

**HELLESDON PARISH COUNCIL**

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**Minutes of the Meeting of the Parish Council  
held on Tuesday 2 May 2017 at 7pm  
in Diamond Jubilee Lodge, Wood View Road, Hellesdon**

**Present:** Cllr S Gurney – Outgoing Chairman

Cllr D Attenborough      Cllr D Buck      Cllr G Everett

Cllr D Fahy   Cllr U Franklin      Cllr R Grady   Cllr D Ghimire

Cllr D Jones-Blackett      Cllr D King   Cllr J Knowles      Cllr S Prutton

Cllr R Sear   Cllr J Wright

Mrs M Anderson-Dungar – Locum Clerk

**001 Election of Chairman of the Council and Receipt of Declaration of Acceptance of Office**

Cllr Gurney accepted a nomination. It was therefore **RESOLVED that Cllr Gurney was elected as Chairman of the Council for the 2017/18 Council year, and would sign the Declaration of Acceptance of Office.**

**002. Election of Vice Chairman**

Cllr Grady accepted a nomination. It was therefore **RESOLVED that Cllr Grady was elected as Vice-Chairman of the Council for the 2017/18 Council year.**

**003. Apologies and acceptance for absence**

Apologies were received and accepted from Cllr Britton.

**004. Declarations of Interest and Dispensations**

The following declarations were made:  
Cllr Grady – Broadland District Councillor  
Cllr Buck – Broadland District Councillor, Hellesdon Youth Club, Hellesdon Community History  
Cllr Knowles – Hellesdon Community Choir  
Cllr King – Hellesdon Community History, Hellesdon Youth Club

Approved.....

Date.....

**005. Report for 2016/2017 from the Outgoing Chairman**

The Chairman gave her report as presented to the Annual Parish Meeting; it would also be published in the next issue of The Grapevine. The following points were highlighted:

- a busy and challenging year for the Council, but Staff and Councillors had worked hard to take the Council forward
- the need for external consultancy advice for the Golf Course application, to ensure the best possible benefits for the community.
- The former Eastern Glazed Ceramics site would engender Community Infrastructure Levy (CIL) funding to be used for infrastructure improvements within the Parish.
- CIL funding already received had been used for improvements to the children’s play area, formally re-opened by Chloe Smith MP on 28 April 2017.
- Events to celebrate the 90<sup>th</sup> birthday of HM The Queen had been much enjoyed
- Mountfield Park was soon to be transferred to the Parish Council, Cottinghams Park had been acquired during the year.
- The Neighbourhood Plan was expected to proceed to referendum by the end of 2017
- The Grapevine would be reduced to 3 issues per year
- The precept for 2017/18 had been increased by 4.6%
- Planned re-surfacing of the car park was scheduled for June, and the site would necessarily be closed for some days
- Hellesdon Parish Council must be forward looking to accommodate the planned growth of the parish.

Committee Chairmen gave their reports as follows:

Media & Communications - Cllr Prutton reported on the responsibilities and activities of the committee over the past year, including The Grapevine magazine change of distribution company, and the complete review of the Council’s IT system.

Playing Fields, Allotments & Amenities – Cllr King reported on an exciting year for the Committee, with capital and revenue expenditure on the infrastructure. He highlighted the provision of the new groundsmen’s building, the recent upgrading of the play area as reported above, and the decision to improve the grounds equipment to maintain high standards of performance. Forward planning was essential to ensure provision for the future needs. A review was in place with meetings with allotment holders and the Allotment Association to increase allotment uptake

Staffing Committee – apart from routine reviews, attention had been required to a complex and as yet unresolved staffing issue, upon which it was inappropriate to make public comment at this point.

**006. Appointment of signatories to orders of payment**

The Chairman proposed existing signatories should continue, seconded Cllr King; it was therefore

**RESOLVED that the following should be signatories:**

- Cllr R Grady**
- Cllr S Gurney**
- Cllr D Jones-Blackett**
- Cllr J Knowles**

**007. Appointment of members to Standing Committees**

Following a few minor changes, Committee representation was **AGREED** as follows:

**Hellesdon Community Centre**

Cllr Buck	Cllr Fahy	Cllr Franklin,
Cllr Grady	Cllr Gurney	Cllr King
Cllr Knowles		

**Playing Fields, Amenities & Allotments**

Cllr Attenborough	Cllr Franklin	Cllr Jones-Blackett
Cllr King	Cllr Knowles	Cllr Sear

**Media & Communications**

Cllr Buck	Cllr Franklin	Cllr Ghimire
Cllr Knowles	Cllr Prutton	1 vacancy*

\*to be filled after by-election

**Property, Policy & Resources**

Cllr Ghimire	Cllr Grady	Cllr Gurney
Cllr King	Cllr Knowles	Cllr Prutton

**Staffing**

Cllr Britton	Cllr Ghimire	Cllr Grady
Cllr Gurney	Cllr King	Cllr Knowles

**Planning**

Cllr Attenborough	Cllr Britton	Cllr Buck
Cllr Jones-Blackett	Cllr King	Cllr Sear



The draft previously circulated was discussed, and following amendments it was **RESOLVED to adopt**

**012. Minutes of the meeting held on 4 April 2017**

Minutes of the Meeting held on 4 April 2017 had been circulated. Following an amendment to remove “community fair” from Cllr Buck’s declared interests, it was **RESOLVED to adopt**

**013. Public Participation**

The meeting adjourned to take comments/questions from members of the public present.

*Mr Howell asked about the road works on Bernham Road, the Chairman advised that these were likely to continue for a further five weeks.*

*Discussions had been held with FirstBus on routes and the Area Engineer was dealing with progress issues. FirstBus were in the process of a bust stop and timetable review. The Parish Council would consider additional bus shelter provision under the Parish Partnership Scheme, should there be a further round of funding for 2018/19.*

The meeting re-convened.

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

There were no figures available for this meeting. Cllr Grady advised that the information was now presented in a different format, rather than specific information for Hellesdon. It was **RESOLVED** to investigate the provision of information relevant to P.C. Dye’s area.

**015. Report from County Councillor**

C Cllr Gurney’s report concentrated on highways issues; Bernham Road residents were of the opinion that the road was narrower – the Area Engineer was to come and measure the width. More work would be undertaken in the parish later in the year to fill undulations, raise sunken drains and re-tarmac, all from a special budget allocation. Bernham Road had been prioritised over Links Avenue. Cllr Gurney was a member of the working panel investigating the unregulated accommodation for young people, which had been featured in the media recently.

**016. Reports from District Councillors**

D Cllrs Buck and Grady had nothing to report. D Cllr Gurney reported the amalgamation of the Licensing and Regulatory Committees, and a reduction in numbers on the Planning Committee from 15 to 11.

**017. Reports**

**Chairman** – the Chairman reported on a very successful Awards evening, and thanked Councillors for attending. She read out the list of awards, and recorded thanks to Kate Leggett, the Facilities Administrator, for organising

the event, and to Cllr Knowles for the upbeat performance from the Community Choir.

**Council Administrator** – the Locum Clerk updated the meeting on the car park re-surfacing project, the appointment of a temporary staff member, and weekend working by the Finance Officer to complete the work on the new system ready for year end and the new financial year, for which he was thanked by the Council.

**018. Financial Matters**

- 18.1 Verification of Vouchers (no further forward from 4<sup>th</sup> April 2017 meeting due to end of year work)
- 18.2 Bank Reconciliation (no further forward from 4<sup>th</sup> April 2017 meeting due to end of year work).
- 18.3 Approval of Accounts (no further forward from 4<sup>th</sup> April 2017 meeting due to end of year work).

All information would be provided for the June meeting.

**019. General Matters**

- 19.1 items of correspondence not circulated as detailed at the end of this agenda – there was nothing to report under this item.
- 19.2 Scheme of Delegation – matters to be dealt with by the
  - Full Council
  - Proper Officer of the Council

The documents previously circulated were discussed, and decision deferred to the next meeting pending completion of additional work.

- 19.3 LCRS Action Plan – the information previously circulated was discussed, with the recommendations to formulate a Training Policy, standardise Staffing Policies, write Financial Risk Assessments and update the website all **ACCEPTED**. It was suggested to run a photographic competition in The Grapevine for a new website home page photo as the bridge was not actually in the parish.

- 19.4 Annual Parish Meeting – draft Minutes of the meeting held on 30 March 2017 were noted with minor amendments. There were no questions.

- 19.5 Information from Cllr. Gurney regarding Broadland District Council meeting about Street Lighting scheduled in May – the meeting received the information and a robust discussion ensued, concluding with the reiteration of the Council’s earlier response. The responses were agreed, there would not be a representative from the Council, although District Councillors could attend as observers if they wished.

**020. Activities**

- 20.1 Update from Council Administrator regarding Car Park resurfacing – the Locum Clerk confirmed the dates for the work, and advised that the application to the Library for a financial contribution was with Norfolk County Council.

20.2 Update from Cllr. Buck regarding the Grow Your Community Summer Fair – forms were available to book stalls, possibility that the WI would assist with catering. The next planning meeting was scheduled for 16 May

**021. Planning**

21.1 Committee meeting – Minutes of the meetings held on 4 and 18 April 2017 were **ADOPTED**. The number and content of the new signs at Fishes was clarified.

21.2 Email from Broadland District Council regarding online planning applications and to resolve if the Parish Council wish to sign up for electronic consultation and submission of resulting comments. – the information was discussed in detail, and responses agreed for onward submission. In summary, the Parish Council wished to maintain the status quo – receipt of paper copies, with responses emailed direct to the relevant Planning Officer.

**022. Playing Fields, Amenities & Allotments**

22.1 Cllr King updated on the delivery of new equipment, the Mountfield Park transfer to be completed on 26 May, and the advice of the Police to monitor allotment and open spaces sites for signs of traveller occupation. It was essential to notify the Police within 24 hours.

**023. Media & Communications**

23.1 Nothing to add to report given earlier in the meeting.

**024. Hellesdon Community Centre**

24.1 Committee meeting – minutes of the meeting held on 10 April 2017 were noted in principle, with the Locum Clerk requested to make some amendments to potentially sensitive information. There were no questions.

**025. Property, Policy & Resources**

25.1 Committee meeting – Minutes of the Meeting held on 19 April 2017 were noted in principle, with some amendments to be made. Cllr Buck updated on the carnival request, which unfortunately, the Council could not accommodate. There were no questions.

**026. Staffing - Exclusion of the Press & Public**

**It was unanimously RESOLVED 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, such items to be dealt after the item that confirmed details of the next meeting.**

26.1 Committee meeting – Minutes had been circulated, but the Locum Clerk was asked to redact sensitive information. There were no questions.

**027. Exchange of information**

Cllr King was to meet Rev Adler to discuss plans for Remembrance Sunday 2017

Cllr Wright recorded thanks to all involved in the Community Awards Evening

Cllr Buck reported on history group projects

Cllr Grady reported on the netting installed at B & Q to deter seagulls

**028. Time and Venue of next Council meeting**

This was confirmed as **Tuesday 6 June 2017**, in the Council Chamber, Diamond Jubilee Lodge, at 7p.m.

**029. Staffing**

Pursuant to the resolution under item 2026 above, the Council withdrew into Committee for discussion of this item at 9.45pm. The member of the public and left the meeting at this point.

029.1 Cllr Knowles updated the meeting on developments related to the former Clerk of the Council since the last meeting.

The meeting closed at 10.04p.m.