

**Minutes of the Meeting of Hellesdon Parish Council  
held on Tuesday 3 September 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 D Fahy 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.

**1. Apologies and acceptance for absence**

Apologies were received and accepted from Cllrs Buck and Bush-Trivett.

**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, former resident of Meadow Way

Cllr Grady – Hellesdon Youth Club

Cllr Sparkes – Wensum Trust

Cllr Franklin – Hellesdon Horticultural Association

**3. Approval of minutes of the Parish Council Meeting held on 2 July 2019 from those members present at the respective meeting**

Draft Minutes had been circulated, and following amendments to correct Beryl Road to Vera Road, and clarification of the wording of a joint name for Two Councils One Team to reflect reference to a “joint domain name” it was

**RESOLVED TO ADOPT THE MINUTES AS AMENDED**

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Approved.....

Date.....  
HPC Full Council Mins 3 September 2019

**4. Public Participation**

The member of the public did not wish to speak.

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

A report had not been received for this meeting. It was noted that PC Weeks had visited the office; a visit from PC Woodcock was awaited.

**6. Report from County Councillor**

Cllr Gurney advised that the location had been agreed for the pinchpoint on Drayton Wood Road, installation date was awaited.

Preliminary discussions had taken place regarding the criteria for a 20mph speed limit on Meadow Way. The school would be contacted.

**7. Reports from District Councillors**

Cllr Grady advised that the “No Waiting” signs on Links Avenue had arrived and disappeared again. A Facetime meeting was planned with Ben Burgess of Broadland District Council.

Cllr Prutton referred to the strength of local opinion regarding the planning application for 24 Cromer Road, as discussed at the Planning Committee meeting earlier. The application had been “called in” for determination by the District Council’s Planning Committee. She and Cllr Johnson had been invited to present awards at the Library for the Summer Reading Challenge, as had Cllr Gurney.

Cllr Britcher had visited the Costessey waste site as part of the re-organisation of collections across the two councils. It was possible that all parts of Hellesdon would receive a food waste collection. The issues of the gate at Sadler Road installed by Orbit Housing may be related to whether or not there was planning permission for access.

Cllr Gurney was working on licensing revisions, entertainment and taxi licensing applications.

Cllr King had met with officers to discuss extension of operating times for the Help Hub.

**8. Reports from Chairman**

August had not been the traditional “slow down holiday month” as several Committee meetings had taken place.

A cheque for £50 from the Chairman’s allowance would be given to the RSPB in memory of the late Eric Franklin.

**Parish Clerk.**

The Locum Clerk was asked to check on progress of quotations for air conditioning.

**9. Financial Matters**

**9.1 Bank Reconciliation – 1st July to 31<sup>st</sup> July 2019.**

The document previously circulated was discussed, and it was

**RESOLVED TO ACCEPT**

9.2a Approval of Payments - 1st July to 31st July 2019.  
The document previously circulated was discussed, and it was

**RESOLVED TO ACCEPT**

9.2b Approval of Receipts - 1st July to 31st July 2019.  
The document previously circulated was discussed, and it was

**RESOLVED TO ACCEPT**

9.3 Detailed Income and Expenditure 1st July to 31st July 2019  
The document previously circulated was discussed, and following a request to the office for clarification on lines 4435, 4630 and 4430, it was

**RESOLVED TO ACCEPT**

9.4 Earmarked reserves summary  
The Council **noted** the document previously circulated.

**10. General Matters**

To consider the following items:

10.1 Request for help from RAF Benevolent Fund in finding local veterans.  
It was emphasised that any donation would need to come from reserves; details of donations this financial year to date to be provided. The Chairman would ensure that Community Officers at Broadland District Council were aware of the request, and it was **agreed** to display the poster on noticeboards.

10.2 Letter from Norfolk Citizens Advice  
The information was discussed, and it was

**RESOLVED TO DEFER FOR THE TIME BEING**

**11. Planning**

11.1 Committee meeting  
Minutes of meetings held on Tuesday 6<sup>th</sup> August 2019 and Tuesday 20<sup>th</sup> August 2019 had been circulated. It was

**RESOLVED TO ADOPT BOTH SETS OF MINUTES**

11.2 Questions of the meeting  
Cllr Britton referred to the strength of public objection to the Links Avenue application, which the Council's Planning Committee had endorsed. Broadland District Council's decision was awaited.  
As a recent meeting had been inquorate, Cllr Britton requested an amendment to the Committee's Terms of Reference to allow for substitutes. Following discussion, it was

**RESOLVED:**

- **TO APPOINT CLLRS FRANKLIN, GURNEY, KING AND SPARKES AS SUBSTITUTES**
- **TO AMEND THE PLANNING COMMITTEE'S TERMS OF REFERENCE ACCORDINGLY**
- **THAT ON OCCASIONS WHEN A SUBSTITUTE WAS NEEDED, ARRANGEMENTS SHOULD BE MADE VIA THE COUNCIL OFFICE**

**12. Playing Fields, Amenities & Allotments**

**12.1 Committee Meeting**

Cllr King gave a verbal report following the meeting the previous evening, which included:

- Revised terms and conditions for allotment holders; these would be sent out with the renewal notices at the end of September.
- Detailed discussion of the ROSPA report and 3 quotes to be sought for replacement of the multiplay equipment at Meadow Way. Many other issues raised in the report would be addressed by way of repairs
- The tree planting plan for Mountfield Park was extensively discussed. Some amendments would be made for a follow up meeting. The full report was available in the Council Office.
- Utility plans had been received for Reepham Road which would guide future tree planting. Information for Middletons Lane was awaited.
- Hellesdon Football Club had given a presentation on their achievements, aims and objectives. A copy would be included with the Minutes of the Meeting. It was noted that the club wished the Hellesdon Parish Council facilities to be its "base", but following the club's partial move to The Nest, other hirers had taken up the pitches. But it was useful information with regard to forward planning and possible projects for use of CIL and s.106 monies. In response to a question about The Nest, Cllr King referred to a meeting at Broadland District Council regarding funding for this project, and emphasised that The Nest is not in the Hellesdon parish.
- There was uncertainty on progress of the Persimmon development that might affect CIL/s.106 funding. It was **AGREED** to invite representatives from Persimmon and Broadland District Council planning officers to a special closed meeting of the Council. A public consultation evening would be arranged once the Phase 2 Masterplan was in place.

**13. Media & Communications**

**13.1 Committee Meeting**

No future dates had been set due to lack of new business. Space had been reserved in Just Hellesdon for the Senior Residents' Christmas Party invitation/reply slip.

**14 Hellesdon Community Centre**

**14.1 Committee Meeting**

Minutes had been circulated and it was

**RESOLVED TO ADOPT**

Cllr Johnson highlighted the following points:

- No increase in hire fees for the 2020/21 financial year
- A hirer would be moved from the community rate to a business rate in staged increases with immediate effect
- All quotations listed in the Minutes were in hand and a meeting would be arranged once received
- The audit of cupboard space had been completed
- Requirements of the electrical testing report would be implemented
- The cooker was working again
- Fans had been repaired
- Planning for the future would commence in 2020 and would include discussions with Sally Hoare (Broadland District Council) on potential sources of matched funding. However, current emphasis was on sporting provision
- Public consultation would be arranged
- The priority of works to the Community Centre would be assessed against the “shopping list” of projects for the parish.

**15. Staffing**

**15.1 Committee Meeting**

All Staffing items were deferred for later CONFIDENTIAL discussion.

**16. Property, Policy & Resources**

16.1 Committee Meeting – the next meeting would be held on Wednesday 18<sup>th</sup> September 2019.

**17. Neighbourhood Plan and Green Grid**

17.1 It was noted that the next meeting would be held at 10.30a.m. on Thursday 19<sup>th</sup> September 2019

**POST MEETING NOTE – This was subsequently re-arranged to Tuesday 24 September 2019 at 3.30p.m.**

**18. Resolution to Exclude the Press and Public**

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 reported that issues related to non-delivery of the Broadland News in parts of the parish had been followed up with the distributor by Broadland District Council.

The member of the public left the meeting at this point

Cllr Gurney referred to the issues around the installation of the gate at Cottinghams Drive. The path was a permissive path only, granted by Drayton Farms, not a public right of way. It was suggested that this should be fully discussed at a future meeting of the Playing Fields, Amenities and Allotments Committee.

Cllr Everett invited members to the formal opening of the refurbished Florence Carter Memorial Field on Saturday 7 September 2019 at 11.30a.m.

Cllr Franklin thanked members for their messages and support in recent weeks

Cllr Fulcher emphasised the need for repairs to the Parish Hall

Cllr Buck – visit by Hellesdon Community History Group to St Mary’s Church on 28 September to search for medieval graffiti.

Ursula thanks for messages and support

Locum Clerk – invitation from Thorpe St Andrew Town Council to Civic Service and Harvest Celebration on Sunday 6 October at 10.30. Councillors to reply direct to Thorpe St Andrew Town Council if they wished to attend.

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

This was **confirmed** as **Tuesday 1 October 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 Parish Clerk**

Cllr Gurney updated members on progress and confirmed that interviews would be held on the morning of Monday 9 September 2019.

**20.2 Other Staffing Matters**

Cllr Gurney updated members on progress of a member of staff currently on sick leave and the recommendation to continue this pending a further assessment. Members **unanimously agreed the recommendation.**

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The meeting closed at 9.02p.m.