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**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 7 November 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 G Everett Cllr U Franklin Cllr M Fulcher
Cllr D Ghimire Cllr R Grady 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, D Cllr A Adams and resident Mr Tozer.

115. Apologies and acceptance for absence

Apologies were received and accepted from Cllr D Attenborough, Cllr D Fahy, Cllr J Wright. Good wishes were sent to Cllrs Attenborough and Wright for their continued recovery.

116. 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

Cllr Everett – Drayton Parish Council, Broadland District Council

Cllr Grady - Hellesdon Youth Club, Broadland District Council

117. Minutes of the Parish Council Meetings held on 26 September and 3 October 2017

Minutes of both meetings had been circulated and were discussed. Following the addition of Cllr Everett to the list of those present on 26 September, it was

RESOLVED TO ACCEPT MINUTES OF 26 SEPTEMBER 2017 MEETING AS AMENDED, AND TO ACCEPT MINUTES OF THE MEETING OF 3 OCTOBER 2017.

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Approved.....

Date.....
HPC Full Council Mins 7th November 2017

118. Public Participation

Mr Tozer asked the following questions related to the Neighbourhood Plan:

- If not supported and therefore not adopted, what would be the situation regarding planning in the parish*
- The plan states that if adopted it would be used to determine applications in the parish; would the Parish Council still have the right to be consulted*

The Chairman hoped that residents would support the plan; delivery of the leaflet had been haphazard due to problems over distribution, and this had been taken up with the delivery company. She emphasised the benefits to the parish of extra Community Infrastructure Levy funding (25% instead of 15%) with an adopted Neighbourhood Plan in place. The Parish Council would continue to be consulted on all planning applications within the parish with or without an adopted neighbourhood plan.

Mr Tozer thanked the Chairman for the clarification and left the meeting at this point.

D Cllr Adams wished to address the Council at this point due to other commitments. He had been contacted by residents dis-satisfied with the leaflet distributor. The Chairman once again reiterated the problems with the company, which had undertaken to complete all deliveries by 3 November. Leaflets were available in the office if residents wished to collect, and the document was also available on the Broadland District Council website.

119. Report from Police to include Parish Crime Figures

The report was tabled. It was confirmed that the figures related specifically to Hellesdon Parish. The next SNAP meeting would be in January 2018. D Cllr Adams reported that PC Dye was not expected to return until at least February 2018. The area was one of only 4 in Norfolk that would be allocated a Beat Manager. Changes would be made following the withdrawal of PCSO's. Police on the beat WAS very important to local communities and further information on future resources was awaited, with the suggestion that Lorne Green should be invited to explain the changes. This was **agreed** and the Chairman would make contact with Lorne Green. D Cllr Adams left the meeting at this point. Concerns were expressed that the total number of calls could not be given for 2017, and that 101 calls took a long time to be answered.

110. Report from County Councillor

Cllr Gurney reported on the extensive drainage renewal works undertaken using European funding. Additionally, there had been two serious burst water mains in the parish with traffic controls that had caused chaos, one of which was prolonged due to a delay in Anglian Water signing off the works so that the traffic controls could be removed.

Cllr Gurney had been invited to the opening of the Northern Distributor Route (NDR) from Taverham to the Cromer Road on Friday 10 November. This should improve the traffic situation on the Reepham Road.

Norfolk County Council was in the midst of detailed budget discussions with emphasis on the provision of Adult Social Care.

111. Reports from District Councillors

Cllr Buck updated the meeting as follows:

- The Castle Keep project, which provided the opportunity to “adopt” items at the Castle. Attendance numbers in 2017 had greatly increased, in particular the number of schools visiting.
- The Paston 600 Project - £500 of Lottery grant funding was “ringfenced” for an event in Hellesdon, possibly a medieval pageant.

Cllr Grady had received representations about the time take over the drainage works.

Cllr Knowles asked about Cllr Adams’ comments during the public participation session, and the Chairman responded accordingly.

112. Reports from:

○ **Parish Council Chairman**

The Chairman reminded of the need for the Activities Group to meeting to finalise the Christmas event.

Any Councillor interested to attend the Neighbourhood Plan count from 10pm on 16 November 2017 at Thorpe Lodge should contact the Administrator. It was hoped to officially launch the plan (if approved) at an event early in 2018. Councillors were asked to suggest invitees.

○ **Council Administrator**

The report previously circulated was discussed and questions invited. Cllr Buck referred to the excellent work carried out on social media, and the Report was noted, with hanks recorded to the Administrator.

113. Financial Matters

The following documents had been circulated and were discussed:

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

113.2a. Approval of Accounts – Payments – 1st to 30th September 2017 – **RESOLVED TO APPROVE THE PAYMENTS LIST, WITH A REQUEST FOR ALL EMPLOYMENT PAYMENTS TO BE COMBINED INTO ONE AMOUNT ON FUTURE REPORTS.**

113.2b Approval of Accounts – Receipts – 1st to 30th September 2017 – **RESOLVED TO APPROVE THE RECEIPTS LIST.** Councillors with cheque signing authority confirmed that all necessary checks had been made and documentation was in order.

114. General Matters

114.1 Parish Partnership Funding – after some discussion, the following was **AGREED:**

Hard standings and bus shelters for Woodland Road and Raymond Road

Funding to re-visit the hard standing on the Low Road to make it suitable for the bus shelter already approved

It was also **AGREED** to consult the Area Engineer on the matter of a crossing at Heather Avenue which currently, so far as was known, did not meet the criteria and if provided, could potentially result in the loss of the lollipop lady. The cut-through to the school could not be re-designated a cycle way as it was of insufficient width.

115. Activities

115.1 Upcoming Activities/Meeting of Events Working Group – This was **AGREED** as Wednesday 15 November at 7.45p.m. to finalise the Christmas Party event. A Councillor to host each table; the maximum number permitted under the Premises Licence would be checked.

116. Planning

116.1 Committee meetings

- Minutes of the meetings held on 3rd and 17th October 2017 had been circulated. It was **RESOLVED TO ADOPT BOTH SETS OF MINUTES**
- To address any questions of the meetings. – there were no questions. The Care Home application had been refused by Broadland District Council.

117. Playing Fields, Amenities & Allotments

117.1 Committee Meeting

- Minutes of the Meeting held on 17th October 2017 – Cllr King updated the meeting on the estimates process for replacement of equipment at Meadow Way.
- Questions of the meeting – there were none, and the Minutes were **NOTED.**

118. Media & Communications

118.1 –Motion of Request to Change the name of the Committee to “Media, Communications and IT Infrastructure with appropriate budgetary allowances and change in Terms of Reference was discussed following presentation by the Committee Chairman, Cllr Prutton. She confirmed that the Committee was on budget for the current year, and no figures had been discussed, other than a request to set up a reserve for replacement of IT. Motion proposed, seconded and **agreed.** The Committee could re-meet for budget discussions, or defer to Property Policy & Resources.

Cllr Prutton referred to communications from Adept IT. Discussions had been held with staff on the issues raised that had resulted in better understanding all round. A meeting to be arranged with Osiris. Telephony issues had been resolved, as had the problem of payment for the Office 365 renewal.

119. Property, Policy & Resources

119.1 – Update on Parish van issues and action that could be taken – the Chairman reported on the repairs required on the existing van, and the need for a larger vehicle due to increased work load and amount of equipment to be transported around the parish. Information was tabled on an electric vehicle, available locally, which had been tested by staff, and would meet all requirements. Confirmation was awaited from Broadland District Council regarding the use of s.106 monies to meet the cost of the vehicle. Government funding was available towards the provision of a 32amp charging point; the Parish Council would be required to contribute £250. After a detailed discussion it was

Proposed, seconded and RESOLVED to go ahead if all is satisfactory.

The meeting broke for 10 minutes at 9.05p.m.

120. Hellesdon Community Centre

120.1 - The Chairman referred to research into quotes for repairs for further discussion.

121. 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

122. Exchange of information

It was suggested to change the Community Centre Committee meeting to 21 November, with Property, Policy and Resources Committee postponed to 28 November. Councillors to advise the office of their availability.

Cllr Knowles advised that the Community Choir would be entertaining various groups in December

Cllr Buck – the Grow Your Community Group would meet at Hellesdon on 5 December at 10.00 and reminded of the funding available for an event as part of the Paston 600 Project.

Cllr Fulcher had been approached by a resident who was keen to start a Facebook page to promote an application for The Bull pub to become a Wetherspoons and wanted the support of the Parish Council. It was noted that Wetherspoons had looked at the property in the past, but had not proceeded. There was scope within the Neighbourhood Plan to protect The Bull, and there was also the option for it to be registered as an Asset of Community Value. Concerns were expressed at the current condition, and it was agreed to contact Enterprise Inns about their plans for the building.

123. Date, Time and Venue of next Council meeting

This was confirmed as **Tuesday 5th December 2017**, at 7p.m. in the Council Chamber, Diamond Jubilee Lodge.

124. Staffing – Confidential Item

124.1 update on current staffing matters

Cllr Knowles referred to the draft documents circulated and asked for Councillors' comments on these and others that may follow. All comments would be incorporated into the documents for discussion by the Staffing Committee on Monday 13 November. Thanks were recorded to the Chairman for her preliminary work and to the Locum Clerk for further information.

Cllr Buck left the meeting at this point.

124.2 Committee Meetings

- Minutes of the Meeting held on 17th October 2017 were noted.
- Questions of the Meeting -there were none.

The meeting closed at 10.00p.m.

DRAFT