

# **HP HC HELLEDON PARISH COUNCIL**

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
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## **PARISH COUNCIL ANNUAL MEETING**

**Notice of meeting to be held on Tuesday 10 May 2016 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. **Nominations for and Election of Chairman of the Council and Declaration of Acceptance of Office**
2. **Nominations for and Election of Vice Chairman**
3. **Apologies and acceptance for absence**
4. **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.
5. **To receive a report for 2015/2016 from the Outgoing Chairman**
6. **To appoint signatories to orders of payment**
7. **To appoint members to**
  - Standing Committees – minimum 4 - maximum 6 members (P&R & Staffing max 7)**
    - **Planning (GB/DK/DA/DJB/DB/JW)**
    - **Playing Fields, Amenities & Allotments (JW/DJB/DA/NH/JK/DG)**
    - **Media & Communications (SP/DB/TA/JK/DJB/JW)**
    - **Property, Policy & Resources (SG/NH/TA/RG/MW/SP/DK)**
    - **Staffing (TA/GB/SG/RG/DK/JK)**
8. **To appoint members to Working Groups & Panels with consideration to the need to continue**
  - Working Group - minimum 4 members**
    - **Feasibility (PC Office) (SG/DJB/JW/+ Messer's Fish & Balcombe)**
    - **Burial Ground (SG/DJB/DK/JW)**
    - **HCC Lease Review (SG/RG/UF/DK)**
    - **Mountfield Park (TA/DB/DK/JW)**
    - **Community Facilities at HCC site**
      - **Blue Sky Thinking Group (SG/DK/RG/UF/JK/TA)**
  - Panel - 3 members to constitute a panel from 6 appointees**
    - **Staff Appeals Panel (DJB/SP/JW)**
    - **Complaints Panel**

9. **To appoint members to local bodies/groups (including substitutes if applicable)**
  - **Norwich Airport Consultative Committee (SP/Sub JW)**
  - **Safe Neighbourhood Action Panel (SG/Sub RG)**
10. **To set details of each Committees next meeting as required by Standing Order 5kxi**
  - Planning set for Tues 17 May 6.30pm
  - Playing Fields Amenities & Allotments suggest Tues 17 May 7.15pm (after Planning)
  - Media & Communications suggest Mon 23 May 7pm
  - Property Policy & Resources suggest Tues 24 May 7pm
  - Staffing suggest Tues 24 May 7.30pm (after P&R)
11. **To receive approval of minutes of the meeting held on 5 April 2016 & 7 April 2016 from those members present at the respective meeting**
12. **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).
13. **Report from Police to include Parish Crime Figures**
14. **Report from County Councillor**
15. **Reports from District Councillors**
16. **Report from**
  - **Chairman**
  - **Clerk**
17. **Financial Matters**
  - 17.1 Verification of Vouchers
  - 17.2 Bank Reconciliation, to include reconciliation for February not reconciled at the April meeting
  - 17.3 Approval of Accounts vouchers numbered Receipts 706 – 780 & 1 – 76/Payments 969 – 989 & 1 – 40
18. **General Matters**
  - 18.1 To note list of items of correspondence not circulated as detailed at the end of this agenda
  - 18.2 Scheme of Delegation. To consider and agree matters which are to be dealt with by the
    - Full Council
    - Clerk to the Council
  - 18.3 To consider LCRS Action Plan. Document unavailable due to resources.
  - 18.4 Annual Parish Meeting
    - To note meeting held 12 April. Draft minutes supplied
    - To address any questions of the meeting
19. **Activities**
  - 19.1 Residents Party(s) Working Group. Nothing for meeting.
  - 19.2 HM Queen 90th Celebration Working Group  
(Weekend 10/11/12 June 2016) Nothing for meeting. Next meeting set for 16 May.
20. **Planning**
  - 20.1 Committee meeting
    - To note meetings held 19 April 2016 & 3 May 2016
    - To address any questions of the meeting(s)
21. **Playing Fields, Amenities & Allotments**
  - 21.1 Nothing for meeting
22. **Media & Communications**
  - 22.1 Nothing for meeting
23. **Property, Policy & Resources**
  - Property, Policy & Resources
  - 23A.1 Grounds Store. To ratify engagement of ALH Building Services Design Ltd in respect of Electrical Services.
  - Traffic Highways & Environment
  - 23B.1 SAMS. To receive Data captured from last location –
    - Location set 1. Middletons Lane (o/s 74) facing west 3 March – 31 March

24. **Staffing** - any consideration of a personal and/or confidential matter to be considered following a resolution to exclude the press and public
- 24.1 Committee meeting
- To note meeting held 19 April 2016 & to receive committee approval of the minutes from those members present at the held meeting - Draft minutes supplied
  - To address any questions of the meeting
25. **Exchange of information**
26. **Time and Venue of next Council meeting on Tuesday 5 June 2016.**

## **CLOSE**

### **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 PRESS & PUBLIC ARE INVITED TO ATTEND AND THE MEETING ALLOWS FOR PUBLIC PARTICIPATION AT AGENDA ITEM 12**

*Mrs Patricia Kirby* Clerk to the Council      dated *4 May 2016*

### **List of items of correspondence not circulated for PC meeting 10 May 2016**

Application 20160750 Change of use from Private Golf Course use to D  
Use (incl Recreational open space & playing pitches for public use). Chairman to address