

# **HELLEDON PARISH COUNCIL**

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**Minutes of the meeting of the Parish Council held on Tuesday 6<sup>th</sup> September 2016  
at 7pm in Diamond Jubilee Lodge, Wood View Road, Hellesdon**

## **PRESENT**

Mr G Britton

Mr D Buck

Mr. G. Everett

Mrs U Franklin

Mr R Grady (in the Chair)

Mr. J. Knowles

Mr D Jones-Blackett

Mr D King

Mrs S Prutton

Miss J Wright

Mr D Fahy

Mr Mark Knight (Council Admin)

## **WELCOME.**

Cllr Grady welcomed all those in attendance both Cllrs and members of the public.

### **1.0 APOLOGIES**

Cllr. Attenborough

Cllr. S Gurney

Cllr. D Ghimire

### **2.0 Declarations of interest and dispensations**

Cllr. Buck – Items pertaining to Broadland District Council, Youth Club and Hellesdon History

Cllr. Grady – Items pertaining to Broadland District Council and Youth Club

### **3.0 Minutes of the previous meeting**

Cllr. Everett entered the room. (7.04pm)

Minutes of the previous meeting were proposed, seconded and agreed. Signed by Cllr Grady as a true record.

#### **4.0 Public Participation.**

In attendance: George Howell, Tony Adams

George Howell spoke regarding a Bus stop by Park Way. It was thought that there needed to be a slope added for wheelchair access.

#### **Resolved to contact Norfolk County Council Highways.**

At this point Cllr Franklin and Cllr Wright entered the room. (7.08pm)

#### **5.0 Report from Police to include Crime figures.**

These were made available in a paper format due to the report coming in on the day of the meeting.

#### **6.0 Report from County Councillors**

There was no report here due to Cllr. Gurney's absence.

#### **7.0 Report from District Councillors**

Cllr. Grady gave a report on the possible rephrasing of the traffic lights at the boundary, closing off Reepham Road from 14<sup>th</sup> to 18<sup>th</sup> November and also at future dates due to work on the NDR. Also a report on the Broadland Top Dog scheme which is being run again and the possible need for a Heritage Warden for the area.

Cllr. Adams gave a report on the new round of site allocations and how it would affect Hellesdon, in particular the new land at the Jarrolds site for possible formal recreation ground. It was suggested that this is put in the Neighbourhood Plan draft. Cllr. Grady advised that this was already done.

Cllr. Buck gave a report on the Heritage Records Committee in and the Egerton Site, and also an update on the upcoming 'Heat and Eat' event for Grow Your Community on the 29<sup>th</sup> November 2016.

#### **8.0 Report from Chairman**

No information given.

## **9.0 Financial Matters**

**9.1** Vouchers were verified.

**9.2** The ongoing nature of this piece of work was noted.

**9.3** The payments and receipts were approved with one enquiry from Cllr. Prutton who wished to query voucher 439.

At this point David Southgate entered the room. (7.25pm)

**9.4** A discussion was held on the possibility of a Parish Credit or Debit card to enable to office to make online payments to contractors. This was deferred to the December Full Council meeting as more information was needed. The Finance Officer will provide this in a timely manner.

## **10.0 General Matters**

**10.1** The not circulated papers were noted.

**RESOLVED – to lodge an objection to the BT removal of payphone proposal. Proposed by Cllr. Prutton and Seconded by Cllr. Buck. This was passed unanimously.**

**10.2** It was agreed that every standing committee would incorporate the budget setting process into already scheduled meetings as all occur well within the budget deadline.

**10.3** Cllr. Prutton gave a verbal report on the outcome of the SNAP meeting. It was noted that PC Andy Dye is now covering Spixworth too and a new PCSO would be coming in for Hellesdon.

## **11.0 Activities**

**11.1** Cllr. Prutton and Cllr. Knowles gave a report on the Over 65s party giving details on music and catering arrangements. Cllr. Buck agreed to source volunteers from Hellesdon Youth Club. A meeting was arranged for the organising committee for 21<sup>st</sup> November at 6.30pm.

**11.2** The Council Administrator gave an update on the construction of the Groundsmans Shed, the project is still on schedule and a minor break in over the night of the 31<sup>st</sup> October was noted.

**11.3** The Council Administrator gave an update on the gates at Arden Grove. A contractor has been found for the works and the likelihood is that the works will be conducted during the Spring Half Term to minimise disruption with the local school.

## **12.0 Planning**

**12.1** The meetings of the 4 and 18 October and minutes were noted.

**12.2** There were no questions raised.

**12.3** Cllr. King gave an update about the results of his meeting with Ben Burgess at Broadland District Council regarding the Section 106 and Cll monies and allocations.

The meeting then paused for a break at 7.50pm resuming at 8.11pm.

### **13.0 Playing fields, Allotments and Amenities**

**13.1** Cllr. King gave an update on the new contractor for the play area refurbishment. The contractor KOMPAN has found to be the preferred contractor after a tendering process, with work beginning early in the new year. This will amount to £59,550 plus VAT for all works.

**RESOLVED – TO APPOINT KOMPAN TO CARRY OUT THESE WORKS. PROPOSED BY CLLR. KING, SECONDED BY CLLR. KNOWLES. ALL IN FAVOUR.**

Cllr. Knowles then gave a verbal report on the allotment site. Concerns were raised about the DDA compliance of the toilet block and the Council Administrator was tasked with getting prices for grab rails. There were also concerns regarding the path and gravel for disabled potential allotment holders, the Council Administrator said he would talk to the Head Groundsman regarding this to see if a solution could be found. Cllr. Knowles also spoke about a marketing strategy to fill the empty plots at the site possibly involving local schools.

### **14.0 Media and Communications**

**14.1** Cllr. Prutton gave a verbal report regarding the upgrade of the Parish Council IT requirements, Adept IT Solutions were the preferred supplier.

**RESOLVED – TO TRIGGER THE PROCESS WHEREBY ADEPT IT SOLUTIONS TAKE OVER AS THE PARISH COUNCIL'S IT PROVIDER. PROPOSED BY CLLR. PRUTTON, SECONDED BY CLLR. BUCK. ALL WERE IN FAVOUR.**

The Council Administrator was given the authority to start this process immediately.

### **15.0 Property Policy and Resources**

**15A.1** The December budget meeting was set for the 12<sup>th</sup> December 2016 at 7pm.

**15B.1** The SAM Data was noted.

**16. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**

PROPOSED BY CLLR. BUCK and SECONDED BY CLLR. PRUTTON.

### **17.0 Staffing**

**17.1** Cllr. Knowles gave a verbal report on all staffing matters, including work being carried out on staff contracts and pay and the status of a grievance from one member of staff.

### **18.0 Exchange of Information**

Cllr. Buck gave an update on the Hellesdon History Group and informed the council that the next meeting would be the 19<sup>th</sup> November 2016.

Cllr. Prutton gave a SNAP meeting update and an issue involving parking spaces at the Norwich Airport Park and Ride.

Cllr. Knowles gave an update on the choir and of a proposed Candelit service at the Mile Cross Methodist Church.

Cllr. King informed the council on a possible land parcel near Eversley Road which might lead to informal recreation space, but stated that this would not be available until next year possibly. This would be added to the Playing Fields, Amenities and Allotments committee agenda for the next meeting.

No other councillors gave any information.

#### **19.0 Time and venue of the next Council Meeting.**

**The meeting then concluded at 9.13pm.**