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**Minutes of the Meeting of Hellesdon Parish Council  
held on Tuesday 3 October 2017 in the Council Chamber,  
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

**PRESENT:** Cllr S Gurney, Chairman  
Cllr G Britton Cllr D Buck Cllr U Franklin Cllr M Fulcher  
Cllr D Ghimire Cllr D Jones-Blackett Cllr J Knowles Cllr D King  
Cllr S Prutton Cllr R Sear  
Mrs M Anderson-Dungar – Locum Clerk

**WELCOME**

The Chairman welcomed members, and 1 member of the public

**095. Apologies and acceptance for absence**

Apologies were received and accepted from Cllr D Attenborough, Cllr D Fahy, Cllr R Grady and Cllr J Wright.

**096. Declarations of Interest and Dispensations**

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

Cllr Gurney – Broadland District Councillor, Norfolk County Councillor

Cllr King – Hellesdon Community History, Hellesdon Youth Club

Cllr Knowles – Hellesdon Community Choir

**097. Minutes of the Parish Council Meeting held on 5 September 2017**

Minutes had been circulated, and after corrections to spelling and numbering, it was

**RESOLVED TO ACCEPT AS AMENDED**

**098. Public Participation**

The member of the public had no comments to make.

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

No report received.

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**100. Report from County Councillor**

Cllr Gurney referred to the Parish Partnership scheme later on the agenda, and also reported that as an elected member she had a small highway budget allocation of £6000 for spending in the parish; she considered this would be better used on a specific project rather than small items, possibly with matched funding from the Parish Council. She would ask the Area Engineer for a definitive list.

The Area Engineer had inspected the broken pavements in Links Avenue, and further investigatory work was planned. Some damage was due to tree roots and some to steep angles from driveways. Pavement repairs had been completed to Meadow Way. Road closures were in place for drainage schemes, although some had been delayed due to NDR diversion works.

The County Council would be looking at budgets in great detail, in particular Adult Social Care. Ongoing problems with delayed discharge from the Norfolk & Norwich University Hospital had a knock-on effect on council budgets.

**101. Reports from District Councillors**

Cllr Buck reported on the following:

- Proposed partnership working with South Norfolk Council
- The Paston project, maximising local connections – the group was to meet at Hellesdon in November
- The Repton project for 2018 – national, international and local – Cllr King asked if there might be an opportunity for schools to design a garden in the Repton style for one of the green open spaces

Cllr Gurney reported on the following:

- Recycling promotion at either Drayton or Taverham for electrical items
- Neighbourhood Plan – minor amendments were to be made by InghamPinnock ahead of the referendum on 16 November 2017. It was **agreed** that a leaflet should be sent to all residents, and a delivery company was already on “stand-by.” Cllr Fulcher offered to work with InghamPinnock on this. An open day at the Council Office was also **agreed** for Saturday 11 November 2017 from 10.00a.m. to 4p.m. and various Councillors offered help. Government funding would cover the costs of the referendum.

**102. Reports from:**

○ **Parish Council Chairman**

Nothing, other than emphasis of the importance of the Neighbourhood Plan referendum.

○ **Council Administrator**

The report had been circulated, and the following points were highlighted:

- The office had been very busy over the past month
- Grapevine – not yet delivered all across the parish. There was concern that the Council had paid for a better service which had not materialised. Consequently, there was scepticism over the delivery

of the proposed referendum leaflet, but there was no alternative as it was too onerous for Councillors to take on.

- Allotment vacancies
- Ongoing situation over the proposed Council debit card.

The report was **noted**.

### 103. Financial Matters

The following documents had been circulated and were discussed:

103.1 Bank Reconciliation – **RESOLVED TO APPROVE**.

103.2a. Approval of Accounts – Payments – 1<sup>st</sup> to 31<sup>st</sup> August 2017 – the Chairman would speak to the Finance Officer regarding a long standing un-presented cheque. It was emphasised that Councillors were welcome to look at all documents by arrangement with the Finance Officer. **RESOLVED TO APPROVE THE PAYMENTS LIST**

9.2b Approval of Accounts – Receipts – 1<sup>st</sup> to 31<sup>st</sup> August 2017 – The Active Saver 4503 was confirmed as the “prudent reserve.” A meeting was planned with the Finance Officer to reconcile the CIL money. **RESOLVED TO APPROVE THE RECEIPTS LIST**

### 104. General Matters

104.1 Parish Partnership Funding – the following suggestions were made:

- Hard standings for bus stops/shelters are Low Road, Coppice Avenue, Woodlands Avenue.
- Traffic measures outside High School to help traffic movements. The Chairman advised of traffic measures to be implemented once Persimmon start work. Despite Hellesdon Parish Council requests, the road into the development would not be completed until the first 180 houses were built.
- Councillors were asked to email suggestions to the Administrator for sending on to Norfolk County Council.

104.2 – Remembrance Sunday wreath – it was **agreed** that the Chairman and Vice-Chairman would represent the Council; all members were welcome to attending. It was **agreed** to order the usual wreath.

104.3 – Training Course requests – the following were **APPROVED**

- 3 Councillors to attend employment seminar, including Cllrs Knowles and Prutton
- Website training
- Grants and Funding Sprowston 20 February 2018 – Cllr King
- Data Protection – Administrator, plus Cllr King if course not fully booked.

### 105. Activities

105.1 Senior Citizens Party – applications were coming in, and all Councillors were encouraged to attend.

105.2 Induction Training Course 30 October for new councilors jointly with Drayton and Taverham. Cllrs Fulcher, King and Sear asked to attend.

**The meeting broke for 10 minutes at 8p.m.**

**106. Planning**

106.1 Committee meetings

- Minutes of the meetings held on 5 and 19 September 2017 had been circulated. The requested information on the golf course site had not been received in full, however, the Committee felt a response could not be delayed further, and had no objections to the proposed amendments. It was  
**RESOLVED TO ADOPT BOTH SETS OF MINUTES**
- To address any questions of the meetings. – there were no questions.
- As an informative, the Chairman reported refusal under delegated powers for the change of use of the property on Woodland Road, citing concerns over traffic, shift work patterns, etc. The planners had written to the applicant for more information in terms of client/visitor car parking, but had not received a reply.

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

107.1 – Nothing for meeting

Cllr King reported on the new tractor, plus the issues on Meadow Way concerning the poor condition of the re-located play equipment, which may need replacement in the near future. The ROSPA report was awaited, and it may be that Council will need to replace other equipment. The new equipment recently installed was well used, and mostly well respected; there was a slight litter issue. In response to a question related to extend the range of/replace some of the skatepark equipment, Cllr King advised that an additional facility in the parish might be considered at a later date.

**108. Media & Communications**

108.1 – Nothing for meeting – the changeover from Adept to Osiris was “work in progress.”

**109. Property, Policy & Resources**

109.1 –Committee Meeting

- Minutes of Meeting 19 September 2017 – reference was made to the meeting with Mr Fell from Broadland District Council and the distribution of s.106 money. Norfolk County Council were to be invoiced for their contribution of £6000 towards the car park re-surfacing.
- Health and Safety audit – reference was made to the concerns about equipment, and the various options for replacement, use and timing of funding available. The Community Centre was also a consideration and it was suggested to set up a working group to prepare a masterplan to sit alongside the Neighbourhood Plan.
- Questions – there were none, and the Minutes were **adopted**.

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**110. Hellesdon Community Centre**

110.1 - Nothing for meeting – difficulties with youngsters were reported. A recruitment process was in hand to replace one caretaker.

**111. 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.**

It was **RESOLVED** to exclude the press and public as above, and the member of the public left the meeting at this point.

**112. Exchange of information**

The Chairman would arrange a card and flowers for Cllr Wright on her return from hospital.

Cllr Buck advised that the Grow Your Community group would meet on 10 October at 6p.m. at Diamond Jubilee Lodge, and the Broadland Paston Group on 1 November 2017. The Library Friends group was planning a programme of events.

**113. Date, Time and Venue of next Council meeting**

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

**114. Staffing – Confidential Item**

114.1 update on current staffing issues

Councillors were updated on developments. It was **agreed** to arrange a Staffing Committee meeting to consider the process of appointment of a Clerk.

The meeting closed at 9.40p.m.