

**Minutes of the Meeting of Hellesdon Parish Council
Held on Tuesday 5th November 2019 in the Council Chamber,
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

PRESENT: Cllr D King, Chairman
Cllr S Gurney
Cllr D Britcher
Cllr D Buck
Cllr G Everett
Cllr M Fulcher
Cllr W Johnson
Cllr P Sparkes
Cllr K Avenell
Cllr G Britton
Cllr S Bush-Trivett
Cllr U Franklin
Cllr R Grady
Cllr S Prutton

In attendance: Mrs N Carver, Clerk 1 Member of Public

WELCOME - The Chairman welcomed Councillors. He read out the requirements for filming and recording of meetings and the fire evacuation notice.

1. Apologies and acceptance for absence

Apologies received from Cllr D Fahy and Cllr D Attenborough these were **ACCEPTED**.

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
Cllr Buck, Youth Club, History.

Cllr King noted that as all the councilors fill in a Members Disclosable Pecuniary and Other Interests form, which are held at Broadland District Council, they are not required to list them at the start of every meeting. Only interests that effect

Agenda items should it be declared. Cllr Everett asked the clerk to check this with Broadland.

IT WAS RESOLVED THAT AT FUTURE MEETINGS ONLY ITEMS EFFECTING AGENDA POINTS WOULD BE LISTED.

44

1. Approved.....

Date.....
HPC Full Council Mins 5th November 2019

3. **Approval of minutes of the Parish Council Meeting held on 1st October 2019 from those members present at the respective meeting**
Minutes had been circulated. It was
RESOLVED TO ACCEPT THE MINUTES OF 1st OCTOBER 2019, MINUTES WERE SIGNED BY THE CHAIRMAN.
4. **Public Participation**
Mr Southgate spoke with regards to the sum of £1557.00 had been raised for a new defibrillator at Meadow Way Chapel.
5. **Report from Police to include Parish Crime Figures**
The Police Newsletter had been circulated.
RESOLVED TO ACCEPT
6. **Report from County Councillor**
Cllr Gurney reported as follows:
Cllr Gurney confirmed she will be meeting with Ben Rayner to discuss works in Hellesdon and issues raised regarding speed calming measures
Meadow Way – Still awaiting the survey work
7. **Reports from District Councillors**
Cllr Britcher – Broadland District Council waste negotiations will be taking place this coming Friday 8th November.
Cllr Prutton –Gave a verbal update on recent planning hearing attended.
Cllr King reminded all that we are now in Purdah any issues please forward to the Clerk or Main Office.
8. **Reports from Chairman**
No reports from the chairman
- Parish Clerk**
The clerks report was previously circulated
RESOLVED TO ACCEPT.
9. **Financial Matters**
- 9.1 **Bank Reconciliation – 1st September to 30th September 2019.**
The document previously circulated was discussed, and it was
RESOLVED TO ACCEPT
- 9.2a **Approval of Payments - 1st September to 30th September 2019.**
The document previously circulated was discussed. All signatories confirmed payments were in order. It Was
RESOLVED TO ACCEPT
- 9.2b **Approval of Receipts - 1st September to 30th September 2019.**
The document previously circulated was discussed, and it was
RESOLVED TO ACCEPT
- 9.3 **Detailed Income and Expenditure 1st September to 30th September 2019.**
The document previously circulated was discussed, it was

RESOLVED TO ACCEPT

9.4 Earmarked reserves summary

The Council **noted** the document previously circulated

10. General Matters

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

No update, first meeting mid-November.

10.3 Groundman's Shed Heating

A report was circulated by the clerk. After a discussion it was proposed by Cllr Britcher to accept quotation C, it was

RESOLVED TO ACCEPT QUOTATION C FOR £2680 + VAT. TO BE TAKEN FROM EARMARKED RESERVES

10.7 Boundary Commission

The clerk gave a verbal update; she has contacted Broadland and the County Council for large scale maps. The Consultation will close on Second December. A discussion was had over the current wards and Boundaries. It was proposed to maintain County's Boundary the same as the Parish/District Boundary. It was

RESOLVED TO ACCEPT 10 FOR, 4 ABSTAIN

11. Planning

11.1 Committee meeting

Minutes of meetings held on Tuesday 1st October and Tuesday 15th October 2019 had been circulated. It was

RESOLVED TO ADOPT BOTH SETS OF MINUTES

11.2 Questions of the meeting

No questions rose.

12. Playing Fields, Amenities & Allotments

12.1 Committee Meeting

Verbal report was given from Cllr King.

The Clerk updated the council regarding the rat issue on the allotments; recommendations to all allotment holders are being sent out over the forthcoming week to encourage the allotment holders to improve housekeeping though this would not mitigate the problem, the clerk will continue to update the councillors.

The clerk is currently looking at the feasibility of the Parish taking on the verge cutting from Norfolk Highways, and contracting out. This would increase the number of cuts made in the year from 5 to 10. It was discussed that one requirement to be looked at is the collection of grass and checking also the collection of litter on the verges. It was

RESOLVED THAT CLERK WOULD CONTINUE TO LOOK INTO THIS

13. Media & Communications

13.1 Committee Meeting

No meeting had taken place. Clerk to email committee with November date for Budget setting.

14 Hellesdon Community Centre

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

46

1. Approved.....

Date.....

An issue had been raised with the opening of the front doors, this has been rectified.

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

Minutes of meetings held on Wednesday 18th September had been circulated. These were discussed, it was

RESOLVED TO ADOPT THE MINUTES WITH THE AMENDMENT OF NAME CHANGE MO RAYNOLDS TO MO ANDERSON-DUNGAR

Cllr Everett updated the council that Broadland have extended their streetlighting contract for the next 2 years.

Clerk to confirm November meeting date.

17. Neighbourhood Plan and Green Grid

17.1 Report of Meeting

Verbal update was given. An amended report has been produced taking into account the items raised at the Walk about on Mountfield Park, there was a number of concerns raised as to having it as woodland. The new report shows that there will be both open space along with a small wooded area with only a small number of large trees being planted. Date for plating to be confirmed by the tree warden.

John Fleetwood is currently working on the community Orchard Plan for the allotments.

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 –Manhole cover on meadow way/Links Ave has recently been repaired to be re-reported to highways. Public consultation for the relocation of the recycling center is at the Forum on Monday 11th November more information can be found on the website and in the EDP.

Cllr Buck – History society will be meeting on 23rd November 2-4 in the library – Digital Documents. 7th December 2-4 in the library – Mardle and Chat.

Cllr Gurney – Norfolk Fire and Rescue Service have published draft integrated Risk management Plan for 2020-2023. Consultation closes on Tuesday 10th December.

20. Date, Time & Venue for Next Meeting

This was confirmed as Tuesday 3rd December 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

15.1 Staffing Matters

47

1. Approved.....

Date.....

Cllr Gurney updated the meeting on the progress of a member of staff currently on phase return. The medical report would be reviewed and a staffing committee meeting arranged. Update was given from the Locum Clerk relating to the staffing committee meeting on 17th October

The meeting closed at 9.22p.m.

DRAFT

48

1. Approved.....

Date.....
HPC Full Council Mins 5th November 2019