

**Minutes of the Meeting of Hellesdon Parish Council  
Held on Tuesday 3<sup>rd</sup> December 2019 in the Council Chamber,  
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

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

In attendance: Mrs N Carver, Clerk

**WELCOME** - The Vice-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 King and Cllr D Britcher these were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

There were no requests for dispensations. And no additional interests declared.

**3. Approval of minutes of the Parish Council Meeting held on 5<sup>th</sup> November 2019 from those members present at the respective meeting**

Minutes had been circulated.

The following amendments were **agreed**:

Item 12. (Verge cutting in the parish line 7) Cllr Fulcher had asked that consideration and care would be taken when stimming near to trees.

Item 17.1 date for plating to be amended to date for planting.

Item 19 Comment made by Cllr Prutton regarding the Man Hole Cover on Meadow Way/Links Avenue, to be amended to Cllr Fulcher making the comment.

It was subsequently

**RESOLVED TO ACCEPT THE MINUTES OF 5<sup>th</sup> NOVEMBER 2019 AS AMENDED. THE MINUTES WERE SIGNED BY THE VICE-CHAIRMAN.**

**4. Public Participation**

None present

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

The Police Newsletter had been circulated.

**RESOLVED TO ACCEPT**

**49**

1. Approved.....

Date.....

6. **Report from County Councillor**

Cllr Gurney reported as follows:

- Bollard damaged at Drayton Wood Road will be replaced but with the agreed improvements by Highways to the road layout and to include priority traffic signage.
- The car that was abandoned in the Parish with no Tax or MOT has been removed from site.
- Highways have viewed the damaged pavement on Links Avenue adjacent to no.18 . The grass verge is to be reinstated and pathway repaired.
- The installation of wooden bollards on Meadow Way is still ongoing.
- Highways have agreed to have the Mann Egerton Memorial Plaque on Cromer Road, location still to be decided. The clerk to speak with Mr. Evens on the wording for the plaque and arrange a quotation from local stone mason recommended by Highways.

7. **Reports from District Councillors**

No reports.

8. **Reports from**

**a) Chairman**

No reports from the chairman

**b) Parish Clerk**

The clerks report was previously circulated

**RESOLVED TO ACCEPT. IT WAS AGREED TO RECEIVE 3 QUOTES FOR THE LINES TO BE REPAINTED AT THE ENTRANCE TO THE COMMUNITY CENTRE CAR PARK FROM WOODVIEW ROAD. CLERK TO ACTION**

9. **Financial Matters**

a) Bank Reconciliation – 1st October to 31<sup>st</sup> October 2019.

The document previously circulated was discussed, and it was **RESOLVED TO ACCEPT**

b) Approval of Payments - 1st October to 31<sup>st</sup> October 2019.

The document previously circulated was discussed. All signatories confirmed payments were in order. It Was **RESOLVED TO ACCEPT**

c) Approval of Receipts - 1st October to 31<sup>st</sup> October 2019.

The document previously circulated was discussed, and it was **RESOLVED TO ACCEPT**

d) Detailed Income and Expenditure 1st April to 31<sup>st</sup> October 2019.

The document previously circulated was discussed, it was

**RESOLVED TO ACCEPT WITH THE FOLLOWING ITEM NOTED:**

**IT WAS ASKED FOR COST CENTRE 4475 TO BE SPLIT INTO SEPARATE AREAS. CLERK TO LOOK AT THIS**

e) Earmarked reserves summary

The Council **noted** the document previously circulated

50

1. Approved.....

Date.....

**10. General Matters**

a) Community, Well-being, Environment and Parish and Town Councils

No update, first meeting was due mid-November but no correspondence had been received, clerk to chase.

b) Boundary Commission

It was noted that the consultation for Division Boundaries for Norfolk County Council had been extended to 13<sup>th</sup> January 2020

**11. Planning**

a) Committee meeting

Minutes of meetings held on Tuesday 5<sup>th</sup> November and Tuesday 19<sup>th</sup> November 2019 had been circulated. It was

**RESOLVED TO ADOPT BOTH SETS OF MINUTES**

b) Questions of the meeting

No questions asked.

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

a) Committee meeting

Minutes of meetings held on Thursday 31<sup>st</sup> October 2019 had been circulated. It was

**RESOLVED TO ADOPT SET OF MINUTES AND AGREED DECISIONS MADE**

b) Questions of the meeting

Cllr Fulcher gave a verbal updated on the Community allotment. John Fleetwood has confirmed there will be no funding available till the new financial year.

**13. Media & Communications**

a) Committee meeting

Minutes of meetings held on Tuesday 19<sup>th</sup> November 2019 had been circulated. It was

**RESOLVED TO ADOPT SET OF MINUTES**

b) Confirm decisions made

**RESOLVED TO ACCEPT WITH THE DISCRETION TO THE CLERK TO NEGOTIATE A LOWER PACKAGE PRICE RELATING TO THE MOBILE PHONES.**

**14. Hellesdon Community Centre**

a) Committee meeting

Minutes of meetings held on Thursday 14<sup>th</sup> November 2019 had been circulated. It was

**RESOLVED TO ADOPT SET OF MINUTES**

b) Confirm decisions made

These were **AGREED**

**15. Neighbourhood Plan and Green Grid**

17.1 Report of Meeting

Verbal update was given from Cllr Fulcher. Tree planting on Mountfield Park will be on 11<sup>th</sup> December from 10am. No further update

**16. 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 ITEMS RELATED TO STAFFING MATTERS AND PROPERTY, POLICY & RESOURCES 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**

The clerk reported that Broadland District Council is currently working with Mars Wrigley on a campaign for reducing chewing gum Litter. The clerk will look at free of charge campaign materials available.

Cllr Franklin informed the Parish Councillors there is a 'Trees and Cribs' festival on 5<sup>th</sup> to 8<sup>th</sup> December at Rosebery Road Methodist Church, donations will be made to The Sepsis Trust.

Cllr Buck updated the Councillors that the next History Society Meet and Mardel will be on 7<sup>th</sup> December in the library with festive refreshments.

Cllr Fulcher would like to look at setting up a meeting with the local youth, to discuss facilities that the Parish could provide. This can be taken to the community meeting on 16<sup>th</sup> December as a suggestion to looking at anti-social behavior.

Cllr Jonson reported that Taverham Parish Councils Neighbourhood Development Plan – Statutory Consultation on Submitted Plan (Reg. 16) will be from Friday 29<sup>th</sup> November to Friday 17<sup>th</sup> January. If anyone would like to view it or make comments please visit Broadland District Councils website. Hard copies are available at Broadlands offices or Taverham Library.

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

This was confirmed as Tuesday 7<sup>th</sup> January 2020 at 7pm in the Council Chamber, Diamond Jubilee Lodge

**Items discussed under the resolution to exclude public and press**

**17. Staffing**

Cllr Gurney updated the meeting on staffing matters

It was noted a member of staff had tendered their resignation, giving 4 weeks' notice. This will be taken to the staffing committee meeting being held on Monday 9<sup>th</sup> December.

**18. Property, Policy & Resources**

**16.1 Committee Meeting**

Minutes of meetings held on Thursday 14<sup>th</sup> November had been circulated. These were discussed, it was

**RESOLVED TO ADOPT THE MINUTES**

**b) Confirm decisions made**

A verbal update was given on the community Centre and the need for it to be re-roofed and possibility of extending. Recommendations made were **AGREED BY ALL**

The meeting closed at 9:10pm.