

HELLEDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

**Minutes of the meeting of the Parish Council held on Tuesday 5 April 2016
at 7pm in Diamond Jubilee Lodge, Wood View Road, Hellesdon**

PRESENT

Mrs S Gurney - Chairman

Mr A Adams	Mrs D Attenborough	Mr G Britton	Mr D Buck
Mr G Everett	Mr R Grady	Mr D Ghimire	Mr N Hopkins
Mr D Jones-Blackett	Mr D King	Mrs S Prutton	
Mr M Walsh (from 7.12pm)	Miss J Wright		

Mrs P Kirby – Clerk to the Council

IN ATTENDANCE

Miss Tracy Whellams – HPC Clerical Support Officer
Mr Jonathan Madden – JRM Resource Management

Cllr Gurney opened the meeting, welcomed those present and advised Cllr Adams would give an update on matters in respect of Horsford Manor and this will be dealt as agenda item 17.3.

Noted.

238. Absence and Apologies for absence

Cllrs Knowles and Franklin – apologies received and accepted.

239. 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 Adams. Any matters relating to Norfolk County Council & Broadland District Council
Non pecuniary interest – Norfolk County Councillor Drayton & Horsford & 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 Buck. Any matters relating to Broadland District Council
Non pecuniary interest – Broadland District Councillor.

Cllr Everett. Any matters relating to Drayton Parish Council & Broadland District Council
Non pecuniary interest – Drayton Parish Councillor & Broadland District Councillor.

Cllr Hopkins. Agenda item 13.2 & 13.3.

Non pecuniary interest – father in law is a member of Hellesdon Bowls Club

Dispensations. None Received

240. Minutes of the meetings held on 1 March 2016

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

241. Public Participation

No attendees.

242. Report from Police to include Parish Crime Figures

PCSO Helen Emmerson was expected but did not arrive.

Crime figures noted. The Chairman advised members of an incident that had taken place on Cottinghams Park.

Cllr Walsh arrived at 7.12pm.

243. Report from County Councillor

Cllr Gurney gave verbal report.

The bollards have alleviated parking matters in Cottinghams Drive. However feedback is that more are required at the junction with Reephams Road. This matter has been addressed with PC Dye.

Bollards have also been installed at the Middletons Lane end of Bush Road to deter parking and to assist passage of buses

244. Report from District Councillors

Hellesdon South East

Cllr Adams – Eversley Road planning application was originally called in however no matters arose from the exhibition and as such there were no grounds for not having as officer delegation decision.

Cllr Grady – nothing to report.

Hellesdon North West

Cllr Gurney – nothing to report

Cllr Buck – Grow Your Community – working with BDC for schemes to assist local community and currently this work is for a Voluntary Fayre which will promote the activities of volunteers. Arts forum – British Arts show is coming to Norwich. Opportunities available to get art displayed in areas that don't normally get the chance to see art displays. Golf club planning application - is working with Cllr Gurney on a response.

245. Report from Chairman/Clerk

Cllr Gurney gave a verbal report

Exhibition held last week in the council chamber for Golf course planning application & Eversley Road planning application. Thanked all councilors & staff for assistance. Has had together with the Clerk a meeting with Phil Courtier Head Planning BDC in respect of the golf course application and discussed policies and the behavior of the developers. Formal recreational space to include allocation for allotments has not been included in the application. Mr Courtier will address the lack of formal recreation space within the site with the developer.

Responses are being received for the community concert for HM Queen's 90 Birthday.

Written report from Clerk was noted. She also requested that Committee Chairmen provide a report on their committee activities for the past year which will be included in the Chairman's Annual Report which is to be presented at the parish meeting.

246. Financial Matters

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

9.2 – Bank Reconciliation. The Chairman confirmed the bank reconciliation for February however documents presented did not confirm account reconciliation. To be re-presented next month.

9.3 – Approval of Accounts.

RESOLVED to accept income of £11505.57 and expenditure of £64349.70 with petty cash payments of £137.73.

247. General Matters

10.1 – Correspondence not circulated was noted.

10.2 – IT support. Cllr King briefed on the meeting held with providers. The matter of no management contract was addressed and considered essential. In this respect such costs have now been received for consideration. Much discussion took place. It was considered the quote needed clarification and it was agreed Cllr King & Prutton together with officers would revisit the matter and would meet as a matter of urgency week commencing 11 April.

10.3 – Finance & Operations Working Group.

Meeting held 21 March 2016 noted.

Questions. None received.

Recommendations

Strategic Plan. The chairman invited Mr Madden JRM Resource Management to brief on the draft document. Much discussion took place and amends considered.

RESOLVED to adopt the Strategic Plan in the amended form. The clerk & Mr Madden to give consideration to management and promotion.

Corporate Credit Card

RESOLVED to obtain corporate credit card in the manner suggested by the bank

Meeting was adjourned for a comfort and refreshment break at 8.40 pm and reconvened at 8.50 pm.

10.4 – Resident letter for plaque on bench for HM Queens 90 birthday. In view of the parish council planning its own celebrations it was considered not to move forward with the request.

It was suggested that should the 'tea party' event go ahead that an purchase of a photograph of HM Queen is placed in and unveiled in the in the council chamber. The working group to pursue this.

248. Activities

11.1 – Residents Party(s) Working Group. Nothing for meeting.

11.2 – HM Queen's 90th Celebration Working Group. Events Weekend 10/11/12 June 2016 Meeting held 14 March 2016 noted. The meeting addressed a running order of the community concert and this is coming to fruition.

Questions. None.

249. Planning

12.1 – Meeting held on 15 March & 5 April noted. The CTD application was considered tonight with no public attending.

Questions. None

250. Playing Fields, Amenities' & Allotments

13.1 – Meeting held 15 March 2016 noted.

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

Questions: None

13.2 – Hellesdon Bowls Club. The Chairman briefed on matters to date following the recent media articles and proposed an all-inclusive charge of £2300.00 for the use of the 'Home' changing room by HBC at such times relevant to green hire. Changing room hire to be in accordance with established hire procedures and will only apply when the facility has not been hired by an all-inclusive sports club.

RESOLVED to agree to the all-inclusive cost as proposed

13.3 – Request from Hellesdon Bowls Club for use of the green from 23 April which is outside of season.

RESOLVED to delegate to the clerk in conjunction with the Head Grounds man as consideration needs to be given to the green being suitable for play.

13.4 – Hire charge per junior team to exclude changing rooms.

RESOLVED

- £135.40 for 2015/2016 season
- £142.20 for 2016/2017 season

13.5 – Drone flying at Cottinghams Park.

RESOLVED to erect signage in all parks to indicate 'no flying of remote controlled devices' and to delegate to the clerk to research suitable wording based on CAA guidelines.

251. Media & Communications

14.1 – Nothing for meeting

252. Property, Policy & Resources

Property, Policy & Resources

15A.1 – Renewal subscription of Clerks & Councils Direct

RESOLVED to renew at a cost of £12.00

15A.2 – Renewal subscription of NflkALC

RESOLVED to renew at a cost of £1059.76

15A.3 – Renewal subscription of Local Council Review LCR

RESOLVED to renew at a cost of £17.00

15A.4 – Insurance renewal for 2016/17. The summary report was considered

RESOLVED to renew on a three year option at a cost for this renewal of £9409.76

Traffic Highways & Environment

15B.1 – SAMS Data captured from location set group 3.1 – Low Road. This was noted. It was further noted the data had been sent to the local SNT and NCC Highways.

253. Staffing

16.1 – Nothing for meeting

254. 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 the items as advised 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 the agenda item which confirms the details of the next meeting.

255. Exchange of Information

Cllr Hopkins was concerned of the parking on the corner of Brabazon Road. Cllr Gurney to address with NCC.

Cllr Buck indicated Hellesdon youth club is looking to develop connections with other groups.

256. Date Time and Venue of next meeting

The next meeting of the council is the extra-ordinary meeting to be held in **HCC on Thursday 7 April 2016 at 7pm.**

The next ordinary meeting, which is the annual meeting of the Council, would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 10 May 2016 at 7pm.**

The meeting closed to press and public at 21.43pm.

Confidential item

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

257. Confidential matters

17.1 – HCC Lease Review Working Group. Meeting held 29 March 2016 was noted.

Questions. None received.

Recommendations

- to accept proposal as received in the council's solicitor letter 18 March 2016.

RESOLVED to accept

- to purchase Black box stage curtains in replacement of those currently in place.

RESOLVED to delegate to the clerk purchase of curtains as appropriate.

17.2 – Non-compliance of council policy regarding ‘End of an era for carnival’ article in March 2016 Just Hellesdon ‘. The Chairman once again reminded members of the council Media Relations Policy and called for an end to this behaviour.

17.3 – Cllr Adams updated the parish council with regard to the sale of Horsford Manor. It was with agreement that it would be inappropriate to pursue at this stage.

Meeting closed at 22.20pm