

**Rackheath Parish Council Meeting
On Monday 16th April 2018 at 7.30 p.m.**

In the Pavilion, Green Lane West, Rackheath

Present: Emma Whymark (Chairman), Simon Hunt, Paula Lowe, Brian Gardner, Rebekah Hughes, Chris Yates and Sam Youngs.

In Attendance: Diana Dring, Parish Clerk

Public: 3

1. Apologies for absence

Apologies were received from Tracy Buckley, Fran Whymark and Julie Hunt. Pippa Nurse did not attend.

2. Declarations of Interest in items on the Agenda

There no declarations of interest

3. Adjournment of the meeting for Public Participation and reports from the District Councillor and the Police

There was no District Council report

The Police report was read out as follows: PC Troy Brandon was appointed as Beat Manager for Rackheath on 1st April and will be in touch in due course. There are no longer any Police Community Support Officers as part of the Safer Neighbourhood Team. There were seven crime reports received in Rackheath during March 2018: Cause intentional harassment, alarm or distress – three youths threw snowballs at (& shouted/swore to) a victim in her property; Common Assault – domestic; Fear or provocation of violence - neighbour dispute; Sexual offence - indecent photo sent to 12 year old girl online by unknown person; three Theft Other – two males loaded around £20 worth of metal into their van without permission, wood/timber taken from woodland adjacent to NDR, a victim found her purse missing after visiting a friend. There were a total of 29 calls taken by the Police from/regarding the Parish.

A member of the public commented on the planned Pavilion development and asked about funding for improvements to the Village Hall. The Clerk advised that the Village Hall was a listed project identified for improvement in the Rackheath Neighbourhood Plan. Members suggested the Village Hall Management Committee could for improvement grants. It was queried whether the new Pavilion would take bookings from the Village Hall but Brian advised that the use of the Pavilion and playing field would continue be primarily for sport activities although social activities could be held there. The Chairman advised that the population of Rackheath would grow with the expected housing developments and there would be an increased need for facilities and activities.

4. Approval of the Minutes of the Parish Council meeting of 19th March 2018

The Parish Council meeting minutes of 19th March were approved as a correct record on the proposal Simon, seconded by Rebekah.

5. Report of any matters arising from the minutes not on the agenda

No matters arising

6. Report from the Finance Advisory Group meeting

Paula presented the report of the Finance Advisory Group meeting who had suggested some changes to the Pavilion projected costs and income and an increase to the Pavilion

building contingency allowance. Members noted the amendments and agreed that if the general building costs exceeded the 10% contingency allowance, funds could be borrowed from the Open Space Fund (£35,000) and/or the Youth & Community Fund (£10,000) on the understanding they would be repaid from future S106 expectations. Clerk to check the Project Manager's time allocation and cost.

Members noted the information provided by Broadland District Council about the estimated income from S106 and Community Infrastructure Levy from the proposed developments at Green Lane West by Norfolk Homes and at Green Lane East by Lovell Partnerships which were due to start in 2019. Both sites would be contributing to off-site sport, play and allotment provision, which Broadland District Council had advised could be spent in advance on the Pavilion and paid back from S106 funds. The Chairman commented that this was useful reassurance that loans could be repaid from future income.

7. Report from the Neighbourhood Plan Projects and Infrastructure Group regarding progress of housing developments in the Parish

Members noted the report which provided an update of progress of the allocated developments in Green Lane West, Green Lane East and the Masterplan. Members supported the suggestion to ask Norfolk County Council Highways department to investigate the issues of vehicles going at unsafe speeds on Salhouse Road, Green Lane West and Wroxham Road (forwarding the plea from a local resident to reduce the speed limit at Stonehill).

8. Receipt of the minutes of the Parks and Leisure Committee meeting of 12th March 2018 and to consider a report of the Committee meeting of 9th April 2018 and recommendations.

The minutes of the Parks and Leisure Committee meeting of 12th March were received by the Parish Council on the proposal of Brian, seconded by Rebekah. Brian presented the report of the Parks and Leisure Committee meeting of 9th April 2018

i) Budget Projections for the new Pavilion

The costs and income projections for the building and running of the new Pavilion were discussed. Members noted the overall estimated building cost was £463,406 including the 10% contingency allowance.

It was noted that Broadland District Council had advised that the interest on the Community Infrastructure Fund loan would be added to the principal and repayments would be deducted from future Community Infrastructure Levy rather than the Parish Council making annual repayments of the interest. The loan agreement was being drawn up and would be presented to the Parish Council for consideration in due course. On the proposal of Paula, seconded by Brian, Members approved the appointment of VAT Adviser, Steve Parkinson to advise the Parish Council about their VAT liabilities and the decision to 'Opt to Tax' on Stracey Sports Park business transactions site.

ii) Pavilion Funding- Application for a loan from the Public Works Loan Board

The Clerk presented a report to Members regarding the borrowing from the Public Works Loan Board for the capital expenditure on the Pavilion. The report outlined the purpose of the loan, cost of works and the funding required, public consultation requirements and repayment terms with the latest interest rates.

Following discussion, on the proposal of Paula, seconded by Brian it was resolved that the Parish Council should make an application to the Secretary of State to approve

borrowing £105,000, to be repaid over a period of 30 years on a fixed rate loan with Equal Instalment of Principal (EIP) repayments. At the current rate of interest the half yearly repayment cost would be £3,204 or £6,408 per annum. It was estimated that the Precept would need to be increased by £5,000 to cover this loan, which at the current rates would cost a Band D householders tax payer and extra £7.33 p.a.

Members noted that if the Sport England grant application for £50,000 was successful a lower borrowing could be required and this could be reduced following prior to taking out the loan. It was also noted that the expected increase in homes in Rackheath would increase the Precept income and S106 funding could provide the Parish Council to consider the option to make an early repayment of the PWLB loan.

iii) Approval of the proposed community use of part of the Bowls Green

Brian circulated a plan of the Pavilion and Bowls Green showing showing an overlay of the new Pavilion and suggested that part of the bowls green should be provided for a community recreational area and access from the fire escape at the rear of the new building. On the proposal of Paula, seconded by Rebekah it was unanimously agreed that part of the Bowls Green should be allocated for community use on the understanding that bowls should be able to continue on the remaining area of bowls green. The cost of the removal of the hedging and creation of a new edge to the Bowls Green and fencing would be presented to the Parish Council at a later date.

iv) Any other matters arising from the draft minutes

Members noted that the Clerk had queried the delay with the NP Law Land Registration the Head of Department and was waiting a response.

Three quotes for the cutting back of the overgrown trees in the open space off Eva Road had been obtained and on the proposal of Paula, seconded by Rebekah it was agreed to accept the quote from Tree Care and Conservation.

9. A draft proposal for a Doctors Surgery and residential housing at the Plymouth Brethren Church site of Green Lane West

Members discussed this suggestion provided by the Plymouth Brethren Church and supported the idea in principal as Rackheath needed health facilities as soon as possible. However, it was felt that the conversion of the Church building to a Doctors surgery could be an issue for NHS England as their policies did not support altering existing buildings. The members of the Plymouth brethren who were present thanked the Council for their support and said they would investigate further with Broadland District Council Head of Planning but also look at alternative uses for the building.

10. Arrangements for the Annual Community Meeting to be held on Wednesday 25th April 2018

The traditional Annual Parish Meeting, renamed as the Annual Community Meeting would take the form of public consultation and display of plans for the development of Newman Road Woods, Stracey Playing Field and the Rackheath Masterplan. The Display would be open from 2.30 to 4.30pm and 6 to 8pm with a meeting and discussion from 6.30 with residents invited to raise any community matters. Emma to chair, give a Parish Council update and launch the new website.

11. Annual subscription to Parish Council advisory and training service

Members had been circulated with information from the Norfolk Association of Local Councils (NALC) and the Norfolk Parish Training & Support (NPTS), who both provide advisory, support and training services to local Town and Parish Councils at a

similar cost. As the Parish Council had set up its own website it would not rely on the website service provided through NALC.

On the proposal of Brian, seconded by Paula it was agreed that the Parish Council would subscribe to the services of NPTS for 2018/19.

12. Receipt of the Planning Committee Minutes of 19th March 2018 and a report of the Planning Committee meeting on 16th April 2018

The Planning Committee minutes of 19th March 2018 were received by the Parish Council on the proposal of Simon, seconded by Sam. Simon advised that the Planning Committee had considered one proposal at the meeting of 16th April and raised no objections.

13. Accounts

i) Approval of payments

The following payments were approved on the proposal of Rebekah, seconded by Sam;

D Dring	March Salary SO payment	£815.58
D Dring	Additional Hours £236.51 + expenses £235	£471.51
HMRC	March Tax & NI	£472.62
Norfolk Pension Fund	March Pension contributions	£409.26
Garden Guardian	Grounds Maintenance – March charge	£545.90
Norwich Cleaning Ser	Pavilion Cleaning March	£86.40
Entertainment Rescue	Rackheath Live deposit stage equipment	£1,000.00
Information Commissioner	Registration	£35.00
Norfolk Parish Training & Support	Subscription	£300.00

ii) Monthly bank reconciliation

Members noted the bank reconciliation to 31 March 2018 showing a bank balance at the end of the financial year of £60,399, with payments due the balance would be £62,594. Reserve funds at 31 March were; War Memorial £5576, Open Space £35,402, Youth & Community £10,195, Surgery Repair £2,000 and General Fund £7,226.

iii) Budget report to 31 March 2018

Budget receipts and income report was noted

14. Correspondence and agree response (if any)

BDC Planning Enforcement

NCC- NDR updates and invitation to opening on 11 April

NCC – Have Your say- roadshow invitation

Community Action Norfolk – Newsletter

Broadland Community Grants- news

Norfolk ALC- Newsletters & subscription information,

Police Report

UK Power Networks Spring Newsletter

Invitation to a meeting with BDC to discuss Salhouse Parish proposed boundary change

Age UK Norfolk- request for donation – On the proposal of Paula, seconded by Brian a donation of £50 was approved

Complaint about broken gate on open space between Willoughby Way and Craske Drive

Complaint about overgrown trees on open space off Eva Rd

Query about purchasing property on Sir Edward Stracey Rd

SLCC Training Day

Enquiry re Charity Football match at playing field

Regional Pitch Adviser re inspection on 5 April
BDC - CIL Payment

15. Public Right to Reply- adjournment of meeting for public to comment

No comments

16. Items for publication/media and items for the next Parish Council meeting on 21st May 2018 and the Annual Parish Meeting on Wednesday 25th April

Rackheath Life article due 21 April 2018

There being no further business the meeting closed at 8.45pm