

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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**Minutes of the meeting of the Parish Council held on Tuesday 1 September 2015
at 7pm in Diamond Jubilee Lodge, Wood View Road, Hellesdon**

PRESENT

Mrs S Gurney - Chairman

Mr A Adams Mrs D Attenborough Mr G Britton Mr D Buck Mr G Everett

Mrs U Franklin Mr R Grady Mr N Hopkins Mr D Jones-Blackett

Mr D King Mr J Knowles Mrs S Prutton Mr M Walsh

Mrs P Kirby – Parish Clerk Mr J Hall – Deputy Clerk

IN ATTENDANCE

Mr Ken Owen – ex employee
Mr Jonathan Madden – JRM Resource Management
2 members of the public

Cllr Gurney opened the meeting & welcomed those present. A presentation was made to Ken Owen Finance & PR officer who had left the employment of the council on 28 August after many years service.

93. Absence and Apologies for absence

Cllr Wright – apologies received and accepted.

94. 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 agenda item 10.7

Non pecuniary interest – Norfolk County Councillor Drayton & Horsford & Broadland District Councillor . Directors of Abzag Ltd are Broadland District Councillors.

Cllr Buck. Any matters relating to Broadland District Council, agenda item 10.7

Non pecuniary interest – Broadland District Councillor. Directors of Abzag Ltd are Broadland District Councillors.

Cllr Gurney. Any matters relating to Norfolk County Council, Broadland District Council & agenda item 10.7 & 12.2.

Disclosable pecuniary interest - property adjoins HEL2 land.

Non pecuniary interest – Norfolk County Councillor Hellesdon Division & Broadland District Councillor. Directors of Abzag are Broadland District Councillors.

Cllr Everett. Any matters relating to Drayton Parish Council, Broadland District Council & agenda item 10.7

Non pecuniary interest – Drayton Parish Councillor, Broadland District Councillor.

Directors of Abzag Ltd are Broadland District Councillors & Ingham Pinnock engaged by Drayton PC

Cllr Grady. Any matters relating to Broadland District Council & agenda item 10.7

Non pecuniary interest – Broadland District Councillor. Directors of Abzag Ltd are Broadland District Councillors.

95. Minutes of the meetings held on 4 August 2015

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

96. Public Participation

Jonathan Madden of Joules Resource Management introduced himself to those councillors he had not yet met. Jonathan will be working with the council to help produce a strategic plan.

97. Report from Police to include Parish Crime Figures

No police in attendance apologies had been received. Crime figures had been received and were noted

98. Report from County Councillor

Cllr Gurney gave verbal report. The exhibition of the pre application plans, held in Diamond Jubilee Lodge, for the Royal Norwich Golf Course development by Persimmon Homes was considered a success and the Chairman thanked those councillors who supported the exhibition during the week. Further talks with officials from Broadland District Council's planning department, the educational department & Highways department of Norfolk County Council will take place over the next few weeks before the planning application is received. Mr Batty, Head teacher at Hellesdon High School has offered the school as a venue for the public meeting and it was delegated to the Clerk to secure Event Guard for car park patrol. The application from Persimmon Homes is expected in a couple of weeks time.

99. Report from District Councillors

Hellesdon South East

Cllr Adams. Nothing to report.

Cllr Grady. Nothing to report

Hellesdon North West

Cllr Gurney. Nothing to report.

Cllr Buck. The Heritage Society is working with the City of Norwich Aviation Museum to help move aircraft in the line of the NDR

100. Report from Chairman/Clerk/Deputy Clerk

The Chairman briefed on the Civic Event for the dedication of WW1 memorial plaque and re dedication of the memorial garden on 9 August 2015. The event was well attended and enjoyed by those who were present.

Written reports were presented from the Deputy Clerk. The Clerk had today returned from annual leave.

In addition the Clerk advised

- The Citizens Advice Bureau outreach sessions to be held in Diamond Jubilee Lodge will commence on 21 September 2015. These are to be held fortnightly thereafter.

101. Financial Matters

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

9.2 – Bank Reconciliation. The Chairman confirmed the bank reconciliation for July.

9.3 – Approval of Accounts.

RESOLVED to accept income of £5,389.34 and expenditure of £48,319.08 with petty cash payments of £164.83

102. General Matters

10.1 – Correspondence not circulated was noted.

10.2 – Representation on Hellesdon Parish Hall Management Committee.

RESOLVED

to suspend standing orders to allow Mrs Jones-Blackett to address the meeting during this item.

Mrs Jones Blackett outlined the current position concerning the constitution of the Trustees of the Parish Hall. Some original documentation has been lost, although the Clerk gave advice that the office is holding copies of some of the documents referred. Consideration is being given to whether there is to be any councillor representation on the management committee of the Parish Hall. The Trustees are due to meet in the next few weeks to take this matter forward.

Standing orders reinstated.

Meeting was adjourned for a comfort and refreshment break at 8.07pm and reconvened at 8.22pm.

10.3 – Nplaw legal retainer.

RESOLVED to agree to renew at a cost of £400

10.4 – Naming of roads at Carrowbreck House development.

Suggested names were Carrowbreck Road and Carrowbreck Close.

10.5 – Local Council Advisory Service (LCAS) seminar 15 July 2015.

A written report by the Deputy Clerk had been circulated.

RESOLVED to agree to accept the recommendation to join the LCAS at a cost of £95 per annum.

10.6 – BDC New Homes Bonus, motion to council.

RESOLVED that this council agrees that the BDC New Homes Bonuses from 2012/13 and 2013/14 totalling approx. £5k is ring fenced to be used towards purchase of a new grounds storage facility.

10.7 – Neighbourhood Plan.

RESOLVED to appoint consultants Ingham Pinnock to help produce plan. Initial meeting to be held 27 October 2015 at 7pm in DJL. Cllrs Britton, Everett, Gurney, King, Knowles and Walsh expressed an interest in being a member of the group.

10.8 – Hellesdon Community Centre Car Park Resurfacing. A written report had been prepared by the Deputy Clerk. Unfortunately, time had not allowed for a meeting with Mr

Gibley of Kier to take place and it was agreed to defer this matter to the October meeting.

10.9 – Parish Council Office Opening Hours.

It was acknowledged that residents seldom use the facility of extended opening hours.

RESOLVED with immediate effect to cease extended opening hours on Thursday evenings and Saturday mornings.

103. Activities

11.1 – Carnival Committee.

Meeting held 20 August 2015 noted.

Questions. Cllr Buck queried if the use of an event management company should have been included in the minutes. It was acknowledged that a review of all carnival processes was being undertaken by Cllr Walsh. It was agreed that resourcing of the carnival would be considered by the P&R committee meeting on 15 September 2015. It was hoped Cllr Walsh and the carnival committee could have produced and discussed the review by that time.

RESOLVED to donate £50 to Old Catton Football Club for the loan of barriers used during the carnival.

RESOLVED to agree in principle to hold a carnival on 16 July 2016.

11.2 – Residents Party Working Group.

Meeting held 5 August 2015 noted.

Questions. None received.

Clerk gave verbal update. Adverts for both parties had been included in the Autumn edition of The Grapevine.

104. Planning

12.1 – Meeting held on 1 September 2015 noted.

Questions. None received.

12.2 – Removal of planning condition 3(a) for application number 20150270

RESOLVED to accept recommendation to apply to BDC to remove condition 3 (a)

105. Playing Fields, Amenities' & Allotments

13.1 – Nothing for meeting

106. Media & Communications

14.1 – Committee meeting held 10 August 2015 noted.

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

Questions. None received.

It was noted that work is ongoing with Lingo Design in respect of the new website.

107. Property, Policy & Resources

Property, Policy & Resources

15A.1 – Report from Hellesdon Parish Hall appointed members.

Cllr Jones-Blackett advised that the water heater in the kitchen has failed and steps are in place to either repair or replace.

Traffic Highways & Environment

15B.1 – SAMS. Data from location set group 2 was noted.

108. Staffing

16.1 – Nothing for meeting

109. 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.

110. Exchange of Information

Cllr Buck advised that the Youth engagement representative will be present at the next full Parish Council meeting.

Cllr Everett advised that as from 1 July 2015 Councils are protected under the Bank of England Scheme for deposits up to £75,000. Malcolm Black from BDC Democratic Services will write to all councils shortly and provide an update.

Cllr Gurney advised Mr Batty, Head teacher of Hellesdon High School had requested a closed meeting with council concerning the housing developments proposed for Hellesdon and the effect this would have on educational demand within the parish. Meeting to take place at 7pm on 6 October 2015 with the Parish Council meeting to start at 7.30pm. All agreed.

111. Date Time and Venue of next meeting

The next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 6 October 2015 at 7.30pm.**

The meeting closed to press and public at 9.49pm.

Confidential item

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

112. Confidential matters

17.1 – HCC Lease Review Working Group.

Report received and noted concerning project status. Some delays are being experienced as the Community Centre's solicitor has been absent from work and his workload is being dealt with by a part time locum.

Meeting closed at 9.55pm