

## **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 6 October 2015 at 7.30pm 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 D Ghimire      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 – Clerk to the Council

#### **IN ATTENDANCE**

Mr Jonathan Hall – ex employee  
One member of the public

**Cllr Gurney opened the meeting & welcomed those present.**

**A presentation was made to Jonathan Hall who had left the employment of the council on 21 September 2015 and following this Mr Hall left the meeting.**

**She also warmly welcomed Mr Dev Ghimire who had been elected at the by-election held on 1 October.**

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

All members present

#### **114. 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

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.

Cllr Britton. Agenda item 12.2

Non pecuniary interest – Son-in-law employed in Broadland District Council planning department.

Cllr Franklin. Agenda item 10.8.

Non pecuniary interest – Knows proprietor.

**115. Minutes of the meetings held on 1 September 2015**

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

**116. Public Participation**

Representations were made in respect of the request to keep chickens on an allotment plot.

The Chairman gave thanks for attendance and advised that this matter is at agenda item 13.2 and considered it was appropriate to deal with this matter as the next item.

**117. Playing Fields, Amenities' & Allotments (part)**

13.2 – Request to keep chickens. The clerk stated the presented report was not factual and clarified the matter in respect of structures. It was

**RESOLVED** to agree

- the additional rules as presented and
- to enter into a six month trial period after which the matter would be reviewed by the committee.

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

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

**119. Report from County Councillor**

Cllr Gurney gave verbal report. Pavement repairs are being undertaken in Vera Road. Road markings in Meadow Way are due to flood alleviation measures.

**120. Report from District Councillors**

Hellesdon South East

Cllr Adams. Nothing to report.

Cllr Grady. Nothing to report

Hellesdon North West

Cllr Gurney. Has called in planning applications for the Whiffler PH should the officer be minded to approve.

Cllr Buck. Nothing to report.

**Cllr Adams left the meeting at 19.54pm to attend Felthorpe PC meeting. To return.**

## 121. Report from Chairman/Clerk/Deputy Clerk

The Chairman advised she had

- with Cllr Knowles & the clerk met with officers of BDC & NCC on 15 September in respect of the imminent golf course planning application to discuss matters of concern
- further met representatives of Persimmon Homes, Hellesdon Medical Practice and officers at BDC in all of her councillor capacities in respect of the same application. Is now aware that the developer is currently signing a purchase agreement for the land that is currently used for practice.
- presented a gift of flowers to a resident of Redlands for a 103<sup>rd</sup> birthday.
- received a thank you card from Mr Owen for the leaving gift presented to him.

The Whole Council Training session agreed by council was regrettably only attended by 6 members and the two administrative staff. In this case she asked members if they wished to pursue with the Chairmanship training which was also requested. Members wished and agreed for this to be pursued.

No written report was available from the clerk due to resource issues. A verbal report advised

- The Citizens Advice Bureau first outreach session was held on 21 September 2015 and a second on 5 October. No appointments have yet been received.
- NCC notification of formalizing bus stop & hard standing on Low Road opposite Orchard Close. Work scheduled for late September onwards.
- Completion documentation from External Audit just received. No matters of concern. This will be formally presented at the next meeting.

## 122. Financial Matters

9.1 – Verification of Vouchers. Deferred until return of Cllr Adams

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

9.3 – Approval of Accounts.

**RESOLVED** to accept income of £12,133.22 and expenditure of £40,516.53 with petty cash payments of £126.77

## 123. General Matters

10.1 – Correspondence not circulated was noted.

10.2 – NflkALC Autumn conference. Cllrs Gurney & Knowles and the clerk to attend.

10.3 – SNAP. Written report of meeting held 2 September noted.

10.4 – Naming of roads at Carrowbreck House development. Current correspondence noted. Original suggestion re-confirmed.

10.5 – Grow Your Community. The Chairman advised that members give consideration to current resources as she felt this project was too much at this time. Members agreed not to take this forward at this time. Cllr's Gurney & Buck to discuss with coordinators at BDC.

**Meeting was adjourned for a comfort and refreshment break at 8.35pm and reconvened at 8.45pm.**

**Cllr Adams re-joined the meeting and the Chairman referred to the deferred item.**

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

10.6 – Service of Remembrance. The Chairman and the Clerk will represent the council however all members encouraged to attend.

10.7 – Future carnival provision. The clerk advised that to reduce the onus of work on the office which had been identified as excessive by the previous employees and subsequently accepted by council that a way forward would be to establish the group as a working group which would operate in the same way as the residents Xmas party working group. In respect of the decision making process this would be delegated to the clerk to make a decision based on the recommendation of the group. This safeguards and protects individuals and the group from the decision making process. If this was accepted then an agreed set of robust criteria would need to be in place for procedures to be followed by the group.

**RESOLVED** to accept this as the way forward should a remit be received from the 2015 carnival committee.

10.8 – H&S Contract. Invitation to renew at existing terms as renewed in 2014.

**RESOLVED** to renew at existing terms.

## 124. Activities

11.1 – Carnival Committee. Nothing for meeting.

11.2 – Residents Party Working Group. Nothing for meeting.

## 125. Planning

12.1 – Meeting held on 15 September & 6 October 2015 noted.

Questions. None received.

12.2 – BDC Proposed modifications to site allocations DPD. Much discussion took place.

**RESOLVED** not to accept proposed amendments to

- MM17. To request the original wording is retained.
- MM18 & MM19. To refer to specific policies as opposed to the amended 'in accordance with relevant policies'.

## 126. Playing Fields, Amenities' & Allotments (part)

13.1 – Committee meeting held 14 September 2015 noted.

Approval of minutes. The minutes having previously been circulated were approved and signed by the committee chairman as a correct record subject to inclusion in minute 4.3 after 'costly' the addition of

'Upon the recommendation of the Deputy Clerk it was agreed to remind allotment holders via a flyer that hose pipes are not permitted. It was further agreed therefore that a water timer would not be required'

Questions. The clerk advised the committee that consideration of a water timer was due to tenants possibly not abiding by the rules during the hours of darkness and that investigation into a timer was to mitigate this. It was accepted the matter needed further attention.

Recommendations.

**RESOLVED** to purchase tennis nets and stands

Replacement of path surfacing of original allotment site. It was agreed to receive a set of accounts of expenditure of capital monies in respect of work undertaken for the extension site. This would be prepared as soon as possible in order to give consideration.

It was however noted that tenants are parking alongside plots in the extension area which does not have permission for such. The no unauthorised access sign at the entrance to the access road is not being observed.

**RESOLVED** to install a removable bollard at the entrance to the access road to prohibit the unauthorised access.

**RESOLVED** to purchase the rotavator  
13.2 – Already dealt.

## **127. Media & Communications**

14.1 – Nothing for meeting.

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

Property, Policy & Resources

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

Cllr Jones-Blackett had nothing to report. In response to matters of the revised constitution he stated the committee had not met to determine further. It was agreed to defer the matter to the December meeting.

15A.2 – Committee meeting held 15 & 30 September 2015 noted. Draft minutes were not available. These to be supplied when prepared.

Questions. None

Recommendations.

**RESOLVED** to receive a feasibility report from the playing fields amenities & allotments committee for the refurbishment of the u16's play area.

Traffic Highways & Environment

15B.1 – SAMS. Data unavailable noted.

## **129. Staffing**

16.1 – Committee meeting held 28 September 2015 noted. Draft minutes were not available. These to be supplied when prepared.

Questions. None

## **130. Exchange of Information**

Cllr Buck advised that the Youth Club had secured volunteers but was now lacking in attendees.

Cllr Prutton report noted.

The clerk advised of the offer from Norfolk Police Architectural Liaison Officer to explain her role. This was welcomed and would be via a closed session from 7pm on 3 November with the PC meeting commencing at 7.30pm.

Communication had also been received from the legal advisors in respect of HCC and required a meeting of the working group. This was arranged for 20 October at 7.15pm. New dates would be presented at the next meeting for committee budget setting meetings which have been unable to take place due to resources

## **131. Date Time and Venue of next meeting**

The next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 3 November 2015 at 7.30pm.**

**The meeting closed to press and public at 9.49pm.**