

**Rackheath Parish Council Meeting  
On Monday 18<sup>th</sup> June 2018 at 7.30 p.m.**

**In the Pavilion, Green Lane West, Rackheath**

**Present:** Paula Lowe, Rebekah Hughes, Chris Yates, Tracy Buckley and Simon Hunt

**In Attendance:** Diana Dring, Parish Clerk

**Public:** 1

**1. Apologies for absence**

Apologies received from Julie Hunt, Brian Gardner, Pippa Nurse and Sam Youngs

**2. Declarations of Interest in items on the Agenda**

Paula declared an interest in Item 11.i. as a recipient of a payments for the Rackheath Live float.

Chris declared an interest in Item 6.i as he had had previous personal contact with the Project Manager, which could prejudice his views.

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

A report had been received from Broadland District Councillor Vince Tapp regarding the success of food waste collections and the progress of collaborative working between Broadland District Council and South Norfolk Council,

A Police report of eight criminal incidents in Rackheath in May, which were;

One burglary, business & community, suspect found/obtained key for commercial building & was seen on CCTV to enter vehicles; vehicle keys are now missing:

Three burglaries, residential non-dwelling, access gained to garage, bicycle & scooter taken; access forced to garage but nothing stolen; access gained to garage, three wheels stolen from a road bike; one Common Assault, domestic; one Criminal Damage (other), fence cut at Car Sales premise but no damage to vehicles; one threats to kill- ongoing issue with known suspect, threat made by letter; one theft other, camera bag & its contents taken when victim was at a Fete. 24 calls taken by the Police Control Room from/regarding the Parish.

**4. Approval of the minutes of the Parish Council meeting of 21<sup>st</sup> May 2018**

The minutes of the meeting of 21<sup>st</sup> May 2018 were approved as a correct record on the proposal of Chris, seconded by Tracy

**5. Any matters arising from the minutes not on the agenda and the Clerk's report.**

No matters arising, Clerk's report noted.

**6. Minutes of the Parks and Leisure Committee meeting of 14<sup>th</sup> May 2018 and a report and recommendations of the Committee meeting of 11<sup>th</sup> June 2018**

The minutes of the Parks and Leisure Committee meeting of 14<sup>th</sup> May were received on the proposal of Chris, seconded by Rebekah.

- i) A letter of intent to building contractor T Gill & Son (Norwich) Ltd was approved on the proposal of Tracy, seconded by Rebekah, which confirmed the Parish Council's intention that, subject to receiving the necessary funding in the form of Grants, Gills were to be appointed as Principal Contractor for the Pavilion Project
- ii) Following discussion of the options to replace the existing roof tiles on the remaining roof to match the new roof tiles, it was agreed not to incur additional cost of the roof tiles if possible and to leave the existing tiles in place.

- iii) The Project Manager had responded to questions regarding his charges for extra site visits and his role during the construction of the Pavilion Project; a charge £150 would be made per extra site visit required and his role would be to ensure the Construction Design and Management Regulations 2015 were met by all parties, liaise between the Parish Council and the contractor regarding any issues that arise; attend site on a monthly basis to carry out valuations for approval of invoicing, final snagging and completion of the project and ensure receipt of a Completion Certificate from Building Control for the safe use of the building.
- iv) **Pavilion Funding Progress**

Clerk advised that the Football Foundation grant application had been submitted on 14<sup>th</sup> June and a response was expected in July. The Sport England Community Asset Fund application was expected to go to their panel for decision by end of June and a response received shortly after that. Finance Advisory Group to review Pavilion funding arrangements when available.

A draft contract for the loan agreement between Broadland District Council and the Parish Council for the Community Infrastructure Fund was being drawn up by solicitor for Parish Council approval at the July meeting.

The Project Manager was preparing a Construction Contract, which as previously agreed would be checked by a solicitor prior to approval by the Parish Council.
- v) **New Football Pitch layout to accommodate Youth Teams**

A new pitch layout would be introduced in August to provide three new marked youth pitches, a new 5 a-side pitch at the far end of the playing field, and a 7 a-side and 9 a-side to be marked within the two adult pitches. Revised costs for additional pitch marking were expected to be in the region of an extra £1,000 for the year.
- vi) **Land Registry Application for Stracey Playing Field**

Confirmation had been received of the Land Registry's intention to give the Parish Council Possessory Title of the Playing Field land pending any adverse comments from the Village Hall Trustees.

**7. Report from the VAT Adviser and recommendation that the Parish Council 'Opt to Tax' on all financial transactions relating to Stracey Sports Park**

Members discussed the report and agreed that the Parish Council should apply to Opt to Tax all the Stracey Playing Field land on the proposal of Chris, seconded by Tracy.

**8. Notice of Vacancy for a Parish Councillor**

Broadland Council had advised that there had been no call for an election and that the Parish Council were therefore free to co-opt a new Parish Councillor. Interested persons to contact the Clerk or a Parish Councillor.

**9. Annual review of the Parish Council Policies**

The Health & Safety, Equalities and Safeguarding Policies were approved without amendments on the proposal of Chris, seconded by Simon. Clerk to make appropriate changes to names and dates.

**10. Adoption of new Model Standing Orders**

The new Standing Orders were adopted on the proposal of Simon, seconded by Rebekah

**11. Accounts**

**i) Approval of Payments**

The following payments were approved on the Proposal of Tracy, seconded by Chris

D Dring	May Salary	£815.58
D Dring	Additional hours and expenses	£539.06
HMRC	May Tax & NI	£518.73
Norfolk Pension Fund	May Pension contributions	£448.30
Garden Guardian	Grounds Maintenance – May	£435.78
E.On	Pavilion Electricity	£145.60
E.On	Surgery Electricity	£280.30
Norwich Cleaning Serices	Pavilion Cleaning April & May	£220.80
L Southon	Tree work at Eva Rd Open Space	£648.00
Fresh Air	Removal and disposal of broken fence	£30.00
Party On Marquees	Rackheath Live Marquee, tables and chairs	£638.40
Entertainment Rescue	Rackheath Live Stage & Entertainment Package	£1,000.00
Earth Studios	Rackheath Live	£75.00
Broadland Toilet Hire	Rackheath Live	£460.00
Paula Lowe	Rackheath Live Float	£500.00
Diana Dring	Rackheath Live Float	£940.00

## **ii) Bank Reconciliations for April and May**

The monthly bank reconciliations for April and May were noted showing a bank balance at the end of May £75,963.75 including un-presented cheques.

## **12. Correspondence**

*BDC Planning Enforcement*

*Community Action Norfolk – Newsletter*

*Broadland Community Grants- news*

*Norfolk ALC- Newsletters & subscription information,*

*NARs- Norfolk Accident Rescue Service* It was agreed to make a donation of £50 to the Norfolk Accident Rescue on the proposal of Tracy, seconded by Rebekah

*Ministry of Housing, Communities & Local Government re PWLB Loan*

*NCC- Notice of closure of Salhouse Rd*

*467th BG(H) Memorial Group (America) asking about funding/flags/visit in 2020*

*Highway Engineer- response to Salhouse Rd queries*

*BDC- Community Led Programme Workshop*

*BDC- CIL report Noted*

*NCC- Invitation to Bid for Parish Partnerships 2019-20*

*BDC – Notification of revisions to the planning application for 322 Dwellings at Land off Green Lane West, Rackheath*

*PCC invite to installation of Rev Darleen Plattin on 22 Aug-* Paula to attend on behalf of the Parish Council

*Consultation re Broadland Way Cycleway-* Paula to arrange meeting with interested residents to discuss

*BDC Standards Committee – looking for 2 new members*

*Police Crime Report and PC Troy Brandon- invite to SNAP on 20<sup>th</sup> June*

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

## **14. Items for publication/media and items for the next Parish Council meeting on 16<sup>th</sup> July 2018**

Pavilion Project progress, Cycleway meeting, Parish Councillor vacancy

**There being no further business the meeting closed at 8pm**