

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 4 August 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 J Knowles Mrs S Prutton Mr M Walsh Miss J Wright
Mrs P Kirby – Parish Clerk Mr J Hall – Deputy Clerk

IN ATTENDANCE

Mr Kevin Sage – Head Groundsman
2 members of the public

Cllr Gurney opened the meeting & welcomed those present.

73. Absence and Apologies for absence

Cllr King – apologies received and accepted.

74. 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 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 10.7.

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.

75. Minutes of the meetings held on 7 July 2015

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

76. Public Participation

Representation was made in respect of the indicated development of the golf course site by Persimmon Homes.

The Chairman responded as appropriate and indicated her view of inefficiencies of the promotion and that the agenda carries a motion for widening the public awareness. The Chairman gave thanks for attendance.

77. Report from Police to include Parish Crime Figures

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

78. Report from County Councillor

Cllr Gurney gave verbal report.

- surface dressing on Drayton High Road had been re-done.
- the land department is working on matters in respect of 54 Middletons Lane.
- grass verge cultivation on Middletons Lane – communication appears to be effective.

79. 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. Financial officer has advised funding is available for heritage projects. Cllr Gurney indicated this may be of interest to St Mary's Church in respect of the porch refurbishment. Cllr Jones-Blackett said the vicar had removed this from the agenda.

80. Report from Chairman/Clerk/Deputy Clerk

The Chairman briefed on the 'come and meet your councillors' open morning on 25 July. Attendee numbers were low but considered this a worthwhile exercise and would encourage this style of event again, possibly before Xmas and possibly an evening event and she would bring dates to council

Written reports were presented from the Clerk and Deputy Clerk.

In addition the Clerk advised

An election has been called in respect of the casual vacancy and this is likely to be 1 October. Council has been asked to confirm continuation of poll cards. This was confirmed.

- The change to the bank mandate is still to be finalized. This was noted.

- The ancillary staff are regularly finding drug taking receptacles. Police are aware and have taken away findings.
- Temporary air conditioning units have proved very costly and therefore have not been hired; cost to install permanent units is being pursued.
- A new tractor is being sourced due to H&S concerns regarding the current hired vehicle which is not robust enough for requirements. Kevin Sage expanded on this and of the storage of a new vehicle. Noted and accepted.
- A supporting statement was outstanding from Cllr Wright in respect of the nomination to NflkALC Executive Committee. Cllr Wright had been unable to supply, agreed to withdraw.

81. Financial Matters

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

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

9.3 – Approval of Accounts.

RESOLVED to accept income of £4185.95 and expenditure of £36695.06 with petty cash payments of £128.05

82. General Matters

10.1 – Correspondence not circulated was noted.

10.2 – Finance & Operations Working Group.

Meeting held 21 July 2015 noted.

Questions. None received.

Recommendation to accept

- Terms of Reference. This document was not received. To be considered after the comfort break.
- Engagement of JRM Limited.

RESOLVED to engage JRM limited to work with the group to produce a strategic plan for the term of the council at a cost of £400.00 per day plus mileage at £0.45p per mile.

10.3 – Joint meeting Helicopter & NIA Personnel. The Chairman briefed on matters to date. It was agreed to resume meetings with operators. Appointed members are Cllr's Wright, Prutton, Franklin, Gurney & Walsh. The clerk to ascertain dates for a daytime meeting in DJL.

The Chairman then took the opportunity to brief on the NACC meeting which took place 3 August. Helicopter movements are down 1% on last year due to the movement of personnel by sea. Matters of drones and laser attacks were received. Aviation Museum to be divided by NDR. The area is not under NIA jurisdiction and cannot offer suitable land to relocate. Land in the area belongs to NCC & BDC but there is a problem with moving the craft.

10.4 – Youth Engagement. Meeting held 28 July 2015 noted. In the absence of a written report Cllr Buck briefed members. Due to resources it was with agreement the group engage with local youth but not to pursue formally at this stage. Updates would be received via Exchange of Information.

10.5 – Motions to Council.

(i) Neighbourhood Plan.

RESOLVED

- that Council agrees that this project should commence with the utmost urgency.
- that the Council instructs the Clerk to acquire three quotes on behalf of the council from external advisors who can assist the council with the process of producing a Neighbourhood plan. Quotes are to be presented to the

September 2015 Full Council meeting. This is with a view to inviting the preferred company to come to a special meeting of the council to be held in September to give a presentation on how they can assist the council.

- the Clerk will identify a budget source from reserves.
- the Chairman of the council writes before the September meeting, on behalf of the council to potential interested parties who live in Hellesdon to consider joining a Neighbourhood Plan Working Group.
- that Councillors will be required to volunteer to sit on this working group. The first meeting of this group will be at the beginning of October

(ii) Development of the Golf Course.

RESOLVED

that after the Developer Exhibitions 29 July & 1 August, the council holds a public meeting in the Community Centre and invites representatives from BDC Planning, the BDC Cabinet member with planning responsibility, NCC Highways and the Developer to answer public questions. To be Chaired by Chairman of the Council, and secondly that we hold our own exhibition week in the Diamond Jubilee Lodge, using the displays that were prepared by the developer. (exhibition first then public meeting). A special flyer to be produced and delivered to all households in Hellesdon advising of exhibition dates and public meeting date. Exhibition to be held week commencing 17 August

(iii) Equipment Store.

RESOLVED

that the Deputy Clerk as a project works with Policy, Property and Resources Committee to identify a suitable site for a Grounds Equipment Store. That once this is done, a suitable sized Agricultural building is sized, and quotes for a base; the building and erection are sought. The cost of such is taken from the balance of the fund of the Allotment and HEL2 site. Use of HHA garage is to be considered by the committee

(iv) Community Centre Car Park. To consider that this Council agrees that the resurfacing of the HCC Car Park is now completed with immediate effect, and that quotes are sought for three different surface dressing. It is now over two years since the DJL was completed. The current chain link fence remains in situ at the front of the DJL. That any plans to build a brick wall to the front of the DJL are scrapped. That the car park once resurfaced is marked up by a suitable road marking company eg as used by NCC.

Meeting was adjourned for a comfort and refreshment break at 8.20pm and reconvened at 8.30pm.

The Chairman stated the Terms of Reference for the Finance & Operations Working Group would be considered at this point.

RESOLVED to accept.

An additional consideration was for the date of the Whole Council group Training

RESOLVED to agree date of 22 September, at 7pm in DJL

10.6 – Motion to council.

RESOLVED that this council agrees that all external presentations, i.e. fund raising/donations/gifts are arranged through the Clerk and that the Chairman of the Council or in any absence the Vice Chairman is party to and present at all such functions.

10.7 – Motorbikes on HEL2. Kevin Sage briefed members however his proposals were not yet complete. Agreed to defer to October meeting.

10.8 – LCRS Action Plan. The report was received and agreed that action points to be delegated to the relevant committees. The Chairman and the RFO signed the document as evidence of submission.

83. Activities

11.1 – Carnival Committee.

Meeting held 16 July 2015 noted.

Questions. None received.

Carnival 2015. Cllr Jones-Blackett briefed members and said this was the biggest and best carnival to date. The Chairman asked for an explanation of cash prize money. This followed last year's event which resulted due to the sponsor withdrawing. It was agreed the Clerk to investigate the principle of this cash award.

11.2 – Residents Party Working Group.

Meeting held 29 July 2015 noted.

Questions. None received.

Recommendation to accept

- Proposals for 2015 parties.

RESOLVED to accept as proposed by the group meeting 29 July 2015

- Terms of Reference

RESOLVED the working group to have the remit to plan organise and deliver 2 events for Xmas 2015 as detailed with a total spend in line with the current agreed budget.

The council to delegate expenditure from such budget to the clerk in order for the working group to request of the clerk expenditure of this budget as required in order to fulfil the remit.

Any spend in excess of the current budget provision to be presented to full council.

84. Planning

12.1 – Meeting held on 21 July & 4 August 2015 noted.

Questions. None received.

12.2 – Approach in respect of gates at Arden Grove. Much discussion took place.

RESOLVED to submit an application to vary the condition in order to gain approval for the gates as installed.

85. Playing Fields, Amenities' & Allotments

13.1 – Nothing for meeting

86. Media & Communications

14.1 – Meeting held 18 June 2015 noted.

It was noted an amendment was needed to indicate Cllr Prutton's absence and of no apologies.

The payment of £600 to the engaged contractor for the e-booking provision was ratified.

87. Property, Policy & Resources

Property, Policy & Resources

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

Cllr Jones-Blackett advised that there was a coffee morning 8 August 10-12.30 to raise funds for the hall.

15A.2 – Committee representative to Finance & Operations Working Group. It was noted that due to the vacancy left by Mr Bond an appointment could be made to the committee
RESOLVED Cllr Nigel Hopkins is appointed as a committee member and also as representative to the F&O Working Group.

15A.3 – Draft policy in respect of Unreasonable Persistent, Behaviour or Vexatious Contacts or Complaints.

RESOLVED to agree in principle and to delegate to the Clerk completion of this policy.

15A.4 – Grass cutting Contribution.

RESOLVED to contribute £750.00

Traffic Highways & Environment

15B.1 – SAM's. Report & data noted.

15B.2 – CSW data for Hercules Road. Cllr Prutton briefed members on this data which has gone through appropriate reporting channels to accident reduction team. Data to be represented to Committee and also supplied to resident who raised concern.

88. Staffing

16.1 – Nothing for meeting

89. 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.

90. Exchange of Information

Cllr Buck advised of the Youth Club AGM on 8 August in DJL

91. Date Time and Venue of next meeting

The next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 1 September 2015 at 7pm.**

The meeting closed to press and public at 9.41pm.

Confidential item

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

92. Confidential matters

17.1 – HCC Lease Review Working Group meeting held 28 July 2015 noted. Report was not available.

Questions. None received.

Recommendation to accept Project Plan.

This document was not available however the Chairman briefed on the group meeting which had agreed to this plan which detailed the working document of how the group would secure a smooth a transition as possible from HCC trust to HPC.

This was noted.

17.2 – Community Sports Foundation. The chairman briefed on the meeting the content was not public at this stage.

Meeting closed at 9.54pm