

# 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 19 May 2015 at 7pm in Diamond Jubilee Lodge, Wood View Road, Hellesdon

### PRESENT

Mrs S Gurney - Chairman  
Mr A Adams Mrs D Attenborough Mr I Bond 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 Miss J Wright  
Mrs P Kirby – Parish Clerk Mr J Hall – Deputy Clerk

### IN ATTENDANCE

Mr P Balcombe – Outgoing Chairman of the Council  
4 members of the public

**In his capacity as the outgoing Chairman of the Council, Mr Peter Balcombe 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

All members present.

#### 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 & Hellesdon Youth Club

Non pecuniary interest – Broadland District Councillor, Volunteer Hellesdon Youth Club.

Cllr Gurney. Any matters relating to Norfolk County Council, Broadland District Council and land known locally as HEL2.

Disclosable pecuniary interest - property adjoins HEL2 land.

Non pecuniary interest – Norfolk County Councillor Hellesdon Division & Broadland District Councillor.

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 & Hellesdon Youth Club.

Non pecuniary interest – Broadland District Councillor, Volunteer & Treasurer Hellesdon Youth Club.

Cllr Everett. Any matters relating to Drayton Parish Council, Broadland District Council

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

## **5. Outgoing Chairman's report for 2014/2015**

The report had been circulated prior to the meeting. A copy of which is attached to these minutes. In addition, he had Chaired the Annual Parish Meeting on 21 April which had been well attended and he wished to thank Nick Johnson from the British Red Cross for his very interesting talk given at the meeting.

**Cllr Gurney thanked Peter Balcombe for all his hard work in his year of chairmanship and extended her thanks to all those former councillors present at the meeting.**

## **6. Report from Parish Hall Management Committee**

Cllr Jones-Blackett, Chairman of the Management Committee, gave a brief verbal report and commented that the committee was generally pleased with matters over the past 12 months. However, due to damage caused by teenage parties it has been necessary to impose a ban on such further parties. A new constitution was in the process of being prepared by solicitors and when this was complete the council would be notified.

## **7. Appointment of Cheque signatories**

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

## **8. 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 Hopkins

Cllr Jones-Blackett

Cllr Knowles

Cllr Prutton

Cllr Wright

### **Media & Communications**

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

### **Property, Policy & Resources**

Cllr Adams                      Cllr Bond                      Cllr Buck                      Cllr Grady  
Cllr Gurney                      Cllr King                      Cllr Walsh

### **Staffing**

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

### **Special Committees**

**RESOLVED** committee members as follows

#### **Carnival**

Cllr Buck                      Cllr Jones-Blackett                      Cllr Knowles                      Cllr Walsh  
Members noted the appointed non-members to continue with the group for the 2015 carnival in line with the agreed Policy & Procedures document.

## **9. Appointment of Members to Working Groups**

**RESOLVED** working group members as follows

#### **Feasibility (Council Office)**

Cllr Gurney                      Cllr Jones-Blackett                      Cllr Wright  
Members noted the agreement to invite Mr Fish & Mr Balcombe to continue with the group to the conclusion of the project.

#### **Burial Ground**

Cllr Bond                      Cllr Gurney                      Cllr Jones-Blackett                      Cllr King  
Cllr Wright

#### **HCC Lease Review**

Cllr Bond                      Cllr Franklin                      Cllr Grady                      Cllr Gurney  
Cllr Walsh

#### **Mountfield Park**

Cllr Adams                      Cllr Buck                      Cllr King                      Cllr Wright

#### **Staff Appeals Panel**

Cllr Jones-Blackett                      Cllr Prutton                      Cllr Wright

#### **Staff Liaison Panel**

The Chairman of the Staffing Committee will be appointed to the panel once elected.  
Cllr Attenborough      Cllr Buck

## **10. Appointment of Members to Local Bodies/Groups**

**RESOLVED** members as follows

#### **Norwich Airport Consultative Committee (NACC)**

Cllr Gurney. Substitute Cllr Wright

## **Safe Neighbourhood Action Panel (SNAP)**

Cllr Gurney. Substitute Cllr Grady

### **Parish Hall Management Committee**

Cllr Jones-Blackett advised that a new constitution is currently being prepared by solicitors and such document would state the number of PC representatives.

It was with agreement to continue with Cllr Jones-Blackett and Mr Tom Gasson as PC nominee and to defer appointments to June meeting.

#### **11. Details of each committees next meeting**

All meetings to be held in the Council Chamber, Diamond Jubilee Lodge.

Staffing – 27 May, 7pm

Media & Communications – 27 May, 7.30pm

Playing Fields – 27 May, 8pm

Property, Policy & Resources – 1 June, 7pm

Planning – 2 June, 6.15pm

#### **12. Minutes of the meetings held on 7 April 2015**

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

#### **13. Public Participation**

Representations were made in respect of an overgrown hedge obscuring the footway and parking in front of the Parish Council office making entry difficult for pedestrians. Matters were addressed and the Chairman gave thanks for attendance.

#### **14. Report from Police to include Parish Crime Figures**

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

#### **15. Report from County Councillor**

Cllr Gurney gave a verbal report.

The resurfacing work of the pavements in Links Avenue is continuing. This will be undertaken in 2 phases. The third phase will start in the next financial year 2016/17. Pavements in Links Close are not part of the first two phases but some patch repair will be undertaken. Concerns with the contractors cutting grass verges have already been raised. A meeting with the Highways Officer to discuss initial issues is due to take place next week.

#### **16. Report from District Councillors**

Hellesdon South East

Cllr Adams. Nothing to report.

Cllr Grady. Nothing to report

Hellesdon North West

Cllr Gurney. Efforts will be made to try and re-organise the environmental department in the hope of including more residents in the food waste scheme.

Cllr Buck. Nothing to report.

## 17. Report from Outgoing Chairman/Clerk/Deputy Clerk

In addition to item 5, Peter Balcombe advised he had undertaken two presentations on behalf of the council. One was to a local resident who was celebrating his 102 birthday. The other presentation was to the winners of the free draw as part of the Community Centre questionnaire.

Written reports were presented from the Clerk and Deputy Clerk. The Clerk also advised that :

- Amended plans for planning application 20150609 had been received and the District Authority was unable to provide an extension date for observations to allow the planning committee to consider. However the amended plans reflected a new style roof shape and did not affect the original objections which were reiterated to the planning officer.
- Citizens Advice Bureau have now sourced 2 volunteers who will provide alternative fortnightly outreach sessions. The CAB are also to attend the Hellesdon Good Living event 15 June 2015 to promote this new service.
- Nominations for Broadland District Council's Design and Enhancement awards close on 22 May 2015. It was agreed to nominate Angus McKay Court – a small development off Drayton High Road of 17 social housing units in a landscaped setting.
- The NfkALC & SLCC Joint Summer Conference is on 7 July 2015 at Carrow Road. Provisional places have been booked and those members wishing to attend should advise the clerk.
- Nominations for The Norfolk Biodiversity Partnership Community Awards close 22 May. Last year the Diamond Jubilee Garden was recognised. Members to advise the clerk of areas for nominations

**Meeting was adjourned for a comfort and refreshment break at 8.04pm and reconvened at 8.19pm.**

## 18. Financial Matters

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

18.2 – Bank Reconciliation. The Chairman confirmed the bank reconciliation for March.

18.3 – Approval of Accounts

**RESOLVED** to accept income of £3,356.71 and expenditure of £69,672.49 with petty cash payments of £202.68

## 19. General Matters

At this point the Chairman advised of training availabilities in respect of Introductory Training for Clerks & Councillors and indicated this would be of great benefit to returning and newly elected councillors. It was agreed to pursue training for the whole council over 2 evening sessions at Diamond Jubilee Lodge to enable all members to attend and to reduce travel costs.

19.1 – Correspondence not circulated was noted.

19.2 – Annual Parish Meeting 21 April 2015. Noted and considered a great success.

Questions. None

19.3 – Feasibility Working Group (Parish Council new office) meeting held 29 April noted.

Questions. None.

19.4 – LCRS Action Plan. Report was received and agreed that action points to be delegated to the relevant committees. The Chairman signed the action plan.

19.5 – Grow your Community – Hellesdon Good Living. A grant of £2620.00 has been obtained for this event from Healthy Norwich.

**RESOLVED** to ratify payment of £472.50 for printing and delivery of leaflets to promote the event. These costs may be refunded either in part or whole from the grant money.

19.6 – Section 106 Monies. Broadland District Council has confirmed that monies received can be used only for open space provision. It was agreed to defer this matter to the P&R committee.

19.7 – Election of members to Executive Committee NflkALC. Nominations are required by 24 July it was agreed to defer this matter until the June meeting.

19.8 – Funding for WW1 Commemoration Plaque on ‘old’ Mann Egerton site. The clerk explained any such funding would be by S137.

Agreed in principle to fund. Once full costings are known this will be considered further by the council.

19.9 – Youth Advocate. Cllr Buck agreed to liaise with Danny Whitehouse at the Mancroft Advice Project in the first instance and report back to council.

## **20. Activities**

20.1 – Carnival Working Group

Meeting held 16 April. Noted. Minutes of meetings supplied.

Questions. None.

Recommendations. None.

20.2 – Residents Party Working Group. Nothing for meeting.

## **21. Planning**

21.1 – Meeting held on 21 April & 5 May 2015. Noted.

Questions. None received.

## **22. Playing Fields, Amemities & Allotments**

22.1 – Nothing for meeting.

## **23. Media & Communications**

23.1 – Nothing for meeting.

## **24. Property, Policy & Resources**

24.1- Report from HPH appointed members

Cllr Jones-Blackett had nothing to report.

24A.2 Subscription renewal Local Council Review

**RESOLVED** to renew at a cost of £17.00

Traffic Highways & Environment

24B.1 – Nothing for meeting.

## **25. Staffing**

25.1 – Committee meeting held 15 April 2015 noted.

**26. Exclusion of Press & Public**

**RESOLVED** that under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the Press and the Public for the duration of agenda item 26 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 28.

**27. Exchange of information**

Cllr Buck advised that Hellesdon Youth Club would like more volunteers to help out on Friday evenings. The group meets at Hellesdon High School.

**28. Date Time and Venue of next meeting**

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

**Meeting closed to the press and public at 9.10pm**

**29. Confidential Items**

26.1 - HCC Lease Review Working Group. Meeting 8 April 2015 noted. In view of expedience work to complete a draft business plan will be undertaken by Consultant Glyn Chambers, the clerk and deputy clerk. Once finalised this will be presented to the working group and subsequently the council.

Dates of next meeting suggested for either 8,9,10 June 2015. Members requested to email the clerk to advise of availability.

26.2 – Proposed gift – letter from resident. Much discussion took place.

It was agreed to engage council's solicitor to obtain advice on letter. Any response to the resident should be approved by the full council before sending.

**Meeting Closed 9.27pm**