

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 June 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 (from 7.11pm) Mr G Britton Mr D Buck
Mr G Everett Mr R Grady Mr N Hopkins Mr D Jones-Blackett
Mr D King Mr J Knowles (from 7.14pm) Mrs S Prutton Mr M Walsh Miss J Wright
Mrs P Kirby – Parish Clerk Mr J Hall – Deputy Clerk

IN ATTENDANCE

2 members of the public

Cllr Gurney opened the meeting & welcomed those present.

30. Absence and Apologies for absence

Cllr Franklin – apologies received and accepted.

31. 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 & any matter relating to the Recreation Ground

Non pecuniary interest – Chairman of Hellesdon Parish Hall Management Committee & property boundary adjoins the Recreation Ground

Cllr Adams. Any matters relating to Norfolk County Council & Broadland District Council
Non pecuniary interest – Norfolk County Councillor Drayton & Horsford & Broadland District Councillor

Cllr Buck. 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 10.8.

Disclosable pecuniary interest - property adjoins HEL2 land.

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

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

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

Cllr Grady. Any matters relating to Broadland District Council

Non pecuniary interest – Broadland District Councillor.

32. Minutes of the meetings held on 19 May 2015

The minutes, having previously been circulated, were approved and signed by the Chairman as a correct record subject to amendment of minute 10 - Norwich Airport Consultative Committee deletion of Cllr Gurney addition of Cllr Prutton.

33. Public Participation

A request was made by a Trustee of Hellesdon Community Centre for a meeting of the two bodies as was stated by the Parish Council following the decision to bring the management of the centre in house.

The Chairman stated correspondence to address the matter would be received in due course.

The Chairman gave thanks for attendance.

34. Report from Police to include Parish Crime Figures

Crime figures had been received and were noted

35. Report from County Councillor

Cllr Gurney gave verbal report. A site meeting had taken place with NCC Highways representative and in this respect

- there is to be repair work in Bernham Road
- matters in respect of the reported overhanging vegetation as reported at the last meeting is being pursued as it was considered there was an encroachment of the property wall onto the footpath
- grass verge cutting is being monitored.

36. 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. Nothing to report.

37. Report from Chairman/Clerk/Deputy Clerk

The Chairman advised of a complaint from a member of the public that she was dealing with which had been received in respect of the Clerk. She had today sent a second response and therefore at this stage was unaware if the matter would be settled.

Communication had been received from the Community Sports Foundation following on from a meeting which took place last year in respect of the future the area known as Horsford Manor. It was with agreement that the Chairman together with the Vice Chairman and the Clerk attend a further meeting, to be reported on at the next meeting.

The Memorial Garden is nearing completion of the refurbishment and she is working with the Clerk in organising a re-dedication service on 9 August. Firm details will follow.

Written reports were presented from the Clerk and Deputy Clerk.

38. Financial Matters

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

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

9.3 – Approval of Accounts.

RESOLVED to accept income of £193717.89 and expenditure of £32531.12 with petty cash payments of £38.19

9.4 – Year end 31 March 2015

a) Income & Expenditure & Balance Sheet

b) Statement of Accounts & Annual Governance Statement

RESOLVED to approve.

The Clerk, in capacity as Clerk and RFO as appropriate and the Chairman signed the Balance Sheet, the Audit Annual Return Accounting Statements & Annual Governance Statement

39. General Matters

10.1 – Correspondence not circulated was noted.

10.2 – NorfolkALC Executive Committee nomination. Cllr Wright expressed an interest.

RESOLVED to nominate Cllr Wright.

10.3 – HCC Lease Working Group. The appointment of Cllr Walsh at the last meeting did not meet Terms of Reference and he could not take the place on the working group.

RESOLVED to appoint Cllr King to the group.

10.4 – Meet your Councillors event. The Chairman briefed on suggestions for such an event and indicated Saturday 25 July as an appropriate date. Discussion took place and it was considered that further such events would be appropriate.

RESOLVED to hold such event on Saturday 25 July between 10am – 1pm and to promote this event by flyer distribution or as appropriate.

10.5 – Governance Matters, motion to Council. Cllr Gurney explained processes to date and reasoning of the motion. Discussion took place.

RESOLVED

- To delegate to the Finance & Operations Working Group to consider engagement of Local Council Solutions to assist in producing a 4 year strategic plan, to include revised mission statement. Indicative costings supplied.
- To monitor attendance during Thursday evening and Saturday morning office opening times for the following six months to ascertain effectiveness
- To include Chairmanship training within group 'Introductory Training for Clerks & Councillors already agreed
- To continue with delegation to clerk to 'buy in' resources as resolved PC meeting 7 April 2015 in order to complete HR required tasks for presenting draft package to the Staffing committee
- To write to Mr Roy & Mrs Anderson-Dungar to thank them for their contribution and to explain that it is considered this new council will take identified matters forward and act as appropriate.

Meeting was adjourned for a comfort and refreshment break at 8pm and reconvened at 8.15pm.

10.6 – Hellesdon Good Living Event 15 June. The Chairman encouraged members to attend and names were gained for a rota system to allow for three councillors to be present at anyone time.

10.7 – NACC. The Chairman briefed on the meeting held 1 June. There had been changes in the company structure. The engine testing facility is now completed and to be commissioned. Air livery is going ahead as is the Aviation Academy. The closure of North Denes has resulted in transfers from Norwich and this has been spread between the providers, however helicopter movements are down since 2014 due to the use of water taxis. Personnel are happy to resurrect dialogue with the council and Cllr Gurney briefed new members accordingly. The meeting was held in the Council Chamber and it is expected a donation will be sent for the Good Causes Fund.

10.8 – HEL2. The Chairman explained to members there was more background papers which she felt was appropriate to distribute in order for a determined decision. It was with agreement an additional meeting would be held to consider this matter the date of which would be determined by the Chairman and Vice Chairman.

40. Activities

11.1 – Carnival Committee.

Meeting held 21 May 2015 noted.

Questions. None received.

11.2 – Residents Party Working Group. Much discussion took place in respect of providing such parties. It was agreed in principle to hold an Over 65's party and for the need to review the childrens parties. A working group was established to consider the format to take forward for the Over 65's party and to undertake the review of the childrens parties. Appointed members are Cllr's Wright, Buck, Attenborough, Grady, Adams & Knowles. The group to meet as appropriate in order to present findings to the council.

41. Planning

12.1 – Meeting held on 2 June 2015 noted.

Questions. None received.

It was noted the Terms of Reference would be presented to the July meeting.

42. Playing Fields, Amenities' & Allotments

13.1 – Committee meeting held 27 May 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.

Recommendation to accept proposed Committee Terms of Reference

RESOLVED to accept.

43. Media & Communications

14.1 – Committee meeting held 27 May 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.

Recommendation to accept proposed Committee Terms of Reference

It was noted these had had been considered by the committee due to time constraints and would be presented after the next committee meeting.

44. Property, Policy & Resources

Property, Policy & Resources

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

Cllr Jones-Blackett advised that there was nothing to report.

15A.2 – Committee meeting held 1 June 2015 noted. The minutes would be approved at the next committee meeting

Questions. None received.

Recommendation to accept proposed Committee Terms of Reference

RESOLVED to accept.

15A.3 – Renewal of SLCC subscription.

RESOLVED to renew at a cost of £260.

Traffic Highways & Environment

15B.1 – Nothing for the meeting.

45. Staffing

16.1 – Committee meeting held 27 May 2015 noted. The minutes would be approved at the next committee meeting

Questions. None received.

Recommendation to accept proposed Committee Terms of Reference

RESOLVED to accept.

46. Exchange of Information

The Clerk would in due course offer a briefing session to new members the date of which would be sent to such members.

47. Date Time and Venue of next meeting

The next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 7 July 2015 at 7pm.**

Meeting closed 9.06pm