

**Minutes of Rackheath Parish Council Meeting
of Monday 19th June 2017 at 7.30 p.m.
in the Pavilion, Green Lane West, Rackheath**

Present: Emma Whymark (Chairman), Julie Hunt, Rebekah Hughes, Simon Hunt, Pippa Nurse, Tracy Buckley and Fran Whymark.

In Attendance: Diana Dring, Parish Clerk

Public: 3

1. Apologies for absence

Apologies were received from Brian Gardner, Paula Lowe and District Councillor Vince Tapp.

2. Declarations of interest in items on the agenda

No declarations were made.

3. Adjournment for Public Participation and District Councillor & Police reports.

Fran gave a report from the District Council and mentioned that meetings had been held with a local pharmacy regarding building a Doctors' facility in the village possibly on land at Mahoney Green. Emma suggested the new Parish Council Infrastructure Group could link in with these discussions.

Andy Rump, NICE Society Chairman, commented on the email sent by the Clerk concerning the condition of the Pavilion after the Vintage Fayre. Andy had volunteered to shampoo the carpet in the meeting room and said that he was shocked by the state of the toilets. The Chairman thanked Andy for cleaning the carpet particularly as she appreciated that the marks were not caused by the Vintage Fayre.

Andy also gave a donation of £200 from the NICE Society towards the cost of a tree at the Jubilee Park, which the Chairman also thanked him for on behalf of the Council and suggested that the Parks & Leisure Committee seek advice from the Fringe Project about a suitable tree.

Bob Harris asked why the Parish Council did not include the land between the Village Hall and the Bowls Green in their grass cutting. The Clerk advised that this area was not in the Parish Council grounds specification. The Chairman asked for the cost of cutting this area to be considered at the next meeting.

Bob also queried the Parish Council decision not to allow the Church to use the Jubilee Park as a car park during the Trosh event on 8th July, when it was partly used as a car park during Rackheath Live. It was explained that there was a health & safety issue with parking on a public recreational area and that vehicles need to be segregated from people walking dogs, children etc. The Clerk was asked to clarify this with the Church.

4. Approval of the Parish Council minutes of the meeting of 22nd May 2017

There being no amendments the minutes of the Parish Council meeting of 22nd May 2017 were approved as a correct record on the proposal of Julie, seconded by Rebekah.

5. Matters arising from the minutes not on the agenda

The Clerk reported that she had not had time to complete the amendments and extra information required for the Local Council Award Scheme submission but would hope to do that in the next few weeks.

6. Progress reports

i) Neighbourhood Plan Referendum on 19th July 2017

Members noted the date for the Public Referendum to approve the Rackheath Neighbourhood Plan and that the final meeting of the Steering Group would be held on 20th June to approve the publicity material and the circulation arrangements.

ii) Stracey Playing Field Land Valuation

The Clerk advised that the Solicitor had asked for a valuation of the Stracey Playing Field as part of Land Registry application. A quotation had been received from a local land agent for £500. However, the Solicitor had since confirmed that the Parish Council could provide the valuation.

Following advice received from the Norfolk Association of Local Councils and other Clerks, the Clerk suggested the Parish Council use the Asset Register value of the land and the insurance value for the Pavilion. It was agreed to use this valuation on the proposal of Julie, seconded by Tracy.

The Clerk also advised that, according to HM Government website, there would be no Stamp Duty Land Tax on the land as it had been given to the Parish as a gift.

7. Broadland District Council's agreement to loan the Parish Council £250,000 from the Community Infrastructure Fund towards the cost of the Pavilion redevelopment.

Members were circulated with information about the proposed terms for the loan. A formal contract would be drawn up by the District Council for formal approval by the Parish Council in due course.

Julie questioned whether the Parish Council had a contingency plan if the Community Infrastructure Levy funding did not come through to repay the loan and recommended the Council should have a backup plan.

The Clerk advised that she had met with BDC Planning Officer, Ben Burgess and he had advised that planning applications for both the sites at the junction of Green Lane West/East were expected to be made later in the year and both these and the masterplan were expected to start building in 2018/19, which should provide more than sufficient funds to service the loan.

8. Receipt of the Parks and Leisure Committee meeting minutes of 8th May and a report of the meeting of 5th June 2017 and recommendations

The Parks and Leisure Committee meetings of 8th May 2017 were received on the proposal of the Tracy, seconded by Rebekah.

i) Progressing the pavilion development plan by arranging a detailed building specification including Mechanical and Electrical design, which would be used to obtain cost quotations to make further grant applications.

Tracy explained that cost quotations were required to make further funding applications and a detailed specification was required to get accurate contractors quotations.

Following discussion it was agreed on the proposal of Tracy, seconded by Julie, to;

- a) Appoint the Project Manager to draw up specification for tenders at a cost of £500
- b) Appoint the Mechanical & Electrical surveyor to draw up a plan for this part of the specification at a cost of £2000

It was noted that funding applications would need to be made by 31st August 2017 to start building by 31st March 2018.

ii) Replacing the wood post and rail fence at the Jubilee Park with bowtop fencing

The Parks and Leisure Committee reported that the wood fence at the Jubilee Park was rotten and needed replacing. Quotations for the cost of replacing the wood fencing with bowtop fencing were presented. Julie and Simon felt the wood fencing was adequate and needed repairing rather than replacing.

Tracy advised that the gate and posts would need to be removed for the fair equipment to be brought in for Rackheath Live and a wider service gate or two were needed. The Clerk was asked to get a quotation for repairing the post and rail fence and installing a wider gate.

iii) Other matters

Complaints had been received from a resident living opposite the Jubilee Park about youths in the park in the evening and at night causing a disturbance. The Police had been informed and the Parish Council had asked for their response and advice about appropriate action.

A complaint had also been received about inconsiderate parking in the vicinity of the school, which were being considered by the school. It was noted that the Church car park was well used by parents.

A quotation had been received for capping the village sign, disposal of the paving slabs and the provision of replacement surfacing and edging at £432, which was approved on the proposal of Fran, seconded by Tracy.

9. Planning Applications

20170831: Alteration of roof from hipped to gable to front and addition of roof light and associated works at Sevenoaks, 24 Salhouse Rd, Rackheath

No objections were raised.

C/4/2017/4002: Variation of conditions 7 & 13 of PP C/4/2015/4001 to allow the export of dry stone between 17.00 hours and 23.00 hours Mondays to Saturdays and import of sand for distribution off site: Tarmac, Trowse Depot, The Old Station Yard, Bracondale, Trowse, Norwich. NR1 2EG

Although the Parish Council were not formally consulted about this application, it was of concern as the transport route passed through Rackheath. Members agreed to object on the grounds that the proposed route would take the vehicles through Green Lane West, which was covered by a weight restriction and that the proposed hours are unsocial and not suitable for this residential route through the village.

10. Draft Terms of Reference for the Neighbourhood Plan Projects and Infrastructure Group

Following discussion the draft Terms of Reference and membership of the new Neighbourhood Plan and Infrastructure Group were approved on the proposal of Julie, seconded by Pippa. Julie mentioned that some of the members of the Steering Group were interested in joining the new group. She suggested the Group should meet following the Referendum or after the summer. Meeting dates to be confirmed.

11. Annual Audit of Accounts

i) Internal Auditors report of the accounts for 2016/17

The Internal Auditor's report was considered and it was noted that a minor change to the budget layout was recommended, otherwise the accounts were satisfactory

ii) The Annual Audit statement for 2016/17

Members had been issued with a copy of the Audit Statements and the Clerk went through each of the governance statements, which were approved on the proposal of Fran, seconded by Rebekah and dully signed by the Chairman and the Clerk. Clerk to ensure the requirements for public inspection are met and submit the Audit Statements and supporting documents to the Auditor.

12. Parish Council's VAT arrangements and the appointment of a VAT Specialist Adviser

Following the previous Parish Council meeting Julie had checked the arrangements for the Parish Council to reclaim VAT on the Pavilion development, by deciding to 'opt to tax' on that part of the business. She supported the Parish Council paying for a professional VAT advise and it was agreed that the Clerk should get cost quotations for the Parish Council to consider at the next meeting.

13. Review the following Parish Council policies

i) Health & Safety

Simon said he would look at the Health & Safety Policy in more detail and come back with suggested amendments.

ii) Equality

Following an amendment, the Policy was reapproved on the proposal of Fran, seconded by Rebekah.

14. Accounts

i) Payments

The following payments were approved on the proposal of Julie, seconded by Fran

D Dring	May Salary	£815.58
	Extra hours £181.39 + expenses £185.04	£366.43
HMRC	May Tax & NI	£445.16
Norfolk Pension Fund	May Pension Contributions	£388.23
S & C Moore Farming Ltd	Internal Audit Fee	£150.00
Norfolk PTS	Induction training -Pippa Nurse	£50.00
Party On Marquees	Marquee, flooring, tables & chairs hire	£627.36
Little Earth	Hire of drums etc	£130.00
Fresh Air	Safety Netting, pins, Hi Viz vests	£227.19
Entertainment Rescue	Sound Stage and Entertainment package	£2100.00

ii) Monthly bank reconciliation

It was noted that the total bank balance at 31 May 2017 was £74511.10

15. Correspondence/response

NALC Newsletters & Training Courses

AON offer to forgo the additional premiums for Rackheath Live this year due to communication error but advised that a premium would be applied next year

BDC notification of Neighbourhood Plan Referendum on 19 July

Norfolk Pension Fund- Notifying increase to employer contribution rate 2017-2020

CPRE- Norfolk Alliance meeting invitation 19 July 2017

Forethought Marketing- in response to query about delivery of Parish Newsletter at the end of April, they will not charge for delivery and will double check delivery next time-

Suggested distributor should cover cost of Newsletter

Police- Newsletter- invite to priority setting meeting on 13th July

Vintage Fayre event held on 21 May 2017

Complaint from resident in Willoughby Road about school parking and disturbance by youths in the park.
Trowse Resident re Tarmac planning application (see item 10)

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

17. Items for publication/media and items for the next Parish Council meeting on 17th July 2017

Next meeting – VAT, Pavilion, Police report, Jubilee Park fence/gate

There being no further business the meeting closed at 8.48pm