

The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich, NR6 5QB  
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**Minutes of the Annual Meeting of Hellesdon Parish Council  
held on Tuesday 14 May 2019 in the Council Chamber,  
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

**PRESENT:** Cllr S Prutton, Outgoing Chairman  
Cllr D Attenborough Cllr K Avenell Cllr D Britcher Cllr G Britton  
Cllr D Buck Cllr S Bush-Trivett Cllr D Fahy  
Cllr U Franklin Cllr M Fulcher Cllr R Grady  
Cllr S Gurney Cllr W Johnson Cllr D King  
Cllr P Sparkes  
Mrs M Anderson-Dungar – Locum Clerk

**WELCOME** - The Outgoing Chairman welcomed re-elected and new Councillors plus 1 member of the public to the first meeting of the newly elected Council.

- Election of Chairman and Chairman’s Declaration of Acceptance of Office**  
Cllr Prutton took the Chair and called for nominations. Cllr Gurney proposed Cllr King, who accepted the nomination, seconded by Cllr Buck. It was

**RESOLVED WITH 2 ABSTENTIONS TO APPOINT CLLR KING AS CHAIRMAN OF THE COUNCIL FOR THE YEAR 2019/20**

Cllr King took the Chair and signed the customary Declaration of Acceptance of Office, witnessed by the Locum Clerk. He thanked the Council for electing him as Chairman.

- Election of Vice-Chairman**  
The Chairman called for nominations. Cllr Gurney proposed Cllr Johnson who accepted the nomination, seconded by Cllr Buck. It was

**RESOLVED TO APPOINT CLLR JOHNSON AS VICE-CHAIRMAN OF THE COUNCIL FOR 2019/20.** He thanked the Council for electing him.

**3. Apologies and Acceptance for Absence**

Apologies were received and accepted from Cllr G. Everett

**4. Declaration of Interest and Dispensations**

Cllr King – Hellesdon Community History, Broadland District Council,  
Cllr Buck – Hellesdon Youth Club, Hellesdon Community History,  
Cllr Gurney – Norfolk County Council, Broadland District Council  
Cllr Grady – Hellesdon Youth Club  
Cllr Sparkes – Kinsale Junior School  
Cllr Prutton – Horticultural Society, Norfolk Accident Rescue Service, Broadland District Council.  
Cllr Britcher – Allotment Holder, Broadland District Council  
Cllr Avenell – Governor of Wensum Trust  
Cllr Johnson – Hellesdon Bowls Club

No dispensations had been requested.

**5. Report from Outgoing Chairman**

Cllr Prutton summarised her time as Chairman of the Council, having to take over following Cllr Grady's resignation for health reasons part-way through the year. She thanked Cllr Britton for stepping up as Vice-Chairman. The Council had welcomed Cllr Johnson, and in the office Louise Reeves had been appointed as Projects Officer.

Civic duties had been varied; formal duties had included laying the wreath and reading the lesson on a very special Remembrance Sunday, the summer pageant, choir concerts, welcoming over 90 residents to the Senior Citizens' Christmas Party, the Best Kept Allotment competition (with prizes donated and awarded at B & Q), the naming of the Pirate Ship, and an informal presentation to the Harpers on the occasion of their Diamond Wedding.

In additional to the normal business of the Committees, the Council had facilitated consultations on Land Partnership, and the Western Link, and welcomed a variety of speakers.

Unfortunately, vandalism and anti-social behaviour remained a problem and a concern, and an unexplained death on the car park was a tragic time.

The full report was available in the Council Office.

The Chairman thanked Cllr Prutton for her work, and welcomed Cllr Grady back to the Council.

**6. Appointment of Signatories for Orders of Payment**

After due consideration it was

**UNANIMOUSLY RESOLVED**

- **To re-affirm Cllrs Gurney and Johnson as signatories**
- **To appoint Cllrs Prutton and Britton as additional signatories**
- **To remove former Cllrs Jones-Blackett and Knowles as signatories**

**2**

Approved.....

Date.....

- To appoint Cllr Prutton as the signatory to liaise with the Council's bankers regarding Petty Cash cheques
- To re-affirm Cllr Gurney and to add Cllr Prutton as authorised signatories on the HPC Debit Card

7. **General Power of Competence**

It was

**UNANIMOUSLY RESOLVED THAT THE COUNCIL USE THE GENERAL POWER OF COMPETENCE DURING THIS TERM OF OFFICE SO LONG AS IT CONTINUES TO MEET THE ELIGIBILITY CRITERIA**

8. **Appointment of Members to Standing Committees**

Appointments to Standing Committees and Chairmen thereof were discussed following a presentation from Cllr Gurney. It was **proposed by the Chairman, seconded by Cllr Gurney and**

**UNANIMOUSLY RESOLVED TO APPOINT STANDING COMMITTEES AND CHAIRMEN AS BELOW:**

**Hellesdon Community Centre Committee**

**Cllrs Buck, Fahy, Franklin, Gurney, Johnson (Chairman), Sparkes**

**Playing Fields, Allotments & Amenities Committee**

**Cllrs Attenborough, Avenell, Franklin, Fulcher, King (Chairman), Prutton**

**Media, Communications & IT Infrastructure Committee**

**Cllrs Buck, Bush-Trivett, Franklin, Prutton (Chairman), Sparkes**

**Planning Committee**

**Cllrs Attenborough, Britton (Chairman), Bush-Trivett, Fulcher, Grady (1 LibDem vacancy)**

**Staffing Committee**

**Cllrs Britton, Franklin, Gurney (Chairman), Johnson, King**

**Property, Policy & Resources**

**Cllrs Britcher, Fulcher, Gurney (Chairman), Johnson, King, Prutton**

9. **Appointment of Members to Working Groups and Panels**

It was noted that the Acquisition of Land Working Group had been disbanded, with its responsibilities transferred to the Property, Policy & Resources Committee. The Chairman wished to withdraw from the Events Group. After discussion it was

**UNANIMOUSLY RESOLVED**

- **To appoint Cllrs Attenborough, Buck, Grady, Gurney, Johnson and Prutton to the Events Group.** *It was also noted that this Group is not limited in number, therefore other Councillors could join if they wished.*

- To consider appointees for Panels during Confidential session later in the meeting

10. **Appointment of Members (and Substitutes where applicable) to Local Bodies/Groups**

Representation to the following bodies/groups was

**UNANIMOUSLY RESOLVED AS**

- Norwich Airport Consultative Committee – Cllr Prutton, substitute Chairman
- Safer Neighbourhood Action Panel – Cllr Prutton, substitute Cllr Buck
- Western Link Project – Cllr Prutton, substitute Cllr Fulcher

11. **Dates for Standing Committee Meetings**

A suggested draft timetable had been circulated and was discussed. In order to finalise dates – except for Planning which was set as the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays monthly – Councillors were asked to check their diaries and notify the office of availability. The office to also take account of Broadland District Council's meetings timetable.

Members asked to check diaries and notify the office of availability – different dates for P & R, plus BDC dates. Media last meeting after Christmas Party

12. **Review of Policies**

Following discussion, it was

**RESOLVED TO ACCEPT THE RECOMMENDATION DELEGATE AUTHORITY TO THE PROPERTY, POLICY AND RESOURCES COMMITTEE TO REVIEW THE FOLLOWING POLICIES AND MAKE RECOMMENDATIONS TO THE FULL COUNCIL**

- Standing Orders
- Financial Regulations
- Members Code of Conduct
- Scheme of Delegation to Clerk and RFO
- Full Council Functions
- Health & Safety
- Customer Service
- Complaints and Compliments
- Media Relations
- Management of Outdoor Surfaces in Severe Weather Conditions
- Unreasonably persistent, Abusive or Vexatious Contacts Behaviour
- Filming Recording and Photography at Council Meetings
- Retention of Documents
- Safeguarding
- CCTV Policy

**13. Minutes of Full Council Meeting held on 2 April 2019**

A revised draft was tabled, and it was **proposed by Cllr Britton, seconded by Cllr Buck and**

**RESOLVED TO ADOPT THE MINUTES**

Cllr Gurney clarified and updated on some issues raised under the County Councillor' s report.

**14. Public Participation**

The meeting adjourned to take questions/comments from the member of the public present.

*Apart from having been confused by the switch to the 2<sup>nd</sup> Tuesday to accord with the Parish Council election legislation, the member of the public present had no questions/comments.*

**15. Report from Police to Include Parish Crime Figures**

The latest report was tabled, as an addition to the March figures included in the report.

The information provided did not accord with the Police website and it was evident that some information – an abandoned car, shoplifting, burglaries at business premises, “bilking” (filling up with fuel and making off without paying), had been omitted altogether. The office to make enquiries.

The date of the next Safer Neighbourhood Action Panel (SNAP) had yet to be confirmed.

**16. Report from County Councillor**

Cllr Gurney updated on the return to the Cabinet system at the County Council. She was Chairman of People, which included all aspects of Social Services.

Traffic and Highways issues affecting the parish included a pavement survey, consultation on a 7.5 tonne weight restriction on Drayton Wood Road, cul-de-sac sign for Fairways to prevent drivers trying to take a short cut.

Work with Ben Rayner of Highways on a commemorative slab for the site of the former aircraft factory – design and wording to be sought for a 60cm square slab. The office to submit a street furniture licence request to Mr Rayner.

**17. Reports from District Councillors**

Newly elected District Councillors reported:

- Cllr King – informative induction session today alongside Cllrs Britcher and Prutton
- Cllr Britcher – drop in evening, Broadland DC to hold more evening meetings
- Cllr Prutton had been proposed for various sub-committees (subject to ratification) and was Older People’s Champion designate

From re-elected Councillor:

- Cllr Gurney – collaborative work with South Norfolk continued with a new management structure, one joint Chief Executive – Trevor Holden, plus 3 appointments for directors, 2 filled, one to be advertised. She emphasised that workforces would be amalgamated, but both Councils would retain individual Committees.
- Her Licensing & Regulatory role would continue, and she was working with Environmental Services on the roll out of food waste collections.

From Outgoing District Councillors:

- Cllr Buck – nominations invited to the District Council for the blue plaque project
- Cllr Grady – nothing to report

**18. Reports from Parish Council Chairman and Clerk**

Chairman – The Chairman reiterated his thanks to the Council for electing him as Chairman.

Clerk – No report for this meeting.

**19. Financial Matters**

**19.1 – Verification of Vouchers 1<sup>st</sup> to 31<sup>st</sup> March 2019** – no report due to year end work and sickness.

**19.2 - Bank Reconciliation 1<sup>st</sup> to 31<sup>st</sup> March 2019** – no report due to year end work and sickness

**19.3 - Approval of Accounts 1<sup>st</sup> to 31<sup>st</sup> March 2019** – no report due to year end work and sickness

All would be provided for the next meeting

**19.4 – Internal Audit** – the year end visit was booked for 16 May

**19.5 – Grant Requests** – 2 applications had been received and were discussed:

- Friends of Kinsale Junior School – after discussion of the documents submitted, it was **proposed by the Chairman, seconded by Cllr Britcher and**

**RESOLVED THAT ON THE SUPPLY AND APPROVAL OF ACCOUNTS, BUDGET, TERMS OF REFERENCE AND/OR CONSTITUTION, THE COUNCIL WOULD BE HAPPY TO SUPPORT THE EVENT TO 50% OF THE COST IF BELOW £500 OR A MAXIMUM OF £500 IF THE ESTIMATED COST IS MORE THAN £1000**

- The Wensum Trust – after consideration of the documents submitted, it was

**RESOLVED TO DECLINE THE REQUEST ON THE BASIS OF THE SCHOOL RECEIVING ITS FUNDING FROM ANOTHER STATUTORY BODY**

The Clerk to write to both applicants in accordance with the above decisions.

- **19.6 – Request for Donation – Norfolk Accident Rescue Service** – In addition to the documents provided, Cllr Prutton was asked to give information on the organisation. It was **proposed by Cllr Gurney, seconded by Cllr Britcher it was**

**RESOLVED TO AWARD £250 FROM THE GOOD CAUSES FOR HELLESDON RESERVE FUNDS**

Cllr Prutton neither took part in the discussion nor voted having declared an interest earlier in the meeting.  
The Finance Officer to be asked to provide details for the next meeting of the amount currently in the fund.

**20. General Matters**

**20.1 – Correspondence** – the following items were considered:

- Nominations for Norfolk ALC Executive – It was **RESOLVED THAT THE COUNCIL WOULD SUPPORT ANY MEMBER WHO WISHED TO VOLUNTEER**
- Availability of outdoor table tennis tables – It was **proposed by Cllr Gurney, seconded by Cllr Buck and RESOLVED TO MAKE AN APPLICATION FOR A TABLE WITH THE LOCATION TO BE FINALISED AT A LATER DATE**
- Request for Scope Textile bank and possible location – after discussion it was **proposed by Cllr Sparkes, seconded by Cllr Johnson and RESOLVED TO DECLINE THIS AND ANY SUBSEQUENT APPLICATIONS FOR RECYCLING BANKS ON THE BASIS OF NO SUITABLE SITES IN THE PARISH**
- Trustees for Pathmakers – it was **RESOLVED TO NOTE THE INFORMATION FOR INDIVIDUAL COUNCILLORS TO PURSUE IF INTERESTED**
- Invitation to Parish Paths Seminar – it was **RESOLVED TO NOTE THE INFORMATION FOR COUNCILLORS TO APPLY IF ANY WISHED TO ATTEND**

The meeting adjourned at 8.30 for a 15-minute break and re-convened at 8.45p.m.

**21. Planning**

**21.1 - Minutes of Meetings held on 2<sup>nd</sup> and 16<sup>th</sup> April 2019** – had been circulated. Cllr Britton highlighted the continued applications from The Whiffler that neither future proofed the parking situation nor were planning compliant.

It was

**RESOLVED TO ADOPT THE MINUTES**

**21.2 To address any questions of the meetings(s)**

There were no questions.

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

**22.1 – Costs for Repainting Skatepark** – The information previously circulated was discussed; it was **proposed by Cllr Fahy, seconded by Cllr Gurney and**

**RESOLVED TO ACCEPT THE REPORT AND RECOMMENDATIONS TO AN ANTICIPATED COST OF £3471.40 FUNDED BY TRANSFER FROM EARMARKED RESERVES AND IN THE KNOWLEDGE THAT FULL RESPONSIBILITY RESTS WITH THE COUNCIL AND NOT ANY CONTRACTOR AND/OR COUNCIL STAFF**

**22.2 – Items for the Committee to consider during this council year**

- Head Groundsman's Report on Allotments
- Best Kept Allotment Competition – the Chairman to contact B & Q. Cllr Fahy suggested that HAHA be advised to contact the East of England Co-op for possible sponsorship. A suggestion was made for a judge which would be followed up.

**23. Media & Communications Committee**

**23.1 Nothing for this meeting**

**23.2 Items for Committee to consider during this council year**

- Caretakers email address, laptop and printer
- Closing date for the Parish Pump and transfer of information to parish council page.
- An alternative publication to The Grapevine

**24. Hellesdon Community Centre**

**24.1 – Meeting on 8 April - Minutes had been circulated and it was**

**RESOLVED TO ADOPT THE MINUTES**

It was noted that the Hirer had refused to supply the information requested.

**24.2 – Items for the Committee to consider during this council year**

- Good quality phones on business contract
- Customer Satisfaction Survey
- Flooring in Sylvia Watling and Olive Haseltine Rooms - a report from the Projects Officer was read to the meeting and discussed whereupon it was **RESOLVED THAT THE PROJECTS OFFICER INVESTIGATES COSTS OF A TEMPORARY VINYL COVERING THAT COULD BE LOOSE LAID AND REMOVED AS NEEDED**

**25 Property Policy & Resources**

**25.1 – Nothing for this Meeting**

**25.2 – Items for the Committee to consider during this council year**

It was noted that the Land Acquisition Panel ad been disbanded and responsibilities transferred to this Committee.

**26. Resolution to exclude the press and public**

It was

**RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS AND PUBLIC DURING DISCUSSION OF THE ITEM RELATED TO STAFFING MATTERS DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED; SUCH ITEM TO BE DEALT WITH AFTER THE ITEM THAT CONFIRMED DETAILS OF THE NEXT MEETING**

**27. Exchange of Information**

Cllr Buck requested an agenda item for the next meeting on general outreach, community engagement and community projects on an a-political basis to promote the Council. He also gave information on forthcoming Community History talks.

**28. Date, Time & Venue for Next Meeting**

This was confirmed as **Tuesday 4 June 2019, in the Council Chamber, Diamond Jubilee Lodge, at 7p.m.**

In accordance with the Resolution at Minute 26 above, the member of the public was asked to leave the meeting and the Council withdrew into Committee for the following item.

**29 Staffing Issues**

**29.1 Updates on Staffing Matters**

The Council was updated on ongoing staffing issues and made appointments related to Panels for Appeals, Interviews, Disciplinary, Grievance and Capability and Complaints.

It was also

**RESOLVED TO AUTHORISE FORMER CLLR KNOWLES TO ASSIST WITH ONLINE PAYMENTS OF SALARIES FOR MAY PENDING CONFIRMATION OF ACCEPTANCE OF DOCUMENTS FOLLOWING CHANGES TO SIGNATORIES**

**29.2 Items for the Staffing Committee to consider during this Council Year**

- Staff Appraisals, 1: 1's
- Body Camera(s)
- Review of Lone Working and Zero Tolerance Policies

The meeting closed at 9.45p.m.