

PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 4 August 2015 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon,
for the purpose of transacting the following business.

AGENDA

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

WELCOME

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
 - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – **Please contact the office should any item need clarification**)
 - (b) Clerk to report any written requests for dispensation in respect of items on this agenda.
3. **To receive approval of minutes of the meeting held on 7 July 2015 from those members present at the respective meeting**
4. **Public Participation** (as permitted by Standing Order 3d & 5kxiii)
Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
5. **Report from Police to include Parish Crime Figures**
6. **Report from County Councillor**
7. **Reports from District Councillors**
8. **Report from Chairman/Clerk/Deputy Clerk**
9. **Financial Matters**
 - 9.1 Verification of Vouchers
 - 9.2 Bank Reconciliation
 - 9.3 Approval of Accounts vouchers numbered Receipts 98 – 126 /Payments 215 – 319
10. **General Matters**
 - 10.1 To note list of items of correspondence not circulated as detailed at the end of this agenda
 - 10.2 Finance & Operations Working Group
 - To note meeting held 21 July 2015
 - To address any questions of the meeting
 - To consider recommendation to accept the working group
 - Terms of Reference
 - Engagement of JRM Limited to work with the group to produce a strategic plan for the term of the council.
 - 10.3 Joint meeting with Helicopter & Norwich Airport Personnel. To appoint members and to consider dates of meeting.

- 10.4 Youth Engagement Working Group
- To note meeting held 28 July 2015
 - To address any questions of the meeting
 - To consider recommendation to accept the working group
 - Proposals for engaging with the Youth of the parish
 - Terms of Reference
- 10.5 Motions to Council.
- (i) Neighbourhood Plan. To consider
- that Council agrees that this project should commence with the utmost urgency.
 - that the Council instruct the Clerk to acquire three quotes on behalf of the council from external advisors who can assist the council with the process of producing a Neighbourhood plan. Quotes are to be presented to the September 2015 Full Council meeting. This is with a view to inviting the preferred company to come to a special meeting of the council to be held in September to give a presentation on how they can assist the council.
 - the Clerk will identify a budget source from reserves.
 - the Chairman of the council writes before the September meeting, on behalf of the council to potential interested parties who live in Hellesdon to consider joining a Neighbourhood Plan Working Group.
 - that Councillors will be required to volunteer to sit on this working group. The first meeting of this group will be at the beginning of October
- (ii) Development of the Golf Course. To consider that after the Developer Exhibitions 29 July & 1 August, the council holds a public meeting in the Community Centre and invites representatives from BDC Planning, the BDC Cabinet member with planning responsibility, NCC Highways and the Developer to answer public questions. To be Chaired by Chairman of the Council, and secondly that we hold our own exhibition week in the Diamond Jubilee Lodge, using the displays that were prepared by the developer. (exhibition first then public meeting). A special flyer to be produced and delivered to all households in Hellesdon advising of exhibition dates and public meeting date.
- (iii) Equipment Store. To consider that the Deputy Clerk as a project, works with Policy, Property and Resources Committee to identify a suitable site for a Grounds Equipment Store. That once this is done, a suitable sized Agricultural building is sized, and quotes for a base, the building and erection are sought. The cost of such is taken from the balance of the fund of the Allotment and HEL2 site.
- (iv) Community Centre Car Park. To consider that this Council agrees that the resurfacing of the HCC Car Park is now completed with immediate effect, and that quotes are sought for three different surface dressing. It is now over two years since the DJL was completed. The current chain link fence remains in situ at the front of the DJL. That any plans to build a brick wall to the front of the DJL are scrapped. That the car park once resurfaced is marked up by a suitable road marking company eg as used by NCC.

Some of these projects will undoubtedly be identified in the Strategic Plan, however Council should consider that these proposal are of the utmost urgency and in some respects cannot wait for the plan to be worked through, which could take up to 6 - 12 months. (Cllrs Gurney & Adams)

10.6 Motion to Council. That this council agrees that all external presentations, i.e. fund raising/donations/gifts are arranged through the Clerk and that the Chairman of the Council or in any absence the Vice Chairman is party to and present at all such functions. (Cllr Gurney)

10.7 To consider proposals in respect of mitigation measures regarding motor bikes on HEL2

10.8 To consider LCRS Action Plan. To be presented at the meeting to ensure current date.

11. Activities

11.1 Carnival Committee

- To note meeting held 16 July 2015. Draft Minutes of meeting supplied
- To address any questions of the meeting
- To receive a briefing of the Carnival 18 July 2015

- 11.2 Residents Party(s) Working Group. (Dates - 5 Dec Over 65's & 12 Dec Childrens.)
- To note meeting held 29 July 2015
 - To address any questions of the meeting
 - To consider recommendation to accept the working group
 - Proposals for 2015 parties
 - Terms of Reference
- 12. Planning**
- 12.1 Committee meeting
- To note meetings held 21 July 2015 & 4 August 2015
 - To address any questions of the meeting(s) (consecutive mins supplied as available)
- 12.2 To consider approach in respect of unauthorised gates at Arden Grove currently representing a breach of planning control.
- Intention to erect gates as plans or
 - Submit an amendment to the application to gain approval for the gates as erected.
- 13. Playing Fields, Amenities & Allotments**
- 13.1 Nothing for meeting
- 14. Media & Communications**
- 14.1 To receive report of website working group following meeting 18 June 2015
- To consider any recommendations
- 15. Property, Policy & Resources**
- Property, Policy & Resources
- 15A.1 To receive a report from HPH appointed members
- 15A.2 To consider appointment of a representative to the Finance & Operations Working Group to replace the Chairman who is a member of the group in the role of Chairman
- 15A.3 To consider draft policy in respect of Unreasonable Persistent, Behaviour or Vexatious Contacts or Complaints
- 15A.4 To consider contribution for grass cutting in 2014 at St Mary's (budget £750.00)
- Traffic Highways & Environment
- 15B.1 SAMS. To consider report following trial period entered into with supplier and to receive Data captured from last location.
- 15B.2 To receive CSW data in respect of Hercules Road monitoring
- 16. Staffing** - any consideration of a personal and/or confidential matter to be considered following a resolution to exclude the press and public
- 16.1 Nothing for meeting
- 17. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential nature of the business to be transacted. If resolved, such matter to be dealt after agenda item 19.**
- 17.1 HCC Lease Review Working Group
- To note meeting held 28 July 2015. Confidential Report(s) supplied
 - To address any questions of the meetings
 - To consider recommendation to accept the working group Project Plan
- 17.2 To receive a brief from the Chairman of the meeting held with representative of the Community Sports Foundation
- 18. Exchange of information**
- 19. Time and Venue of next Council meeting on Tuesday 1 September 2015.**

Note to Members – Register of Members Interest

Should any change need to be made to your form please be reminded that this should be actioned within 28 days of the change

THE PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING

Mrs Patricia Kirby Clerk to the Council dated 27 July 2015

List of items of correspondence not circulated for PC meeting 4 August 2015

Briar Solar Project invitation 22 July – copied to all members

Carnival - Dog Show - Best in Show winner 'Thank you for the money'

NCC Parish Partnership 16/17 Invitation. To P&R next meeting

Parish pages July 2015 hard copy

Thank you card from carnival stall holder – first class organization

NCC transport matters No.11

NCC H/W Ranger work completed

BDC Planning Investigation cases June 2015

BDC Site Allocations Document Examination Hearings

NCC Bus stop upgrade – electronic timetable Reepham Road near to the junction with Meadow Way & ASDA