

HELLESDON PARISH COUNCIL

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**Minutes of the Meeting of the Parish Council
held on Tuesday 4 April 2017 at 7pm
in Diamond Jubilee Lodge, Wood View Road, Hellesdon**

Present: Cllr S Gurney – Chairman

Cllr D Attenborough Cllr D Buck Cllr G Britton Cllr G Everett

Cllr U Franklin Cllr D Ghimire Cllr D Jones-Blackett

Cllr D King Cllr S Prutton Cllr R Sear Cllr J Wright

Mrs M Anderson-Dungar – Locum Clerk

The Chairman welcomed Councillors and 3 members of the public

244. Apologies and acceptance for absence

Apologies were accepted from Cllrs Fahy and Grady.

245. Declarations of Interest and Dispensations

The following declarations were made:

Cllr Knowles – Hellesdon Community Choir

Cllr King – Hellesdon History, Youth Club, Community Fair

Cllr Buck – Broadland District Councillor, Youth Club, Community Fair,
Hellesdon History

Cllr Gurney – Broadland District Councillor, Norfolk County Councillor

No requests for dispensations had been received.

246. Minutes of the Previous Meeting

Minutes of the meeting held on 7 March 2017 had been circulated. There was opinion that part of Minute 233.2 was incorrect and after some discussion, it was proposed and **RESOLVED** that the minute should read:

That Hellesdon Parish Council will not adopt, nor take responsibility for management, costs regarding energy or existing and/or ongoing maintenance of the existing footway lighting in the Parish that is currently managed by Broadland District council and recharged through

a special expense, not will Hellesdon Parish Council adopt, maintain or pay the energy costs for footway lights on new developments.

As a result of this resolution, Hellesdon Parish Council will not enter into discussions, negotiations or consultations with Broadland District Council regarding a transition of the full responsibility for the existing footway lighting in the Parish, nor any discussion or consultation or negotiation regarding the provision of footway lighting on new developments, as Hellesdon Parish Council will not maintain or adopt footway lighting on new developments.

Minute 236.2 was corrected to read “late May.”

Minute 242.1 was corrected to read “gave.”

The Minutes as amended were **AGREED** and signed by the Chairman.

247. Public Participation

Mrs King appealed to the council against the refusal to allocate them a further half plot as the rule stated one per household. A letter had been handed in at the council office but had not been included with the agenda. She was advised that normally the matter would go to the relevant Committee, but with the main growing season well under way, and the approval of the council, the matter was delegated to the Chairman of the Allotments Committee and the Council Chairman.

Mrs King also expressed concern that the carnival was no longer in place as Cllr Jones-Blackett and team had done a great job in the past.

The meeting re-convened.

248. Report from Police to include Parish Crime Figures

No report received.

249. Report from County Councillor

Cllr Gurney updated the meeting as follows:

- Footpath works at Bernham Road were in progress. The withdrawal of the bus service had caused problems, and FirstBus had agreed to divert the 30A to include Woodland Road.
- The road surface at the ASDA junction would be repaired shortly, with night working to ease traffic congestion.
- Exploratory work on drains – government funding had been received to connect old drains to the main sewer, predominantly Heather Avenue, Warren Avenue and surrounding roads.
- Allocation of future parish partnership funding to be announced in June – the suggestion was to apply for hard standings for future bus shelters

Questions were invited and included:

- Meadow Way/ Cromer Road/Fifers Lane junction needs to be addressed
- More considerate parking near the mini roundabout to provide better vision.
- Bernham Road – contractors not working on some days and taking long breaks on others – Cllr Gurney had spoken with residents

250. Reports from District Councillors

Cllr Buck - JustGiving campaign for conservation of the ensign of Le Génèreux for display in Norwich.

Cllr Gurney had nothing to report

Cllr Everett arrived at this point.

**251. Reports from:
Parish Council Chairman**

- The Chairman was disappointed that more electors had not attended the Annual Parish Meeting the previous week; she thanked Councillors for their attendance.
- The Chairman re-iterated her thanks to Councillors for their support; in turn, thanks were recorded to the Chairman for her hard work and service on behalf of the community.
- Invitations had been issued for the Community Awards Evening
- The children’s play area had been opened; Cllr King to report later in the meeting.
- There had been some problems on the Community Centre complex at the start of the school holidays. A resident had suggested a combination lock for the skatepark, but this would be impractical as the parks were for everyone.
- Delays in the start of development of the roadway under Phase 1 of the golf course site due to the prolonged sale negotiations which when concluded were well into the bird nesting season.

Council Administrator

The Chairman took members through the report tabled, which included an update on IT, publicity for the play area, a potential booking for the Community Centre, new equipment and the progress of the Parish Partnership funding for 2 new bus shelters. Committee Chairmen were reminded that the next edition of the Grapevine would include their annual reports in addition to the Chairman’s Annual Report as given to the recent Annual Parish Meeting.

252. Financial Matters

The following documents were presented:

252.1 Verification of Receipts and Payments - all cheques had been scrutinized and validated before signing.

252.2 Bank Reconciliation – up to date up until 31st December 2016.

252.3a Approval of Accounts – Payments from 1st to 31st December 2016

252.3b Approval of Accounts – Receipts from 1st r to 31st December 2016

Following discussion and clarification of some points, it was proposed and **RESOLVED** to accept the documents.

252.4 Review of documents.

Draft documents had been circulated and were discussed and amendments made, following which it was **RESOLVED** to accept the following:

- i) Financial Regulations
- ii) Statement of Internal Controls
- iii) Internal Control and Review of Effectiveness

The meeting adjourned for 10 minutes at 8.22pm and re-convened at 8.39pm

253. General Matters

253.1 Non-circulated items – the list was accepted.

253.2 World War I project – Cllr Buck updated the meeting on a First World War project to commemorate the Norfolk fallen with a display of woolen poppies. He would like to display those in remembrance of Hellesdon Fallen and it was **unanimously agreed** to support the project with funding from the 2016/17 Chairman’s allowance underspend; Cllr Buck to take this forward and invite the Norfolk County Council Project Officer to a meeting, also publicise via The Grapevine. Cllr King suggested a Remembrance event on 11 November (additional to the tradition Remembrance Service) with a larger event in 2018 in conjunction with the Church to commemorate the centenary of the Armistice. A further suggestion was a commemorative brochure. The Playing Fields, Amenities and Allotments Committee was delegated to work on arrangements.

253.3 Grow Your Community Summer Fair – Cllr Buck spoke to his paper tabled, that requested the use of the whole Community Centre on 22 July 21017. It was proposed, agreed and **RESOLVED to grant the use of the Centre on 22 July 2017, to waive the fee and support the event with the allocation of caretaking staff.**

254. Activities

254.1 – Nothing for meeting.

255. Planning

255.1 Committee meetings –Minutes of the Meetings held on 7 and 21 March 2017 were **adopted**. There were no questions, but Cllr Britton highlighted the proposals for backland development and the security fence at Hellesdon Hospital

256. Playing Fields, Amenities & Allotments

256.1 – Cllr King updated the meeting on the Children’s Play Area, now open, with a formal opening ceremony to be agreed so that publicity could be issued. It was subsequently **AGREED** that the formal opening should precede the Community Awards presentations on Friday 28 April 2017.

256.2 Mountfield Park – completion expected soon.

256.3 s.106 and CIL funding – Officers from Broadland DC were willing to talk to the June Council meeting. Cllr King asked for the first Playing Fields, Amenities and Allotments Committee meeting of 2017/18 to be set for June. The Chairman reported on continued discussions with the Head Groundsman regarding equipment.

257. Media & Communications

257.1- Cllr Prutton updated the meeting on the installation of the new IT system, which would not be signed off until everything was in place, staff trained and problems resolved.

257.2 – The Grapevine – Cllr Prutton to liaise with the Council Administrator on timing and content of the – now three – issues per year.

257.3 – Safer Neighbourhood Action Panel – Cllr Prutton would take concerns about cyclists on the pavement to the next Panel meeting.

257.4 – Scoot Bike Walk – permission to use the Community Centre car park was given. Letters had been issued regarding unauthorised parking by employees of neighbouring businesses.

258. Property, Policy & Resources

258.1 Minutes of the Meeting held on 21 March 2017 were **ADOPTED**. The Chairman advised that the quotes received for the car park surfacing would be analysed to ensure proper comparisons could be made and a contractor appointed; an extra-ordinary meeting of the committee would be arranged to deal with this and the logistics of managing the work. It was **AGREED** to speak individually to those who persisted in using the car park following a letter from the Council.

The setting of Bowls Green fees was delegated to the Council Chairman and the Chairman of the Playing Fields, Amenities & Allotments Committee.

259. Hellesdon Community Centre

259.1 Nothing for this meeting. The next meeting of the Community Centre Committee was scheduled for Thursday 11 April 2017 at 7pm.

260. 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.

261. Exchange of Information

Cllr Buck reported that Hellesdon Community History was incorporated and could source funding.

Cllr Buck reported that an open evening was planned to celebrate the 5th anniversary of the Youth Club

Cllr Britton gave advance apologies for the Annual Council Meeting, and advised that the Sweet Briar solar project was expected to be on line by the end of the month.

Cllr Jones-Blackett advised of the Saturday coffee morning and sale at the parish hall to raise funds for the hall

262. Date, Time & Venue for Next Meeting

It was confirmed that the Annual Parish Council Meeting would be held on Tuesday 2 May 2017 at 7pm in the Council Chamber at Diamond Jubilee Lodge.

263. Staffing

Pursuant to the resolution under item 260 above, the Council withdrew into Committee for discussion of this item at 9.15pm. The members of the public and the Locum Clerk left the meeting at this point.

260.1 Councillors were updated on all current staffing matters.

The meeting closed at 9.55p.m.