



**MINUTES from the Rackheath Community Council Meeting on Monday 16<sup>th</sup> December 2024 held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm**

Councillors in attendance: Pippa Nurse (Chairman), Nicola Kerr, Sharon McKim and Steve Nurse

Apologies: Julie Hunt and Fran Whymark

Clerk: Aileen Beck

Members of the public: 0

**1. To consider any apologies for absence**

Apologies accepted from Julie Hunt and Fran Whymark

**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**

None

**4. To agree and approve the minutes of the Rackheath Community Council meeting of 25<sup>th</sup> November 2024**

The minutes of the Rackheath Community Council meeting held on 25<sup>th</sup> November 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 and any correspondence received) plus ratification of delegated decisions**

Meeting with Norfolk County Council's Highways department: an additional sign warning of queuing along Wroxham Road to be investigated and installed, funded by the County Councillor's budget for the year. Speed reductions around Rackheath discussed and to be reviewed as part of the ongoing and future development plans.

Annual inspection for Jubilee Park carried out, as well as the post inspection check for the new cableway.

Work identified from the report carried out, with minor issues to be followed up in the new year.

New grit bins requested for the layby in front of Jubilee Park and the other outside Holy Trinity Church.

Annual inspections at the Pavilion either carried out or arranged for January 2025.

Newman Road woods: amendments made to the plans and awaiting documentation from the solicitors.

Christmas tree delivered on 26<sup>th</sup> November and thanks to Seaglaze for trimming and erecting the tree at the Church, and to PSH for removing the removed branches from the site.

Waste removal arrangements reviewed at the pavilion: Clerk to request a recycling bin (£150.09 per year) and a larger refuse bin from Broadland District Council.

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

Jubilee Park: installation of cycle racks and cableway completed by Wicksteed and opened on 29<sup>th</sup>

November. Comments about anti-social behaviour at Jubilee Park received from the Beat Manager. Council has already taken measures to reduce the lighting in the park overnight, does not feel that CCTV would minimise the behaviour and is mindful of the cost of the cameras and monitoring the feed but will monitor and review the situation in 6 months time.

**7. Planning Matters**

a. The following Planning Applications were reviewed:

- i. 2024/3250: Hybrid application comprising a full application for a new pharmacy and care hub with associated parking and an outline application for a care facility at land opposite Gatehouse Broad Lane Little Plumstead Norfolk. AGREED: disappointment was expressed that the 92 bed

care facility was deemed unviable and replaced with this application for shops. Clerk and Chair to liaise to produce a letter raising comments against the application.

- ii. 2024/3438: demolition of existing porch and new oak porch. Demolition of existing conservatory and new rear flat roof extension. New roof patio with galvanised steel stairs to access. Internal alterations and render to front elevation at 68 Salhouse Road Rackheath NR13 6AA – delegated decision of ‘no objection’ submitted 11<sup>th</sup> December 2024 ratified.
- b. Neighbourhood Plan consultation: Costs incurred since last meeting agreed and noted within payments list. The £750 balance of the grant from Broadland District Council received. Consultation ongoing until 6<sup>th</sup> January 2025. Clerk to post reminders on Facebook.
- c. To receive an update on progress with investigations into the proposed Waste Water Treatment Works. A call has been held with NCC planning officer who confirmed that this application is likely to go to committee at the end of March. Broadland as lead local flood authority are not concerned with the application due to the released water being deemed as clean water, so the Internal Drainage Board is looking at the plans. Schema Engineering questions whether there is an existing plant being run with these specifications within a similar scenario in this country and, if so, would like access to their odour reports. A request for information will be made to the Environmental Health officer to request information that may not already be available in the public domain. AGREED: Council to continue receiving advice from Schema Engineering who have prepared a draft response to Quinn Estate’s comments and will carry out future research subject to the current fee agreement.

## 8. Accounts and Finance

- a. The following payments for December 2024 were agreed:

Company	Services	Net £	VAT £	Gross £
London Hearts	defib for Sole&Heel	750.00	150.00	900.00
Worker Bee Publishing Ltd	full page ad Village Book Feb/March	245.02	49.00	294.02
Xtra Property Maintenance	Window cleaning	37.50	7.50	45.00
Xtra Property Maintenance	Wash gutters, fascias & downpipes	291.67	58.33	350.00
Compass Point	Neighbourhood Plan fees + expenses	2,673.80	0.00	2,673.80
SLCC	Community Governance course registration fee	400.00	0.00	400.00
Garden Guardian	Highways verge cutting 2024	3,537.00	707.40	4,244.40
Garden Guardian	Grounds maintenance	593.98	118.80	712.78
David Bracey	Play park inspection	250.00	50.00	300.00
Flawless Cleaning Norfolk Ltd	Pavilion cleaning	414.92	82.98	497.90
BBT Construction Ltd	Repairs to Jubilee Park play equipment	145.00	0.00	145.00
SLCC	CG study day Feb 2025	150.00	10.20	160.20
Virtual Landline	Virtual landline fee	5.42	1.08	6.50
Voxi	SIM card monthly fee	10.00	0.00	10.00
Fast Keys	Replacement lock for desk drawer	15.26	3.05	18.31
HMRC	PAYE payment on account	22.78	0.00	22.78
The Fresh Air Company	Emergency call out	75.00	15.00	90.00
First For Locks	Call out & new container lock	90.00	0.00	90.00
Gasway Commercial	Annual service hot water system	409.12	81.82	490.94
BBT Construction Ltd	Repairs to JP play equipment (post inspection)	100.00	0.00	100.00
Salaries	December/overtime/holiday pay/pension	3,662.36	0.00	3,662.36
JN	Neighbourhood Plan leaflet deliveries	500.40	0.00	500.40
NH	Neighbourhood Plan leaflet deliveries	168.00	0.00	168.00
Anglian Internet	Microsoft 365	72.00	14.40	86.40
Eon	Pavilion	794.72	158.94	953.66
Eon	Jubilee Park lighting	29.53	1.48	31.01
PWLB	Loan repayment including interest	2,332.50		2,332.50
Wave	Water & sewerage at the Pavilion	348.63		348.63
Focus	VoIP calls, line rents & additional services	91.66	18.33	109.99
		<b>14,385.35</b>	<b>1,509.98</b>	<b>15,913.66</b>

- b. The receipts for November 2024 were s106 contributions of £227,326.46 and net hire income of £956.37.
- c. The monthly bank reconciliation to 29<sup>th</sup> November 2024 gives a balance of £998,026.00.
- d. The finance report was considered; hourly hire fees for the pavilion are to increase from 1<sup>st</sup> April 2025 by just over 2% making the non function hire £15 per hour, daytime function hire £20 per hour and evening function hire £22.50 per hour. A 2.5% rise is to be applied to charges for the Doctors surgery and

the MPSA. Policies, procedures and football charges for 2025 to be discussed next month, along with an application for an additional bank account with a different provider.

**9. Budget and Precept**

AGREED: Council set the budget for 2025/26 at £187,947 and taking into account projected income the precept was set at £158,241. This will result in a small reduction for a band D property due to the increased number of properties in Rackheath. Clerk to submit the precept request to Broadland District Council.

**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**

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

Taking into account information/guidance from Broadland District Council it was agreed to hold working group meetings as necessary to consider the viability of the potential project.

**11. Staffing (to include overtime and applications for the Assistant Clerk role)**

The vacancy for an assistant clerk has been advertised and interviews held last week. Council approved the offer to be made to the successful candidate with a start date to be confirmed in January.

Meeting closed 8.49pm

