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Parish Clerk: Mr. Mark Knight

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 4 December 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 Cllr Franklin

Cllr Fahy Cllr Wright

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. Also in attendance was the Projects Officer Louise Reeves.

170. Apologies and Acceptance for Absence

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

171. 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 – Broadland District Council, Drayton Parish Council

Cllr Knowles – Hellesdon Community Choir

Cllr Gurney – Broadland District Council, Norfolk County Council

No dispensations had been requested.

172. Minutes of Meeting held on 6 November 2018

Minutes had been circulated, and it was

RESOLVED TO ADOPT

173. Public Participation

None.

174. Report from Police to include Parish Crime Figures

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

175. Report from County Councillor

Cllr. Gurney reported that the transfer of Kinsale Junior School to the Wensum Trust was underway.

Also that a traffic island has been proposed to be put in place on Middletons Lane near Kinsale Junior School after the retirement of the existing lollipop man. The Parish Council will be consulted on this matter but initial public research has indicated a traffic island is insufficient.

It was then **RESOLVED** to support the idea of a zebra crossing instead of a traffic island when the Parish Council is approached as part of the consultation process.

On Drayton Wood Road there have been reports of two cars being damaged after an anonymous letter recommended that has been sent out recommending that people park on the road to slow down traffic. Also, more signage is progressing, in particular a 7.5 tonne 'not suitable for HGVs' sign and two 30mph replacement signs going in by the Doctor's surgery.

Cllr Gurney is also currently involved in budget setting for Adult Social Service and has recent met with some young people concerning Personal Independence Payments.

Finally, Cllr Gurney reported that Dr. Wendy Thompson has now left the employ of the County Council and as a result of this the Council is moving to an executive led administration in the future.

176. Reports from District Councillors

Cllr Gurney reported that she has been substantially involved in taxi licensing and has seen a sharp rise in electric car licences being approved.

Also discussed was the exhibition recently held regarding the Greater Norwich Local Plan and the interest shown by a large number of people who attended regarding the Heath Crescent site currently owned by Jarrolds. It was **RESOLVED** to delegate authority to the Parish Clerk to start to draw together information and

reports concerning this site in anticipation of an approach from Jarrolds or their representatives in the near future.

It was also reported that Cllr Gurney and Cllr Prutton both attended the recent Broadland Parish and Town meeting, where they learnt that the count for the 2019 Parish elections would be held at 'The Space' on Rowntree Way on the morning of Friday 3rd May 2019 if any councillors wished to attend.

177. Report from Parish Council Chairman

The Chairman gave a verbal report on the recent Broadland Parish and Town meeting and the very moving Remembrance Service held on 11th November 2018.

Parish Clerk –

The Chairman highlighted the report previously circulated:

The report was **ADOPTED** with no questions asked.

178. Financial Matters

178.1 Bank Reconciliation – 1st October to 31st October 2018.

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

178.2a Approval of Accounts - Payments –1st October to 31st October 2018.

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

178.2b Approval of Accounts – Receipts – 1st October to 31st October 2018.

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

178.3 To resolve to apply for a Parish Council debit card

It was **RESOLVED** to apply for the debit card in the name of the Parish Council with Cllr Gurney as the named cheque signatory, in the manner proposed by the Parish Clerk.

178.4 To approve the changes to the Earmarked Reserves recommended by the Property, Policy and Resources Committee.

After a brief introduction by Cllr Gurney the changes recommended at the Property, Policy and Resources Committee on the 3rd October 2018 were **APPROVED** with no changes.

179. General Matters

179.1 To decide on items to apply for through the Parish Partnership Scheme

There was much discussion on this topic and it was eventually RESOLVED to replace two bus shelters which were in a state of some disrepair rather than apply for two new ones as in previous years. One to be replaced is on the Cromer Road and the other on Lahore Avenue.

180. Activities

180.1 Request from Cllr Buck to fund a remembrance plaque to the value of £293.37

It was agreed that further work was needed on the language and exact location to be used on the plaque and that Cllr Buck should resubmit his proposal with more detail as soon as he is able.

180.2 Verbal Report from the Chairman regarding the recent Greater Norwich Local Plan exhibition.

Thanks were given to the Councillors who attended the event and spent a great deal of time explaining the plans on display to the general public. It was reported that most were supportive of the position of the Parish Council and anxious as to what the possible plans may be. It was also noted that most of the concerns were regarding the land currently owned by Jarrolds on Heath Crescent.

180.3 Verbal update from the Chairman regarding the upcoming Senior Residents' Christmas Party.

The excellent take up of tickets was noted and thanks were extended to the Projects Officer for all her work in this matter.

180.4 To inform the members present about the upcoming Western Link consultation to be held in the Council Chambers on Thursday 10th January 2019.

The members present were informed of the upcoming exhibition to be staffed by Norfolk County Council. Several members expressed an interest in attending. The office staff will also set up a smaller exhibition in the place of the Greater Norwich Local Plan exhibition and also advertise this on the council's website to ensure residents are also aware.

181. Planning Matters

181.1. Committee Meeting of the 6th and 20th November 2018.

Minutes had been circulated.

Questions of the Meeting

There were no questions but Cllr Britton gave a brief update about a contentious retrospective planning application for a property on Meadow Way.

RESOLVED TO ADOPT THE MINUTES

182. Playing Fields, Amenities and Allotments

182.1 Verbal update from the Parish Clerk about the closure of Mountfield Park

This matter was discussed at length and the need for a swift reopening of the park as soon it is was safe to do so was emphasised by the Councillors. The Parish Clerk made it clear that this was the aim and intent of all those present and that a second opinion was being sought after no further information had been forthcoming from either B&Q or Broadland District Council. Depending on the quote from the second opinion either a tendering process or one further quote would be necessary to proceed. The Parish Clerk was also waiting to hear from Norfolk County Highways concerning drainage in the area and any further information on additional underground structures which would need to be considered in relation to any works.

183. Media and Communications

183.1. Committee Meeting of the 27th November 2018.

Minutes had been circulated.

Questions of the Meeting

There were no questions and it was

RESOLVED TO ADOPT THE MINUTES

183.2 To ratify the Publication Scheme as recommended by this committee.

After a brief introduction and explanation by Cllr Prutton it was **RESOLVED** to adopt the document with no changes.

184. Property, Policy and Resources

184.1 To receive a copy of the 2019/20 budget for consideration; to be ratified at the January 2019 Full Council meeting.

The Parish Clerk handed out a hard copy of this document after already emailing an electronic copy to all members. Cllr Prutton restated the process whereby all members were expected to read and digest the document before submitting any questions before the office closed for business on the 21st December 2018. The budget would then be submitted for approval at the next Full Parish Council on the 8th January 2019 and sent to Broadland District Council soon after.

61 Approved.....

Date.....
HPC Full Council Mins 4th December 2018

184.2 To ratify the recommendation by this committee to adopt the updated 2018 Model Standing Orders.

The Chair advised that this item has been pulled from the agenda and would instead go back to the March meeting of the Property, Policy and Resources Committee.

185. Hellesdon Community Centre

185.1. Committee Meeting of the 19th November 2018.

Minutes had been circulated.

Questions of the Meeting

Cllr Knowles wanted to draw attention to the fact that the several doors in the Community Centre corridors which had been left shut were now open and had made it significantly easier to access the building. He also wanted to extend his thanks after work had been completed on the concrete slope at the entrance of the building which has made access much easier.

Cllr Gurney spoke about storage issues and the decision to begin to charge for this in April 2019 after an audit had been completed.

RESOLVED TO ADOPT THE MINUTES

186. Staffing

164.1. Committee Meeting of the 12th November 2018.

Minutes had been circulated.

Questions of the Meeting

There were no questions and it was

RESOLVED TO ADOPT THE MINUTES

186.2 To adopt the Recruitment and Selection Policy and Procedure as recommended by this committee.

After a brief introduction and explanation by Cllr Knowles it was **RESOLVED** to adopt the document with no changes.

187. Exchange of Information

Cllr Buck – Spoke about an event for Hellesdon History Live to be held at Hellesdon High School in the Summer of next year. Also that Hellesdon Youth Club is currently looking for volunteers.

Cllr Britton – Informed those present that the Low Road is now open ahead of schedule.

Cllr Knowles – Reported that the Hellesdon Community Choir would be singing Christmas Songs on the 11th December 2018 at the new Dementia Centre in Bowthorpe.

Cllr Johnson – Spoke about the recent open day at ‘The Nest’ and remarked on the good facilities.

Cllr Gurney – Gave a report on the ongoing status of footway lighting responsibility in the area and the results of the recent Property, Policy and Resources Committee meeting where it was also discussed.

Cllr Sear – Reported on a possible Car Show event he was working on possibly to be held on the Recreation Ground in the summer of 2019.

Parish Clerk – Informed the members present that Sally Hoare from Broadland District Council wishing to attend the next meeting on the 8th January 2019.

188. Date, Time and Venue for Next Meeting

This was confirmed as **Tuesday 8 January 2019**, at 7pm in the Council Chamber, Diamond Jubilee Lodge.

The meeting then closed at 8.37pm