

Rackheath Parish Council Meeting
Held on Monday 15th October 2018 AT 7.30 p.m.
In the Pavilion, Green Lane West, Rackheath

Present: Paula Lowe (Chair), Chris Yates, Rebekah Hughes, Tracy Buckley, Simon Hunt and Stephen Oakley

In Attendance: Diana Dring (Parish Clerk)

Public: One

1. Co-option of a new Parish Councillor

The Chairman advised that following an informal interview with applicant Stephen Oakley, she would like to recommend him and propose that the Parish Council co-opt him as a new Parish Councillor to fill the existing vacancy with immediate effect.

Seconded by Rebekah and unanimously agreed.

Stephen took his seat and signed the Declaration of Acceptance of Office.

2. Apologies for absence

Apologies were received from Brian Gardner and Julie Hunt. The Chairman advised that regretfully she had received resignations from Sam Youngs due to a change in his employment and from Fran Whymark due to health issues. She gave thanks for their service as Parish Councillors.

3. Declarations of Interest in items on the Agenda

The Chairman and Tracy declared an interest in the payments at 13.ii as recipients of payments for reimbursement of expenses. The Chairman also declared an interest as ex-Director of the Community Trust.

4. Adjournment of the meeting for Public Participation

A report had been received from Fran Whymark, Broadland District Councillor advising that

- Outline planning permission had been agreed (subject to section 106 agreement) on the land adjacent to Mahoney Green for 205 dwellings, which was the first major development to be approved which will provide CIL monies for local infrastructure.
- Fran had meetings planned regarding the provision of medical facilities in Rackheath and would provide an update the PC when concrete plans were available.
- Broadland Council had written to the Police and Crime Commissioner to advise that changes to the governance of the Norfolk Fire and Rescue Service will not be supported. There was a concern that the current governance (as part of Norfolk County Council) was working well and provided a good service and good value for money and the District Council felt that the business case was flawed and that it may not provide the suggested savings.
- Broadland Council and South Norfolk Council (SNC) had agreed to employ Mr Trevor Holden as their Joint Managing Director early in 2019. This was the first major step in the collaboration between BDC and SNC.

The Police Crime Report for September showed a total of six crimes for the parish: one Burglary, Business & Community involving two suspects entering a warehouse & took items to the value of a few thousand pounds; three Common Assaults, two were road-rage/parking incident between neighbours, one was between two residents in a care home who lack capacity; one Sexual offence, teenager has been contacted by u/k person online who sent indecent images & requests, parent told who contacted police.

one Theft from a motor vehicle, unknown person drilled the tanks on two lorries & stole 200 litres of diesel. The Police received 23 calls from/regarding the Parish.

The member of the public mentioned that the hedge cutting of the playing field boundary needed to be carried out. He also raised concern that the development of the Pavilion would be in competition with the Village Hall, which had booking issues and were concerned for the Hall's future viability. A discussion followed, and Members said that the Pavilion was primarily a sports facility for the benefit of the community and would attract new business. There needed to be open co-operation between the Parish Council and the Village Hall to ensure both are viable in the future.

5. Approval of the Parish Council minutes of the meeting of 17th September 2018

The Minutes of 17th September 2018 were approved as a true record on the proposal of Rebekah, seconded by Tracy.

6. Any matters arising from the minutes not on the agenda

The Clerk provided an update on the damage to the bus shelters; the Salhouse Road shelter had been ordered and should be installed in mid-November. The insurance company also approved replacement of the damaged noticeboard and this has been ordered from CIM. The Clerk would check that the £125 excess on the insurance policy was repaid as the full cost should be paid by the vehicle drivers insurance company. The broken glass in the bus shelter on Wroxham Rd had been replaced. Members agreed that it would not be worthwhile making a separate insurance claim for the cost as the excess would need to be deducted in this case and it may affect the Parish Council our future insurance.

The Chairman advised that she had put a protective strip around the remains of the bus shelter to ensure no one trips on it.

7. Receipt of the Minutes of the Parks and Leisure Committee meeting of 10th September 2018 and to consider a report of the meeting of 8th October 2018 to include progress updates and recommendations concerning

The minutes of the Parks & Leisure meeting of 10th September were received by the Parish Council on the proposal of Chris, seconded by Simon.

i) Pavilion Progress & future CCTV proposals

Members noted the variations made to the Pavilion plans, which would hopefully provide some cost savings. There were still some items that needed clarification such as the cost of replacing the roof tiles, the type of flooring to be used, CCTV and lighting around the Pavilion. Clerk to follow-up with Project Manager/specialist advisers.

ii) Pitch Improvement Plan

It was noted that the football pitches would be verti-drained and the moles dealt with by a pest control company. Other recommendations to be considered for inclusion in next year's grounds maintenance contract.

iii) Fireworks Event 2018

Tracy explained the Fireworks event plans for 2nd November and asked for volunteers.

8. Creation of a Rackheath Community Emergency Plan

The Emergency Planning Manager at Broadland Council had offered advice and information to the Parish Council to set up Community Emergency Plan. Members could not see the benefit of having an emergency plan and felt it would not be a worthwhile use of time and resources. On the proposal of Chris, seconded by Simon it was agreed not to set up such a plan.

9. Consultation from Norfolk County Council to reduce the speed limit on Trinity Close from 30 mph to 20 mph

Members supported the reduction of speed in Trinity Close to 20mph and suggested that the same speed limit should be applied to Edward Stracey Road. Clerk to query.

10. Request to take on responsibility for both village Heart Defibrillators

The Chairman advised that since the Community Trust had disbanded, they requested the Parish Council take on responsibility of the defibrillator at the Post Office, the Trust would donate £300 towards the ongoing costs. Members agreed on the proposal of Tracy, seconded by Rebekah.

The Chairman also asked for a volunteer to take on responsibility for taking monthly readings from both the Parish Council defibrillator at the Pavilion and the one at the Post Office. Rebekah volunteered to take on the task.

Clerk to check with the Contractor about the temporary re-siting of the Pavilion defibrillator while the building work was undertaken.

11. Chairman's report regarding her meeting with Broadland Council regarding Salhouse Parish Council's proposed parish boundary changes

The Parish Council had agreed in December 2017 'not to support Salhouse Parish Council's proposed boundary change on the grounds that the proposal had no benefit to Rackheath residents, the time and cost of the referendum process in both parishes was not justifiable, it would add extra responsibility and potential cost to Rackheath, the land was closer to Salhouse settlement than Rackheath, the Masterplan had not been approved and a change was not necessary as there were no issue with the current boundary. It was agreed to review the position when the Masterplan was approved'. Paula had been invited to meet with planning officers at Broadland to discuss the matter. Salhouse had been advised not to pursue the matter and it was agreed to meet again in January 2019 to review.

12. Membership of Parish Council Committees and Advisory Groups

The changes in members of the Parish Council had produced vacancies in the Planning Committee, which Stephen agreed to join. Pippa stood down from the Finance Advisory Group and Stephen also volunteered to join them.

13. Accounts

i) Review payment of the invoice from Norfolk County Council for Nplaw Solicitors fees for registration of the land at Stracey Playing Field

Members had been sent the breakdown of work undertaken by Nplaw officers regarding the land registration. Chris proposed that rather than engage in a lengthy argument with the solicitors about the cost, the Parish Council should (reluctantly) pay the invoice. Seconded by Rebekah and agreed.

ii) Approval of Payments

The following payments were approved on the proposal of Chris, seconded by Simon

D Dring	September Salary	£815.58
D Dring	Additional Hours and expenses	£184.73
HMRC	September PAYE & NI	£366.39
Norfolk Pension Fund	September Pension contributions	£353.54
Garden Guardian	Grounds Maintenance Sept	£567.46

Fresh Air	Fireworks Cost Reimbursement	£3,000.00
AED Locator (EU)	Defibrillator (x2) monitoring Aug 18 – Aug 19	£117.60
Norwich Glass Co	Wroxham Rd Bus Shelter Glass Replacement	£319.63
Wave/Anglian Water	Pavilion Water DD	£49.85
Paula Lowe	Fireworks Float & Temporary Events License	£1,024.34
Tracy Buckley	Fireworks Banners	£36.00
Norfolk CC	Nplaw Re Land Registration	£1,402.00

iii) Monthly bank reconciliation for September

Members noted the Bank Reconciliation showing a bank balance at 30 September of £76,662.73 including unpresented cheques

iv) Internal audit report on the Parish Council accounts

Chris gave a verbal report of the Councillor Internal Audit to 30 September and verified that the accounts were in order. He suggested alternative ways of presenting the accounts and other suggestions regarding the Parish Council banking systems that would be discussed at a Finance Advisory Group meeting the following week.

v) Appointment of a new bank signatory

It was agreed on the proposal of Rebekah, seconded by Tracy to appoint Stephen as a bank signatory Clerk to action

14. Correspondence

BDC Planning Enforcement

Broadland Community Grants- news

BDC- Advise of policy change regarding the need for prior purchase orders

Community Action Norfolk – Newsletter

Norfolk ALC- Newsletter,

Environment Agency- Flooding & Coastal Erosion request for feedback

CIM- Replacement of noticeboard next to Bus Shelter

Norfolk Parish Training & Support Newsletter

NCC- responses to Wroxham Rd speeding issues and Green Lane East no through road

Aviva Community Fund information

Tesco- Bags of Help Scheme achieved 1st stage for grant towards toddler play equipment

District Councillor re Dog Fouling Update

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 19th November 2018

Articles for Rackheath Life

There being no further business the meeting closed at 8.22pm