

HELLEDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB

Tel: 01603 301751

www.hellesdon-pc.gov.uk

email: contact@hellesdon-pc.gov.uk

**Minutes of the meeting of the Parish Council held on Tuesday 6th September 2016
at 7pm in Diamond Jubilee Lodge, Wood View Road, Hellesdon**

PRESENT

Mrs S Gurney - Chairman

Mrs D Attenborough

Mr G Britton

Mr D Buck

Mr G Everett

Mrs U Franklin

Mr R Grady

Mr D Ghimire

Mr D Jones-Blackett

Mr D King

Mrs S Prutton

Miss J Wright

Mr D Fahy

Kate Leggett (Minutes)

Mr Mark Knight (Council Admin)

Mr. M. Marshall

WELCOME.

Cllr Gurney welcomed all those in attendance.

Tenders for the new Groundsman's Hut (tractor shed) were opened in the presence of all by Cllr Wright.

- *E. Moore Designs (Elm Construction of Great Yarmouth)*

- *Gooch and Sons LTD*

- *Melton Builders*

102. APOLOGIES

Apologies from Cllr Walsh and Cllr Knowles.

No apologies received from Cllr Everett.

103. Declarations of interest and dispensations

Cllr Buck items pertaining to Broadland District Council

Cllr Grady, items pertaining to Broadland District Council.

Cllr Gurney, items pertaining to Broadland District Council, Norfolk County Council & Cottinghams Park

26

Approved.....

Date.....

HPC Mins 6 Sep2016

104. Minutes of the previous meeting

Minutes of the meeting had previously been circulated.

Cllr Prutton noted that although she was listed as present, she was in fact absent. **Noted**

Page one of the minutes stated that there were "three (3) further matters of an urgent nature" when there was actually four (4). **Noted.**

Minutes for the meeting held on Tuesday 3rd Aug were accepted and agreed as a true record.

Cllr Gurney proposed that we suspend standing orders to allow discussions to take place regarding the proposed tractor shed.

Seconded.

Agreed.

105 Public Participation.

Mr David Southgate who was in attendance thanked the council for their assistance with an issue from the previous meeting. He also stated that he was having problems accessing the website for minutes. He was advised that this was an ongoing project to maintain the website.

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.

Standing orders suspended 19.20hrs, members of the public asked to leave the Chamber.

Discussions re tenders for the new Groundsman's Hut (tractor shed), hereafter known as the Hut.

Quotes received are for the finished article.

These include:

- Office area
- Welfare Facility
- Chemical Cleansing shower
- Lighting/heating/phone line.

Much discussion took place regarding costs, budgets, and designs for the Hut.

Signed:

Proposed to accept offer to include all listed amenities and offer tender to Gooch and Sons at £112.400.00

Seconded and agreed unanimously.

Letter of intent will be sent by Mr Marshall on the Council's behalf to Gooch Builders.

Notices to inform public of overflow car park closure from end of September.

Gates at Arden Grove.

Mr Marshall took the councillors through details. Broadland District Council is in agreement with the proposed original design.

Original contractor will stand by quote he gave in May.

It was thought that the drop kerb in Arden Grove has been completed. Information will be given at the next full council meeting in October.

Standing orders were reinstated at this point.

106 Report from Police including crime figures

Figures had been distributed and noted. Police were not in attendance.

107 Report from County Councillor

Cllr Gurney gave her report from Norfolk County Council.

108 Reports from District Councillors

Cllr Buck gave some information regarding Norfolk Arts Forum and the Paston Heritage Project.. He is looking to involve the High school in this project.

Cllr Gurney commented that there had been some issues regarding the demolition of the Eastern Glazed Ceramics building on Eversley Road. There had been a lot of dust and the Contractor had been contacted regarding this and the problem has now been resolved.

109 Report from Chairman

Cllr Gurney took the councillors through the activities of the past month.

We have had a very busy month due to staff absence. She welcomed Kate Leggett who is in the PC office in a support role for the Admin and Finance officers. Cllr Gurney also stated that she has found a locum clerk to assist in the office over the coming weeks.

Cllr Gurney thanked everyone for their support over the last few weeks.

110 Financial Matters

110.1 Verification of vouchers

Details had been circulated to Councillors

110.2 Bank reconciliation

Details given on banking information

110.3 Approval of Accounts vouchers as listed in Agenda

Cllr Grade queried details of voucher 369 and 384. It was stated that some organisations pay by BACS and they were deposits from users of Hellesdon Community Centre.

Meeting halted for a short comfort break at 19.55.

Meeting resumed at 20.10

(Item 110 continued)

Discussion took place regarding the water coolers in the Community Centre. It was thought that the cost of such a provision was very high and alternatives should be sought. A plumbed in water fountain was discussed as option and an investigation into prices and work required was to be looked in to.

111 General Matters

111.1 No correspondence circulated

- 111.2 Discussed under item 4.0 (Arden Grove gates)
- 111.3 Members to form Committee for the management of HCC, these include Cllr King, Cllr Buck, Cllr Grady, Cllr Franklin, Cllr Gurney and Cllr Fahy
Cllr Buck declared an interest due to his work with Hellesdon Youth Club.
- 111.4 Piano repair. The quote had been received for the repair of the piano.
Proposed to repair
Seconded
All Agreed.
- 110.5 Mrs Leggett gave an update on the Hello Café which started on August 25th. All is going well and the new format for the café has been going down well with customers. We have been hearing very positive comments from users.

112 Activities

- 112.1 Residents party

The date for the resident’s party has been set for 3rd December in Hellesdon Community Centre. Cllr Knowles has been instrumental in planning this function and the details have been put in the next issue of the Grapevine. We have been in contact with Delightful Catering regarding the food for the function.
- 112.2 An awards night in the planning. A date is being investigated for a Friday evening in December to be held in the Community Centre. We have received a few nominations in different categories.

113 Planning

Nothing to report.

114 Playing fields, Allotments and Amenities

- 114.1 Cllr King gave an update on the situation with Mountfield Park. There has been a slight delay due to wanting to speak to Grounds staff re the management of the site.
An official Council stamp is need to complete the transfer of deeds. **Council Admin to action this.**
- 114.2 Cllr King gave an update on the 3 submitted designs for the new play area. Some amendments are being made and two of the original companies will be re-submitting quotes.
- 114.3 Information was given to Council about the new procedure for the post on the allotment track. The new procedure was implemented on the 5th September 2016 and has been given a 6 month trial to see how it works. Cllr King commented that provided that the use of the post was not abused, how plot holders access the code will be looked at once the 6 month trial is up.
- 114.4 Minutes of the previous planning committee had been circulated.

115 Media and Communications

- 115.1 Cllr Prutton gave details on discussions at last committee meeting regarding update of office equipment in Diamond Jubilee Lodge. Cllr King presented details of costs. Security ramifications were discussed as all information held must be security protected as per local government guidelines. More detail will be presented at the full council meeting in October. Thanks wergiven to Cllr Knowles and Cllr Prutton for their efforts in ensuring the Grapevine was issued on time.

116 Property, Policy and Resources

116.1a There had been no meeting of this committee and the next meeting has been cancelled due to Councillor’s holidays.

116.1b SAMS data. More information to be given at the full Council meeting in October. It was thought that we needed more detail of hour by hour figures117

117. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.

Staffing

117.1 Councillors were briefed on the recent developments regarding on going staffing issues and discussions took place. These included the resignation information of a now former Parish Councillor.

117.2 Updates on other matters concerning staffing were given to full council.

118 Other Matters

118.1 An update was given on the golf course planning application. More investigations are being made. The Council had received an update from their solicitor who was still waiting for amendment and information regarding the section 106 money from Broadland District Council.

118.2 The decision was made not to pursue Horsford Manor, we are waiting to hear from the successful bidder.

118.3 Cllr Gurney gave an update on a possible acquisition of land that was the former Jarrold Social Club off Heath Crescent. Cllr Gurney had spoken to a contact at Jarrold who stated that Jarrold may be open to offers but he also stated that no formal decision regarding the land has been made as yet. More information will follow in due course.

119 Exchange of Information

Cllr Wright gave her apologies for not attending meeting recently due to ill health.

Cllr Prutton gave details on the Best Kept Allotment Competition and she stated that Andy Dye our local law enforcement officer had been nominated for an award.

Cllr Buck gave further details on the Paston Heritage Project and is looking to set up a local history group in the library. They are holding an event in the Library on the 8th October between 10am and 1pm for anyone that is interested in attending. This project was being given support from the Norfolk Archive and it was thought that there may be some sort of archaeological dig next year.

A discussion took place on a proposed community focused event to take place in the future. More details will be discussed at the November Council meeting.

Due to Cllr Gurney being on holiday, keys have been handed to Cllr King.

120 Date, Venue and time of next meeting

Next meeting to take place in the Diamond Jubilee Lodge on 4th October 2016 at 7pm

Meeting closed at 21.44