

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 1 October 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 D Buck Cllr S Bush-Trivett Cllr G Everett Cllr D Fahy

Cllr U Franklin Cllr M Fulcher Cllr R Grady Cllr S Gurney

Cllr W Johnson Cllr S Prutton Cllr P Sparkes

Mrs M Anderson-Dungar – Locum Clerk

In attendance: Mrs N Carver, Clerk-elect

WELCOME - The Chairman welcomed Councillors and Natasha Carver. He read out the requirements for filming and recording of meetings and the fire evacuation notice. All Committee Chairmen would follow this procedure in future.

1. Apologies and acceptance for absence

None, all Councillors present.

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 Association

Cllr Britcher – Broadland District Council, allotment holder

Cllr Gurney – Broadland District Council, Norfolk County Council

Cllr Everett – Drayton Parish Council

Cllr Grady – Hellesdon Youth Club

Cllr Sparkes – Wensum Trust, Kinsale Junior School. Part of Wensum Trust.

Cllr Franklin – Hellesdon Horticultural Society

Danny Buck, Youth Club, History.

3. **Approval of minutes of the Parish Council Meeting held on 3 September 2019 from those members present at the respective meeting and Extra-Ordinary Meeting held on 19 September.**

Minutes of both Meetings had been circulated.

Meeting of 3 September – the following amendments were **agreed**:

Cllr Grady's report should have been recorded under item 6. Ben Burgess changed to read Ben Rayner.

Extra-Ordinary Meeting of 19 September 2019 – a comment was made regarding the low attendance at this meeting.

It was subsequently

RESOLVED TO ACCEPT THE MINUTES OF 3 SEPTEMBER 2019 AS AMENDED AND TO ACCEPT THE MINUTES OF THE EXTRA-ORDINARY MEETING OF 19 SEPTEMBER 2019. BOTH SETS OF MINUTES WERE SIGNED BY THE CHAIRMAN.

4. **Public Participation**

No public present

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

The Police Newsletter had been circulated, and once again reference was made to the differences in the crime figures supplied and the information on the Police website. The Clerk-elect advised that the information was the same format as that supplied to her current Council. Reference was made to information supplied in a different format, and it was confirmed that this was compiled by the Parish Office. It was **agreed** that Cllr Gurney take up this point at the forthcoming SNAP (Safer Neighbourhood Action Panel) meeting on 16 October.

6. **Report from County Councillor**

Cllr Gurney reported as follows:

- Drayton Wood Road – 7.5 tonne weight restriction order was in process of implementation. Concerns regarding the chicanes had been taken up with the Aylsham office and the Director of Highways. Councillors were advised to register any further concerns with Highways via the Area Office. The total cost of the project was £8500 – the County Councillor budget of £6000 augmented by £2500 from Norfolk County Council highways budget.
- Links Avenue pavements were included in the current financial year budget.
- Work had begun on 20mph speed limit criteria assessments.
- Gate at Sadler Road not yet installed. There was no information as to public rights of access, as the land belonged to Orbit Housing Association, which did not wish to register it.
- The SNAP meeting would take place at Horsford Village Hall

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Approved.....

Date.....

- Meadow Way issues – posts were suggested at the corner of Meadow Way and Windsor Road to help alleviate the levels of destruction to brick garden walls. Cllr Gurney confirmed that work was ongoing to investigate various traffic calming measures, costs for posts to be funded from members’ local allowance were awaited. Various parking problems around schools across the parish had been taken up with the Norfolk Parking Partnership and the local Police Beat Officers, including abuse and threats to elderly residents. It was suggested that this be raised at the SNAP meeting with a request to the Police to come to a meeting and help work out solutions that the parish council could use for the benefit of the community.

7. Reports from District Councillors

Cllr Britcher – Broadland District Council had applied to extend the contract with Veolia for a further 2 years; therefore, there would be no changes to waste management until 2021.

Cllr Prutton –had attended presentation of awards with Cllr Johnson at the Library for the Holiday Reading Scheme. Three grants had been awarded from her local members’ allowance to the Rainbows, Youth Group and the Friendship Group that met in the Library. She had visited Cromer Hospital and advised that work was about to start to the new cancer care wing.

Cllr Gurney – no applications as yet from members’ local allowance.

Cllr King – a busy month in comparison to August. The waste management contract must go out to tender at the end of the 2-year extension period. He had attended training on working with homeless people, 2 unveilings at the museum and a disability event. He had been approached for a contribution from his members’ allowance towards a second defibrillator, but awaited confirmation from the District Council that this complied with the allowance criteria before proceeding further.

In response to a request that the Parish Council should request enforcement action to return 6 Boundary Avenue to single occupancy in accordance with the conditions of application 20131242, Cllr Gurney advised early contact with the Enforcement Officers to gain information and make a decision with them on how to proceed. It was **agreed** to write to the Officers and that Cllrs Prutton and/or King should have a preliminary discussion with them.

8. Reports from Chairman

September was a busy month, and had included interviews for and the appointment of a new Parish Clerk. The initial plans for tree planting at Mountfield Park had been amended as requested by the Council. A meeting request had been submitted for the Planning Officers to broker a meeting with Persimmon Homes regarding Phase 2 of White Rose Park, which must address the needs of Hellesdon as described in the Neighbourhood Plan. It was **agreed** to escalate this to the Director of Place for urgent action. Following a short discussion on CIL (Community Infrastructure Levy) monies, it was **agreed** that the office should contact the relevant officer for details of monies due to the Parish Council, and when payment would be made.

Parish Clerk

Nothing to report for this meeting.

9. Financial Matters

9.1 Bank Reconciliation – 1st August to 31st August 2019.

The document previously circulated was discussed, and it was

RESOLVED TO ACCEPT

9.2a Approval of Payments - 1st August to 31st August 2019.

The document previously circulated was discussed. All signatories confirmed payments were in order and satisfactory explanations received to items raised. Discussion took place on the suggestion that a water fountain or refill point would be environmentally sounder than the current water cooler arrangement with recyclable paper cups. It was noted that the water cooler was plumbed in to the mains and did not use bottled water, and had been installed following consultation with the Environmental Health Officer on the varied clientele using the Community Centre. It was referred to the Community Centre Committee for further consideration.

It was

RESOLVED TO ACCEPT

9.2b Approval of Receipts - 1st August to 31st August 2019.

The document previously circulated was discussed, and it was

RESOLVED TO ACCEPT

9.3 Detailed Income and Expenditure 1st August to 31st August 2019

The document previously circulated was discussed, and following clarification of legal expenses fee of £4.00 as the park and ride fee to collect legal documents, it was

RESOLVED TO ACCEPT

9.4 Earmarked reserves summary

The Council **noted** the document previously circulated

9.5 External Audit Report Findings.

Cllr Gurney explained the need to check payroll on an annual basis. On the Chairman’s proposal, seconded by Cllr Buck, it was

RESOLVED TO INCLUDE AN ANNUAL TEST OF PAYROLL AND INCOME ON THE CHECKLIST FOR THE INTERNAL AUDITOR EACH YEAR

10. General Matters

The following items were considered:

10.1 Norfolk Minerals and Waste Local Plan: Preferred Options Consultation

The document was **noted**.

10.2 Community, Well-being, Environment and Parish and Town Councils

The information previously circulated was discussed, with the following interests expressed: Cllr Prutton – Trees, hedges and open spaces; Cllr Gurney – loneliness.

Meetings were planned for November.

10.3 Groundman's Shed Heating from Earmarked Reserves

Various aspects of the proposals were discussed, following which it was

RESOLVED TO SET UP A WORKING GROUP OF CLLRS BRITCHER, GURNEY, JOHNSON AND SPARKES TO RESEARCH ALL THE POSSIBILITIES AND REPORT TO THE PROPERTY, POLICY & RESOURCES COMMITTEE FOR A DECISION

10.4 Vandalised Bench Replacement

This had come to the Full Council for decision as the purchase would need to be funded from reserves. Following discussion, it was proposed and seconded to purchase option 1 – a brown bench; a proposal for option 2 was not seconded. Councillors voted on the original proposal, whereupon it was

RESOLVED BY MAJORITY VOTE TO ALLOCATE FUNDING FROM RESERVES FOR THE PURCHASE OF A BROWN BENCH FROM RECYCLED MATERIALS, WITH INSTALLATION IN-HOUSE.

10.5 Grant application from Friends of Kinsale Junior School

Cllr Sparkes declared an interest as she was employed by the school, but was allowed to explain the proposals to the Council. Following a detailed discussion, it was

RESOLVED TO DECLINE THE REQUEST AS THE GROUP HAD ALREADY RECEIVED SUPPORT FROM THE PARISH COUNCIL DURING THE CURRENT FINANCIAL YEAR

10.6 Norwich Western Link

Cllr Everett had reported on the recent meeting and the survey document circulated. It was **agreed** that Councillors should email comments to Cllr Prutton who had offered to complete the survey form.

10.7 Boundary Commission

Various suggestions were made, especially with regard to the area near to the bridge, and it was

RESOLVED TO DISCUSS AT THE NEXT MEETING WITH THE AID OF A LARGE-SCALE MAP OF HELLESDON AND SURROUNDING AREA

The meeting adjourned at 9.20pm for a 5-minute comfort break.

11. Planning

11.1 Committee meeting

Minutes of meetings held on Tuesday 3 September 2019 and Tuesday 17th September 2019 had been circulated. It was

RESOLVED TO ADOPT BOTH SETS OF MINUTES

11.2 Questions of the meeting

Cllr Britton referred to the objections on the application for 24 Cromer Road.

12. Playing Fields, Amenities & Allotments

12.1 Committee Meeting

A full verbal report was given to last meeting and it was

RESOLVED TO ADOPT THE MINUTES

13. Media & Communications

13.1 Committee Meeting

No meeting had taken place. Cllr Prutton referred to the “taster” piece on the Christmas party in the latest edition of JustHellesdon. The event would take the same format as 2018, in accordance with the matrix document held in the office. Cllr Buck would arrange for volunteers from the Youth Club.

The Chairman reported that Cllr Johnson, as Vice-Chairman of the Council, would lay the wreath on Remembrance Sunday.

14. Hellesdon Community Centre

No meeting had taken place. The next meeting was scheduled for 25 November 2019.

15. Staffing

15.1 Committee Meeting

All Staffing items were deferred for later CONFIDENTIAL discussion. Date and time of next meeting to be agreed.

16. Property, Policy & Resources

16.1 Committee Meeting

Cllr Gurney gave a verbal report. Some policies had been agreed, and others referred for the new Clerk to action once in post, with development of a common format for all policy documents.

17. Neighbourhood Plan and Green Grid

17.1 Report of Meeting

A new report awaited for final decision at November Council meeting, with planting planned for early/mid-December just before the Senior Residents’ Christmas Party. It was emphasised that this project was at zero cost to the Parish Council. Exploratory digs had been suggested by the County Council Woodland

Environment Officer with regard to the avenue planting project. A tree surgeon had been recommended and would contact the Parish Council.

18. Resolution to Exclude the Press and Public – David, Danny

It was

UNANIMOUSLY 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

19. Exchange of information

Cllr Prutton – highlighted that due to difficulties in attracting suitable volunteers, the Community Speedwatch Team might fold, in which case the kit could be utilised by another parish. Cllr Buck offered to promote Community Speedwatch on social media.

Cllr Grady – gave details and photographs of doo poo bag dispensers seen whilst on holiday.

Cllr Franklin – recorded thanks from RSPB for donation in memory of her husband.

Cllr Buck – support from Broadland District Council by way of board games for the youth club. Photographs from the medieval graffiti search would be posted on social media. The next in the season of history talks would be on 25 October on St Edmund the Martyr.

20. Date, Time & Venue for Next Meeting

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

Following the Resolution at Minute 18 above, the Council withdrew into Committee during discussion of the following items related to Staffing Matters

20.1 Staffing Matters

Cllr Gurney updated the meeting on the progress of a member of staff currently on sick leave. The medical report would be reviewed and a staffing committee meeting arranged. Aligned to this, the contract for the agency groundman had been extended to 31 October, with a review by the Staffing Committee before that date.

Natasha Carver would commence on 21 October.

Discussion took place on the other matter reported to the Extra-Ordinary meeting, and action taken by the Locum Clerk according to the process agreed at that meeting.

Cllrs Attenborough and Buck left the meeting at this point.

There was opinion that other avenues of investigation should be explored, and a detailed discussion ensued. Cllr Prutton declared a prejudicial interest by way of a longstanding friendship with the officer concerned. It was

RESOLVED THAT THE LOCUM CLERK SHOULD CONTINUE AS PREVIOUSLY AGREED AND REPORT TO THE STAFFING COMMITTEE AND FULL COUNCIL AS APPROPRIATE

The meeting closed at 10.32p.m.

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