

HELLEDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of the meeting of the Parish Council held on Tuesday 1 December 2015 at 7.30pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT

Mrs S Gurney - Chairman
Mr A Adams Mrs D Attenborough Mr G Britton Mr D Buck
Mr G Everett (from 8.10pm) Mrs U Franklin Mr D Ghimire Mr R Grady
Mr D Jones-Blackett Mr D King Mr J Knowles
Mrs S Prutton Mr M Walsh Miss J Wright
Mrs P Kirby – Clerk to the Council

IN ATTENDANCE

No other attendees

Cllr Gurney opened the meeting & welcomed those present.

152. Absence and Apologies for absence

Cllr Hopkins – apologies received and accepted.
Cllr Everett – apologies received for a late arrival. Noted.

153. Declarations of Interest and Dispensations

In respect of the minutes, reaffirmation of previous declarations from those present who declared an interest at the last meeting.
Cllr Jones-Blackett. Hellesdon Parish Hall.
Non pecuniary interest – Chairman of Hellesdon Parish Hall Management Committee
Cllr Adams. Any matters relating to Norfolk County Council & Broadland District Council
Non pecuniary interest – Norfolk County Councillor Drayton & Horsford & Broadland District Councillor .
Cllr Buck. Any matters relating to Broadland District Council
Non pecuniary interest – Broadland District Councillor.
Cllr Grady. Any matters relating to Broadland District Council.
Non pecuniary interest – Broadland District Councillor.
Cllr Gurney. Any matters relating to Norfolk County Council & Broadland District Council
Non pecuniary interest – Norfolk County Councillor Hellesdon Division & Broadland District Councillor.
Cllr Walsh. Any matters relating to HPC allotments.
Non pecuniary interest – Allotment tenant.

154. Minutes of the meetings held on 3 November 2015

The minutes, having previously been circulated, were approved and signed by the Chairman as a correct record.

155. Public Participation

None in attendance.

156. Report from Police to include Parish Crime Figures

No police in attendance apologies had been received. Crime figures were not presented.

157. Report from County Councillor

Cllr Gurney gave verbal report.

NCC has funded NDR through to A1067.

Highway boundary issues in Middletons Lane is in dispute.

Hardstanding for bus shelter provision undertaken opposite Berkley Close is to be extended due to resident concerns regarding placement of proposed shelter.

Approved plans for hardstanding for bus stop in Low Road.

Bernham Road has been closed for subsidence work.

158. Report from District Councillors

Hellesdon South East

Cllr Adams. Nothing to report.

Cllr Grady. Nothing to report

Hellesdon North West

Cllr Gurney.

Cllr Buck. Has been working with BDC regarding culture & tourism and there is potential opportunity for the parish as a Paston parish to be involved with Paston Footsteps.

159. Report from Chairman/Clerk

Cllr Gurney reminded members of the exhibition in DJL in respect of the application for the golf course which is to run until 5 December and welcomed assistance to support the event. A public meeting to follow the exhibition will take place on Monday 7 December at 7pm at the high school. She explained the format of the meeting and that officers of key stakeholders will be present and Event Guard and council staff will be in attendance. Community Awards. With members agreement she would like to promote this for the parish and would be looking to place an article in the next Grapevine asking for nominations for Community Heros to be concluded at the end of the civic year. All in agreement. Any suggestions for category ideas to Cllr Gurney.

No written report was available from the clerk due to resource issues. A verbal report advised

- Discussed promotion of the Citizens Advice Bureau outreach sessions. Flyers and a bookmark have been produced for placing in HCC which promote a drop in service from 4 January 2016.
- Internal Auditor visit on 19 November. No issues identified.
- Insurance representative visit on 25 November. Discussed matters in respect of forthcoming renewal and expiry of long term agreement. Ascertained no requirement for carnival to have separate insurance as this is not organised by a separate body to the PC.
- Neighbourhood Plan. The area application has been made to BDC.

- Signed up to Broadland Top Dog. This is a BDC scheme which requires a pet owner to make a pledge to be responsible by picking up after their dog and in return to receive a ribbon for the pet.
- Ascertained from BDC the fence line at B&Q end of the park is not the boundary line. Therefore any damage to this is the responsibility of B&Q.

160. Financial Matters

9.1 – Verification of Vouchers. Signatories confirmed the check and verification.

Cllr Adams left the meeting at 7.55pm

9.2 – Bank Reconciliation. The Chairman confirmed the bank reconciliation for October except for the Pre-fund account which did not reconcile. To be represented at the January meeting.

9.3 – Approval of Accounts.

RESOLVED to accept income of £1080.33 and expenditure of £37980.94 with petty cash payments of £122.77

161. General Matters

10.1 – Correspondence not circulated was noted.

10.2 – Sports council proposal. Cllr Walsh had not received any further information on this. Cllr Gurney stated this was assumed to be reference to The Community Sports Foundation and this council had met with the group previously. If matters had progressed and The CSF wished to make contact then they could make a formal approach.

10.3 – NACC. Cllr Gurney gave a verbal report. An engine testing attenuator had been built however the testing of a 737 broke the concrete surface so testing could not take place. Helicopter movements. Had visited airport in County role with Chloe Smith MP. Movement are down due to use of larger helicopters and also transfer of workers by boats. Complaints of noise require greater statistics and Chloe Smith is to contact residents to advise on the correct reporting procedures. Agreed an article in the next Grapevine to support this.

Cllr Everett enters the meeting at 8.10pm

10.4 – Finance & Operations Working Group

Meeting held 5 November 2015 noted. Cllr Gurney explained the work is ongoing and a future meeting will be held.

Questions. None received.

162. Activities

Carnival 2016.

11.1 – Terms of Reference. The criteria and production of this document had been delegated to the Clerk and the document presented established such operating criteria identified to date. The level of matters reserved to the council were presented for approval.

RESOLVED to accept that the council determines the

- levels of income direct to the Council – fees, concessions, advertising, charges, sponsorship, sales and any other appropriate sources
- type of and number of stalls – trade, catering, charity, information
- use of The Community Centre Kitchen (if any)
- support to any Charity(s) and identification of such Charity(s)

and that in this respect the working group present a report to the next meeting of the council on each of the agreed points with such report including recommendations for levels and reasons for recommendation of such.

11.1(i) – Working Group. Meeting held 5 & 19 November 2015 noted.

Questions. None received.

11.2 – Residents Party Working Group. Meeting held 19 November 2015 noted.

The festive fun night has received a low response. Therefore to mitigate costs the group considered together with the Clerk that it was appropriate to cancel the event.

Communication has been sent to those who had purchased tickets.

Meeting was adjourned for a comfort and refreshment break at 8.56pm and reconvened at 9.10pm.

163. Planning

12.1 – Meeting held on 1 December 2015 noted.

Questions. None received.

12.2 – Planning application 20151770 – Royal Norwich Golf Club.

Additional meeting set for 10 December 2015 in HCC at 7pm.

Cllr Gurney encouraged members to consider for decision making purposes

- any plans for Drayton High Road to be widened
- future provision for trees
- formal recreation space
- green areas dispersed around the site
- lack of use of any renewable energy on site
- water harvesting

164. Playing Fields, Amenities' & Allotments

13.1 – HEL2 expenditure ledger. This would be discussed as a confidential matter.

13.2 – Committee meeting held 23 November 2015 noted.

Approval of minutes. These were not available. These to be supplied when prepared.

The meeting considered budget proposals which were agreed to be presented for the budget setting process.

Questions. None.

13.3 – Feasibility report. The committee chairman indicated she would give this attention without unnecessary delay.

165. Media & Communications

14.1 – Committee meeting held 9 November 2015 noted.

Approval of minutes. These were not available. These to be supplied when prepared.

The meeting considered budget proposals which were agreed to be presented for the budget setting process.

Questions. None.

Recommendations.

RESOLVED to

- cease paid advertising in The Grapevine
- produce The Grapevine as a 16 page full colour publication on gloss paper from the Summer 2016 edition.

166. Property, Policy & Resources

Property, Policy & Resources

15A.1 – Report from Hellesdon Parish Hall appointed members.

Cllr Jones-Blackett advised the committee is considering a constitution which would exclude PC representatives and that a communication would be forthcoming advising of the committee intention to register the asset in the management committee ownership.

Cllr Gurney stated the council would await such communication.

15A.2 – HPC appointed members to HPH.

RESOLVED to withdraw PC representatives from the management committee with immediate effect.

15A.3 – Grass cutting contribution to St Mary's Church.

RESOLVED to contribute £750.00

15A.4 – Committee meeting held 16 November 2015 noted.

Draft minutes of the meeting were not available. These to be supplied when prepared.

The meeting considered budget proposals which were agreed to be presented for the budget setting process.

Questions. None.

Next meeting to consider budget for CC8 set for 10 December at 6.30pm.

Traffic Highways & Environment

15B.1 – SAMS. Data unavailable noted.

167. Staffing

16.1 – Committee meetings held 30 November 2015 noted. Draft minutes of the meeting were not available. These to be supplied when prepared. The meeting considered budget proposals which were agreed to be presented for the budget setting process.

Questions. None

168. Exclusion of Press & Public

RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of agenda item 17.1 & 17.2 in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and that this business to be discussed after agenda item 19.

169. Exchange of Information

Cllr Prutton reported that CSW has monitored traffic on Reepham Road near Gowing Road junction.

Cllr Gurney requested donations of prizes for the Over 65's Xmas party.

170. Date Time and Venue of next meeting

The next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 5 January 2016 at 7pm.**

The meeting closed to press and public at 9.45pm.

Confidential item

The Chairman stated that as agreed, the identified agenda items to be discussed as a confidential item.

171. Confidential matters

17.1 – HCC Lease Review Working Group.

Meeting set for 10 December at 12.30pm

17.2 – BDC refusal of planning application to vary gates at Arden Grove.

Much discussion took place and the Chairman explained the situation in this and other respects which had resulted in the current situation.

RESOLVED

- to lodge an appeal in respect of the decision and to engage DJ Designs in this respect.
- to undertake the highway works as required by the original permission
- to engage with the landowner in respect of non compliance of the lease. It was noted a meeting had been arranged for 7 December.
- in respect of item 13.1 not to currently address the reconstruction of the original allotment site path.

Meeting closed at 10.05pm