

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: parishclerk@hellesdon-pc.gov.uk

Minutes of the meeting of the Parish Council held on Tuesday 2nd August 2016 7.00pm in Diamond Jubilee Lodge, Wood View Road, Hellesdon

PRESENT

Mrs S Gurney (Chairman)

Mr A Adams Mrs D Attenborough Mr G Britton Mr G Everett Mr D Fahy
Mrs U Franklin Mr D Ghimire Mr R Grady Mr D Jones-Blackett Mr D King Mr J
Knowles Mrs S Prutton Mr M Walsh

IN ATTENDANCE

1 member of the public

1 member of the press

WELCOME

Cllr Gurney opened the meeting & welcomed those present. Cllr David Fahy was welcomed and congratulated on his success in the recent bye-election. Mrs Gurney advised that three further matters of an urgent nature would be added to the Agenda:

- **Hellesdon Community Centre Business Plan**
- **Complaint from Meadow Way Chapel regarding the loss of ex-affiliated status**
- **IT Matters**
- **Burlesque Booking HCC**

Cllr Richard Grady was appointed to the role of the Minute Clerk for the meeting.

1 Absence and Apologies for absence

Cllr D Buck– apologies received and accepted

Cllr U Franklin– apologies received and accepted

Mrs P Kirby – Clerk to the Council – Apologies received and accepted (Sick)

Cllr J Wright – No apologies received

2 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 Jones-Blackett. Hellesdon Parish Hall. Non pecuniary interest – Chairman of Hellesdon Parish Hall Management Committee

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 G Everett . Any matters relating to Broadland District Council. Non pecuniary interest – Broadland District Councillor.

Cllr M Walsh. Any matters relating to HPC allotments. Non pecuniary interest - Allotment tenant

Cllr Shelagh Gurney . Any matters relating to Broadland District Council, Cotinghams Park and Norfolk County Council.

3. Minutes of the meetings held on 5th and 19th July 2016

5th July 2016

The minutes, having previously been circulated, were approved and signed by the Chairman as a correct record following two amendments, 10.6 HCC Business plan Consolidation Document – Should read “to defer to the *next meeting*”. 17.1 Spelling error – Sort should read sought.

19th July 2016

The minutes, having previously been circulated, were approved and signed by the Chairman as a correct record following one amendment. Cllr Walsh queried why his apologies for absence had not been accepted. It was explained by the chair that no reason for his absence had accompanied his apologies. Cllr Walsh then provided further clarification and it was agreed to amend the minutes to show acceptance of apologies.

4. Public Participation

Representation was made on behalf of Meadow Way Chapel relating to a letter received advising that they would lose ex-affiliated status following a break in hire of the Community Centre in August. Mr Southgate read out a letter he had written. Councillors asked for this matter to be discussed under an additional item to the agenda. The Chairman agreed as this was already on the additional item list as read out at the beginning of the meeting, and had been agreed.

5. Report from Police to include Parish Crime Figures.

No report or figures available for the meeting.

6 Report from County Councillor

Cllr Gurney advised that Kinsale Infant School had received a good Ofsted report and a letter of congratulation would be sent to the school by HPC.

Resurfacing work on Middletons Lane had led to drains being silted up and flooding caused in recent heavy rain. Norfolk CC to check and rectify.

Cllr Gurney advised that a former colleague, Mr Harold Bodmer, Lead Officer, Adult Social Services had died suddenly.

7. Report from District Councillors

Hellesdon South East

Cllr Adams. Nothing to report.

Cllr Grady. Nothing to report

Hellesdon North West

Cllr Gurney, Neighbourhood Plans for 3 parishes had been approved by BDC

8. Report from:

Chairman There had been further reports of drones being flown in Cottinghams Park. Status of Notices referred to Playing Fields, Amenities and Allotments Committee to expedite.

Clerk In the absence of the clerk, Cllr Gurney reported that:

- The Tractor shed should be erected mid-September.
- A compromise agreement relating to the gates in Arden Grove was being pursued; further detail was awaited (see 10.2). Cllr King offered to speak to Mr. Marshall, DJ Designs to ascertain more information. **All agreed.**

9. Financial Matters

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

9.2 – Bank Reconciliation. No bank reconciliation was available. It was resolved to defer it to the next meeting.

All cheque signatories have now been confirmed as:

Cllr Adams, Cllr Knowles, Cllr Jones-Blackett and Cllr Walsh

9.3 – Approval of Accounts. Payment vouchers 137, 138 and 158 were clarified following query Voucher s 168 and 169, copy invoice requested from finance officer for monitoring purposes. Payments and receipts were agreed and accepted.

10. General Matters

10.1 – Correspondence not circulated was noted.

10.2 – Compromise agreement on gates at Cottinghams Park to be followed up. Councillor King to speak to Mike Marshall / Petra Wittam to clarify present status. All Agreed.

10.3 – SNAP – Briefing from appointed representative – Cllr Prutton.

A regular article for “Just Hellesdon” magazine relating to SNAP will be submitted.

Inconsiderate parking in Heath Crescent by employees of NORSE and RBS has continued. Cllr Gurney has spoken to both companies to discuss the issue, which caused bin collections to be aborted on two occasions. Double yellow lines or time restricted parking to be investigated

P.C. Andy Dye has been active with radar gun to deter speeding, a number of prosecution have resulted.

The next SNAP meeting will be held at Diamond Jubilee Lodge on 19th October 2016.

Meeting was adjourned for a comfort and refreshment break at 8.05pm and reconvened at 8.10pm.

11. Activities

11.1 – Residents Party (s) – Nothing for meeting, date for August meeting needs to be ascertained.

12. Planning

12.1 Meetings 19th July and 2nd August noted, nothing further to report.

13. Playing Fields, Amenities’ & Allotments

13.1 –National Playing Fields Association subscription renewal – agreed.

14. Media & Communications

14.1 – Draft terms of reference unavailable for meeting. Cllr Prutton advised that the terms of reference have been outstanding for 18 months.

Cllr Prutton advised that NNAB have pointed out that coloured background on articles in Grapevine cause difficulty to the partially sighted and should be avoided.

15. Property, Policy & Resources

Property, Policy & Resources

15A.1 –Hire of room by Burlesque group – Discussed by Councillors and as a result conditions of hire to be imposed to ensure changing facilities were hired and use of glitter prohibited. Chairman nominated to speak to the hirer to advise of Parish Councils decision. All Agreed.

Traffic Highways & Environment

15B.1 – SAMS. SAM’s data needs to be reformatted to be more useful. SP to take forward.

16. Staffing

Nothing for meeting

17. 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 agenda item 17.1 & 17.2 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 agenda item 19.

18. Exchange of Information

Cllr King – Tender for refurbishment of playground has been received and should be brought to full Council for decision at the September meeting. He will also contact BDC regarding the adoption of Mountfield Park to attempt to bring about conclusion.

Cllr King/Cllr Grady met with Paula Pithers to discuss her plans to involve the community in providing a nature area in Mountfield Park. There has already been a noticeable increase in the insect population. Paula will bring her ideas before the Council with a request for assistance in due course.

Additional Business:

1. Hellesdon Community Centre Consolidated Business Plan – The outline plan was distributed and the format was agreed and will be progressed by Property, Policy and resources Committee for acceptance by full Council. Once accepted, responsibility for Policy and Governance will be the responsibility of PPR. Budget and day to day operation will be delegated to the Clerk. All Councillors Agreed to this amendment and ratified the plan, without the Appendix attached (not tabled).
2. Complaint from Meadow Way Chapel relating to loss of ex-affiliated status. Discussion took place regarding whether the Clerks decision to remove ex-affiliated status from Meadow Way Chapel was within the Clerks remit. There had also been inconsistencies in decisions made relating to other organisations in similar positions. It was concluded that this was a policy matter and should have been remitted to PPR before action. **It was proposed by Cllr Adams and seconded by Cllr King that, in the interests of consistency, Meadow Way Chapel should retain ex-affiliated status and the higher charge not be applied. This was agreed unanimously.**
3. IT Support – Quotation from Intouch systems was distributed and discussion took place regarding the level of support required. **It was proposed and agreed that Platinum level of cover should be obtained as a matter of urgency. Cllr King was nominated to speak to In Touch Solutions to arrange the cover with immediate effect. All agreed.**

19. Date Time and Venue of next meeting

The next meeting will be held in The Council Chamber, Diamond Jubilee Lodge on Tuesday 6th September 2016 at 7pm.

The meeting closed to press and public at 9:00pm

Confidential item s

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

17.1 – Royal Norwich Golf Club – Councillors were updated on the current status of the official complaint against officers of BDC. **It was proposed that the council continues with the litigation route and the motion was carried.**

17.2 – Horsford Manor site – An update was given on the current situation and **it was proposed and carried that the Parish Council would not proceed to tender for the purchase. Councillor Adams to advise NPS of the councils decision. All Agreed.**

It was further agreed that representatives of the Council would meet with the Norwich City Sports Foundation to explore any possible opportunity for mutual co-operation regarding use of football pitches. The representatives would be: Chair or Vice Chair as available, Cllr Adams, Cllr King and the Council Administrator. Result of meeting to be brought to Council for decision on the way forward.

Councillor Adams to arrange the meeting with the Norwich Community Sports Foundation. All agreed to this suggestion.

The meeting closed at 9.50pm

Signed.....

Dated.....