

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 2 July 2019 in the Council Chamber,
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

PRESENT: Cllr D King, Chairman

Cllr D Attenborough Cllr K Avenell Cllr D Britcher Cllr G Britton

Cllr G Everett Cllr U Franklin Cllr M Fulcher Cllr R Grady

Cllr S Gurney Cllr S Prutton

Cllr P Sparkes

Mrs M Anderson-Dungar – Locum Clerk

WELCOME - The Chairman welcomed Councillors and 1 member of the public

- Apologies and acceptance for absence**
Apologies were received and accepted from Cllrs Buck, Johnson and Fahy. Cllr Bush-Trivett arrived late.
- 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 Everett – Drayton Parish Council
Cllr Grady – Hellesdon Youth Club
Cllr Sparkes – Kinsale Junior School

3. **Approval of minutes of the Parish Council Meeting held on 4 June 2019 from those members present at the respective meeting**

Following the addition of Cllr Grady's and Cllr Sparkes declarations of interest, and Cllr Britcher as an allotment holder, it was

RESOLVED TO ADOPT THE MINUTES AS AMENDED

4. **Public Participation**

The member of the public was pleased to report that the hedge has been cut

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

Members were disappointed with the information presented. Cllr Gurney reported that 2 new beat officers would start soon, with priority to policing in Hellesdon. This might be a good opportunity to discuss with them the presentation of information to the Council. A provisional date of 17 July had been set for the SNAP (Safer Neighbourhood Action Panel) meeting; Sgt Youd had indicated she would try to arrange a volunteer to clerk the meeting, as it was not considered a police responsibility. There was opinion that the meetings might cease altogether, with the suggestion that schools and housing associations should be encouraged to become involved.

6. **Report from County Councillor**

Cllr Gurney updated the meeting as follows:

- New County Ambition Plan was launched at the Royal Norfolk Show covering the next 4 years. A reference copy was available in the office
- Documents available on the Highways England consultation for Thickthorn roundabout
- Preferred route for the Western Link to be announced at the end of the current week
- Additional verge cutting requested for Hellesdon following the recent wet weather
- Additional care unit to be opened up at Fakenham, on similar lines to Benjamin Court, to help address home care demands and bed blocking. The unit would care for patients for a maximum of 5 weeks intensive rehabilitation.
- A housing company – Repton Homes– had been formed and would build a housing with care scheme at Fakenham
- Ideas for use of the £6000 budget allocation for works in Hellesdon were requested
- Cllr Gurney confirmed that Highways did clear weeds in gutters – once per year only

7. **Reports from District Councillors**

Cllr Prutton – awaiting ratification of appointment as Older Person's Champion

Cllr Britcher – nothing related to Hellesdon

Cllr Gurney – large licensing workload at present. Attended Local Government Association training at Cambridge. The waste management contract had been renewed for 2 years to allow time for further consideration

17

Approved.....

Date.....

Cllr King – member of Joint Committee on Waste Management. Discussions with Planning Officer, who had suggested the Parish Council meets with Persimmon regarding Phase 2 and the requirements of the Neighbourhood Plan; date(s) to be arranged. Persimmon may be asked to produce a further Masterplan for the entire site, which could extend the total life of the project to 12 years. It was **agreed** to refer this to Property, Policy & Resources in the first instance, for future transfer to Playing Fields, Allotments and Amenities at a later date.

8. Reports from

• **Chairman**

Anti-social behaviour remained a problem, but it was hoped that things would improve with the 2 new beat officers in place. It should be possible for an office to attend SNAP meetings and parish council meetings, and possibly to arrange joint surgeries for both Councillors and the Police to talk with residents. Residents and Members were encouraged to report all incidents; thanks were recorded to the Projects Officer for enabling the link from the parish council website to the Police website – this is often more beneficial than a telephone call to the 101 number. In addition, a Body Worn Camera (BVC) had been authorised for use by the caretaker.

• **Parish Clerk**

Forms for claiming reimbursement of postage costs were distributed.

9. Financial Matters

9.1 Bank Reconciliations – 1- 31May 2019

Information had been circulated, and it was

RESOLVED TO ADOPT AS CORRECT

9.2a Approval of Payments - May2019

Information had been circulated, and it was

RESOLVED TO ADOPT AS CORRECT

9.2b Approval of Receipts

Information had been circulated, and it was

RESOLVED TO ADOPT AS CORRECT

9.3 Budget Monitoring document

Information had been circulated. Cllr Prutton had been assured by the Finance Officer that provision had been made to deal with overspends. Cllr Gurney advised of arrangements for drawing petty cash, and that signatories should soon receive final confirmation.

9.4 Earmarked Reserves Summary

No changes since the last Report.

10. General Matters

To consider the following items:

10.1 Community Infrastructure Review

The document from Sally Hoare was tabled, with an explanation of her role from the Chairman for the benefit of new Councillors. It was **AGREED** to contact Mr Jones-Blackett for an update on the status of the Parish Hall Committee.

10.2 Age UK

Reference was made to the stipulation that donations to organisations should reflect projects for Hellesdon residents. On Cllr Grady’s proposal, seconded by the Chairman, it was

RESOLVED TO DECLINE THE REQUEST AS THERE WAS NO REFERENCE TO A PROJECT IN HELLESDON, BUT WITH THE PROVISO THAT THE COUNCIL WOULD RE-CONSIDER IF SUCH A PROJECT CAME FORWARD

The meeting adjourned at 8pm for 10 minutes.

10.3 CCTV Policy Review & Ratification

The revised policy to include the use of Body Worn Camera(s) had been circulated, and it was

RESOLVED TO ACCEPT THE REVISED DOCUMENT WITH A REVIEW DATE OF OCTOBER 2020

10.4 Air Conditioning in Jubilee Lodge

Following a long and detailed discussion on the various possibilities for cooling, it was

RESOLVED THAT 3 ESTIMATES BE OBTAINED FOR COOLING UNITS – 1 FOR THE OFFICE AND 2 FOR THE COUNCIL CHAMBER

Cllr Bush-Trivett arrived at this point.

11. Planning

11.1 Committee meeting

Minutes of the meeting 18 June to be re-presented. Cllr Britton was pleased to report that information on applications determined had been added to the Agenda for each meeting.

11.2 Questions of the Meeting

Comments were made regarding approval of the Bungalow at Meredith Road, having regard to parking standards recommendations. This was noted for the next review of the Neighbourhood Plan.

Cllr Britcher and Franklin were in agreement for the current vacancy on the Committee to be filled by a non-LibDem member. The Chairman asked for a volunteer; no-one came forward.

POST MEETING NOTE: Cllr Prutton has volunteered to join this Committee subject to Council approval

Cllr Prutton had attended the Planning Committee when the application for The Whiffler Public house was considered; she spoke as a District Councillor on behalf of nearby residents.

More information was requested on the proposal from Broadland District Council to advise parish councils of applications only by electronic means, other than applications for large developments.

12. Playing Fields, Amenities & Allotments

Cllr King gave a verbal report to the meeting:

Allotments – agreement to bring rent in line with Norwich City Council (£41.25 for full plot) plus £2 for water. Half plots at exactly half these prices

Bus Shelters – pictures were tabled. A long discussion on style, provision of rubbish bins, cigarette bins followed, whereupon it was

RESOLVED TO ALLOW DISCRETION TO OFFICERS TO NEGOTIATE WITH SHELTER SOLUTIONS ON BARREL ROOF DESIGN, NO SIDES AND WITH PROPER SEAT AND A BIN; INSTALLATION INCLUDED

Payment to be made using the Parish Partnership funding awarded last year.

Discussion took place on provision of bins and use of bins currently in storage. It was confirmed that there was no budget provision for litter bins in the current financial year, but could be discussed for 2020/21. A recycling policy was suggested for the parish, and this was deferred pending the appointment of a new Clerk.

Grounds Update – awareness of lease expiry dates for machinery. A quote to be obtained for a tree survey. Resolved not to purchase a shredder in the current financial year; contractors bring their own equipment. A community composting scheme was suggested, perhaps utilising empty allotments rather than hiring skips.

Parks & Equipment – ROSPA opinion and concerns on the under-9's play area would be better understood once the report is received. Possible competition for painting non-skating areas of skatepark to be explored at a future meeting.

Sports Report – nothing to report

Green Grid – Cllr Fulcher leading on this. A meeting scheduled with Tree Wardens and other specialists on 25 July.

Opening & Closing Gates – review after trial period of Body Worn Cameras

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

Nothing for agenda at present. Date for first meeting to be agreed with Officers.

20

Approved.....

Date.....

In response to a request for an Events Group meeting to arrange the Senior Residents' Christmas Party, the date of 14 December was suggested, with entertainment from the Accordion Band. Both were **agreed**; the Media, Communications and IT Infrastructure Committee to organise the application form.

16. Resolution to exclude the press and public

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

Cllr Sparkes – the Council stand at the Carnival on 13 July was confirmed; she would pass on the relevant form for the Office to complete.

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 17 June 2019

It was

RESOLVED TO NOTE THE MINUTES

19.2 Updates on Confidential Staffing Matters

Cllr Gurney updated the Council on developments since the last meeting. The recruitment process for a new clerk was under way.

In accordance with Council procedures, Cllr Gurney proposed that the Projects Officer should receive an "Acting Allowance" by way of a temporary uplift to SCP 24 with effect from 6 May 2019, pending the arrival of a new Clerk, seconded by Cllr Grady and

RESOLVED TO ACCEPT

A request from a staff member to store personal items on site was declined. The meeting was updated on progress of a staff member currently on sick leave pending further surgery. Due process would be followed regarding return to work and any necessary advice obtained.

19.3 Dates for future meetings

The next meeting of the Staffing Committee was **agreed** as Monday 15 July at 7p.m.

The meeting closed at 9.38p.m.

22

Approved.....

Date.....