

## 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 5 July 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 G Everett   Mrs U Franklin  
Mr D Ghimire   Mr R Grady   Mr J Knowles   Mr D Jones-Blackett  
Mr D King   Mrs S Prutton (7.35pm)   Mr M Walsh   Mrs J Wright  
Mrs P Kirby – Clerk to the Council

#### **IN ATTENDANCE**

Mrs Raquel Arroyo – HPC Clerical Support Officer  
1 member of the public.  
1 member of the public from 7.55pm

**Cllr Gurney opened the meeting, welcomed those present and stated an additional item would be included in the meeting. This was in respect of Horsford Manor and would be dealt as a confidential item as agenda item 17.2.  
Noted.**

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

Cllr Buck – apologies received and accepted.  
Late arrival was noted for Cllr Prutton

#### **50. 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 Gurney. Any matters relating to Norfolk County Council & Broadland District Council  
Non pecuniary interest – Norfolk County Councillor Hellesdon Division & Broadland District Councillor.

Cllr Grady. Any matters relating to Broadland District Council  
Non pecuniary interest – Broadland District Councillor.

Cllr Everett. Any matters relating to Broadland District Council  
Non pecuniary interest – Broadland District Councillor.

Cllr Walsh. Any matters relating to HPC allotments.  
Non pecuniary interest – Allotment tenant

Dispensations. None Received

**51. Minutes of the meetings held on 24 May & 7 June 2016**

Minutes 24 May 2016. The minutes, having previously been circulated, were approved and signed by the Chairman as a correct record.

Minutes 7 June 2016. The minutes, having previously been circulated, were approved and signed by the Chairman as a correct record.

**52. Public Participation**

Representations were made in respect of imminent road closure on Low Road due to happen at the same time as the current closure of Hellesdon Hall Road. The Chairman explained the situation and of revision of these closures and they will be lifted as appropriate to allow through traffic thus removing conflict.  
The Chairman gave thanks for attendance.

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

Crime figures noted.

**54. Report from County Councillor**

Cllr Gurney gave a verbal report.

She had worked with Chris Mayes NCC Highways representative regarding a number of issues and has undertaken a site visit on Bernham Road. In this respect preparations are in hand to address the bus route.

**55. Report from District Councillors**

Hellesdon South East

Cllr Adams – nothing to report.

Cllr Grady – GYC meeting held this afternoon in preparation for volunteers fair on 11 July.

Hellesdon North West

Cllr Gurney – nothing to report

Cllr Buck – not in attendance

**56. Report from Chairman/Clerk**

Cllr Gurney gave a verbal report.

The by-election is to be held in the Chamber on 21 July

Written report from Clerk was noted. In addition the clerk advised she was working with Mr Marshall in respect of a proposal to BDC for a compromise in respect of gates at Arden Grove.

Also due to imminent building work in respect of the groundsman shed on the overflow car park dog bins have been re-aligned along the Northern fence of the recreation ground.

**57. Financial Matters**

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

9.2 – Bank Reconciliation. This was not available. To be presented at a future meeting.

9.3 – Approval of Accounts.

**RESOLVED** to accept income of £1523.65 and expenditure of £22,231.06 with petty cash payments of NIL.

**58. General Matters**

10.1 – Correspondence not circulated was noted.

10.2 – NorfolkALC & SuffolkALC Summer Conference. In view of the subject matter and of the council having the services of a retained HR Consultant it was agreed no attendees.

10.3 – Norfolk ALC Broadland Area meeting. No attendees.

10.4 – Road name for the former CTD site Eversley Road.

**RESOLVED** to suggest Silk Mill Close

**Cllr Prutton entered the meeting at 7.35pm**

10.5 – NCC Norfolk Safeguarding Adults Board (NSAB). It was noted promotional information is currently on display. It was agreed Cllr Knowles is appointed to a Locality Safeguarding Adult Partnership of the NSAB.

10.6 – HCC Business Plan Consolidation Document. This was a delayed paper due to office server problems. Agreed to defer to a future meeting to allow for full consideration.

10.7 – YAB. Cllr King expressed an interest in the YAB meeting 18 July and will attend if available.

**59. Activities**

11.1 – Residents Party(s). It was agreed to establish a working group and to meet mid to late August. The office to suggest two dates. Members are

Cllrs Prutton, Knowles, Attenbourough, Grady, Franklin, Gurney & Ghimire.

11.2 – HM Queen's 90th Celebration. Weekend 10/11/12 June 2016.

The Chairman briefed on three events. This was the tea party held on 10 June in the Chamber, the community concert on 11 June and the church picnic and service on 12 June. All events were well attended and deemed to be a success.

**Meeting was adjourned for a comfort and refreshment break at 7.55pm and reconvened at 8.05pm**

**60. Planning**

12.1 – Meeting held on 21 June & 5 July noted.

Questions. None

**61. Playing Fields, Amenities' & Allotments**

13.1 – Approval of minutes of meeting held 23 May 2016. The minutes having previously been circulated, were approved and signed by the Chairman as a true record.

13.2 – Voluntary code for smoke free play areas.

**RESOLVED** to adopt.

**62. Media & Communications**

14.1 – Approval of minutes of meeting held 23 May 2016. The minutes having previously been circulated, were approved and signed by the Chairman as a true record.

14.2 – Terms of reference. These were not available, to be considered at the next full council meeting.

**63. Property, Policy & Resources**

*Property, Policy & Resources*

15A.1– Nplaw renewal.

**RESOLVED** to renew at a cost of £400

*Traffic Highways & Environment*

15B.1 – SAMS Data captured from location set group 2 & 3.2 noted.

**64. Staffing**

16.1 – Nothing for the meeting

**65. 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 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 the agenda item which confirms the details of the next meeting.

**66. Exchange of Information**

Cllr King advised members he is now a member of the Conservative Party  
The Chairman advised that the gentleman who arrived late in the meeting has been in contact with her with a view of running a carnival and this matter has been passed to the office. However she reminded members that if a member wishes to discuss a matter with the public, it is not appropriate to disclose contact information of those which the Council engages for professional services. She further indicated that a proposal has been received for a carnival which arrived too late for this meeting. It was with agreement this proposal will be presented as received to the next P & R committee meeting.

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

The next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 2 August 2016 at 7pm.**

**Meeting closed to the press and public at 8.38pm**

**Confidential item**

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

**68. Confidential matters**

17.1 – Royal Norwich Golf Club. The office has received a response to the lodged complaint and a copy of this was distributed to all members, much discussion took place. **RESOLVED** to refer the matter to the Local Government Ombudsmen.

The Chairman informed members that the application was approved by BDC on the 8 June following which, due to concerns, the office sort legal advice and a meeting has taken place with our solicitors and a further meeting with a QC. In this respect communication has been sent to BDC to which the solicitor is awaiting a response from BDC.

**RESOLVED** to ratify expenditure in this respect.

It was accepted that further legal advice would be necessary an therefore

**RESOLVED** to delegate to the Clerk in conjunction with Chairman, future expenditure to a maximum of £25,000.00 to pursue the matter with QC to conclusion

17.2 – Horsford Manor. Following the decision of NCC to accept open market tenders and this councils expression of interest as resolved 24 May a property pack has been obtained. Any bid package is subject to a deadline of 29 July. The Chairman advised that she and Cllr Adams had made representations in respect of this and were trying to secure more time.

A viewing opportunity had been arranged for 12.15pm on 8 July, Cllrs Adams & Walsh were able to attend as would the Council Administrator & Head grounds man. The agronomist engaged for the RNGC had been approached and had supplied a quote to undertake site investigation. The District Valuer is also to attend. The Councils appointed Architect is unable to attend but is aware and will aim to attend at a further date.

**RESOLVED** to accept the agronomist quote of £732.90