

**Minutes of the Meeting of Hellesdon Parish Council  
held on Tuesday 2<sup>nd</sup> April 2019 in the Council Chamber,  
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

**PRESENT:**

Cllr S Prutton, Chairman

Cllr D Attenborough

Cllr G Britton

Cllr D Buck

Cllr G Everett (arrived 7.48pm)

Cllr U Franklin

Cllr S Gurney

Cllr D Jones-Blackett

Cllr W Johnson

Cllr J Knowles

Cllr J Wright

Mrs Louise Reeves, Projects Officer as per her role to deputise for the Clerk in his absence.

**WELCOME**

The Chairman welcomed those present at 7.02p.m.

**250. Apologies and Acceptance for Absence**

Apologies were received and accepted from Cllrs. King and Fulcher. Cllr Sear had sent apologies to the office on the day of the meeting but after the Projects Officer had gone home.

No apologies were received or accepted from Cllr. Fahy and Cllr. Ghimire.

Cllr Everett had confirmed he would be arriving late.

**251. Declarations of Interest and Dispensations**

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

Cllr Gurney – Broadland District Council and Norfolk County Council.

Cllr Johnson – Hellesdon Bowls Club.

Cllr Knowles – Hellesdon Community Choir.

No dispensations had been requested.

**252. Minutes of Meeting held on 5<sup>th</sup> March 2019**

Minutes had been circulated.

**RESOLVED TO ADOPT.**

Minutes were signed by the Chairman.

**253. Public Participation**

One member of the public was present. He did not wish to present anything.

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

The February 2019 newsletter was circulated prior to the meeting.

Cllr Buck spoke of Police advice to the Youth Club leaders in regards to 'County Lines' and what to look out for. He offered copies of the literature to Councillors on request.

Cllr Gurney updated the meeting on the future of SNAP. The next meeting for this area is on Thursday 18<sup>th</sup> April.

The Projects Officer updated Councillors in regards to the current issues of anti-social behaviour on the Community Centre Park and Car Park. This has been notified to the Police as this is a daily occurrence. It affects the Public as well as the Caretaking staff.

Cllr Buck spoke of some prank calls he has been receiving.

**255. Verbal report from County Councillor**

- Cllr Gurney reported on the meeting she had attended with the Western Link Group and the Highways Agency. The preferred route from the public consultation was option D. This is sympathetic to the area of scientific interest and involves the building of viaducts over the rivers Wensum and Tud. It is unlikely that any works will start before 2022.
- The 7.5 tonne weight restriction for Drayton Wood Road is on schedule. In a recent meeting attended by Ben Rayner and local residents it was confirmed that the road would not be closed by statute. There may be a possibility of a traffic 'pinch point'. If this is agreed and has a priority need attached, then a Traffic Regulation Order will be required.
- Cllr Gurney is pleased with resurfacing on the Reepham Road near Wilco and the group of shops on The Bull roundabout. Hospital Lane has also been resurfaced. If there are funds left, she will suggest the Bernham Road issues are revisited.

**256. Verbal reports from District Councillors**

- Cllr Buck informed the meeting of Norfolk's Creativity and Wellbeing Week on 10-16<sup>th</sup> June 2019. Interest in being involved or registering events can be made via [arts@norfolk.gov.uk](mailto:arts@norfolk.gov.uk) . Further information can be found at <http://www.creativityandwellbeing.org.uk/>
- Cllr Gurney confirmed that Broadland and South Norfolk District Councils are in the process of amalgamating their back office staff. New appointments are under way.  
Dog pooch cleaning near schools has been undertaken.  
With regards to Heather Avenue's request for a crossing near the school, Norfolk County Council Highways are to carry out a traffic count to ensure any

crossing is appropriately situated. She confirmed however that it is the onus of the parents to get their children safely to school.

**257. Verbal report from Parish Council Chairman and Parish Staff**

There was nothing to report.

**258. Financial Matters**

**258.1 Bank Reconciliation: 1<sup>st</sup> February to 28<sup>th</sup> February 2019.**

This report was circulated prior to the meeting and figures were accepted. Proposed by Cllr Knowles and seconded by Cllr Britton. All agreed.

**258.2a Approval of Accounts: Payments 1<sup>st</sup> February to 28<sup>th</sup> February 2019.**

This report was circulated prior to the meeting. A query was raised on the amount of electricity used between November 2018 and January 2019 accounted to Diamond Jubilee Lodge. It was agreed to monitor. The Projects Officer will ask the Finance Officer to compare with the same period last year and report back to Cllr Prutton. The figures were accepted.

Proposed by Cllr Knowles and seconded by Cllr Johnson. All agreed.

**258.2b Approval of Accounts: Receipts 1<sup>st</sup> February to 28<sup>th</sup> February 2019.**

This report was circulated prior to the meeting and figures were accepted. Proposed by Cllr Knowles and seconded by Cllr Johnson. All agreed.

**258.3 To receive the budget monitoring document**

This report was circulated prior to the meeting. Discussion took place in regards to the breakdown of:

- 100/4630 for £1057; £650.00 for remedial window works from the Earmark reserves and the rest is for the outside toilet wash centre which went wrong again.
- 130/4485 for £172.00; made up of 3 items:
  1. Rialtus licence Feb/March of £85.00.
  2. £45.00 in design licence for adobe.
  3. £42.00 temporary licences (The £42.00 will be charged back to the hirer after the event).

The Projects Officer spoke of the overspend in regards to the bus shelter on the Low Road due to vegetation and concrete pad works that had been needed which were extra. Normally installation costs include ground works but due to this location extra works were required.

Proposed by Cllr Knowles and seconded by Cllr Britton. All agreed.

**258.4 Earmarked Reserves**

This report was circulated prior to the meeting and figures were accepted. Proposed by Cllr Knowles and seconded by Cllr Johnson. All agreed.

**259. General Matters**

These items had been added to the agenda in order for them to be discussed and resolved to allow the new Council to start business afresh.

Cllr Gurney believed these items should be considered at Committee rather than Full Council. Discussion took place and it was agreed that the items would be considered as follows:

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Date.....

HPC Full Council Mins 2<sup>nd</sup> April 2019

**259.1 To review the hand driers element of the PHS report at the Community Centre**

This is to be considered at an extra ordinary meeting of the Community Centre Committee on Monday 8<sup>th</sup> April 2019.

**259.2 To receive a report to fix the oven in the Community Centre**

This is to be considered at an extra ordinary meeting of the Community Centre Committee on Monday 8<sup>th</sup> April 2019.

**259.3 To receive a report on possible replacement of radiator thermostats in the Community Centre with tamper proof ones**

This is to be considered at an extra ordinary meeting of the Community Centre Committee on Monday 8<sup>th</sup> April 2019.

**259.4 To discuss suitable staff/duty mobile phones and business contract**

This is to be considered at the next Staffing Committee meeting. No date confirmed as yet.

**259.5 To review request on room hire from regular hirer**

This is to be considered at an extra ordinary meeting of the Community Centre Committee on Monday 8<sup>th</sup> April 2019.

Cllr Gurney was disappointed that as the Chair of the Committee she was not invited to the meeting with the regular user, the Chairman and the Projects Officer as outlined in the report. Cllr Prutton apologised but explained that the meeting had been held due to a date found in the Clerk's diary where there were no other attendees invited.

**259.6 Verbal update on latest allotment water invoice**

Cllr Prutton invited the Projects Officer to update the meeting.

The large invoice had been received by the office. The Finance Officer had spoken with Anglian Water who had placed a hold on the invoice whilst it was investigated. The office is confident there is no water leak, as the water has been turned off at the allotments since October 2018 and nothing is being registered by the meters. It was agreed that an engineer from Anglian Water would visit the site and complete a report. This visit took place on 1<sup>st</sup> April. The engineer has taken photos of the area, water meters and copies of the paperwork and will complete a report. Once the report has been received this will be shared. He too is confident there is no leak.

Cllr Gurney stated she had spoken with the Head Groundsman in the week who had spoken of the lack of process in regards to actual meter readings rather than estimates. The Projects Officer confirmed this but stated however, that the engineer from Anglian Water has spoken of the lack of meter readings by Anglian Water.

It was agreed to await the report.

19:46 Cllr Everett joined the meeting

**260. Activities**

There were none to report

**261. Planning Committee**

**261.1. Committee meetings of the 5<sup>th</sup> and 19<sup>th</sup> March 2019.**

Minutes had been circulated. There were no questions.

**RESOLVED TO ADOPT THE MINUTES**

**262. Playing Fields, Amenities and Allotments Committee**

262.1 Nothing to report.

The Projects Officer was asked to update the meeting in regards to the benches at Mountfield Park. She confirmed they had been ordered on 21<sup>st</sup> March 2019 and delivery was expected by 5<sup>th</sup> April 2019. Once received the concrete pads could be laid to include the bench fittings.

Cllr Gurney stated that the Council had been told by the Clerk that the concrete pads would be laid by the grounds team. The Projects Officer explained she had been asked by the Clerk to ask contractors to do the work and this has been agreed. The grounds team do not have the equipment, time or skills to do this kind of work.

**263. Media and Communications Committee**

**263.1 Committee meeting of 12<sup>th</sup> March 2019**

Minutes had been circulated. There were no questions.

**RESOLVED TO ADOPT THE MINUTES**

Cllr Prutton referred the council to item 6.3 of the minutes and the Grapevine publication. There will be a recommendation to next year's committee to use Just Hellesdon.

Cllr Gurney asked if Cllr Knowles would be prepared to carry on as designer and be paid for any associated work. Cllr Knowles thanked the meeting for the offer but declined.

Cllr Buck spoke about the new Hellesdon Parish Council Facebook page and encouraged Councillors to support this. Thanks were expressed to the Projects Officer for creating the page and updating.

**264. Property, Policy and Resources Committee**

264.1 Nothing to report

**265. Hellesdon Community Centre Committee**

**265.1 Committee meeting of 25<sup>th</sup> February 2019**

Minutes had been circulated. There were no questions.

**RESOLVED TO ADOPT THE MINUTES**

**266. Staffing Committee**

266.1. It was requested to move the minutes to under the line. This was agreed by all.

**267. Annual Parish Meeting**

**267.1 Annual Parish meeting of 14<sup>th</sup> March 2019**

Minutes had been circulated. There were no questions.

**RESOLVED TO NOTE THE MINUTES**

Cllr Prutton stated that there had been 7 people in attendance; 6 Councillors and 1 member of the public. The member of the public was concerned about the Bingo closing. She was listened to and her issues resolved. The Bingo is to continue under new management and has Public Liability Insurance.

Cllr Knowles confirmed that the Choir also now has Public Liability Insurance.

- 268. 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.**

Proposed by Cllr Gurney. Seconded by Cllr Everett. Agreed by all.

- 270. Exchange of Information**

Cllr Everett thanked Cllr Prutton for her Chairmanship. This was acknowledged by all.

Cllr Knowles spoke about the recent concert by the Choir for the Friendship Club. It had been enjoyed by all.

Cllr Buck requested that the incoming Council are made aware of the granite slab to recognise the Mann Egerton site. Keith Evans still requires confirmation of size and cost. Cllr Gurney stated that she was meeting with Ben Rayner to view possible sites for the slab. Cllr Buck asked if Keith Evans should be invited to attend but Cllr Gurney declined at this stage. There may be a requirement for a Street Furniture Licence which would be granted by Norfolk County Council and for which the Parish Council would need to apply.

Cllr Gurney asked if there had been progress with the blue plaque. Cllr Buck confirmed that these are only awarded to specific people. Maybe the Gowing family of Hellesdon would be appropriate but this is being researched.

Cllr Buck also requested that the new incoming Council be mindful of the promised football pitches from Persimmon and that adequate drainage is in place.

He also reported that the Community History Group have 3 events in May and June. Details will be available in Just Hellesdon.

The member of the public left the meeting. Cllr Prutton thanked him for his regular attendance and support.

- 271. Date, Time and Venue for Next Meeting**

This was confirmed as **Tuesday 14<sup>th</sup> May 2019**, at 7pm in the Council Chamber, Diamond Jubilee Lodge.

**269. To discuss the revised options for land allocation proposed from local developer of the golf course**

Following a detailed explanation by Cllr Gurney of three modified layouts as proposed by Mr Charles Judson, Broadland District Council Planning Officer at an informal meeting of the Property, Policy and Resources Committee, it was proposed that Hellesdon Parish Council write to Mr Judson confirming the decision of the Parish Council of 2<sup>nd</sup> April 2019 that they would not be prepared to renegotiate any of the land allocation section 106 or CIL agreements with developers Persimmon. It was agreed that the previous allocation of 4 hectares of formal recreational land, a club house to first fix and a 50 space car park would stand. It was also agreed that there would not be any formal land share with Norfolk County Council in relation to the school site.

Proposed by Cllr Gurney. Seconded by Cllr Knowles. Agreed by all

**Staffing Committee**

Cllr Knowles and Cllr Prutton gave an update to the meeting on a staffing matter.

Cllr Prutton thanked everyone for all their support and said a special thank you to Cllr Jones-Blackett for his 36 years as a Parish Councillor for Hellesdon.

**The meeting then closed at 9.05pm**

91 Approved.....

Date.....