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Parish Clerk: Mr. Mark Knight

**Minutes of the Meeting of Hellesdon Parish Council  
held on Tuesday 5 June 2018 in the Council Chamber,  
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

**PRESENT:**

Cllr R Grady, Chairman

Cllr G Britton Cllr D Buck Cllr D Fahy

Cllr Everett Cllr M Fulcher Cllr Ghimire

Cllr S Gurney Cllr D Jones-Blackett

Cllr D King Cllr S Prutton Cllr J Knowles

Mr Mark Knight – Parish Clerk

**WELCOME**

The Chairman opened the meeting at 7.00p.m. No members of the public were present.

**33. Apologies and Acceptance for Absence**

Apologies were received and accepted from Cllrs. Sear, Attenborough, and Franklin. None were received from Cllr. Wright. It was agreed to accept the apologies received.

**34. Declarations of Interest and Dispensations**

Cllr King – Hellesdon Youth Club, Hellesdon Community History

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

Cllr Everett – Drayton Parish Council, Broadland District Council

Cllr Knowles – Hellesdon Community Choir

Cllr Grady – Hellesdon Youth Club, Broadland District Council

Cllr Gurney – Broadland District Council, Norfolk County Council

No dispensations had been requested.

**35. Minutes of Meeting held on 1 May 2018**

Minutes had been circulated, and it was

**RESOLVED TO ADOPT**

**36. Public Participation**

No members of the public were present.

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

These were circulated and noted.

**38. Report from County Councillor**

Cllr. Gurney reported that unfortunately the leader of Norfolk County Council, Cllr Cliff Jordan, has stepped down due to ill health. Cllr Andrew Proctor has taken his place leading him to vacate the chair of Broadland District Council triggering a leadership contest there.

There are ongoing concerns with severe potholes on Bernham Road with Norfolk Highways being kept aware and repairs will be forthcoming. There is also concern with the state of the road near the Asda junction which Cllr Gurney has requested to be put through as a matter of urgency with dangers to pedal and motor cycles a particular concern.

A traffic count is going ahead on Middletons Lane with the possibility of the installation of a pedestrian crossing as a result. There is also some white line realignment ongoing with the Highway Rangers team from Norfolk County Council.

**39. Reports from District Councillors**

Cllr Grady reported that there has been an increase in food waste bin collections in the Parish with almost 1000 homes benefiting. There has also been flooding on St Paul's Close after recent bad weather.

**40. Report from Parish Council Chairman**

The Chairman gave a verbal report detailing the start of the civic year.

**Parish Clerk –**

The Chairman highlighted the following from the report previously circulated:

There were no questions and the report was **ADOPTED**.

**41. Financial Matters**

The receipts, payments and bank reconciliation were not available due to work currently in progress for the end of year and internal audit process. Cllr Gurney expressed concern over this and the Parish Clerk gave an explanation on the annual return process, informing the Council that an extra-ordinary meeting would be needed at the end of June, due to the availability of the internal auditors, to ensure that this is signed off appropriately before the deadline of 2<sup>nd</sup> July 2018.

**42. General Matters**

**42.1 Update from Parish Clerk regarding Data Protection Legislation**

The Parish Clerk gave a verbal update regarding the GDPL. It was reported that the plan in place had been approved by NALC. A project was underway to convert the old Parish Council offices into a comprehensive archive which would incorporate boxes of documents currently held by Broadland District Council. The Parish Clerk also reminded Councillors regarding their responsibilities in this regard.

42.2 To resolve to use the General Power of Competence

The written report, produced by the Parish Clerk, had already been circulated. It was then **RESOLVED** to use this power as detailed in the Localism Act 2011.

42.3 Request from Parish Clerk and Finance Officer to attend IRIS Data Protection Compliance webinar at a cost of £95 plus VAT.

It was **RESOLVED** to approve this request.

42.4 Update from Parish Clerk regarding LCRS Action Plan.

The Parish Clerk reported that all items on the LCRS Risk Register and Action Plan had been actioned and no areas of concern now existed. It has also been updated for the coming year for the attention of the internal auditors due in on the 6<sup>th</sup> June 2018.

**43. Activities**

43.1 To arrange a meeting of the Events Working Group

This was arranged to discuss the Senior Resident's Christmas Party and matters associated with the centenary of the World War One armistice. This was scheduled for 7pm on Wednesday 4<sup>th</sup> July 2018.

43.2 Update on Parish Partnership funding from Parish Clerk

It was reported that after surveys were completed on the two sites suggested by Council only one was viable. Alternative sites were being sourced in time for the July Full Council meeting where approval will be given. The hard standing and bus shelter on the Low Road continues to be held up due to scheduling problems with Norfolk County Council. The Parish Clerk is in regular contact to try and resolve this.

43.3 Update from Cllr Prutton regarding the Best Kept Allotment Competition 2018

Cllr Prutton reported that Mike Owers from Blickling Hall will again judge the event which will take place on Thursday 12<sup>th</sup> July 2018. Cllr Prutton also requested approval for a small gift of £20 for a book about Humphrey Repton for Mr. Owers

for his service. The Parish Clerk also reported that he was in contact with Mr. John Brady the manager of B&Q with regards sponsorship of the event.

The meeting then broke up at 7.45pm for a comfort break, resuming at 8.00pm.

**44. Planning Matters**

44.1. Committee Meetings

Minutes had been circulated.

Questions of the Meetings

There were no question and it was

**RESOLVED TO ADOPT THE MINUTES**

To consider recommendations to accept proposed Terms of Reference

It was **RESOLVED** to accept these documents.

**45. Playing Fields, Amenities and Allotments**

45.1 Committee Meetings

Minutes had been circulated.

Questions of the Meetings

There were no question and it was

**RESOLVED TO ADOPT THE MINUTES**

To consider recommendations to accept proposed Terms of Reference

It was **RESOLVED** to accept these documents.

45.2 To decide whether or not to accept the final costs for the three World War One benches and litter bins and to decide whether or not to meet these costs from general reserves or Section 106 monies

The Council were presented with the full figures for the project and it was **RESOLVED** to only purchase two benches and two litter bins at a total cost of £2947. These two benches and litter bins to be placed in Mountfield Park with the total amount coming from Section 106 monies.

**46. Media and Communications**

46.1 Committee Meetings

Minutes had been circulated.

Questions of the Meetings

There were no question and it was

**RESOLVED TO ADOPT THE MINUTES**

To consider recommendations to accept proposed Terms of Reference

It was **RESOLVED** to accept these documents.

**47. Property, Policy and Resources**

**47.1 Committee Meetings**

Minutes had been circulated.

Questions of the Meetings

There were no question and it was

**RESOLVED TO ADOPT THE MINUTES**

To consider recommendations to accept proposed Terms of Reference

It was **RESOLVED** to accept these documents.

**47.2 To resolve to accept the recommendation from the Property, Policy and Resources Committee regarding the adoption of essential documents and policies.**

It was **RESOLVED** to adopt the recommendation of the committee regarding the following policies and essential documents:

- Standing Orders
- Financial Regulations
- Member's Code of Conduct
- Scheme of Delegation to Clerk and Responsible Financial Officer
- Full Council Functions
- Health and Safety Policy
- Retention of Documents Policy
- Customer Service Policy
- Complaints and Compliments Policy
- Media Relations Policy
- Filming, Recording and Photography at Council Meetings Policy
- Safeguarding Policy
- Management of Outdoor Surfaces in Severe Weather Conditions Policy
- Unreasonably Persistent, Abusive or Vexations Contacts Behaviour Policy.

**48. Hellesdon Community Centre**

**48.1 Committee Meetings**

Minutes had been circulated.

Questions of the Meetings

There were no question and it was

**RESOLVED TO ADOPT THE MINUTES**

To consider recommendations to accept proposed Terms of Reference

It was **RESOLVED** to accept these documents.

**48.2 Report from Parish Clerk concerning the hot drinks machine**

The Parish Clerk gave a verbal report on the reliability of both the vending machine in the foyer of the Community Centre and the company who currently service it. It was requested that permission be given to source a more reliable and more modern machine under the same terms and conditions of no cost to the Parish Council. It was **RESOLVED** to give permission to the Parish Clerk to make enquiries regarding this matter.

**49. Staffing**

**49.1 Committee Meetings**

Minutes had been circulated.

Questions of the Meetings

There were no question and it was

**RESOLVED TO ADOPT THE MINUTES**

To consider recommendations to accept proposed Terms of Reference

It was **RESOLVED** to accept these documents.

**52. Exchange of Information**

Cllr Buck – Gave an update on the upcoming historical pageant on the 14<sup>th</sup> July 2018. Also that the Hellesdon Community History association may move to the Hellesdon Library where they would be more accessible to the public with an initial event on the 12<sup>th</sup> September 2019.

Cllr Knowles – Gave a reminder that the Hellesdon Community Choir would be giving a concert on the 13<sup>th</sup> October 2018 to commemorate the World War One armistice.

Cllr Prutton – Gave an update on the naming of the pirate ship play equipment at Meadow Way Park and announced the winner who will be contacted with a possible presentation in the summer.

**50. Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) related to Staffing Issues in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirmed details of the next meeting.**

**It was RESOLVED to exclude the press and public as detailed above.**

**51. Update from the Parish Clerk regarding acquisition of land**

The Parish Clerk gave a verbal update on the above matter.

**53. Date, Time and Venue for Next Meeting**

This was confirmed as **Tuesday 3 July 2018**, at 7pm in the Council Chamber, Diamond Jubilee Lodge.

The meeting then closed at 9.32pm.