

**Minutes of the Rackheath Parish Council Meeting
Of Monday 18th December 2019 at 7.00 p.m.
In the Pavilion, Green Lane West, Rackheath**

Present: Paula Lowe (Chair), Brian Gardner, Joel Whymark, Pippa Nurse, Stephen Oakley

In Attendance: Anne Tandy Parish Clerk & Responsible Financial Officer

Public: 0

- 1. Apologies for Absence** Julie Playford, Tracy Buckley, Fran Whymark
 - a. Rebekah Hughes resigned from the Council on 03/12/19
- 2. Declarations of Interest**
 - a. Declaration received from Brian Gardner as a relation to a member of the Bowls Club, he waived his right to vote on any matters relating to the Bowls Club.
- 3. Adjournment of the meeting for Public Participation**
 - a. None
- 4. Police report submitted to the meeting – no representatives in attendance however, a crime data had been submitted prior to the meeting.**
 - a. There were no representations from local councillors, but a crime data report had been submitted by Norfolk Police as follows:

Logged reports on our Crime System 1 st to 30 th November 2019:		
Common Assault	2	Both relating to a resident in a Care Home on a Carer and vice-versa 'in defence'.
Theft of a motor vehicle	1	Suspect failed to make payments on hire purchase of car, efforts to civilly reclaim unsuccessful.
Total:	3	

- 5. To approve the minutes of the Parish Council meeting of 20th November 2019.**
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 and the Clerk's report.**
Minute Item 7d. Update as follows:
 Overflow car park sign has been installed. This was smaller than expected but a bigger sign would have needed mounting on legs to ensure it's stability.
 Soundproofing Materials have been delivered at a cost of £1052.54. Quotes now needed for installation. Clerk to obtain quotes. **All agreed**
 Details of purchasing an additional boot scraper for pitchside. The Clerk presented 3 options, which the Council discussed but no conclusion was reached.

 Minute Item 9
 a ii Amendments made to financial records as requested.
 iii A breakdown of gs designs invoice has been received and a copy is available to view. **All Agreed to go ahead and pay the invoice.**

b Regarding the request by the Council for details of where the events/youth fund money was recorded. The previous Clerk has been contacted and the details are recorded on December 2018 budget spreadsheet. Paula concluded that these monies are in the Jubilee park fund.

7. To receive the minutes of the Parks and Leisure Committee meeting of 11th December to include progress updates and recommendations concerning Pavilion Building Works:

- a. Pavilion facilities: It was established that there are 2 outstanding jobs which need to be completed and paid for; lining of the drains and resolving the door opening mechanisms on three of the external doors. The cost for the drains is estimated at £1,000.00. The doors could be up to £3,000.00
- b. Report from Booking Assistant. All members had seen this and had no further comments to make.
- c. Progress with Bowls Club agreement. Finance Committee are meeting in early January 2020 to discuss fees for 2020. Communication from the Bowls Club suggests that they still dispute that they should pay this. PC agreed that if payment is not received by 4th January, then give a final reminder and 14 days to pay.
- d. Nursery provision on land at the Pavilion. The applicant was advised to obtain a full survey for connection to Pavilion utilities and meet with the Clerk to discuss the best access arrangements. Further update on this is awaited.
- e. Events for 2020 – Fireworks to go ahead and PLC are looking into the viability of Rackheath Live. Pippa reported that, for it to be worthwhile it needs to be more profitable. It takes a lot of time to organise and Parish Council members are few in number. Main issue is the consumption of food and drink which needs to be addressed to encourage those who attend to buy food at the event, thus increasing revenue, rather than brining their own.
- f. Jubilee Park. Through BDC an application is being made for a Pocket Park Grant to install a path across the park from the new gated entrance and move the light from the Cabin at the Church onto a lightpole so that the pathway remains lit. Brian has been in discussion and has made it clear there must be **no** cost to the PC for this work to be undertaken.
- g. To receive recommendations of the Committee on the following:
 - i. Review of grass cutting and grounds maintenance quotes and contract for 2020. It was discussed whether the PC continues to pay for the grass cutting at Trinity Church now that it is used less as a community facility. All agreed to remove this from the grounds maintenance contract but continue to fund the grass cutting at All Saints Church.

8. To consider the following Planning Matters.

- a. Old School Playing Field, Green Lane West, Rackheath Application : 20191513. Parking issues were reviewed, and Planning requested that parking bays needed to be properly marked out.
- b. Details of a development on Salhouse Road which crosses over from Sprowston into the Parish of Rackheath. Consultation period by Barratt Homes ended today. Pippa presented a prepared response to this application as the PC had not previously been consulted. **All agreed** for the response to be submitted to Barrett Homes. Clerk to action this evening.
- c. Lovells development on Green Lane West, have come back with proposed changes to the plans based on the last feedback from Planning. Pippa has scrutinised this and a further response was submitted from planning to ask for the outstanding matters to be addressed.

- d. Pippa asked for another member of the PC to join planning in the light of Rebekah's resignation, as this only leaves two members on the committee. Joel agreed to join planning and Paula will act as a reserve.

9. Accounts

- a. **To approve Payments** as per the payments list attached. **All Agreed**
- b. To note the monthly bank reconciliation to 30 November 2019 and budget update. The Clerk reported that this does not balance and is over £31.50. Work will continue to resolve this.
- c. Discussed the budget which has been set for 2020/21. Whilst the incomings and outgoings just about cover themselves, there is no reserve. The current precept is £42,000 and it was suggested that it be increased to £49,000. **All agreed.**

10. To receive correspondence and reply if deemed necessary:

- *Residents letter regarding the bus stop on Salhouse Road having no glass on the back – Discussed the reasons for this are the number of times the glass has been broken. It was suggested that a solid back be installed. Local companies could be approached to sponsor this improvement in return for advertising.*
- *Details of a 'Reducing Gum Litter' campaign – not a major issue in Rackheath*
- *Residents letter regarding the bus stop on Wroxham Road at the entrance to Rackheath Park and overhanging hedges preventing the bus stop being used. Brian established that this fall just outside the Rackheath boundary into Sprowston. Also hedges responsibility of the local landowner.*
- *Request to support the Local Electricity Bill – no impetus to sign up as a collective but the Clerk will forward the email to allow individuals to do so.*

11. Items for publication/media and items for the next Parish Council meeting on 15 January 2020

- a. An update at the next meeting on GT16
- b. Rebranding of the PC to Community Council to be discussed at the next meeting
- c. How to deal with communication to the public

There being no other business the meeting closed at 20.17