

HELLESDON PARISH COUNCIL

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Minutes of the meeting of the Parish Council held on Tuesday 7 July 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 D King 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 and introduced Mr Sage. She also indicated there were two additional matters to be considered which was a further request from Kinsale Junior School for use of the car park and Spire Solicitors Terms & Conditions and these were urgent matters and will be included within the meeting as appropriate.

52. Absence and Apologies for absence

All members present.

Cllr Adams informed the meeting he would be leaving at 7.55pm to attend Felthorpe PC. He would be returning.

53. 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 10.2.

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.
Cllr Prutton. Kinsale Junior School – late agenda item in respect of use of car park
Non pecuniary interest – Clerk to governing body.

54. Minutes of the meetings held on 2 June & 16 June 2015

The minutes, having previously been circulated, were approved and signed by the Chairman as a correct record subject to amendment of

- 2 June 2015 minute 32 - deletion of Norwich Airport Consultative Committee addition of Safe Neighbourhood Action Panel.
- 16 June 2015 minute 39 – deletion of 39 addition of 51

55. Public Participation

Representation was made in respect of

- rat running through Hercules Road and of possible mitigating measures.

The Chairman discussed the history of the matter and stated the PC would ask CSW to visit the concern and further refer the matter to Traffic Highways & Environment Committee to address with a view of discussing pinch points.

- Governance and legal costs in respect of HCC transfer.

The Chairman explained the governance matters and referred to procedures as stated in Standing Orders and noted the objection to Standing Orders.

The Chairman gave thanks for attendance.

56. Report from Police to include Parish Crime Figures

Crime figures had been received and were noted

57. Report from County Councillor

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

- NCC has launched the parish partnership scheme for 2016/2017 and she would be suggesting a bid for a crossing on Cromer Road near Bramble Avenue.
- matters in respect of the reported overhanging vegetation as reported at the last meeting has not moved forward due to other pressing matters.
- grass verge cultivation on Middletons Lane is being investigated.
- contacted by resident in Reephams Road regarding sewerage flooding. This is a private matter and residents own liability.
- Bush Road vehicle has sustained a fuel leak. Authorities are aware.
- Bush Road parking matters being considered with restriction for no overnight parking however this will only move the problem further into the road.
- grass verge cutting slightly improved.
- Woodland Road & Plantation Road re-surface with chippings
- Bernham Road & Reephams Road tarmac lifting in recent extreme heat. Rangers will repair.

58. Report from District Councillors

Hellesdon South East

Cllr Adams. Nothing to report.

Cllr Grady. Nothing to report

Hellesdon North West

Cllr Gurney. Angus MacKay Court received second place in the BDC Design Awards.

Cllr Buck. Nothing to report.

59. Report from Chairman/Clerk/Deputy Clerk

The Chairman advised of the resignation of Mr Ian Bond on 23 June.

A meeting had taken place with the representative of the Community Sports Foundation.

The discussion was of a confidential nature and this matter will be placed on the next meeting agenda as appropriate.

Due to timescales the P&R meeting scheduled for 13 July has been re-set for 15 September.

The complaint from a member of the public that she was dealing with had now received a further response, this time to the office. This will receive a reply in due course however answers to questions are raising more & more differing questions. This does have an impact on resources and members accepted the need for received communications to be reasonable.

The Helicopter & Airport Personnel joint meetings will be an agenda item for the next meeting as the communication link needs to be resurrected.

Written reports were presented from the Clerk and Deputy Clerk.

In addition the Clerk advised

The group training is likely to happen from September due to the holiday season

Replacement lamp column work can result in two columns in one location due to schedule of works which require different agency involvement due to responsibilities.

The change to the bank mandate is yet to be finalised due to delay in personal details of new signatories. Both signatories explained problems incurred.

Copies of documents handed back at the start of the meeting are for retention in members' personal green folders.

60. Financial Matters

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

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

9.3 – Approval of Accounts.

RESOLVED to accept income of £7902.10 and expenditure of £44799.15 with petty cash payments of £97.11

61. General Matters

10.1 – Correspondence not circulated was noted.

10.2 – HEL2 conversion. The Chairman invited Mr Sage to address members and he reiterated content of supplied report and gave indicative costs for known and likely work. He was confident of working alongside the farm manager to secure the outcome of a standard to mirror intended use for under £10,000. The Chairman spoke on the matter and then left the meeting room and Cllr Grady presided. Discussion took place.

RESOLVED to accept the offer and costings from Drayton Farms and for Mr Sage to work with the farm manager to completion.

Cllr Gurney returned to the meeting.

Meeting was adjourned for a comfort and refreshment break at 8.30pm and reconvened at 8.45pm.

10.3 – Finance & Operations Working Group. Meeting set for 21 July, 7pm.

10.4 – SNAP. Cllr Prutton briefed on the meeting. Speeding vehicles was under discussion. Grateful for CSW work. It was noted peoples presence reduces speed.

10.5 – Youth advocate meeting. Cllr Buck briefed on the meeting and proposed his motion to establish a working group.

RESOLVED to accept and establish a working group to pursue working together with young people of the parish. Appointed members are Cllr Buck, Wright, King & Grady. First meeting set for 28 July 6pm.

62. Activities

11.1 – Carnival Committee.

Meeting held 11 June & 2 July 2015 noted.

Questions. None received.

Cllr Jones-Blackett requested 2 volunteers to help with marquee erection at 8am on carnival morning. This was not successful and the Chairman asked of the contingency. The clerk indicated that contractors had been sourced erection of a hired marquee and suggested enquiries are made to extend their hire for such contingency.

11.2 – Residents Party Working Group. Meeting set for 29 July 10am.

63. Planning

12.1 – Meeting held on 16 June & 7 July 2015 noted.

Questions. None received.

Recommendation to accept proposed Committee Terms of Reference

RESOLVED to accept.

12.2 – Application 20150830 Carrowbreck House, Drayton High Rd. Variation of Conditions 2, 9 & 10 of Planning Permission 20141634 Erection of 14 Residential Dwellings and Associated Works

RESOLVED no objections to the amendments.

Cllr Adams abstained.

64. Playing Fields, Amenities' & Allotments

13.1 – Nothing for meeting

65. Media & Communications

14.1 – Nothing for meeting.

Cllr Knowles indicated he had attended a meeting in respect of the website however was unsure of the next procedure. The clerk advised this would be investigated.

66. 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. In response to the Chairman enquiring as to the constitution, Cllr Jones-Blackett indicated this was still in the hands of Hansells Solicitors which is in The Close.

Traffic Highways & Environment
15B.1 – Nothing for the meeting.

67. Staffing

16.1 – Committee meeting held 22 June 2015 noted. The minutes would be approved at the next committee meeting

Questions. None received.

16.2 – Additional meeting set for 22 September at 6.30pm.

68. Additional items

Kinsale Junior School use of car park. The clerk confirmed the current arrangement had not presented any concerns and was of the view this facility had little take up.

RESOLVED to extend the provision for a further school term.

Spire solicitors Terms & Conditions.

RESOLVED to accept. Cllr Knowles & Walsh abstained

69. 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 & additional items as agreed 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.

70. Exchange of Information

The Clerk advised Catton Print had undertaken printing for the youth club free of charge. The youth club representatives stated a thank you would be sent from the group for the goodwill gesture.

71. Date Time and Venue of next meeting

The next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 4 August 2015 at 7pm.**

The meeting closed to press and public at 9.30pm.

Confidential item

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

72. Confidential matters

17.1 – HCC Lease Review Working Group meetings held 10 & 25 June 2015 noted.
Questions. None received.

Recommendations

- Terms of Reference
RESOLVED to accept.
- Briefing note for input into the Business Plan
RESOLVED to accept.

The Chairman advised members of the recent communications received from the administrator & manager of HCC. It was with agreement such matters are dealt with by the councils engaged professionals.

Meeting closed at 10pm