

HELLESDON PARISH COUNCIL

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**Minutes of the Meeting of the Parish Council
held on Tuesday 6 June 2017 at 7pm
in Diamond Jubilee Lodge, Wood View Road, Hellesdon**

Present: Cllr S Gurney – Chairman

Cllr D Buck Cllr G Everett Cllr D Fahy

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

Cllr R Sear

Mr Mark Knight – Council Administrator

030. Apologies and acceptance for absence
Apologies were received and accepted from Cllr Grady, Cllr, Franklin, Cllr Wright, Cllr Attenborough and Cllr Ghimire

031. Declarations of Interest and Dispensations
The following declarations were made:

Cllr Buck – Broadland District Councillor, Hellesdon Youth Club, Hellesdon Community History
Cllr Knowles – Hellesdon Community Choir
Cllr King – Hellesdon Community History, Hellesdon Youth Club, South Norfolk Council.
Cllr Gurney – Broadland District Councillor, Norfolk County Councillor.
Cllr Everett – Broadland District Councillor and Drayton Parish Council.

032. Minutes of the meeting held on 2 May 2017
Minutes of the Meeting held on 2 May 2017 had been circulated. Following an amendment to items 004 where Cllr Everett will be added and 007 where Cllr Prutton will be added to the Staffing Committee, it was **RESOLVED to adopt**

033. Public Participation

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

Mr Tozer asked what could be done about the general state of the grass verges around Middleton's Lane. Cllr Gurney clarified that this was the responsibility of Norfolk County Council and that there has been a change of contractor therein which had caused problems. Cllr Gurney also assured Mr Tozer that his concerns had already been actioned to the highest authority. The meeting re-convened.

034. Report from Police to include Parish Crime Figures

These figures were distributed with an explanation from the Council Administrator about the new ways in which crime figures are distributed to the council. It was **RESOLVED** for the office staff to contact PC Andy Dye to formally request a return to the old system due to a large disparity. It was further **RESOLVED** for the method in which the statistics are displayed be put forward to the Media and Communications Committee where a suitable way of displaying these figures can be devised and communicated.

035. Report from County Councillor

County Cllr Gurney's reported that the work on Bernham Road was now completed and that as a result the road is slightly wider. The bus schedule has now also returned to normal. The highway rangers are also due to be in Hellesdon very soon and councillors were encouraged to report any problems. The period of Purdah is also being observed due to the general election and so otherwise activity was low.

036. Reports from District Councillors

District Cllr Gurney reported the meeting regarding the responsibility of street lighting had been postponed and that the amount of taxi driver licenses granted had increased last year.

037. Reports

Chairman – the Chairman reported on the internal audit recently received back from Larkin and Gowen which highlighted no 'Red' concerns. Cllr Gurney also asked the council to **RESOLVE** to issue an official notice of thanks to the Parish Office staff who had made this possible due to their continued hard work. Cllr Gurney also updated the council on an issue with a local business who had requested a free parking space in return for allowing customers to park outside his offices to access local amenities. It was **RESOLVED** not to give him permission and to instruct the office staff to issue a letter informing them of this.

Council Administrator – the Council Administrator gave a verbal report on progress made concerning administration work by the office staff, details on the car park resurfacing works, the 121 and Appraisal process and work completed by the Finance Officer.

038. Financial Matters

- 38.1 Verification of Vouchers (up to date)
- 38.2 Bank Reconciliation (up to date until 31st March 2017)
- 38.3a Approval of Accounts (Payments from 1st January to 31st March 2017)
- 38.3b Approval of Accounts (Receipts from 1st January to 31st March 2017)
- 38.4 To receive and consider Report & Recommendations from Internal Auditor – Cllr Gurney commended this to the council and it was unanimously **AGREED** to accept this.
- 38.5 To confirm Effectiveness of Internal Control document – so **AGREED**.
- 38.6 To complete s.1 (Annual Governance Statement) of the Annual Return for 2016/7 – this was completed and it was **RESOLVED** to complete and return with a letter explaining about the Risk Register.
- 38.7 To adopt the Accounts for 2016/7 – these were so adopted.
- 38.8 To complete s.2 (Accounts) of the Annual Return for 2016/7 – these were completed.
- 38.9 To appoint the Internal Auditor for the 2017/8 Accounts – it was **RESOLVED** to appoint Larkin and Gowen.

The meeting was adjourned for a break at 8.31pm, reconvening at 8.47pm.

039. General Matters

- 39.1 items of correspondence not circulated as detailed at the end of this agenda – there was nothing to report under this item.
- 39.2 The Scheme of Delegation to the Clerk and RFO was **ADOPTED**. The Retention of Documents policy was **ADOPTED**.
- 39.3 The Training Policy was **ADOPTED**. The Financial Risk Assessment policy was **ADOPTED**.
- 39.4 It was **RESOLVED** to talk to the Facilities Administrator about what level of support would be available to staff a stall at the Grow Your Community Fair on the 22nd July 2017. To report back to Cllr Buck.

040. Activities

- 40.1 Nothing for meeting. However, it was suggested that a date be confirmed for the over 65s Christmas party. Cllr Prutton will liaise with the office staff to ensure this is done in a timely manner.

041. Planning

- 41.1 The minutes were so noted.
- 41.2 There were no questions raised regarding this.

042. Playing Fields, Amenities & Allotments

- 42.1 These were distributed on the night due to the date of the meeting concerned and were so noted.
- 42.2 It was **RESOLVED** to instruct the office to send a letter out to all residents backing on to Mountfield Park which will encourage them to be involved in the ongoing upkeep and possible development of the area.

This plan is to feed into a larger 'Green Spaces' plan involving all of the land currently maintained and run by the Parish Council.

043. Media & Communications

43.1 These were so noted.

43.2 It was **RESOLVED** to ask the Facilities Administrator if she still has any work completed before regarding the possibility of Wi-Fi service to the Community Centre.

Concerns were also raised regarding the website and documents therein. The Council Administrator advised that this piece of work is ongoing but would be made a priority going forward.

43.3 Cllr Knowles questioned a detail in the Terms of Reference regarding how sub-committees report. It was clarified that all sub-committees report back to the Full Parish Council and not to the Property, Policy and resources Committee.

044. Property, Policy & Resources

45.1 Committee meeting – There were distributed on the night and noted due to the date of the meeting.

45.2 It was **RESOLVED** to arrange a meeting with Bob Fell to discuss financial expenditure possibilities. The Chairman to liaise with the office staff regarding this.

045. Hellesdon Community Centre

44.1 Committee meeting – There were distributed on the night and noted due to the date of the meeting.

44.2 There were no questions regarding the above.

44.3 A discussion took place regarding a request from Tuesday Tots group regarding fencing and the grassed area by the Community Centre it was **RESOLVED** to delegate authority to deal with this issue to Cllr Gurney, Cllr King and Cllr Grady in conjunction with the office staff.

046. 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.

- 46.1 Committee meeting – Minutes were circulated on the night due to the date of the meeting.
- 46.2 There were no questions regarding the above.
- 46.3 Cllr Knowles gave a verbal report on the current staffing situation.

047. Exchange of information

Cllr Buck gave a verbal report on the activities of the Hellesdon History Association.

Cllr Prutton encouraged councilors to view the development on Eversley Road as the first show house is now open.

Cllr Knowles reported that the Hellesdon Community Choir would be performing 'Songs for a Summer Evening' in the Marjorie Lewis Hall between 7 and 9pm on 29th July 2017.

048. Time and Venue of next Council meeting

This was confirmed as **Tuesday 4 July 2017**, in the Council Chamber, Diamond Jubilee Lodge, at 7p.m.

049. Staffing

Pursuant to the resolution under item 046.3 above, the Council withdrew into Committee for discussion of this item at 9.32pm.

The meeting closed at 9.56p.m.