

The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich, NR6 5QB
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Parish Clerk: Mr. Mark Knight

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 5 February 2019 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 Fulcher Cllr Franklin

Cllr Fahy Cllr Everett

Cllr S Gurney Cllr D Jones-Blackett

Cllr Johnson Cllr Sear

Cllr Knowles Cllr D King

Mr Mark Knight – Parish Clerk

Also in attendance were 6 members of the public.

WELCOME

The Chairman welcomed those present at 7.00p.m.

208. Apologies and Acceptance for Absence

No apologies were received or accepted from Cllr. Wright and Cllr. Ghimire. However, it was later discovered that Cllr. Wright had been admitted to hospital in an emergency.

209. Declarations of Interest and Dispensations

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

Cllr King – Hellesdon Community History

Cllr Jones-Blackett – Hellesdon Village Hall

Cllr Johnson – Hellesdon Bowls Club

Cllr Gurney – Broadland District Council, Norfolk County Council

Cllr Knowles – Hellesdon Community Choir

No dispensations had been requested.

210. Minutes of Meeting held on 8 January 2019

Minutes had been circulated, and it was

RESOLVED TO ADOPT.

211. Public Participation

Mr. Keith Evans spoke regarding a plaque to commemorate the Mann Egerton site and a suggestion was made to place this near the Parish Council notice board on Heather Avenue. He had heard that it was going into Mountfield Park.

Ms. Lisa Knight, a moderator for the Hellesdon Life and Events Facebook site, spoke about parking and anti-social behaviour issues at the Whiffler public house and City View Road and her concerns over a recent planning application which sought to develop the site. Cllr. Britton, the Chair of the Planning Committee, stated that the application had been discussed at the meeting earlier in the evening and the committee had resolved to strongly object to the application.

Cllr. Gurney spoke about the development being a balance between quality of life for local residents and economic and employment opportunities in the Parish.

Cllr. Everett then stated that as a member of Broadland District Council's planning committee he would call the application in for closer examination.

Ms Knight also requested that Council minutes for meeting be made available through the Facebook page. The Parish Clerk said that all minutes, once they appeared on the Parish Council website were public documents and were also downloadable as a PDF document which could be used on the website.

Ms. Lacey Douglas spoke regarding the recent resignation of the lollipop lady at Heathers Nursery and requested that the Parish Council support a zebra crossing or traffic island in the vicinity as they had recently done on Middletons Lane.

Cllr. Gurney stated that the traffic measures on Middletons Lane were due to the section 106 agreement at the Royal Norwich Golf Course to negate the impact of the development. Furthermore Norfolk County Council has been trying to recruit to the position of lollipop lady with no success, mainly due to the hours, but that she would update them with the information which Ms. Douglas provided.

Mr. David Britcher then spoke about the need for bins on City View Road and benches on Mountfield Park. The Parish Clerk stated that this was in hand and would be discussed at the upcoming Playing Fields, Amenities and Allotments Committee.

Mr. Britcher then voiced his concerns over the recent closure of the Community Centre due to staffing issues. He requested details on why this was the case. The Parish Clerk gave these details on current staffing levels and capacity issues and also stated that this was the first time this had happened since the Council took over the building in January 2016.

212. Report from Police to include Parish Crime Figures

These were circulated and discussed. Concerns were raised about the veracity of the figures with several Councillors noticing that figures reported on the Norfolk Constabulary website did not match up with the figures being reported to the Parish Council.

Cllr. Gurney reported that requests had been made for more 'drive-bys' to the Recreation Ground as local police and Special Constables had recently been cut.

Cllr. Fulcher requested that a more narrative account be given by the police and not simple statistics. The Parish Clerk agreed to follow up on all of the issues raised.

213. Report from County Councillor

Cllr. Gurney reported that several repairs to the highway are due to be completed with patching outside of local businesses and a refurbishment of the Toucan Crossing near the boundary. Potholes near the Chestnut Tree public house had also been fixed. In the near future remedial work was to be carried out on Hospital Lane and the missing section of the paving on Links Avenue would also be addressed.

Signs for the advisory 7.5t weight restriction on Drayton Wood Road have been effective and 30mph signs at the top of Reepham Road had been installed, with a clean of the Parish sign also requested.

Cllr. Franklin enquired regarding a house on Windsor Road and the value of wooden posts being installed to help with traffic calming measures. Also regarding paving on Meadow Way from a mid-way point up to the Reepham Road. Cllr. Gurney offered to send this through to Norfolk County Highways.

214. Reports from District Councillors

Cllr Gurney reported that dog fouling had been a large problem in the past month and that four streets in the Parish had been hosed down by the District Council.

Cllr. Buck reported on the blue plaque scheme being developed by Chloe Griffin with the possibility that this be extended to Hellesdon, but that guidelines were still being drawn up.

Cllr. Everett reported that the District Council had recently agreed to continue maintaining the street lights in the Parish for the next financial year.

215. Report from

Parish Council Chairman

The Chairman gave a verbal report on activities in the Parish and the reopening of Mountfield Park.

Parish Clerk –

The Chairman highlighted the report previously circulated:

The report was **ADOPTED** with no questions asked; the new format of the report was appreciated.

216. Financial Matters

216.1 Bank Reconciliation – 1st December to 31st December 2018.

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

216.2a Approval of Accounts - Payments – 1st December to 31st December 2018.

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

216.2b Approval of Accounts – Receipts – 1st December to 31st December 2018.

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

216.3 To receive the budget monitoring document.

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

216.4 To receive the audit report from Larkin and Gowen.

The Parish Clerk verbally explained the circulated report, there were no questions.

216.5 To consider the report from the Parish Clerk concerning cheque signatories.

The Parish Clerk explained the report and there were no questions. It was therefore **RESOLVED** that the Parish Clerk be appointed a cheque signatory for the period between April and June 2019 to overcome potential difficulties caused by the upcoming elections in May. Cllr. Knowles proposing and Cllr. Britton seconding.

217. General Matters

217.1 Update from Cllr Fulcher regarding progress with the Neighbourhood Plan implementation.

Cllr. Fulcher gave a verbal update on progress and that meetings had been set up with Broadland District Council and Norfolk County Council but these had not taken place yet. The potential to run a 'Hellesdon In Bloom' event, or something similar, had also been suggested.

217.2 Verbal update from the Parish Clerk with regards management of street lighting.

The Parish Clerk gave an update on communications between the Parish and District Council's in this regard but also referred to Cllr. Everett's earlier report under point 214. Several reports had been received from Broadland District Council but these were not what had been requested. It was noted that discussions would continue with a further approach from Broadland District Council expected in the summer of 2019.

217.3 To receive an update on the LCRS Action Plan.

The Parish Clerk reported that there were no items of concern on this matter and that new software had recently been installed to manage the risk system.

218. Activities

218.1 To consider holding an event to encourage residents to stand in the upcoming elections in May 2019.

Much discussion took place regarding this issue. It was eventually **RESOLVED** that an informal event would take place immediately before the Annual Parish Meeting in March where current councillors would be available to speak to any members of the public interested in running for a Council seat in May 2019. It was further explicitly stated that this event was to be run by the Parish Council staff and would be strictly non-political.

219. Planning Matters

219.1. Committee Meeting of the 8th and 22nd January 2018.

Minutes had been circulated.

Questions of the Meetings

There were no questions.

RESOLVED TO ADOPT THE MINUTES

220. Playing Fields, Amenities and Allotments

220.1 To consider and approve the quote for essential tree works.

76 Approved.....

Date.....

This quote was accepted and approved with no questions from the members present. Proposed by Cllr. Knowles and seconded by Cllr. Buck. All in favour.

220.2 To consider and approve the quote regarding work at Mountfield Park.

This quote was accepted and approved with no questions from the members present. Proposed by Cllr. Knowles and seconded by Cllr. Buck. All in favour.

221. Media and Communications

221.1. Verbal update from Chair of Committee.

The Chair gave a verbal update regarding the current issue of The Grapevine which would be delivered imminently.

222. Property, Policy and Resources

203.1. Nothing for meeting.

223. Hellesdon Community Centre

223.1. To discuss the report from the Parish Clerk surrounding IT equipment.

Much discussion took place regarding this issue. Concerns were raised about the necessity of the IT provision and privacy of the Finance Officer should s/he end up working in the Caretaker's Office. Cllr. Knowles spoke strongly in favour of this matter being purely a staffing issue under the remit of the Parish Clerk and not the Full Parish Council, furthermore that the Parish Clerk should be allowed to manage issues like this as s/he sees fit without the need for referral to the Full Parish Council. There was a vote and it was **RESOLVED** to allow an office to be developed at the Community Centre for the use of the caretaking staff and possibly for the use of the Finance Officer when quiet and uninterrupted working time is needed. 15 councillors were in favour with Cllr. Gurney abstaining. Proposed by Cllr. Buck and seconded by Cllr. Britton.

224. Staffing

224.1. Cllr. Knowles reported that the Clerk's appraisal was currently underway.

225. 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.

227. Exchange of Information

Cllr Buck – An event on the 13th July at Kinsale School which will try and fill the gap of the now defunct Hellesdon Carnival.

Cllr Knowles – Hellesdon Community Choir will be singing for the Friendship Group on 29th March, but this will be a non-public function.

Cllr Sear – There will be an event at the Hellesdon Community Centre on 11th May involving an Elvis impersonator in aid of the East Anglian Air Ambulance.

Cllr Franklin – Reported that the diversion signs in Meadow Way are now gone.

228. Date, Time and Venue for Next Meeting

This was confirmed as **Tuesday 5 March 2019**, at 7pm in the Council Chamber, Diamond Jubilee Lodge.

226. Update from the Parish Clerk concerning development of Council owned assets.

The Parish Clerk reported on a recent meeting in this regard and gave details on the way forward. All Councillors were invited to be involved and contribute.

Cllr. Gurney also raised some concerns she held about quotes for recent works.

The meeting then closed at 9.25pm