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**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 3 January 2018 in the Council Chamber,
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

PRESENT: Cllr S Gurney, Chairman
Cllr D Attenborough Cllr G Britton Cllr D Buck Cllr G Everett
Cllr D Fahy Cllr U Franklin Cllr M Fulcher Cllr R Grady
Cllr D Jones-Blackett Cllr D King Cllr S Prutton Cllr R Sear
Mrs M Anderson-Dungar – Locum Clerk

WELCOME

The Chairman welcomed members,

145 Apologies and acceptance for absence

Apologies were received and accepted from Cllr J Knowles, Cllr J Wright. The Chairman reminded the meeting that Cllr Wright should formally apply for leave of absence to the Parish Council Meeting on 6 February 2018, unless she would definitely be well enough to attend the meeting. Cllr D Ghimire was absent.

146 Declarations of Interest and Dispensations

Interests were declared as follows:

Cllr King – Hellesdon Youth Club, Hellesdon Community History Group, Old Catton Parish Council, Catton Park Trust

Cllr Everett – Drayton Parish Council, Broadland District Council

Cllr Buck – Broadland District Council, Hellesdon Community History Group, Hellesdon Youth Club

Cllr Grady – Broadland District Council, Hellesdon Youth Club

Cllr Gurney – Broadland District Council, Norfolk County Council

The following Councillors were in possession of valid dispensations that would allow them to take part in the budget and precept discussions:

Cllrs: Attenborough, Britton, Franklin, Fahy, Fulcher, Grady, Gurney, Jones-Blackett, Prutton and Sear.

147 Minutes of the Meeting held on 5 December 2017

Minutes had been circulated in advance, and amended as below:

Cllr Buck – change to declaration of interests – remove second reference to Broadland District Council, replace with Hellesdon Youth Club

Media and Communications – inclusion to reflect Cllrs Prutton and Knowles producing The Grapevine until May 2019

IT and telephones - replace “speed up” with “enable”

It was **RESOLVED TO ADOPT THE MINUTES AS AMENDED**, and they were signed by the Chairman.

148 Public Participation

No members of the public in attendance.

149 Report from Police to Include Parish Crime Figures

The information was noted with thanks to the Administrator for his analysis of the figures into a specific document for Councillors.

150 Report from County Councillor

The Chairman reported on the budget consultation process at County Hall. Comment had been made to retain the 30 and 38 bus services, both as a County Councillor and on behalf of the Parish Council following concerns raised.

Cllr Gurney also referred to the £6000 allocation to County Councillors for Highways improvements in and asked for suggestions. The following representation from residents had been received:

- Condition of the junction near ASDA – this may be addressed by the forthcoming night-time closure of Drayton High Road to facilitate construction of access to the Persimmon site.
- Cromer Road junction at Meadow Way.
- Measures to address verge parking outside Firside School - verge parking was a common problem in the parish and some areas had been topsoiled and re-seeded but parking had continued and the areas were again in a poor condition. The County Council would not tarmac verges.

The second stretch of the Northern Distributor Route (NDR) was open and had reduced travel times. Some 30mph signs remained, possibly due to construction of cycle paths.

151 Reports from District Councillors

Cllr Buck reported as follows:

- Grow Your Community – meeting to be held soon
- Paston 600 events and opportunities for the parish
- Local History Group to meet on 9 January 2018
- Re-development of the Castle

Cllr Gurney reported as follows:

- £1800 grant awarded for Winter Warm and Well packs; these were out of stock and Norfolk Community Foundation had agreed the Council could buy from another source, possibly in advance and store for next year.

Cllr Grady reported as follows:

- Attended briefings at Broadland District Council on the Greater Norwich Local Plan ahead of a presentation at the Broadland Annual Meeting with Parishes on 24 January. This clashed with the SNAP meeting, but representation had been organised.

**152 Reports from:
Parish Council Chairman**

The Chairman thanked everyone for their contributions to the Residents' Party, attended by 114 of the 120 booked. Comments and compliments had been noted.

Council Administrator

The report previously circulated was noted with adjustment to the phrase of "warm weather" to "warm winter". Setting up BACS payments was not straightforward and now urgent as some suppliers no longer accepted cheques. To be further investigated with the possibility of using Standing Orders or Direct Debits.

Cllr Buck offered assistance with the Community Asset Audi.

Larking Gowen had conducted the Interim Internal Audit and were fully satisfied with the procedures, accounts and controls. .

153 Financial Matters

153.1 Bank Reconciliation – not available for this meeting due to budget, audit and payroll work

153.2a Approval of Accounts – Payments – not available for this meeting due to budget work.

153.2b Approval of Accounts – Receipts – Not available for this meeting due to budget work.

All above deferred to the February meeting

153.3 Budget for 2018-19

Discussion took place on the document previously circulated. Some adjustments were made to remove numbers 4420, 4425 and 4430 to Cost Centre 180; the creation of an IT reserve at £1000p.a., the allowance for temporary grounds staff in the peak season, and the recommendation that the Community Centre income should be set into an earmarked reserve for repairs were emphasised. Following the Chairman's proposal it was

RESOLVED THAT THE PRECEPT FOR 2018/19 SHOULD BE SET AT £446,326 AND THE BUDGET ACCEPTED WITH THE AMENDMENTS ABOVE.

It was noted that there would be an increase in the special allowance for street lighting, but this was a matter for Broadland District Council. .

153.4 – Financial Reserves Management Policy Document
The document previously circulated was discussed and it was unanimously
RESOLVED TO ADOPT

The meeting adjourned at 8.25p.m. for a comfort break and re-convened at 8.37p.m.

154 General Matters

154.1 – LCRS Action Plan – details circulated and noted.

154.2 – BDC Decision on Street Lighting in Hellesdon with effect from April 2018 – reported and noted. .

154.3 – Approval of GDPR course for Administrator - £25 – **AGREED**.

154.4 – Door to Door account – the Chairman reiterated the arrangements made with the company, and their acceptance of the critical timeframe, which was not honoured. The various options were discussed, and it was **AGREED** that Cllr King would work with the Council Administrator to resolve the situation. Meantime, other delivery and contract options were being explored.

154.5 – Neighbourhood Plan letter – Broadland District Council had confirmed its adoption as part of the planning process on 19 December 2017. A parish council launch event to be arranged before the end of the current council year. Councillors were each asked to submit to the office a list of 6 suggested invitees from the community, together with contact details; each Councillor would also be allowed one personal guest, names to be advised once date and details were finalised.

154.6 – Service contract for van – Caretakers had been trained to use the van, and interim charging arrangements were in place pending the installation of the charging point outside the Council Office. Photographs of the handover from Nissan and on-site photographs of the van/staff were to be included in The Grapevine to illustrate the extent of the Council’s grounds responsibilities.

154.7 – Land at Eversley Road – the Chairman referred to land adjacent the development which was for sale and lobbying by a resident for the Council to purchase it for a children’s play area. The size was 0.864 hectares, equivalent to 2.11 acres, roughly the size of an adult football pitch, accessed from Eversley Road via land owned by Lovells, price as yet unknown. Money was available via s.106 agreement. Questions were raised as to whether the land would be suitable for a play area as it might be contaminated. Following a wide discussion on various options, it was **agreed** that the Chairman would make preliminary enquiries of officers at Broadland District Council and the agent as soon as possible and advise members of the outcome.

154.8 - PRS Licence – it had come to the council’s attention that on acquisition of the community centre no PRS licence was in existence. Enquiries were being made and Council would be updated as appropriate.

154.9 – Letter from Broadland District Council re street naming – Parish Councils were asked to include a description for street nameplates if the parish had suggested the names.

155 Activities

155.1 – Arrangements for Display on Site Allocations consultation period starting on 15 January 2018 –. This consultation was critical to Hellesdon despite some of the sites being located in other parishes such as on the boundaries with Drayton and Horsford, with implications for traffic flow and dependence on Hellesdon amenities. After some discussion, arrangements for a stewarded exhibition in the Council Chamber were delegated to a working group led by Cllr Grady, with assistance from Cllrs Buck, Fulcher and Franklin, with the opportunity for those Councillors not at this meeting to take part if they wished.

156 Planning

156.1 – Committee Meetings

- Minutes of Meetings held on 5th and 19th December 2017 had been circulated.
- Questions of the meetings – there were no questions, and it was **RESOLVED TO ADOPT BOTH SETS OF MINUTES**

157 Playing Fields, Amenities and Allotments

157.1 Update from Cllr King regarding play equipment. No confirmation as yet on installation date.

158 Media & Communications

158.1 Discussion on frequency of publication of The Grapevine with implications for compilation and distribution. To be discussed in detail at the February Committee Meeting.

159 Property Policy & Resources

159.1 – Nothing for the meeting

160 Hellesdon Community Centre

160.1 – Nothing for the meeting – will need to meet to discuss PRS situation once more information known.

161 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 detailed above

162 Exchange of Information

Cllr Buck –Paston Heritage Meeting 9 January, Youth Club meeting 10 January Lind Trust site on Cromer Road – update requested.
Cllr Buck offered to contact the Youth Advisory Board for assistance with analysis of play parks use.
A request for enquiries to be made about the Jarrolds site – the Council Administrator to write.

Cllr Prutton – 23 houses at Silk Mills were occupied. Waldemar Avenue to be closed for 3 weeks for drainage works.

163 Date, Time & Venue of Next Meeting

This was confirmed as Tuesday 6 February 2018 at 7p.m. in the Council Chamber, Diamond Jubilee Lodge.

Pursuant to the resolution above, the meeting withdrew into Committee for discussion of the following confidential items related to Staffing.

164. Staffing – Confidential Item

164.1 – Committee Meetings

- Minutes of Meeting held on 12 December 2017 had been circulated. The recommendation was discussed and **ACCEPTED with appropriate revisions to one contract and a new contract to be issued for the new post holder.**
- Questions of the Meetings – there were no questions, and it was therefore unanimously **RESOLVED TO ADOPT THE MINUTES**

164.2 – Update on ongoing issues – the Chairman updated the meeting on issues related to a former member of staff, following which it was

UNANIMOUSLY AGREED TO PROCEED WITH THE LITIGATION PROCESS

The Chairman updated the meeting on the recruitment process for the Clerk’s post. An Extra-Ordinary Council Meeting would be called to ratify the Panel’s decision following interviews on 8 February 2018.

The meeting closed at 10.20p.m.