

## **HELLEDON 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 2 February 2016 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

Mrs P Kirby – Clerk to the Council

#### **IN ATTENDANCE**

Mr Mark Knight – HPC Administration Officer  
1 member of the public

**Cllr Gurney opened the meeting, welcomed those present and stated 3 additional items would be included in the meeting. These were in respect of a traffic safety management issue in Cottinghams Drive, activities in addressing HM Queens ninetieth birthday & to discuss sending staff on MIND training. These would be agenda item 10.4, 11.3 & 16.2 respectively. In addition agenda item 15A.2 would include an update in respect of current matters.**

#### **198. Absence and Apologies for absence**

Cllr's Ghimire & Walsh – apologies received and accepted.  
Cllr Wright – no apologies received.

#### **199. 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 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 Gurney. Any matters relating to Norfolk County Council, Broadland District Council & agenda item 10.4

Non pecuniary interest – Norfolk County Councillor Hellesdon Division, Broadland District Councillor & resident of Cottinghams Drive. In this respect would not vote on agenda item 10.4.

Cllr Hopkins. Agenda item 10.4.

Non pecuniary interest – resident of Cottinghams Drive and in this respect would not vote on the matter.

Dispensations. The Clerk had received written request and granted dispensation for the remaining term of office to the following members to discuss financial matters appertaining to the setting of the parish precept:

Cllr D Attenborough  
Cllr J Knowles

Cllr G Britton  
Cllr D Jones-Blackett

Cllr U Franklin

**200. Minutes of the meetings held on 5 January & 26 January 2016**

Minutes 5 January 2016. The minutes, having previously been circulated, were approved and signed by the Chairman as a correct record.

Minutes 26 January 2016. These were not available. To be presented at the next meeting of the council.

**201. Public Participation**

Representation was made in respect of the lack of infrastructure for a bus stop in Raymond Road. The Chairman in her role as County Councillor would address the matter with highways.

The Chairman gave thanks for attendance.

**202. Report from Police to include Parish Crime Figures**

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

**203. Report from County Councillor**

Cllr Gurney gave verbal report.

She has been appointed to the Wensum Valley Link Project, this is to investigate the missing link of the NDR to A47.

**204. Report from District Councillors**

Hellesdon South East

Cllr Adams. Nothing to report.

Cllr Grady. Has called in planning application 20160022 – Former Volvo Premises, Cromer Road, NR6 6NA. The Lind Trust 2 No. LED Digital Display Boards.

Hellesdon North West

Cllr Gurney. Is aware NCC have concerns in respect of highway safety regarding the above application.

Cllr Buck. BDC Well Being Panel - Lack of communication on planning has been identified.

**205. Report from Chairman/Clerk**

Cllr Gurney gave a verbal report

- Community Awards. In the absence of ideas from members she presented a briefing note on suggested proposals. Funding would be from the Civic budget and she requested this is delegated to the Clerk in conjunction with the Chairman and any other interested member to move this to fruition. Agreed. The March meeting would carry an agenda item to select the judging panel.

- had visited the golf course with other members as arranged. Aware the awaited amendments to the application as referred to by the officers at the council meeting 26 January had not yet been received at BDC. She had however communicated with the Architect in respect of PC requirements following such meeting.

Written report from Clerk was noted. In addition the Clerk made members aware of communication from NDR Community Liaison Officer of a provisional date for a meeting of a Local Authority Forum, to provide elected members from councils with an opportunity to engage in the building of the new road. This was referred to in the supplied information on the NDR. Provisional date 17 March and an indication of interest is being sought. No interest at this stage.

## **206. Financial Matters**

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

9.2 – Bank Reconciliation. The Chairman confirmed the bank reconciliation for December. The re-presented reconciliation for the Pre-fund account which did not reconcile at the December meeting was confirmed.

9.3 – Approval of Accounts.

**RESOLVED** to accept income of £4682.39 and expenditure of £52643.71 with petty cash payments of £66.71

## **207. General Matters**

10.1 – Correspondence not circulated was noted.

10.2 – NACC. The Chairman briefed on the meeting held 1 February. NIA does not have the volume of complaints to support measures to mitigate ground running issues. Drones are a problem for aircraft and robust measures need to be considered by the PC as drones are being used on HEL2.

10.3 – LCRS – Action plan. Document unavailable noted. Agree to take receipt at next quarter.

10.4 – Cottinghams Drive safety measures. Parking and on occasions double parking is taking place on the wide verge on the bend. This has been visited by NCC and identified as needing safety measures and estimates 14 wooden posts would alleviate parking. However unless the PC contributes NCC are unable to address until 2017/2018. **RESOLVED** to contribute 50% of the total estimated cost of £800.00.

**Meeting was adjourned for a comfort and refreshment break at 8.30pm and reconvened at 8.40pm.**

## **208. Activities**

Carnival 2016.

11.1 – The Chairman briefed on the meeting held 14 January 2016. Much discussion took place.

**RESOLVED**

- there will not be a carnival in 2016
- to publicise in The Grapevine and on the website that if any interested group wish to run such an event to make an approach to the council for hire of the recreation ground.

11.2 – Residents Party Working Group. Nothing for meeting.

11.3 – HM Queens 90<sup>th</sup> birthday celebrations. The chairman explained that communication had been received from Rev Alder in this respect and a meeting has been arranged for 4 February to discuss further. In the interim the HCC diary has been allocated to the PC on 11 June with a view for a community concert and invited members to form a working group.

**RESOLVED** working group members are Cllr's Franklin, Prutton, Adams, Knowles, King, Buck, Gurney & Grady and would meet 18 February at 7pm

## **209. Planning**

12.1 – Meeting held on 19 January & 2 February 2016 noted.  
Questions. None received.

## **210. Playing Fields, Amenities' & Allotments**

13.1 – Nothing for meeting.  
The Chairman did however raise concern at the non-attendance of the appointed members of the ALG for the meeting held 14 January.

## **211. Media & Communications**

14.1 – Nothing for meeting.  
Cllr Knowles advised the website is now live. Shortfalls are known and training is to take place this coming Friday.

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

Property, Policy & Resources

15A.1 – Committee meeting held 19 January 2016 noted.

Draft minutes of the meeting were not available. These to be supplied when prepared.  
Questions. None.

Recommendations.

**RESOLVED** to accept

- revised net expenditure of £447855.00
- 6.3% increase in precept 2016/2017
- Financial Reserves Management Document

In respect of the decision just made to not hold a carnival the expenditure aligned to this would be allocated to a new vehicle fund.

A copy of the 2016/2017 budget is attached to these minutes.

15A.2 – Naming of HEL2. Much discussion took place and the clerk gave an update in respect of current matters

**RESOLVED** the name to be Cottinghams Park.

Traffic Highways & Environment

15B.1 – SAMS. Data unavailable noted.

## **213. Staffing**

16.1 – The Committee meeting scheduled for 1 February 2016 did not take place.

Agreed the next meeting to be held 18 February at 7pm

16.2 – MIND training. To be discussed at the next committee meeting.

**214. 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 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.

**215. Exchange of Information**

Cllrs King & Buck had met with representatives of Lola Stafford with respect to young persons being involved in events.  
Youth Club and Hellesdon Choir both have increased numbers.

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

The next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 1 March 2016 at 7pm.**

**The meeting closed to press and public at 9.53pm.**

**Confidential item**

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

**217. Confidential matters**

17.1 – HCC Lease Review Working Group.

Meeting held 21 January 2016 noted. This meeting received an update of the current situation and of the measures taken to support the business as usual resolution and the Chairman expanded on such matters. It was

**RESOLVED** to ratify expenditure incurred as documented in the meeting report.

It was further

**RESOLVED** to establish the Community Centre Blue Sky Thinking Group in order to determine a medium to long term strategy for the centre. Appointed members are Cllr's Gurney, King, Grady, Franklin, Knowles & Adams and would meet on 23 February at 7.30pm.

**Meeting closed at 10.07pm**