams this season
- d. To consider maintenance of the outside of the pavilion and any odd jobs that arise from said work

#### 12.Planning Matters

- a. To review and comment on Planning Applications
  - i. 2024/1266: proposed first floor over existing conservatory and works to stairs at The Orchard, 101 Norwich Road, Rackheath NR13 6FB
  - ii. 2024/1333: retrospective application for existing structures at 3 Dewing Road, Rackheath NR13 6PS
- b. To note Tree Preservation Order BD0635 confirmed without modification on 25<sup>th</sup> April 2024
- c. To note any planning decisions communicated to council
- d. To receive any updates on GT16 and related matters, including the meeting with Education department of Norfolk County Council
- e. To receive an update on the Neighbourhood Plan review including progress on the Design Code

#### 13.Accounts and Finance

- a. To consider the quote from Anglian Internet for replacement of failing office laptops
- b. To note chair/clerk delegated agreement for costs of £300 for repair work at the rear of the pavilion building to ensure completion before the bowls season started
- c. To note renewal premium for council's insurance with Clear Councils
- d. To approve the payments for May 2024
- e. To note the receipts for April 2024 including the first precept instalment of £68,641.50 and Community Infrastructure Levy payment.
- f. To note purchase order for delegated grass cutting arrangements received from Norfolk County Council
- g. To note the monthly bank reconciliations to 30<sup>th</sup> April 2024
- h. To note CIL return for 2023/2024
- i. To review the updated Asset Register and draft Annual Governance and Accountability Return documentation in readiness for the internal audit
- j. To discuss implementing a long term financial plan

#### 14.Policies

To note Clerk undertaking a review of council's policies, including review of the new Financial Regulations recommended by the National Association of Local Councils to present to council in due course

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

Community Action Norfolk: Rural Housing Enabler funded by the government for the next 12 months as part of its Unleashing Rural Opportunity strategy

Hedgehog Highway Project [Hedgehogs R Us Highway Project - Hedgehogs R Us](#)

**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 item due to its confidential nature:**

#### 16.To discuss current staffing arrangements and set objectives

#### 17.To consider the request for a refund of a hire session on 3<sup>rd</sup> April 2024