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Parish Clerk: Mr. Mark Knight

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 11 September 2018 in the Council Chamber,
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

PRESENT:

Cllr S Prutton, Acting Chairman
Cllr Attenborough Cllr G Britton Cllr D Buck
Cllr Everett Cllr Fahy Cllr Franklin Cllr Fulcher
Cllr Ghimire Cllr S Gurney Cllr D Jones-Blackett
Cllr D King Cllr J Knowles
Cllr Sear Cllr Wright
Mr Mark Knight – Parish Clerk

WELCOME

The Acting Chairman opened the meeting at 7.00p.m. Also in attendance were Dr. John Rees and Mrs. Louise Reeves (Projects Officer – Hellesdon Parish Council).

101. Nominations for and Election of Chairman of the Council and Declaration of Acceptance of Office

The Acting Chair invited nominations from the floor for the office of Chairman. Cllr Gurney nominated Cllr Prutton and this was seconded by Cllr Buck. A vote was taken and it was unanimously **RESOLVED** that Cllr Prutton was elected Chair of the Council for the remainder of the civic year. Cllr Prutton then resigned the office of Vice-Chair of the Council.

102. Nominations for and Election of any other office as necessary and Declaration of Acceptance of this office

The Chair invited nominations from the floor for the office of Vice-Chairman. Cllr Buck nominated Cllr Britton and this was seconded by Cllr Knowles. A vote was taken and it was unanimously **RESOLVED** that Cllr Britton was elected Vice-Chair of the Council for the remainder of the civic year.

103. To receive an address from Dr. John Rees from Norfolk and Norwich Hospital

Dr. John Rees, a local resident and representative of the Norfolk and Norwich University Hospital, addressed the members and those present regarding issues concerning care and provision for Parishioners. He explained that he was one of twenty outreach workers and that the reason for his visit was to establish lines of communication between the NHS, the Parish Council and the people they represent. The purpose of this visit was to listen to any concerns and report back to see if these concerns can be addressed.

Cllr Everett voiced his concerns about bed blocking amongst an elderly and aging population and the lack of beds at the hospital. Dr Rees explained methods for alleviating this such as earlier diagnosis and planning for ongoing care and explained the impact of no longer having GPs on call and the lack of community hospitals. He also detailed the acute lack of GPs in general and the additional problem of small numbers in training.

Cllr Gurney reported that Norfolk County Council is working with the NHS with regards bed blocking and detailed a rehabilitation home which had just opened at Benjamin Court in Cromer. It was also reported that Hellesdon Surgery would also be getting an additional GP.

Cllr Buck asked how the Care Quality Commission would address the increasing population of Norwich and Dr. Rees reported that work was underway with combining administration and leadership teams and cross working to cut costs and concentrate on front line care. Capacity issues have been identified and are being addressed.

Cllr Sear reported that after a recent personal overnight admission to the N.N.U.H. he was disappointed by the amount of noise and inability to sleep with patients in care.

Cllr Knowles voiced his concerns over a £48.5 billion 'black hole' budget issue with fundamental funding issues not being addressed combined with the incredibly stressful roles and hours worked for young doctors. He also drew the Council's attention to the upcoming unknown impact of the UK's exit from the European Union which would exacerbate an already fragile situation. All present agreed that the NHS was a national treasure and a fundamental part of the British character which should be protected at all costs.

Cllr Everett pointed out that changing treatments and problems with PFIs and management issues were not helping the situation in his opinion.

Cllr Prutton enquired how the Council should go forwards with this positive start and Dr. Rees gave his email address to the Parish Clerk who would co-ordinate any issues identified by the Parishioners and would pass them on.

The Council thanked Dr. Rees for his time and Dr. Rees left the meeting.

104. Apologies and Acceptance for Absence

All were in attendance

105. Declarations of Interest and Dispensations

Cllr King – Hellesdon Community History

Cllr Buck – Hellesdon Youth Club, Hellesdon Community History, Broadland District Council
Cllr Knowles – Hellesdon Community Choir
Cllr Jones-Blackett – Hellesdon Parish Hall
Cllr Everett – Drayton Parish Council, Broadland District Council.
Cllr Gurney – Broadland District Council, Norfolk County Council

No dispensations had been requested.

106. Minutes of Meeting held on 7 August 2018

Minutes had been circulated, and it was

RESOLVED TO ADOPT AFTER CORRECTIONS TO THE ATTENDANCE RECORDS

107. Public Participation

There were no members of the public present.

108. Report from Police to include Parish Crime Figures

These were circulated and noted. It was requested that the figures be simplified and the local beat officer be contacted to question the veracity of the figures presented.

109. Report from County Councillor

Cllr. Gurney reported that Chris Mayes was leaving the employ of Norfolk County Council Highways, but that the budget for white lines had been completed.

It was also reported that substantial consultation regarding the traffic issues on Drayton Wood Road had taken place but that no closure of roads could be recommended and that a traffic order would cost upwards of £30,000 making it financially unviable. It was unfortunate but that as long as vehicles were properly taxed and driven that no restrictions could be enforced. However, the police are monitoring parking and traffic volumes in the area and more signage would be going up to help the situation.

Problems with the development at 264 Reephams Road had been addressed and that Norfolk County Council Highways had been informed but confused messages had led to the public right of way being obstructed.

A paediatrics Accident and Emergency unit with 8 more parking bays had been opened at the Norfolk and Norwich Hospital and funding for a vascular radiology unit had been approved. Issues with the Western Link of the Northern Distributor Road are now being addressed to ensure timely access for emergency vehicles from all over the area.

110. Reports from District Councillors

Cllr Buck reported that an armistice display was up in the museum and being organized by Chloe Griffin of Broadland District Council. Also that the Broadland Community at Heart awards were currently seeking nominations.

Cllr Gurney reported that food waste bins were initially well used in the area by have recently dipped by 20%.

Cllr Everett reported that Broadland District Council were running a 'Why Weight' campaign and that he had delivered some advertising materials to the Parish Council Office.

111. Report from Parish Council Chairman

The Chairman gave a verbal report on the health of the outgoing Chairman and that he sends his good wishes to those present. Cllr Prutton paid tribute to all of his hard work and focus on the community and fervently wished that the Parish Council could pull together and work together with no conflict for the remainder of the civic year.

Parish Clerk –

The Chairman highlighted the report previously circulated:

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

112. Financial Matters

112.1 Bank Reconciliation – 1st July to 31st July 2018.

This report was circulated prior to the meeting and figures were accepted.

112.2a Approval of Accounts - Payments –1st July to 31st July 2018

This report was circulated prior to the meeting and figures were accepted.

112.2b Approval of Accounts – Receipts –1st July to 31st July 2018

This report was circulated prior to the meeting and figures were accepted.

After these figures were presented Cllr Ghimire voiced his concern at the lack of an adequate budget monitoring document which would show budget against current expenditure with a percentage of budget currently spent. The Parish Clerk stated that this was already in place for all standing committees but that a similar document could be produced for the Full Parish Council and would be in place for the next meeting.

Cllr Gurney voiced her concern over payments being made from her credit card and the Parish Clerk reported that Barclays Bank made it clear that no debit or credit card could be issues by them for the Parish Council and that adequate banking provision was being sourced elsewhere already. Cllr Gurney was informed that measures would be put in place to ensure that no payments would be taken from her card going forward.

112.3 To appoint an additional cheque signatory after a councillor resignation

Cllr Britton was nominated and accepted this role.

113. General Matters

113.1 Nothing for meeting

114. Activities

114.1 To receive a verbal report from the Parish Clerk about an Emergency Planning exercise to be run in conjunction with Broadland District Council

The Parish Clerk gave a report that the emergency planning exercise scheduled for the 12th October 2018 had been changed due to the fact that an inadequate number of volunteers to take part could be found. Instead the event would take the form of a preparation exercise with other emergency centre managers being involved and sharing ideas and best practice.

114.2 To set a date for the Events Working Group

This was set for Wednesday 3rd October 2018 at 6.15pm.

The meeting was then adjourned for a comfort break at 8.20pm, resuming at 8.30pm.

115. Planning Matters

115.1. Committee Meetings of the 7th and 21st August 2018

Minutes had been circulated.

Questions of the Meetings

Cllr Britton gave an update about the development on Mayfield Avenue which was now supported by the Parish Council after recent changes to the plans and it was:
RESOLVED TO ADOPT THE MINUTES

116. Playing Fields, Amenities and Allotments

116.1. Committee Meeting of the 14th August 2018

Minutes had been circulated.

Questions of the Meeting

There were no questions and it was

RESOLVED TO ADOPT THE MINUTES

Cllr Knowles alerted the meeting to the recent discontent being voiced on social media about hosepipe issues. The Parish Clerk reported that the office was aware of these issues and that the allotment rules and tenancy agreement were currently being rewritten to bring clarity to the users and to make the administration of the allotments more straightforward.

The Parish Clerk also reported that sadly the new piece of children's play equipment at Meadow Way Park had twice been vandalised in the past month.

117. Media and Communications

Cllr Prutton reported that the latest issue of The Grapevine was now at the printers for delivery at the start of October.

Cllr Knowles also reported on a revamp of the magazine to make it easier and more attractive to read.

118. Property, Policy and Resources

118.1 To appoint a new member to this committee following a councillor resignation.

This was held in abeyance until the December meeting when the new Councillor would also be available to be considered for this vacancy.

119. Hellesdon Community Centre

119.1 To appoint a new member to this committee following a councillor resignation.

This was held in abeyance until the December meeting when the new Councillor would also be available to be considered for this vacancy.

119.2 To receive a report from the Projects Officer on progress made following a recent report.

The report from the Projects Officer was discussed and thanks were extended to the Parish office staff for all their hard work in this regard. Cllr Knowles also pointed out that substantial work would need to be done to make the building DDA compliant. A report on CCTV provision was circulated for discussion at a later meeting.

120. Staffing

120.1 Committee Meeting of the 28th August 2018

Minutes had been circulated.

Questions of the Meeting

There were no questions but Cllr Knowles reported on the good feeling throughout the Parish Council staff and the increased productivity. He stressed that every courtesy should be extended by Councillors to ensure that the staff are free to carry out the work generated for them by the Council.

It was:

RESOLVED TO ADOPT THE MINUTES

120.2 To appoint a new member to this committee following a councillor resignation.

This was held in abeyance until the December meeting when the new Councillor would also be available to be considered for this vacancy.

120.3 To approve the recommendation from this committee to formally adopt the Training Policy and the Lone Working Policy.

It was **RESOLVED** to adopt the policies recommended by this committee.

125. Exchange of Information

Cllr Buck – reported on the Hellesdon Community History work on a booklet commemorating the World War One armistice and that the Hellesdon Youth Club had just restarted.

Cllr Wright – invited all those present to her 65th birthday party.

Cllr Franklin – reported a Veolia rubbish disposal lorry shedding some of its load on the Northern Distributor Road.

Cllr Britton – reported that the contents of the Parish noticeboards on the Low Road were being depleted by a resident. Also that there would be no access on the Low Road between 17th and 21st September 2018.

126. Date, Time and Venue for Next Meeting

This was confirmed as **Tuesday 2 October 2018**, at 7pm in the Council Chamber, Diamond Jubilee Lodge.

The meeting then closed at 9.27pm.

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) 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.

122. To discuss arranging a meeting concerning some land acquisition

It was **RESOLVED** not to pursue this matter at this stage and to revisit this at the next Full Council meeting.

123. To receive a verbal update from the Parish Clerk concerning the Hellesdon Village Hall

The Parish Clerk gave a report on progress in this area and on all the extra help which was now being sourced.

124. To receive a written report from the Parish Clerk concerning a recent meeting with a representative of Brown and Company Estate Agents.

It was **RESOLVED** to refer this matter to the Land Acquisition Working Group upon its next meeting which would be triggered by any further developments in this case. Office staff to conduct research in the meantime.