

**Minutes of Rackheath Parish Council Meeting of
Monday 20th November 2017 At 7.30 p.m.
Held in The Pavilion, Green Lane West, Rackheath**

Present: Emma Whymark (Chairman), Tracy Buckley, Brian Gardner, Simon Hunt, Rebekah Hughes, Paula Lowe, Pippa Nurse and Sam Youngs.

In Attendance: Diana Dring, Parish Clerk and PCSO Seaman

Public: 7 and 5 representatives from Marengo on behalf of Taylor Wimpey

1. Apologies for absence

Apologies were received from Julie Hunt

2. Declarations of Interest

Declarations were received from Fran, Paula and Brian in item 9 as Directors of the Community Trust.

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

Representatives of Taylor Wimpey gave a presentation on their draft proposals for a 200 unit housing development on land between Mahoney Green Industrial Estate and Trinity Close with vehicle access from Green Lane West. The proposal included 33% affordable housing, on site open space and green spaces including new heathland to the western part of the site. This would be on the other side of the Norwich Distributor Route (NDR) and accessible from the footbridge and a track from the south. Residential car parking provision would be provided to County standard. An outline planning application would be made in December with building to start in late 2020 phased to continue to 2026/8.

Comments were made about the pressure on the existing infrastructure caused by all the building on Green Lane West, which was a small road unsuitable for the pressure of extra traffic. The planners responded that a traffic assessment had been carried out showing the movement rates met county standards. They added that acoustic issues would be factored in.

Doubts were expressed about the usability and maintenance of the green space provided opposite the site on the other side of the NDR and that without a direct link it would be of little benefit to residents.

Members referred to the Rackheath Neighbourhood Plan and that two access roads would be needed for the site. A possible safety exit route via Mahoney Green was mentioned. Taylor Wimpey were asked to consider pedestrian access and include the provision of pavements, bus stops and pedestrian crossings in their plans. The presentation concluded at 7.58pm.

PCSO Mike Seaman gave report of three assaults in Rackheath in the last three months; one in the pub, one domestic and one concerning a youth. A plain clothes operation in the village had resulted in two offences, one possession of cannabis and one malicious communications concerning a youth. Patrols of the Jubilee Park were to continue.

Fran gave Broadland District Council's report and advised that further development sites were proposed as a result of the shortage of five-year land supply for housing. The current consultation was due to run January to March 2018 with the new plan to be completed in 2020/21. Rackheath would continue to be open to more speculative planning applications for the period 2026 to 2036. Norwich City Council were willing to take on new sites, Broadland District Council were going for 7200 homes. Fran advised looking at the Greater Norwich Local Plan website and Broadland District Council website for additional sites under 'Place Shaping'.

Fran advised that the District Council were continuing their discussions with South Norfolk Council on collaboration to join departments together to save running costs, but it was still very early days.

4. Approval of the minutes of the Parish Council meeting of 16th October 2017

The minutes of the Parish Council meeting of 16th October were approved as a correct record on the proposal of Tracy, seconded by Rebekah.

5. Receipt of the Clerks report and any matters arising from the minutes not included in the agenda and

The Clerks report of meetings and activities was noted.

6. Proposal from Salhouse Parish Council to alter the Parish boundary between Salhouse and Rackheath.

The Chairman reminded Members of the reasons for the proposed change by reading the key points in the 'justification' provided by Salhouse Parish Council and said that much depended on the final masterplan. Members briefly discussed the issues and although Fran said he could see the sense in the suggestion it was agreed that the Neighbourhood Plan Projects and Infrastructure Group should look at the matter and make a recommendation at the next Parish Council meeting.

7. Receipt of the minutes of the Parks and Leisure Committee meeting of 9th October 2017 and consider a report of the Committee meeting of 13th November and recommendations regarding;

The minutes of the Parks and Leisure Committee meeting of 9th October were received on the proposal of Brian, seconded by Tracy.

Brian presented a report of the Parks and Leisure Committee meeting of 13th November, which had included comments on the need to provide additional information for the Pavilion Project Business Plan but as this was dependent on the acceptability of the tenders due in on 1st December, it was agreed to defer a decision on this until the next meeting.

A meeting was due to be held on 7th December to receive the proposals from Wroxham Football Club regarding setting up a Youth Football Scheme and these would be presented to the next meeting.

Brian reported on a very successful fireworks event on 4th November, which had attracted attendance of over 1700 and had made a profit of over £4,000. He mentioned that some improvements would be made such as the food stalls for the 2018 event. The Chairman thanked the Parks and Leisure Committee for providing another fantastic fireworks display.

The Committee had suggested to create new footpath from Wilkinson Road to Jubilee Park to improve access to school through the Broadland District Council tree belt. It was agreed to refer this to the Neighbourhood Plan projects and Infrastructure Group, who had a meeting with the District Council's Planning Manager and advise them if it was feasible.

**8. Reports and consider recommendations from the following Parish Council Groups
i) Neighbourhood Plan Projects and Infrastructure Group**

Pippa presented a report of the Neighbourhood Plan Groups meeting of 30th October and their recommendations, which were to defer a decision on agreeing Rackheath Assets of Community Value; to respond the 'Call for Sites' that the Parish should not have to accept any more development and object to the inclusion of any further sites in the Local Plan; that the Parish Council agree in principle to taking on responsibility and

adopt the open space for the Green Lane West site and that appropriate highway signs should be provided to signpost HGV's away from the village at the NDR/Salhouse Road junction. All the above recommendations were approved on the proposal of Pippa, seconded by Simon.

The Chairman thanked Pippa for producing a comprehensive Neighbourhood Projects Plan, which would help the Council keep on track with the progress of projects identified in the Plan.

ii) Communications and Engagement Group

Emma presented a report of the Communications and Engagement Group meeting of 6th November, which included recommendations that future news media comments to newspapers, TV/radio should go through the Clerk or Chairman; the new website should include information about and from community groups; the next Annual Parish Meeting should be held as a community awards event. Paula disagreed with the Annual Parish Meeting suggestion and it was agreed to review this and come back with an alternative format and report back in January 2018.

iii) Finance Group

Pippa presented the report of the Finance Group meeting of 17th November, which had reviewed the current budget and expenditure and discussed the Parish Council Budget and Precept for 2018/19 to be presented at the meeting on 18th December. The Group had also reviewed the Clerks salary and would be making a recommendation at item 16. Setting up a card facility to receive payments had been discussed and the group felt it was an unnecessary complication of the accounts at this time when it would potentially only be used at two events as most payments were received by cheque or BACs. Paula disagreed and said it would be useful now. Brian agreed and said the Parish Council should be ready to take card payments when needed and this would be something to include in the Business Plan. It was agreed to review the arrangements in May 2018.

9. Reports from members attending meetings with other organisations

i) Community Trust AGM

Fran reported that the Community Trust would write to the Parish Council about working together and proposals for managing the Cabin. He pointed out that Broadland District Council were prepared to continue to finance the Cabin until March 2019.

ii) Village Hall Management Committee

Tracy said there was nothing to report

iii) Typharm Pharmacy regarding future healthcare provision plans in Rackheath

Fran had met with the owner of Typharm, who was interested in setting up a medical facility in the village, which in theory could be supported by Community Infrastructure Levy Funding. Broadland District Council would be meeting with the Clinical Commissioning Group to discuss the provision of a facility.

10. Planning Matters to consider

i) Receipt of the Planning Committee meeting minutes of 16th October 2017

The minutes of the Planning Committee meeting of 16th October were received on the proposal of Pippa, seconded by Sam.

ii) Report from the Planning Committee meeting of 20th November

Simon gave a report of the preceding Planning meeting, which had considered four planning applications, two of which objections were raised. The Neighbourhood Plan Group had attended the meeting and the NP checklist was used to make comments on the Salhouse Road planning application.

11. Accounts

i) Approval of payments

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

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|----------------------|--|-----------|
| D Dring | Oct Salary | £815.58 |
| D Dring | Extra hours £190.11 + expenses £124.29 | £314.40 |
| HMRC | Oct Tax & NI | £450.94 |
| Norfolk Pension Fund | Oct Pension Contributions | £391.91 |
| Garden Guardian | Grounds Maintenance – Oct charge | £545.90 |
| Norwich Cleaning | Pavilion Cleaning October | £115.20 |
| Scribe | Annual Subscription for Accounts Package | £339.60 |
| Norfolk ALC | GDPR+ Planning Training | £120.00 |
| AED Locator (EU) Ltd | Defibrillator pads | £237.60 |
| Norse Comm Services | Play Area repairs | £178.08 |
| North Walsham Fire | Pavilion Fire Extinguisher Replacements | £67.20 |
| GS Designs | Project Manager work to 27 Oct 2017 | £1,000.00 |

ii) Bank reconciliation

The Bank Reconciliation of the Parish Council bank accounts to 31st October 2017 showing total bank balance of £69,160.51 was noted.

12. Correspondence and response

BDC Planning Enforcement

NCC- NDR updates

Community Action Norfolk – Newsletter

Broadland Community Grants- news

Norfolk ALC- various Newsletters & Information

Norfolk Constabulary- plans to remove PCSOs- Clerk to respond with PC's objection

Broadland Police- Newsletter, Reports and Advice for businesses

BDC- Parish Precept information

Groundworks re Tesco Bags of Help funding- Clerk to apply for toddler play equipment

BDC – Rough Sleeper Estimate

Hopkins Homes- Annual Review

Spixworth PC- Stakeholder notification of Neighbourhood Plan

Norfolk PTS- Training Programme

Plymouth Brethren- meeting tba- To include a Planning Committee member if possible

BDC- clarification about tree belt and property boundaries at Jubilee Park

Hornsea Three Project- Windfarm information

Civic Voice – War Memorial News

Norfolk CC- Opportunity for Highway Ranger Visit – respond with invitation

Dor2Dor – Response to comments about October Newsletter distribution- Noted

Salhouse Scouts – offer accepted to maintain the USAAF War Memorial - Noted

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

Chris Yates, resident and owner of fence between Willoughby Way and Jubilee Park commented on the suggestion of potential access to the park there and advised this had previously been discussed with Broadland District Council. He also gave advice about a catering company that could be used at public events and a card payment provider.

14. Items for publication/media and items for the next Parish Council meeting on 18th December 2017

Next meeting to include Budget and Precept for 2018/19, items referred to NP Group, Pavilion Project Tender responses.

- 15. Resolution to exclude Press and the Public in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960, that is Staff Matters**

Approved on proposal of Chairman, seconded by Brian

- 16. Chairman to advise any matters arising from the annual staff appraisal with the Parish Clerk**

Emma advise that she had carried out the Clerk's staff appraisal, which included supporting the Parish Council achievements during year and had agreed new objectives for next year, which would potentially involve managing the pavilion and playing field developments.

Emma highlighted that the Clerk had been working an average 22-23 hours, 2-3 hours above contract, which is paid under current contract arrangements and that this was likely to continue with the project work.

An annual increment had automatically been added to the Clerk's salary on 17 November 2017, taking the salary to SCP 30 (£13.94p hr) the top of the current scale. The Clerk left the room at this point for the Parish Council to discuss.

Following the Clerks return to the meeting the Chair advised that the Council had agreed to award an extra incremental point for the achievement of Local Council Quality Award Scheme to SCP 31 £14.80 per hour, increasing the salary band to SCP 31 to SCP 35.

There being no further business the meeting concluded at 9.10pm