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Parish Clerk: Mr. Mark Knight

**Minutes of the Meeting of Hellesdon Parish Council  
held on Tuesday 6 November 2018 in the Council Chamber,  
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

**PRESENT:**

Cllr S Prutton, Chairman

Cllr Attenborough Cllr G Britton Cllr D Buck

Cllr Everett (arrived 7.37pm) Cllr Franklin

Cllr Fulcher

Cllr S Gurney Cllr D Jones-Blackett

Cllr Johnson Cllr Sear

Cllr D King Cllr J Knowles

Mr Mark Knight – Parish Clerk

**WELCOME**

The Chairman welcomed those present at 7.00p.m. The Chairman also welcomed newly elected Cllr. William Johnson. Four members of the public were present. Also present was Projects Officer Louise Reeves.

**148. Apologies and Acceptance for Absence**

Apologies were received and accepted from Cllrs.Fahy and Wright. None were received from Cllr Ghimire. It was agreed to accept the apologies received.

**149. 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 Britton – Norfolk Citizens Advice Bureau

Cllr Knowles – Hellesdon Community Choir

Cllr Jones-Blackett – Hellesdon Parish Hall

Cllr Johnson – Hellesdon Bowls Club

No dispensations had been requested.

**150. Minutes of Meeting held on 2 October 2018**

Minutes had been circulated, and it was

**RESOLVED TO ADOPT**

**151. Public Participation**

The Chairman agreed to suspend standing orders to allow for more time for public speaking; these were suspended at 7.08pm.

Cllr Prutton gave a brief update on the ongoing issue with subsidence around a soakaway at Mountfield Park. She informed those present that the park was closed for health and safety reasons after safety fencing was stolen and moved from the site and that contractors had been engaged to diagnose and quote for solutions for the problem.

The Project Officer then went into more detail about the report from the contractor which went into more technical reasons for the condition of the soil surrounding the soakaway and the subsequent blockage which this has caused.

A member of the public spoke briefly following these reports agreeing with the decision of the Parish Council to close the park and stated that in her opinion there was no choice in the matter due to the concern over health and safety of the park users and because previous safety precautions had been moved. The Projects Officer also stated that all calls into the Parish Office from members of the public had been very understanding and supportive of the decision to close the park.

Cllr Gurney they spoke supporting the decision to close and stated that a site survey was imperative. The Parish Clerk added that work to establish the extent of the issue, which included a survey, was already under way and any progress would be reported back to the Council and the general public when appropriate.

Standing Orders were then reinstated at 7.27pm.

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

These were circulated and an increase in criminal damage was noted.

**153. Report from County Councillor**

Cllr. Gurney reported that it was budget setting time at Norfolk County Council and this has also coincided with the current CEO Dr. Wendy Thompson moving on for another position elsewhere.

Also noted was that the replacement of Mr. Chris Mayes at Norfolk County Highways was a Mr. Ben Rayner; the Parish Clerk stated that Mr. Rayner had already been into the office for a visit and has been very helpful.

It was further noted that traffic signs had been installed on the Drayton Wood Road with one having to be repositioned due to concerns from a resident. These are all 'Unsuitable for HGV' signs and PC Andy Dye is monitoring traffic movement.

There are also plans in motion to have a direct train link to Stanstead from Norwich.

Street Lighting was also discussed with an approach being made from Broadland District Council to move the responsibility to the County Council. The Parish Clerk then also spoke about an approach being made a few hours before the meeting from Norfolk County Council regarding this issue and circulated the email received. It was **AGREED** to place this matter on the upcoming Property, Policy and Resources meeting on the 28<sup>th</sup> November 2018 for discussion.

Cllr Gurney and Cllr Buck also recently attended the Heart of Broadland Awards Night where a local girl, Nadia Sparks, received an award.

**154. Reports from District Councillors**

Cllr Buck reported that the Heart of Broadland awards night went very well and that the members present should start to consider nominations for next year.

Cllr Buck also reported that the Records Office were cutting back the hours of the staff who work there which will impact access.

Cllr Buck also reported that the World War One exhibition currently at Norwich Castle is very impressive and is on until February.

**155. Report from Parish Council Chairman**

The Chairman gave a verbal report on a recent visit by the Mayor and Parish Clerk of Sheringham which was very productive. Also that the Best Kept Allotment Competition presentation took place at the B&Q store and also went very well. The Chairman also reported on the ongoing traffic calming situation on Drayton Wood Road and the letter which had been sent out by the local Police to these residents in respect of inconsiderate parking.

Cllr Gurney also reported that in the past local residents on this road had been offered help towards converting their gardens into off-street parking by the County Council and that only a very few households took up this offer.

**Parish Clerk –**

The Chairman highlighted the report previously circulated:

50 Approved.....

Date.....

Questions were asked about the nature of the work conducted about the work experience and how widely this would be offered when completed. Questions were also asked about the Neighbourhood Plan implementation by Cllr Fulcher. The report was then **ADOPTED**.

**156. Financial Matters**

**156.1 Bank Reconciliation – 1<sup>st</sup> September to 30<sup>th</sup> September 2018.**

This report was circulated prior to the meeting and figures were accepted. It was also reported by the Parish Clerk that any bank statements circulated will be redacted in the future.

**156.2a Approval of Accounts - Payments –1<sup>st</sup> September to 30<sup>th</sup> September 2018**

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

**156.2b Approval of Accounts – Receipts – 1<sup>st</sup> September to 30<sup>th</sup> September 2018**

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

**156.3 Approval of budget monitoring report.**

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

**156.4 To appoint an internal financial scrutineer**

No members wished to take on this role. The Parish Clerk requested that this decision be recorded in the minutes as it forms a part of the Council's Financial Regulations.

**156.5 To review the permission to spend limit for the Parish Clerk.**

Cllr Knowles led this debate with a report which researched other similar sized councils. It was **PROPOSED** by Cllr Knowles and seconded by Cllr Seart that the current level of spending be lifted from £500 to £5,000 with immediate effect. It was unanimously **RESOLVED** to do so.

**157. General Matters**

**157.1 To adopt the new model standing orders**

The Chair stated that this item would be moved to the Property, Policy and Resources Committee meeting on the 28<sup>th</sup> November 2018.

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Date.....  
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**157.2 To receive a report regarding the condition of the bus shelters in light of the upcoming Parish Partnership scheme application**

The Projects Officer explained the report circulated which detailed the condition of the bus shelters owned by the Parish Council. It was strongly urged by both the Parish Clerk and the Projects Officer that consideration be given to replacing dilapidated bus shelters rather than obtaining new ones in the upcoming Parish Partnership Scheme application.

Cllr Gurney stated that in her opinion the Council should continue to purchase new shelters while the funding was available.

Cllr Fulcher stated that a rolling maintenance scheme should be put in place to stop the shelters falling into disrepair.

Cllr King asked if it could be checked if the two bus shelters near Asda would be replaced anyway under the section 106 agreement surrounding the Royal Norwich Golf Course development.

Cllr Everett wondered if CIL monies could be used for this purpose.

The Parish Clerk then stated that it would be an agenda item for the December Full Council meeting to decide on what to apply for.

**157.3 To receive a verbal update from the Parish Clerk concerning CCTV provision**

The Parish Clerk gave a verbal report on his research conducted after the discussion on this topic in the October Full Council meeting. Norse had advised that such high spec cameras were not needed and that no hard drive existed at a reasonable price to store such images in any case. It was also reported that legally images could only be held for 31 days unless specifically requested by the Police.

After some discussion it was **RESOLVED** to go ahead with the update using the original spec with Norse.

**157.4 To consider a donation to the Norfolk Citizens Advice Bureau**

It was **RESOLVED** to make a donation of £50. Cllr Britton abstained in this regard.

The meeting then adjourned for a comfort break at 8.10pm, resuming at 8.25pm.

**158. Activities**

**158.1 To discuss holding an exhibition regarding the Greater Norwich Local Plan consultation from the 14<sup>th</sup> to the 17<sup>th</sup> November 2018**

Much discussion took place over this issue with councillors voicing their concerns over the potential sites up for consultation and the impact this would have on the residents of the Parish. It was established that despite the short notice given by the organisers of this consultation that the Parish Council should put on its own exhibition and advertise this as widely as possible. The original date suggested was deemed to be too short notice to advertise in the manner required and so the dates were set for between Monday 19<sup>th</sup> November and Friday 23<sup>rd</sup> November 2018.

It was further **RESOLVED** that a leaflet be designed by Cllr Fulcher and set up by Cllr Knowles for approval by the members present via email. Then 1300 copies then be printed by Catton Print for distribution.

The Parish Clerk to prepare all materials for this exhibition and source a delivery agent and any enlargements needed for the site plans. Copies of the leaflet also to be distributed to local businesses such as Asda, B&Q, Dixons Centre, Coop Store and the doctor's surgery.

The exhibition itself to take place in the foyer of the Community Centre with a desk for materials and for the plans to go up on the existing noticeboards for health and safety reasons.

Cllr Prutton to set up a rota for available councillors to man this exhibition to explain it to the residents when they attend.

**158.2 To inform the members present regarding the Western Link exhibition being held in the Council Chambers on 10<sup>th</sup> January 2019**

The Parish Clerk informed the members present that this exhibition would be going ahead on the date stated and would be entirely staffed by Norfolk County Council. This would be advertised more extensively after the Greater Norwich Local Plan exhibition to avoid confusion.

**158.3 To discuss a request from Cllr Fulcher to set up a working group to carry out the details of the Neighbourhood Plan**

Cllr Fulcher spoke about his frustrations in this matter not having progressed since the referendum almost a year ago. Cllr Prutton suggested that a Task and Finish Group be set up to deliver an action plan to be carried out by the office staff.

Cllr King strongly objected to this approach stating that Task and Finish groups were more suited to smaller projects and not a responsibility spanning many years.

It was then **RESOLVED** to a Task and Finish group be set up involving Cllrs Fulcher, Prutton and Buck who will begin to formulate action points from the Neighbourhood Plan and report back to the Full Council on a monthly basis. The Parish Clerk to be kept updated and involved on any progress made in this regard.

Cllr King abstained from this vote.

**159. Planning Matters**

**138.1. Committee Meeting of the 2<sup>nd</sup> October 2018.**

Minutes had been circulated.

Questions of the Meeting

There were no questions and it was

**RESOLVED TO ADOPT THE MINUTES**

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

**160.1. Committee Meeting of the 16<sup>th</sup> October 2018.**

Minutes had been circulated.

Questions of the Meeting

There were no questions and it was

**RESOLVED TO ADOPT THE MINUTES**

**160.2 Verbal update from the Parish Clerk about the closure of Mountfield Park**

This matter was discussed in more detail after earlier public speaking. It was **RESOLVED** to grant authority to the Parish Clerk to gain technical expertise from a groundwork or civil engineering company to conduct a survey on the land to establish the extent of this problem. Also to contact Norfolk County Highways to obtain a site plan and information on drainage in the area, B&Q and Broadland District Council to obtain paperwork and possible warranties concerning the installation of the soakaway. When this is complete and the financial scope of the works are established that the Parish Council proceeds with these works in line with Financial Regulations. This was proposed by Cllr Buck and seconded by Cllr Knowles.

**161. Media and Communications**

**161.1 To approve a quote for work to be done on the Council's wifi provision**

It was **RESOLVED** to accept the quote from Osiris to the amount of £847.72.

**162. Property, Policy and Resources**

**162.1. Committee Meeting of the 3<sup>rd</sup> October 2018.**

Minutes had been circulated.

Questions of the Meeting

There were no questions and it was

**RESOLVED TO ADOPT THE MINUTES**

**162.2 To adopt a member onto this committee**

Cllr Fulcher was adopted onto this committee.

**163. Hellesdon Community Centre**

**163.1 To adopt a member onto this committee**

Cllr Johnson was adopted onto this committee.

**163.2 To approve a quote for flame proofing the curtains in the Marjorie Lewis Hall**

It was **RESOLVED** to accept the quote from Flame Protect to the amount of £1728.00 plus VAT.

**164. Staffing**

**164.1. Committee Meeting of the 27<sup>th</sup> September 2018.**

Minutes had been circulated.

Questions of the Meeting

There were no questions and it was

**RESOLVED TO ADOPT THE MINUTES**

**164.2 To adopt a member onto this committee**

Cllr Johnson was adopted onto this committee.

**168. Exchange of Information**

Cllr Buck – passed around the World War One Armistice commemorative booklet approved at the October meeting of the Full Council with thanks to the staff.

Cllr Jones-Blackett – reported that the Village Hall trustees are in the process of obtaining the legal documents they require and are also talking to the Charity Commission.

Cllr Franklin – requested that the diversion signs be taken away from Meadow Way.

Cllr Prutton – gave an update on the progress of the Senior Residents Christmas Party and handed around a sign-up sheet for councillors interested in helping on the day.

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



This was confirmed as **Tuesday 4 December 2018**, at 7pm in the Council Chamber, Diamond Jubilee Lodge.

- 165. 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.**

Mr. Southgate left the meeting at this point.

**166. To revisit the decision to pursue a potential land acquisition opportunity.**

It was **RESOLVED** to defer this decision until the January Full Council meeting.

**167. To receive a report from the Projects Officer regarding a recent offer of land.**

The report from the office staff was discussed and it was **AGREED** that any approach from Brown and Co. which involved any associated planning applications would have to be part of a Section 106 agreement administered by Broadland District Council as is appropriate.

**The meeting then closed at 10.07pm**

56 Approved.....

Date.....  
HPC Full Council Mins 6<sup>th</sup> November 2018