

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 4 June 2019 in the Council Chamber,
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

PRESENT:

Cllr D King, Chairman

Cllr K Avenell Cllr D Britcher Cllr G Britton

Cllr D Buck 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 Chairman welcomed Councillors, 1 member of the public, and PC Colin Bailey.

1. Apologies and acceptance for absence

Apologies were received and accepted from Cllrs Attenborough, Bush-Trivett, Everett and Fahy

2. Declarations of Interest and Dispensations

There were no requests for dispensations. The following interests were declared:

Cllr King – Hellesdon Community History, Broadland District Council

Cllr Johnson – Hellesdon Bowls Club

Cllr Avenell – Hellesdon High School

Cllr Prutton – Broadland District Council, Hellesdon Horticultural Society

Cllr Buck – Hellesdon Community History, Hellesdon Youth Club

Cllr Britcher – Broadland District Council

Cllr Gurney – Broadland District Council, Norfolk County Council

Cllr Grady – Hellesdon Youth Club

Cllr Sparkes

Cllr Britcher

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Approved.....

Date.....

3. **Approval of minutes of the Annual Parish Council Meeting held on 14 May 2019 from those members present at the respective meeting**

Following the addition of Cllr Prutton to the membership of the Playing Fields, Amenities and Allotments Committee, and the correction of Britcher to Britton it was

RESOLVED TO ADOPT THE MINUTES AS AMENDED

4. **Public Participation**

The member of the public reported a dangerous fence on Meadow Way/Reepham Road junction. It was advised that the Council could write to the houseowner. Overhanging hedges were reported on Berkley Close and on the cut-through from Woodland Road to Yelverton Close.

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

The Chairman invited PC Colin Bailey to update the meeting on Police matters and to answer questions from Councillors. The following was reported:

- Parishes encouraged to use the Police UK website for up to date information.
- Increase in sexual crimes due to sexting
- Anti-social behaviour in woodland area has been dealt with, and the Police were liaising with the High School.
- Increased patrols due to anti-social behaviour around the parks at locking-up times
- All calls to be routed through the 101 system to help pinpoint issues
- A recruitment process under way for an additional officer

Questions/comments included:

- Discrepancies/omissions of known incidents in the figures provided for the last meeting – PC Bailey was handed a copy of the document and would follow up
- Councillors were pleased to note a police presence at locking up times and PC Bailey again emphasised the need to route calls through 101. The locum clerk confirmed that a threat to a caretaker was called in via this route
- A Councillor had dashcam footage of a crime being committed and requested it be sent to the High School. PC Bailey would follow up when he had the crime number, but advised it would be the decision of the investigating officer.
- Priorities – none set, officers respond as incidents occurred.
- The incident the previous week was an ongoing investigation and could not therefore be discussed

The Chairman thanked PC Bailey for his attendance and the officer left the meeting at this point.

6. **Report from County Councillor**

Cllr Gurney reported on Norfolk County Council issues as follows:

11

Approved.....

Date.....

- Her responsibilities under the Cabinet system included Education
- The commemorative slab – information on requirements was given, the Parish Council needs a simple design, and estimate of costings, including installation, for discussion with Ben Rayner, the Area Engineer as to the exact siting. A street furniture licence was also required.
- New budget allocation of £6000 to spend in Hellesdon; suggestions invited as to how to split this evenly across the parish
- Drayton Wood Road – consultation period finished, court order in process. Ben Rayner to come to site to discuss the best location on the road for the pinchpoint.

7. Reports from District Councillors

Cllr Britcher – nothing for this meeting

Cllr Prutton – nothing for this meeting

Cllr Gurney reported as follows:

- A proposal for each Councillor to receive £500 to spend in the community, subject to criteria. This could be pooled for one large project or spent on individual projects.
- Call for sites – the sifting process was under way, Councillors would receive further information soon.
- She was re-elected as Chairman of Licensing

Cllr King – referred to discussions with the Planning Officer regarding the application for The Whiffler, due to go before the Planning Committee on 12 June. There were additional plans supplied, with opinion that the Parish Council should have been re-consulted; the Council felt that it was over-development of the site at the expense of parking provision.

8. Reports from

• **Chairman**

The Chairman referred to discussions with the Planning Officer regarding work carried out by Persimmon which was notified only to Environmental Health, leaving out the Planning Officer and the Parish Council. Cllr Gurney referred to complaints from residents about noise pollution, which had been notified to Persimmon, who had stated they would conform to the planning conditions; however, there were no stipulations on hours of working. Persimmon had agreed with Environmental Health that hours of working would be no earlier than 08:00 and no later than 18:00 Monday to Friday only. Contact details for Environmental Health for residents to report noise pollution and an update on the situation to be provided via the Council's social media platforms. It was also agreed to monitor progress of the development, particularly with regard to the percentage provision of affordable housing should the overall number of properties be reduced. A new masterplan was to be produced which could delay Phase 2; the requirements of the Neighbourhood Plan must also be taken into account for Phase 2.

• **Parish Clerk**

The Locum Clerk confirmed that all papers for this meeting had been posted to Councillors on Wednesday 29 May 2019, with proof of posting.

9. Financial Matters

9.1 Verification of Vouchers – March and April 2019

Information had been circulated and after confirmation of payments for tree work to Mountfield and Cottingham areas, bank charges and the discussion of the allotments water bill at the upcoming Playing Field, Amenities and Allotments Committee meeting, it was

RESOLVED TO ADOPT

9.2 Bank Reconciliations – March and April 2019

The Information previously circulated was discussed and it was

RESOLVED TO ADOPT with a request for information on current interest rates for the Earmarked Reserves and some research into other sources that might provide a better return but with instant or early access to the funds

9.3 Approval of Accounts – March and April 2019 – APPROVED sg.ps

Information had been circulated, and it was **proposed by Cllr Gurney, second by Cllr Sparkes and**

RESOLVED TO ADOPT THE ACCOUNTS FOR MARCH AND APRIL 2019

9.4 Report from Internal Auditor

The report from the Internal Auditor under s.4 of the Annual Governance & Accountability Return (AGAR) was presented and it was

RESOLVED TO APPROVE

9.5 Annual Governance Statement (s.1 of AGAR)

The Chairman read the statements under s.1, which were all

APPROVED AND AGREED AS AFFIRMATIVE and signed by the Chairman and Locum Clerk

9.6 Accounting Statement for Accounts for 2018/19 (s.2 of AGAR) – query on

The Chairman presented the Statement previously signed by the Projects Officer in her role as deputising in the absence of the Clerk. It was

RESOLVED TO APPROVE; the Chairman signed the document.

10. General Matters

To consider the following items:

10.1 Review of Code of Conduct

No changes had been recommended to the document previously circulated. Following correction of typographical errors, it was **proposed by Cllr Gurney, seconded by Cllr Britton and**

RESOLVED TO RE-ADOPT THE CODE OF CONDUCT

10.2 Outreach, Community Engagement

Cllr Buck requested the Council take a stall at the Carnival on 13 July, plus monthly surgery sessions in other locations, such as the library and The Chestnut Tree, and at any other community events. His proposal, seconded by Cllr Prutton that so long as there were Councillors available, the Council take a stall at the Carnival, was

AGREED. It was suggested that Broadland District Council and Norfolk County Council could be asked to provide information too, but the meeting was advised that Broadland District Council had declined the offer of a stall.

Cllr Prutton referred to "Silver Threads" a District Council series of events for older people.

The Locum Clerk would contact Friends of Kinsale School regarding the submission of forms to enable their grant to be released.

10.3 Permission to use Display Boards for Carnival

Cllr Buck had requested the loan of one display board for use by Hellesdon Community History Group. On **Cllr Sparkes' proposal, seconded by Cllr Britton, the request was granted.**

The Chairman and Cllr Buck, having previously declared interests in items pertaining to Hellesdon Community History, took no part in the discussion or vote.

11. Planning

11.1 Committee meeting

Minutes of the meeting held on 21 May 2019 had been circulated and it was

RESOLVED TO ADOPT

11.2 Questions of the Meeting

A question related to the meeting held on 16 April was addressed.

12. Playing Fields, Amenities & Allotments

12.1 Date for the first meeting

Reference was made to a meeting planned for 25 July with Tree Wardens and arborists. It was **AGREED** to hold a Committee Meeting on Tuesday 25 June at 6p.m.

A resident's concerns had been considered in the light of discussions with caretakers on locking the gates following incidents of threatening behaviour and offensive graffiti; the latter had been removed immediately rather than employ Restorative Justice processes. A suggestion was made to approach the Youth Advisory Board to help with ideas for equipment for the older youth. Correspondence with the Restorative Justice Team was referred to the Property, Policy & Resources Committee for further discussion.

13. Media & Communications

13.1 Date for first meeting

This was **CONFIRMED** as Tuesday 16 July 2019 at 7pm.

14 Hellesdon Community Centre

14.1 Date for first meeting

This was **CONFIRMED** as Monday 19 August 2019 at 7pm

15. Property, Policy & Resources

15.1 Date for first meeting

Yet to be agreed. A Monday evening was preferred.

16. Resolution to exclude the press and public

On the proposal of the Chairman, seconded by Cllr Buck, 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

17. Exchange of information

The Locum Clerk presented information on Litter Picks and Flood Erosion

Cllr Gurney – dates and ideas welcome for the Christmas Party.

Cllr Buck – information on History talks and the open meeting for the Youth Group on 21 June with DJ equipment provided as part of the overall Fête de la Musique

Cllr Grady – overgrown walkway at Links Avenue – to be reported to Norfolk County Council.

Cllr Prutton – Air Ambulance proposals to increase flying hours and a request for careful consideration when the formal consultation document is received, as night flying is an emotive issue amongst residents.

Cllr Fulcher – research on taking forward the “green grid” was under way and a report would come to the Council in due course.

Cllr Avenell – interview with JustHellesdon about the Broadland Northway.

18. Date, Time and Venue of next Council Meeting

The date of the next meeting was **confirmed** as **Tuesday 2 July 2019 at 7pm.**

Following the Resolution at Minute 16 above, the Council withdrew into Committee during discussion of the following item related to Staffing Matters

19 Staffing

19.1 Minutes of Meeting held on 22 May 2019

It was

RESOLVED TO ADOPT THE MINUTES

19.2 Updates on Confidential Staffing Matters

Cllr Gurney reported that Mr Mark Knight had resigned from his post as Clerk of the Council with effect from 24 May 2019.

19.3 Dates for future meetings

The next meeting was **agreed** as Monday 15 July at 7p.m.

The meeting closed at 9.54p.m.