

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 3 November 2015
at 7.30pm in Diamond Jubilee Lodge, Wood View Road, Hellesdon**

PRESENT

Mr R Grady - Chairman

Mr A Adams Mrs D Attenborough Mr G Britton Mr D Buck

Mrs U Franklin Mr D Ghimire Mr N Hopkins Mr D Jones-Blackett

Mr D King Mr J Knowles Mrs S Prutton Mr M Walsh

Mrs P Kirby – Clerk to the Council

IN ATTENDANCE

Cllr Grady opened the meeting & welcomed those present.

132. Absence and Apologies for absence

Cllr's Gurney, Wright & Everett – apologies received and accepted

133. 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.

134. Minutes of the meetings held on 6 October 2015

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

135. Public Participation

None in attendance.

136. Report from Police to include Parish Crime Figures

No police in attendance apologies had been received. Crime figures had been received and were noted

137. Report from County Councillor

Cllr Grady presented the report on behalf of Cllr Gurney.
Pavement reinstatement in Vera Road within next 28 days.
Highway boundary issues in Middletons Lane now with NCC legal department
There is a vacancy for a volunteer Governor at Firside Junior School. Any interested persons to contact Cllr Gurney as it is within the role of the County Councillor to appoint.
NCC library restraints would appear not to affect Hellesdon branch.

138. Report from District Councillors

Hellesdon South East
Cllr Adams. Nothing to report.
Cllr Grady. Nothing to report
Hellesdon North West
Cllr Gurney.. A further BDC wellbeing event is being held 3 December at Coronation Hall.
Cllr Buck. Nothing to report.

139. Report from Chairman/Clerk/Deputy Clerk

Cllr Grady advised on behalf of Cllr Gurney that the awaited application for the golf course had been lodged with BDC 30 October. It is now intended to hold the exhibition week from Monday 30 November with the public meeting 10 December but these dates need to be confirmed.

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

- Discussed promotion of the The Citizens Advice Bureau outreach sessions. Flyers will be produced for placing in HCC.
- Golf Course strategy may lead to a change in the timescales as previously advised with possibly delaying matters until January. This is ongoing and will be confirmed.
- Due to H&S measures the fencing at Nursery Close end of the recreation ground has been replaced. This was a budget item which had not yet been dealt. The fence had broken and exposed metal bars. Asbestos was found within the clearance of the area and expenditure will appear in the schedule of accounts in due course.
- Received a thank you email from the family of Angus Mackay in respect of the road naming of the development on Drayton High Road.
- Cllr Knowles is assisting the office with production of The Grapevine and this is being gratefully received.
- Notification from Firside Junior School of a Parents Forum on 19 November. Details of this in the office.
- Attended BDC planning meeting and spoke in support of the application to vary the gates at Arden Grove. A complaint has been sent to the monitoring officer in respect of the nature of events of which the staffing committee is fully aware and

has given support. The application was refused. Currently working with officers to resolve matters. To be an agenda item at the December meeting.

- NflkALC Autumn conference. The Chairman & the clerk now unable to attend. Cllrs Prutton, Knowles & King to attend.

140. Financial Matters

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

9.2 – Bank Reconciliation. The Chairman confirmed the bank reconciliation for September.

9.3 – Approval of Accounts. The expenditure vouchers now include voucher 577.

RESOLVED to accept income of £198779.79 and expenditure of £33737.77 with petty cash payments of £129.44

9.4 – External Audit year end March 2015. The certificate and report had been received stating the opinion was the return was in accordance with proper practices and no matters needed attention. This was noted and accepted.

141. General Matters

10.1 – Correspondence not circulated was noted.

10.2 – NflkALC AGM. Cllr Walsh to attend.

10.3 – BDC Annual meeting. Cllrs Gurney, Grady & King to attend.

10.4 – NACC. Deferred to the December meeting

10.5 – LCRS Action plan. Document unavailable noted. Agree to take receipt at next quarter.

10.6 – Finance & Operations Working Group

Meeting held 29 October 2015 noted. This meeting was to discuss and share views on HPC strategic planning current state and gauge the interest in formalising a strategic plan.

10.7 – Committee budget setting meetings. All meetings agreed as presented.

Meeting was adjourned for a comfort and refreshment break at 8.09pm and reconvened at 8.20pm.

142. Activities

11.1 – Carnival Committee. Meeting held 29 October 2015 noted. The clerk advised that as this was the final meeting of the committee that to consider approval of the minutes was appropriate.

Approval of minutes. The minutes having previously been circulated were approved and signed by the committee chairman as a correct record

Questions. None received.

Request for a remit.

RESOLVED to grant a remit for a working group as requested and to delegate to the clerk the criteria and production of the governing document.

Cllr Knowles gave his commitment to and Cllr King expressed an interest in being a member of the working group. As agreed the next meeting is on 5 November.

11.2 – Residents Party Working Group. The festive fun night has low response Cllr Gurney has produced flyers for allocation to the schools to assist promotion. Agreed the next meeting to be held 19 November at 7pm.

143. Planning

12.1 – Meeting held on 20 October & 3 November 2015 noted.
Questions. None received.

144. Playing Fields, Amenities' & Allotments

13.1 – Nothing for meeting.
Cllr Grady advised in a requested change of membership in that Cllr Ghimire to replace Cllr Prutton. Agreed.

145. Media & Communications

14.1 – Website E-booking system.
RESOLVED to ratify additional expenditure of £190.00

146. Property, Policy & Resources

Property, Policy & Resources

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

Cllr Jones-Blackett advised the committee would be meeting tomorrow afternoon to discuss the constitution.

Traffic Highways & Environment

15B.1 – SAMS. Data unavailable noted.

15B.2 – Resident letter crossing on Middletons Lane. Letter and office holding response noted. Much discussion took place.

RESOLVED the response clearly indicated criteria and in this respect not to progress with pursuing the request. Resident to be advised accordingly.

Cllr Grady advised in a requested change of membership in that Cllr Prutton to replace Cllr Buck. Agreed.

147. Staffing

16.1 – Committee meetings held 12, 23 October & 2 November 2015 noted. Draft minutes of the meeting 2 November were not available. These to be supplied when prepared. The meeting resolved the appointment of a Finance Officer on a substantive basis.

Questions. None

148. 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.

149. Exchange of Information

Cllr Buck advised that the Youth Club has a program of events for the new term.

Cllr Prutton report that CSW visited Low road for 38 minutes. 627 cars past and one lorry which exceeded the weight limit.

150. Date Time and Venue of next meeting

The next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 1 December 2015 at 7pm.**

The meeting closed to press and public at 8.53pm.

Confidential item

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

151. Confidential matters

17.1 – HCC Lease Review Working Group.

Meeting held 28 October 2015 noted. This meeting attended by the engaged consultant reiterated the agreed project plan. TUPE is being managed. A list of questions has been prepared and sent to the councils solicitor in order to address and ensure a smooth take over.

Meeting closed at 9.05pm