

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Helleston, Norwich, NR6 5QB
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**Minutes of the Annual meeting of the Parish Council held on Tuesday 10 May 2016
at 7pm in Diamond Jubilee Lodge, Wood View Road, Helleston**

PRESENT

Mrs S Gurney - Chairman

Mrs D Attenborough Mr G Britton Mr D Buck Mrs U Franklin Mr R Grady
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

Mrs Raquel Arroyo – HPC Clerical Support Officer

In her capacity as the outgoing Chairman of the Council, Mrs Shelagh Gurney opened the meeting, welcomed those present and invited nominations for the appointment of Chairman of the Council for the ensuing year.

1. Election of Chairman & Acceptance of Office

Cllr Gurney was nominated and was happy to hold this position.

RESOLVED Mrs Shelagh Gurney holds the position of Chairman.

This was accepted by Cllr Gurney who completed the Declaration and Acceptance of Office.

2. Election of Vice Chairman

Cllr Grady was nominated and was happy to hold this position.

RESOLVED Mr Richard Grady holds the position of Vice Chairman.

This was accepted by Cllr Grady.

3. Absence and Apologies for absence

Cllr's Adams, Everett & Ghimire – apologies received and accepted

Cllr Wright – no apologies received

At this point the Chairman advised members of the resignation of Nigel Hopkins and of the notification of a casual vacancy.

4. Declarations of Interests & Dispensations

In respect of the minutes, reaffirmation of previous declarations from those present who declared an interest at the last meeting.

Cllr Buck. 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 Grady. Any matters relating to Broadland District Council
 Non pecuniary interest – Broadland District Councillor.

Dispensations. None Received

5. Outgoing Chairman's report for 2015/2016

The report had been circulated prior to the meeting. A copy of which is attached to these minutes.

6. Appointment of Cheque signatories

RESOLVED signatories are to remain Cllr's Jones-Blackett, Adams, Knowles & Walsh

7. Appointment of Members to Committees

Standing Committees

RESOLVED committee members as follows

Planning

Cllr Attenborough	Cllr Britton	Cllr Buck
Cllr Jones-Blackett	Cllr King	Cllr Wright

Playing Fields, Amenities & Allotments

Cllr Attenborough	Cllr Ghimire	Cllr Jones-Blackett
Cllr King	Cllr Knowles	Cllr Wright

Media & Communications

Cllr Adams	Cllr Buck	Cllr Jones-Blackett
Cllr Knowles	Cllr Prutton	Cllr Wright

Property, Policy & Resources

Cllr Adams	Cllr Ghimire	Cllr Grady	
Cllr Gurney	Cllr King	Cllr Prutton	Cllr Walsh

Staffing

Cllr Adams	Cllr Britton	Cllr Grady
Cllr Gurney	Cllr King	Cllr Knowles

8. Appointment of Members to Working Groups & Panels

RESOLVED working group members as follows

Feasibility (Council Office)

Cllr Gurney	Cllr Britton	Cllr Jones-Blackett	Cllr Wright
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Members noted in agreement that is no longer necessary for Mr Fish & Mr Balcombe to continue with the group.

Burial Ground

Cllr Gurney	Cllr Jones-Blackett	Cllr King	Cllr Wright
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HCC Lease Review

Cllr Franklin	Cllr Grady	Cllr Gurney	Cllr King
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Mountfield Park

Cllr Adams	Cllr Buck	Cllr King	Cllr Wright
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Community Facilities at HCC site - Blue Sky Thinking Group

Cllr Adams	Cllr Franklin	Cllr Grady	Cllr Gurney	Cllr King	Cllr Knowles
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Staff Appeals Panel

Cllr Grady	Cllr Jones-Blackett	Cllr Knowles
Cllr.Prutton	Cllr Walsh	Cllr.Wright

Complaints Panel

Cllr Grady	Cllr Jones-Blackett	Cllr Knowles
Cllr.Prutton	Cllr Walsh	Cllr.Wright

9. Appointment of Members to Local Bodies/Groups**RESOLVED** members as follows**Norwich Airport Consultative Committee (NACC)**

Cllr Prutton. Substitute Cllr Wright

Safe Neighbourhood Action Panel (SNAP)

Cllr Prutton. Substitute Cllr Grady

10. Details of each committees next meeting

Planning – 24 May, 6:15pm

Playing Fields – 23 May, 6:30pm

Media & Communications – 23 May, 7.15pm

Property, Policy & Resources – 31 May, 7pm

Staffing – 31 May, 7:30pm

11. Minutes of the meetings held on 5 April & 7 April 2016

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

12. Public Participation

No attendees.

13. Report from Police to include Parish Crime Figures

Apologies had been received from the police for non-attendance. Crime figures were noted.

14. Report from County Councillor

Cllr Gurney to issue and circulate report.

City View Road and A140 end of Middletons Lane in NCC forward program for road surfacing. Bernham Road has been removed from current program and will be treated following footpath reconstruction.

15. Report from District Councillors

Hellesdon South East

Cllr Adams. Not in attendance.

Cllr Grady. Nothing to report

Hellesdon North West

Cllr Gurney. Nothing to report.

Cllr Buck. BDC has re-started the Youth reps activity. Political links to be available with the youth and the PC.

Meeting was adjourned for a comfort and refreshment break at 8.15pm and reconvened at 8.25pm.

16. Report from Outgoing Chairman/Clerk

Cllr Gurney gave a verbal report.

Together with the Clerk she had met with Sally Hoare BDC in respect of utilising CIL payments and funding opportunities.

A meeting has been arranged with Persimmon representative(s) in respect of RNGC application. This will be a closed meeting on 24 May at 7pm. It is likely an extra-ordinary meeting will follow. This would be called in the required manner.

Written report from Clerk was noted

17. Financial Matters

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

17.2 – Bank Reconciliation. The Chairman confirmed the bank reconciliation for February & March.

17.3 – Approval of Accounts

RESOLVED to accept income of £8029.14 and expenditure of £41299.21

with petty cash payments of £13.89

18. General Matters

18.1 – Correspondence not circulated was noted.

18.2 – Scheme of Delegation. Full Council & Clerk to the Council. Much discussion took place.

RESOLVED to accept as amended.

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

18.4 – Annual Parish Meeting 12 April 2016. Noted.

Questions. None

19. Activities

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

19.2 – HM Queen's 90th Celebration Working Group. Events Weekend 10/11/12 June 2016. Nothing for meeting. Next meeting set for 16 May.

20. Planning

20.1 – Meeting held 19 April & 3 May 2016. Noted.
Questions. None received.

21. Playing Fields, Amemities & Allotments

21.1 – Nothing for meeting.

22. Media & Communications

22.1 – Nothing for meeting.

23. Property, Policy & Resources

23A.1 – Grounds store.

RESOLVED to ratify engagement of ALH Building Services Design LTD.

Traffic Highways & Environment

23B.1 – SAMS Data captured from location set 1 3 March 31 March noted.

It was further noted the data had been sent to the local SNT and NCC Highways.

24. Staffing

24.1 – Meeting held 19 April 2016 noted.

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

Questions: None

25. Exchange of information

Cllr Buck advised that Hellesdon Youth Club is expanding.

Cllr Prutton advised she attends the monthly meetings of the NDR.

Cllr Knowles stated he had received great support from the Community Choir for concert preparation during his absence.

26. Date Time and Venue of next meeting

The next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 2 June 2015 at 7pm**

Meeting Closed 9.34pm