

**Minutes the Meeting of Hellesdon Parish Council  
held on Tuesday 14<sup>th</sup> June 2022 at 7pm  
at The Council Chambers, Diamond Jubilee Lodge**

**PRESENT:**

Cllr S Gurney (Chair)  
Cllr K Avenell  
Cllr G Britton  
Cllr L Douglass  
Cllr U Franklin  
Cllr R Potter  
Cllr P Sparkes

Cllr W Johnson  
Cllr D Britcher  
Cllr G Diffey  
Cllr R Forder  
Cllr M Fulcher  
Cllr R Sear

**In attendance:** Mrs F LeBon, Clerk  
District Cllr S Prutton  
One member of the public

**WELCOME** – Cllr Gurney welcomed Councillors and members of the public to the meeting.

Cllr Gurney led a minute's silence in memory of former parish and district councillor Tom Gasson, who had sadly passed away. Details of the funeral were provided and it was agreed to send a donation to Nelson's Journey in line with the family's wishes.

**1. Apologies and Acceptance for Absence**

Apologies for absence were received from Cllr S Bush-Trivett and Cllr D King. These were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

Cllr G Diffey declared a personal and pecuniary interest in item 12, as an employee of the proposed beneficiary.

**3. Minutes from Full Council meeting held 10<sup>th</sup> May 2022**

The Minutes of the Full Council meeting held on 10<sup>th</sup> May 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these minutes as a true and accurate record of the meeting.

**4. Minutes from Full Council meeting held 23<sup>rd</sup> May 2022**

The Minutes of the Full Council meeting held on 23<sup>rd</sup> May 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these minutes as a true and accurate record of the meeting. The determination of the planning application for Phase 3 of the Persimmon development was being held up by the recent guidelines on nutrient neutrality.

**5. Public Participation**

A member of the public offered the services of the Meadow Way Chapel Orchestra for the reopening of the community centre. The Events committee will discuss this in more detail.

Approved.....

Date.....

The Parish Council was thanked for organising the Jubilee Fayre.

## 6. Reports

### a) Clerk's Report

This had been previously circulated. A query was raised about the possible misuse of public dog bins, by people storing dog waste from domestic premises and then depositing it in public dog bins. Advice on the correct disposal of dog waste is to be publicised on Facebook and in Just Hellesdon. Stickers for the dog bins are also to be sourced to advise users to not place collected dog waste from domestic premises in the bin, and if the bin is full to take dog waste home for disposal. The Clerk advised that a new grit bin had been ordered for Sadler Road as the current bin is beyond economic repair. This report was **ACCEPTED**.

Cllr Sparkes, in reference to item 13, advised that two other options ought to be explored prior to making any decision on allowing school parking at the community centre. These were an earlier time where children would be permitted on the playground which would result in a more staggered drop off period. Or an official 'kiss and drop' bay along Kinsale Avenue, which would mean the traffic would keep moving and the children could be escorted safely to the school.

### b) Verbal Report from District and County Councillors

Verbal updates were provided as follows:

- Cllr Prutton reported that she had been elected as Vice-Chairman of Broadland Council. She had been involved in raising the flag for Armed Forces Day, and is looking forward to an interesting year with the council.
- Cllr Britcher reported that machinery may have been causing damage to brown bins, and urged residents to check their bins for damage prior to filling them.
- Cllr Gurney, in her role as County Councillor, reported that the pot hole in Neylond Crescent had been repaired and made safe. The full programme of works for Neylond Crescent had been brought forward on the forward plan for 2023/2024. Travellers had made an encampment on the airport Park and Ride site. Norfolk County Council is negotiating a move from the site, and also carrying out education and welfare checks with the children in terms of safeguarding. She will be going on a parish walkabout with the Highways Officer in the near future, and looking to discuss parking issues outside Kinsale school. She has also been working with City Fibre to ensure their remedial works have been completed satisfactorily. City Fibre has also neglected to advise local residents of forthcoming works in the form of a mail drop. The works by City Fibre adjacent to mature trees had been checked to ensure that no damage was being done to the root network.

### c) Verbal Update from Chairman

Cllr Gurney reported that the Jubilee Fayre was very successful and the Chairman thanked all those involved. Feedback is being collated via the parish office and will be discussed at the next Events Committee meeting.

## 7. Financial Matters

### a) Bank Reconciliation – May 2022

It was **AGREED** to accept this report

### b) Earmarked reserves summary

It was **AGREED** to accept this report

### c) Payments – May 2022

The payments were **AGREED** after a proposal from Cllr Sear and a second from Cllr Britton.

### d) Receipts – May 2022

The receipts were **AGREED** after a proposal from Cllr Sear and a second from Cllr Britton.

Approved.....

Date.....

**e) Detailed Income and Expenditure 1<sup>st</sup> April 2022 – 31<sup>st</sup> May 2022**

The spend over budget for training was queried by Cllr Britcher. The Clerk explained that this was the Lantra training for the grounds staff that has to be renewed regularly. There was an underspend for training in 2021/2022 that had been moved in to General Reserves that will cover the overspend in this financial year. The Clerk has been tasked with creating a rolling training programme for all staff.

**f) To Receive Internal Auditor's Report**

The Internal Auditor's report had been distributed to councillors and the contents were acknowledged.

**g) To Approve Annual Governance Statement 2021/2022**

Each statement of governance was read out by Cllr Gurney. Each statement of governance was **AGREED** by council, with the exception of the council holding trust funds, where it was declared that the council holds no funds in Trust.

**h) To Approve the Annual Accounting Statements for 2021/2022**

The annual accounting statements for 2021/2022 were **AGREED** after a proposal from Cllr Potter and a second from Cllr Douglass.

**8. Planning Committee**

The minutes and decisions arising from the Planning Committee meetings held on 10<sup>th</sup> and 24<sup>th</sup> May had been circulated to councillors. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

**9. Events**

Cllr Douglass gave a verbal report on the success of the Jubilee Fayre. She thanked everyone that had contributed their time to making the event a success, councillors and members of the public alike. A list of members of the public who assisted was read out. Cllr Gurney added a vote of thanks to all those who had assisted in the kitchen as the café facility was particularly busy that day.

It was noted that the local groups who held stalls had done well financially out of the event and it was good that much of the money expended by local people stayed within Hellesdon.

The next Events meeting will be held on 21<sup>st</sup> June, where there will be a full debrief of the Jubilee Fayre. It is hoped a date for a summer fayre next year can be booked, and ideas for other events can be discussed.

**10. To Consider Additional Sites for SAM2 Signs Under Parish Partnership Scheme**

It was noted that the Parish Council had been successful in obtaining 50% funding for two new SAM2 signs under Norfolk County Council's Parish Partnership scheme. The signs cannot be purchased until a memorandum of understanding had been signed with Norfolk County Council for the sites. It was **AGREED** that the sites to be considered should be:

Low Road, close to Wensum Valley Close (inbound and outbound)

Cromer Road, outside the Jaguar Garage (inbound and outbound)

Outside 6 Reepham Road (outbound)

Outside 146 Gowing Road (traffic from Cottinghams Drive to Raymond Road)

The Clerk is to review these sites with the Highways Engineer.

*Cllr Britton Left the Meeting*

**11. To Consider Official .gov.uk Councillor Email Addresses**

A report was provided on the latest JPAG guidance, recommending that councillors have their own .gov.uk email address.

Approved.....

Date.....

Discussions occurred as to the complexity of changing email addresses and accessing them, the GDPR implications and the administration of the email addresses both when a councillor is in post and when they leave.

It was **AGREED** to defer this item until the July meeting allow a policy on administration to be created.

*Cllr Diffey Left the Room*

**12. Hellesdon Library**

Proposal from Cllr D. Britcher that Hellesdon Parish Council, being minded to act on behalf of the residents of Hellesdon to prevent further occurrences of motor vehicle(s) colliding into the front of the library building, install at the front of the library steel barriers of suitable design to minimise the risk of damage to the library front wall from motor vehicles and to also provide a safer walkway route for pedestrians to the library and the community centre from the Woodview road entrance as they turn right into the Community centre carpark at the end of the library building. The steel barriers to be of such a design to comply with DDA requirements, and of a sufficient height to be seen by motorists while reversing up to the steel barriers in front of the library. This proposal was confirmed by Cllr Britcher and seconded by Cllr Franklin.

Cllr Gurney advised that the understanding, as a result of the informal site meeting that occurred on the day of the accident, was that Norfolk County Council, via Norse and NPS, were going to design a barrier scheme for the future protection of the library, and send to the Parish Council for consideration. To date no scheme had been received.

Discussions occurred as to the soundness of the proposal in relation to the council's financial regulations and also the need to determine the land boundary between the Parish Council and Norfolk County Council as this will be a factor in determining where the barriers could be located. Cllr Johnson advised that the concerns and issues in the proposal should be noted and that a full and comprehensive review of the issues highlighted must be carried out working in partnership with the relevant responsible authorities. Cllr Johnson proposed an amendment to the proposal in that Hellesdon Parish Council should actively engage with the relevant officers from Norse, the Library Manager and Norfolk County Council and meet and discuss the matter. This is to include a site meeting(s) and round table discussion.

Hellesdon Parish Council should authorise the Chairman of the Council, the Vice Chairman of the Council and the Chairman of the Policy, Property and Resources Committee to attend such meeting with the Clerk, and then report back their discussions and outcomes to the Policy, Property and Resources Committee for consideration. This Committee is also instructed to examine, in conjunction with the issues relating to the library frontage, the additional request that additional safety barriers are installed on the Hellesdon Parish Council driveway (Woodview Road to car park) taking into consideration Health and Safety risks and previous accident records. This council must be minded to stay within its own policies, Standing Orders and Financial Regulations with regards to any decision taken in this matter. It must also be established where any responsibility lies in terms of land ownership. It must also be established who is financially liable for any modifications or installations, and that risk assessments should be carried out to ascertain future risk issues.

This proposal was seconded by Cllr Gurney.

A vote was taken on whether the amendment should become the substantive motion. Cllr Britcher requested a recorded vote.

Councillors voting for: Cllr Fulcher, Cllr Johnson, Cllr Franklin, Cllr Potter, Cllr Forder, Cllr Douglass, Cllr Avenell, Cllr Sparkes, Cllr Sear and Cllr Gurney

Councillors voting against: Cllr Britcher

Councillors abstaining: none

This was carried and the amendment became the substantive motion.

Approved.....

Date.....

The vote was then taken on the new substantive motion.  
Councillors voting for: Cllr Fulcher, Cllr Johnson, Cllr Potter, Cllr Douglass, and Cllr Gurney  
Councillors voting against: Cllr Franklin and Cllr Britcher  
Councillors abstaining: Cllr Forder, Cllr Avenell, Cllr Sparkes and Cllr Sear  
The new substantive motion was carried.

*Cllr Diffey Rejoined the Meeting  
Cllr Fulcher Left the Meeting*

**13. To Consider Correspondence from Hellesdon Pre School with Regards to School Parking**

It was reported that a request has been received from Hellesdon pre-School to utilise the Community Centre car park for Pre-School drop off and collection parking.  
Cllr Sparkes reiterated the alternative options as previously raised in public participation, that she felt ought to be considered by the schools in the vicinity first.  
Concerns were raised over the impact on community centre hirers being able to park once the centre reopens and who would police the school parking.  
Cllr Sear proposed that the request be declined, seconded by Cllr Avenell and carried.

*Cllr Potter Left the Meeting*

**14. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 15 in view of the confidential nature of the business to be transacted and item 16 as the item relates to Terms and Conditions of Employment. If resolved, such items to be dealt after the item that confirms details of the next meeting. This was AGREED.**

**15. Community Centre**

An update was provided on the construction and the mechanical and engineering works on the centre. It was **AGREED** that the Clerk should obtain quotes for professional advice should assistance be required to expedite the reopening of the centre.

**16. Staff Restructure**

The results of the recent consultations had been circulated to councillors. It was **AGREED** to proceed with the restructure (Cllr Gurney abstained from the vote). It was further **AGREED** to advertise for the vacant positions but not disclose the pension contributions until this had been agreed by the Policy, Property and Resources Committee.

**17. Exchange of Information**

Cllr Forder advised that there was overgrown vegetation along Boundary Road close to Asda, and that a drain in the vicinity had silted up. The Clerk advised that there would be a Highway Rangers inspection shortly and this, with other matters, will be raised to Norfolk County Council.

**18. Time and Venue of Next Council meeting.**

Confirmed the time and location of the next meeting of the Full Council as 12<sup>th</sup> July 2022 at 7pm, in the Council Chamber.

The meeting closed at 10.50pm

Approved.....

Date.....