

# HELLEDON PARISH COUNCIL

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Minutes of the meeting of the Parish Council held on Tuesday 3<sup>rd</sup> January 2017  
at 7pm in Diamond Jubilee Lodge, Wood View Road, Hellesdon

## The meeting started at 7.00pm

### PRESENT

Cllr. Gurney   Cllr. Grady   Cllr. Knowles   Cllr. King   Cllr. Buck   Cllr. Everett   Cllr. Franklin  
Cllr. Attenborough   Cllr. Britton   Cllr. Ghimire   Cllr. Jones-Blackett   Cllr. Prutton   Cllr. Wright  
Cllr. Sear

Mrs Janet Woods (member of the public)    Mr Mark Knight (Council Administrator)

### WELCOME.

Cllr. Gurney opened the meeting and welcomed those present.

### **179    Apologies**

Apologies were received and accepted from Cllr. Fahy.

No apologies were received from Cllr. Walsh.

### **180    Declarations of interest and dispensations**

Cllr. Everett – Broadland District Council and Drayton Town Council

Cllr. Buck – Hellesdon Youth Club, Hellesdon Historical Society and Broadland District Council

Cllr. King – Hellesdon Youth Club and Hellesdon Historical Society

Cllr. Gurney – Norfolk County Council and Broadland District Council

Cllr. Grady – Hellesdon Youth Club and Broadland District Council

Cllr. Gurney also reminded all present that a special dispensation would have to be given for the Extra-Ordinary Meeting of the Full Parish Council on Tuesday 17<sup>th</sup> January 2017 in order to discuss the budget.

**181 Approval of the minutes of the last meeting**

These were signed as being a true record by Cllr. Gurney – all in favour.

**182 Public Participation**

Mrs Janet Woods wished to repeat her concerns about access to the burial ground. Cllr. Gurney stated that the Parish Council are aware of her concerns and are in contact with Broadland District Council and are looking into any existing covenants and restrictions.

**183 Report from Police to include Parish Crime Figures**

These were distributed and noted.

**184 Report from County Councillor**

Cllr Gurney gave a verbal report on the following:

- A traffic order is to be advertised regarding the improvements to the Drayton High Road which include a cycle and pedestrian route. This will necessitate a double yellow line between the traffic lights and Asda.
- Bernham Road is to be closed from 17<sup>th</sup> February and a different bus route will be applied.
- With regards the DDA access to a bus stop on Raymond Road it has come to light that this is not an official bus stop rather the bus drivers have fallen into the habit of stopping there, this is why there is no official platform or post to advertise this. Cllr. Gurney is still talking to Norfolk County Council regarding this to see what can be done.
- There has been no further progress to locate where the bus stop is needed on both Raymond Road and Low Road.

**185 Reports from District Councillors**

Cllr. Grady had nothing for this meeting.

Cllr. Gurney gave a verbal report on a training course which she initiated for taxi drivers regarding safeguarding at Carrowbeck, so far 200 drivers have attended this course.

Cllr. Buck gave a verbal report on the Grow Your Community meeting which will take place on Tuesday 10<sup>th</sup> January to plan the next event.

**186 Reports from**

- **Parish Council Chairman**

Cllr. Gurney gave a verbal report on the following:

The Audit by Larking Gowen which took place on 14<sup>th</sup> December 2016 which was satisfactory.

The Scribe financial software currently in use has been deemed not fit for purpose and a system called RBS which is more suited for Local Government use should be installed before the year end so as to give the Financial Officer time to transfer the data and get used to the system to 'hit the ground running' in time for the 2017/8 financial year.

A letter of concern has been received from a resident on Cottinghams Drive, Cllr. Gurney and the Council Administrator are responding.

Nigel Hanley would like to arrange a meeting regarding the overflow car park for Arden Grove suggestion following the site allocation plan.

Norfolk Community Sports Foundation would like to come to the Full Parish Council meeting, Council Administrator is in contact with the Foundation but as yet nothing is confirmed.

- **Council Administrator**

The Council Administrator gave a written report on ongoing and completed tasks. The Chairman and Councillors wished to convey thanks to the office staff for all their hard work.

**187 Financial Matters**

**187.1** These were approved and accepted.

**187.2** These were approved and accepted.

**187.3** Cllr. Knowles raised a concern regarding voucher number 658. Cllr. Gurney wished that this matter be discussed under the line – all agreed.

**188 General Matters**

**188.1** It was noted that the Draft Hellesdon Neighbourhood Plan has come in for some criticism and it would be prudent for all councillors to look at the plan and give suggestions.

**189 Activities**

There was nothing for this meeting.

**190 Planning**

**190.1** Nothing for the meeting.

**191 Playfields, Amenities and Allotments**

**191.1** Cllr. King gave a verbal report on Mountfield Park. The delays at Norfolk County Council have been rectified and a list of queries from NP Law have been answered. It is anticipated that the take over would happen in approximately two weeks. Draft transfers of deeds and ownership papers have been drawn up for signature.

It was agreed that Cllr. King and Cllr. Gurney would sign these papers when available – all agreed.

**191.2** Cllr. King gave a verbal report on the progress on the Children’s play equipment, there were concerns raised about the ‘POD’ going in again and a discussion took place regarding the location and condition of it. The Council Administrator will talk to the Head Groundsman regarding this and the item will be placed on the February Agenda for discussion.

**192 Media and Communications**

**192.1** Cllr. Prutton gave a verbal report on the changes in The Grapevine from a quarterly publication to thrice annually in September, May and Late February. Also the contract for delivery is to be changed from Clarke’s Distribution to Norwich Dor-2-Dor following repeated unsatisfactory delivery performances.

**This was proposed and seconded with all in agreement.**

There was a break at this juncture at 8.17pm returning at 8.30pm.

**193 Property, Policy and Resources**

**193a.1** These were noted.

**193b.2** These were noted.

**193c.3** These were noted.

**Traffic, Highways and Environment**

**193b.1** The new format for the SAM sign data was presented by the Council Administrator, Cllr. Prutton wished it to be noted how happy she was with this new format and the plan for all future data too.

**194 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.**

**This was proposed and agreed by all.**

**195 Staffing**

At 8.58pm the Council Administrator, Cllr. Prutton and Cllr. Franklin left the room.

**195.1** Cllr. Knowles have a verbal report on the sickness of a member of staff.

At 9.26pm the Council Administrator, Cllr. Prutton and Cllr. Franklin returned to the meeting.

**195.2** It was announced to the Council that Mr. Russell Barber has been appointed as the new Litter Warden. This was proposed and seconded and all were in favour.

**195.3** These were noted.

**195.4** It was disclosed that the high amount of colour copies was due to a colour pack being distributed to various people at County Hall.

**196 Exchange of Information.**

Cllr. Knowles informed the meeting that Choir would be meeting on Tuesdays.

Cllr. Prutton wished it to be noted that a couple resident in the parish has just celebrated their 75<sup>th</sup> wedding anniversary and that some flowers should be sent on behalf of the council.

Cllr. Everett advised that the traffic on Hall Lane in Drayton would be a problem at the end of February due to work being carried out for the Northern Distributor Road.

Cllr. Buck gave a verbal report on the Hellesdon Youth Club Christmas Party and announced that the next meeting of the Hellesdon Historical Society would be on January 14<sup>th</sup> at the parish council offices.

Cllr. Grady advised the council that the air conditioners at the new undertakers on Meadow Way have now been moved.

Cllr. Gurney advised that a lady who appears to be living out of a camper van on Meadow Way has now been moved on. Similarly the fruit & vegetable stall neat Horsford Manor has also been moved on.

The Council Administrator brought to the attention of the council a letter from Oliver Hanton regarding the recreation ground and ideas for new equipment. This was forwarded to the next Playing Fields committee meeting for serious consideration and an appropriate response letter has been sent.

**197 Date, Time and Venue for next meeting**

Next meeting to be held on Tuesday 17<sup>th</sup> January at 7pm in Diamond Jubilee Lodge. This is an extra-ordinary meeting.

**Meeting closed at 9.40pm.**