

HELLESDON PARISH COUNCIL

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

PRESENT

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

Cllr. Ghimire Cllr. R Grady Cllr. S Gurney Cllr. J Knowles

Cllr. D Jones-Blackett Cllr. D King Cllr. S Prutton Cllr. R Sear

Cllr. J Wright

Mr Mark Knight (Council Administrator)

In attendance: Mr E Howell, Mrs Janet Woods and Mr D Southgate.

WELCOME.

Cllr. Gurney welcomed those present and especially welcomed Cllr. Sear to his first meeting as a Parish Councillor.

160 APOLOGIES

Cllr. Franklin received and accepted

Cllr. Fahy received and accepted

No apologies received from Cllr. Walsh

161 Declarations of interest and dispensations

a) Cllr. Grady: Broadland District Council and Hellesdon Youth Club.

Cllr. Buck: Broadland District Council, Hellesdon Youth Club and Hellesdon Heritage Society.

Cllr. Everett: Broadland District Council and Drayton Parish Council.

Cllr. King: Hellesdon Youth Club and Hellesdon Heritage Society.

Cllr. Gurney: Broadland District Council and Norfolk County Council.

No other interests declared.

162 Minutes of the previous meeting

Minutes of the previous meeting held on the 1st November were accepted as a true record and signed, with alterations to page 2 regarding NDR Diversion works and page 3 regarding the Spixworth PCSO.

Cllr Grady proposed and Cllr. King seconded – ALL AGREED.

163 Public Participation.

Mrs Woods was concerned regarding the access to the burial ground at St. Mary's Church. It was established that the Parish Council did not own and therefore could not influence the opening and closing of the gates but could help in finding a solution to the problem. To this end the Council Administrator would attempt to contact the Gurloc Trust to open a dialogue on the matter and also would find the planning permission paperwork to establish any conditions which might have been put on the gates.

Mr Howell spoke again about his concerns over disabled access at a bus stop on Raymond Road. He was assured that this issue was in hand and the Parish Council are in contact with Norfolk County Council about resolving it.

164 Report from Police to include Crime figures.

These figures were not received in time for the meeting.

165 Report from County Councillors

Cllr. Gurney gave a verbal report on several matters.

- Bernham Road will be closed for 12 weeks from the 17th December 2016, we are waiting for alternative bus routes from First Bus.
- Duncan Cole from Persimmon Homes will be providing a presentation on rapid transit bus routes on the Drayton High Road on Wednesday 14th December 2016.
- The proposed Western Link A47 'link up' will have preferred routes published in early 2017.
- Under the Parish Partnerships scheme the Parish has up to £8,000 to spend on Bus Stops on Raymond Road and Low Road.

166 Report from District Councillors

Cllr. Buck gave an update on Grow Your Community and invited more ideas from the council.

Cllr. Grady did not have anything for this meeting.

Cllr. Gurney gave a verbal report on the Persimmon Homes land deal – the Section 106 negotiations have completed – 2.2 Hectares of flat recreation land on site and next to the school. The Trim trails have been removed along with additional allotment space. However this is still 2 hectares short and the 50 space car park was also not given.

167 Report from Chairman

Cllr. Gurney gave a verbal update on a meeting held with the Chief Finance Officer for Jarrolds Chris Doggett which was an initial approach to register a formal interest in the former Jarrolds social club land, a further meeting will be planned for the New Year.

There was also a verbal report on the Broadland Site Allocation programme and how it may possibly effect Cottinghams Park and the new allotments site.

Notice was also given of an audit to be conducted on behalf of the Parish Council by Larking and Gowan on 14th December 2016.

168 Financial Matters

168.1 All vouchers were approved after Cllr. King queried vouchers 533, 562, 595, 596 and 597. It was also agreed to have a budget meeting every 3 months for all standing committees to enable the annual budget setting process to be made easier and retain more stringent financial controls on the finances.

PROPOSED BY CLLR. GURNEY, SECONDED BY CLLR. KING – ALL AGREED

168.2 This matter was deferred to the January meeting due to the amount (£631.38) the Locum Clerk and Finance Officer will also need to be consulted.

PROPOSED BY CLLR. GURNEY, SECONDED BY CLLR. KING – ALL AGREED

168.3

These were all approved.

168.4

It was proposed that Cllr. Gurney approach Barclays Bank to obtain a Debit Card for use by the Parish Council for payments online. It was further noted that this will necessitate a change in the Financial Regulations. Also, that Cllr. Gurney speak to the Parish's banking business manager at Barclays to seek advice on a daily limit both in total amount and total number of transactions.

PROPOSED BY CLLR. BRITTON, SECONDED BY CLLR. GRADY – ALL AGREED.

The meeting then took a break at 8.16pm, reconvening at 8.30pm.

169 General Matters

169.1 These documents were all noted.

169.2 A meeting was set for the Hellesdon Community Centre Standing Committee on Tuesday 10th January at 7pm to be held at Diamond Jubilee Lodge.

169.3 It was noted that this item had already been discussed in item 167.

170 Activities

170.1 Cllr. Prutton gave a verbal report on the Residents Party and thanked all Councillors who attended. Special thanks were given to Kate Leggett – Facilities Administrator – for all of her hard work in arranging the party and for her work on the day itself. It was hoped that more Councillors would attend next year.

171 Planning

171.1 These meetings were noted. It was proposed that Cllr. Sear join the Planning Committee to replace Cllr. Wright.

PROPOSED BY CLLR. GRADY, SECONDED BY CLLR. KING – ALL IN FAVOUR.

It was also noted that the £500 budget set for the planning committee was not needed and this was referred to the Property, Policy and Resources Committee for the budget setting process.

172 Playing Fields, Allotments and Amenities

172.1 There was no further action on this matter, searches still need to come back and we will be informed when they are.

172.2 These were noted and it was proposed that Cllr. Sear join the Playing Fields, Amenities and Allotments Committee.

PROPOSED BY CLLR. KING, SECONDED BY CLLR. GRADY – ALL AGREED.

172.3 Cllr. King gave a verbal report with assistance from the Council Administrator with an operational and logistical meeting being planned for 13th December 2016 to discuss start dates.

172.4 It was agreed that this would feed into the main budget setting process at the Property, Policy and Resources committee.

173 Media and Communications

173.1 It was agreed that this would feed into the main budget setting process at the Property, Policy and Resources committee.

173.2 These minutes were noted.

173.3 Cllr. Prutton gave a verbal report on the progress on the new IT structure and equipment with assistance from the Council Administrator. There have been no further delays after concerns were raised by the Locum Clerk over the appropriate security measures for .gov emails. It was also agreed to look into a new supplier for delivery of the Grapevine after unsatisfactory performance by the current contractor. The Council Administrator will do this.

174 Property Policy and Resources

174a.1 The Council Administrator gave a verbal report on the final stages of the Groundsman's Hut. Several superficial problems have been rectified and the project is still on schedule for completion on 23rd December 2016 when it will be handed over.

174a.2 It was agreed that this would feed into the main budget setting process at the Property, Policy and Resources committee.

174a.3 These were noted.

Traffic Highways and Environment

174b.1 These were not available due to a technical error at the offices of the supplier.

175. 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.

176 Staffing

9.23 Council Administrator was asked to leave the room for confidential reasons.

176..1 Cllr. Knowles gave a written report concerning the current staffing situation.

9.30 Council Administrator rejoined the meeting.

Cllr. Knowles and the Council Administrator gave a verbal report on the status of staff contracts.

176.2 Cllr. Knowles gave a verbal report on the success of the advertisement for a Litter Warden and Bank Caretakers. An interview date was set for Tuesday 20th December 2016. It was also proposed that the wage be set at the first salary point above the National Living Wage on the NJS Payscale, this would be £7.91 per hour.

PROPOSED BY CLLR. BUCK, SECONDED BY CLLR. GURNEY – ALL IN FAVOUR.

176.3 Cllr. Walsh did not attend the meeting and so was unable to give his report or receive information he requested.

176.4 These were noted. It was also proposed that an Extra-Ordinary meeting of the Staffing Committee was needed on 19th December 2016 to discuss current staffing issues.

PROPOSED CLLR. KNOWLES, SECONDED BY CLLR. BUCK – ALL IN FAVOUR.

177 Exchange of Information

Cllr. Buck gave a verbal report on the progress of the Hellesdon Heritage Society, it is almost a formal body which will be able to apply for funding.

Cllr. Buck also gave a verbal report on the Hellesdon Youth Club, a request for volunteers was made.

Cllr. Knowles advised that there would be a choir meeting at The Bull Public House on Thursday 8th December to raise money for the Air Ambulance, there would also be a performance by the choir at the Methodist Church on Sunday 18th December at 6pm.

Cllr. Everett advised that contact details needed to be changed on the parish website.

Cllr. Jones-Blackett advised that at the Parish Hall on Sunday 11th December there would be the annual Christmas Grotto.

178 Time and venue of the next Council Meeting.

Next Council meeting will be held in the Diamond Jubilee Lodge on Tuesday 3rd January 2017 at 7pm.

Meeting closed at 9.57pm.