

**Minutes of the meeting of the Property, Policy & Resources Committee held on
Monday 26th September 2022 at 7pm at
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

Present:

Cllr B Johnson – Vice Chair of the Committee (Chaired the Meeting)
Cllr D Britcher
Cllr R Forder
Cllr S Gurney

Also in Attendance:

F LeBon – Clerk

The Chairman welcomed members and opened the meeting at 7pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr Douglass and Cllr King. These were **ACCEPTED**.

2. Declarations of Interest and Dispensations

No declarations of interest made.

3. To Approve the Minutes of the Meeting Held on 4th August 2022

Minutes had been circulated from the meeting held on 4th August 2022. These were **AGREED**.

The following updates were given:

Item 5: Norse are to send the plans for the library barrier scheme to the council.

Item 7: The Health and Safety policy had yet to be seen by the staffing committee.

Item 9: The cabling on the driveway had been installed but not connected. The kitchenette has been installed, with the exception of the dishwasher. The storage area project remains on hold.

Item 10: No response has been received from Broadland Council about the removal of the dog bin between Drayton Wood Road and Woodland Road. The Clerk is to chase up.

Item 14: Cllr Gurney has emailed Norfolk County Council in relation to the bus shelters and whether this should form part of developer contributions to Highways.

Pressure has been placed on Persimmon as to why the road closure on Hospital Lane has overrun. This has now been opened to emergency services. Further roadworks relating to this development are imminent.

There was no call in for the Meadow Way 20mph Traffic Regulation Order, and this has now been passed.

Approved.....

Date.....

4. Public Participation

No public present at the meeting.

5. Policy Review

a) To Receive Report on Policy Review Schedule

The policy review schedule had been amended so that all policies could be reviewed in the same financial year. This schedule was **ACCEPTED**.

b) To Review Policies

The following policies were **AGREED**. It was noted that the London Bridge Protocol should be subject to additional review in due course as a result of matters raised after the death of her Late Majesty.

- Complaints Policy
- Customer Service Policy
- Debt Management Policy
- Grant Making
- Information Security
- Media Relations
- London Bridge Protocol
- Publication Scheme
- Recruitment and Selection
- Retention of Documents
- Management of Outdoor Surfaces
- Social Media
- Subject Access Request
- Training and Development
- Unreasonably Persistent Behaviour

6. Health and Safety

a) To Consider Adoption of the Health and Safety Policy Manual

b) To Consider Adoption of the Health and Safety Handbook

Both these documents were considered together. It was **AGREED** to adopt these documents subject to a minor amendment to the Electrical Safety section, an assessment of acronyms and for a final review by the Head Groundsman from a practical perspective.

The Clerk is to find out the terms and conditions of the contract agreed with Worknest.

7. To Review Ground Rent for Horticultural Building

Discussions occurred as to the understanding of previous rent collections on the building which belongs to the Horticultural Society but stands on parish council land. The finances were negligible, however it was important to find out where the liability for the building lies. The Clerk is to find out if the Horticultural Society are insuring the property, what is being stored there and whether there are risk assessments in place.

8. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and the Public for the Duration of Item 9 in View of the Confidential Nature of the Business to be Transacted.

Approved.....

Date.....

This was **AGREED**.

9. To Receive Update on Land Matter Valuation

The Clerk provided documentation on policies and financial information. The valuation is still awaited and is being actively chased by the Clerk. It was **AGREED** to accept the offer of a meeting with the other party and this will be attended by Cllrs Gurney, Johnson, Britcher, Forder and the Clerk.

10. Items for the Next Agenda and for Other Committees Valuation.

Cllr Gurney provided the meeting with an update on the Asylum Dispersal project which has commenced in Hellesdon. A meeting has been called for 4th October for District Councillors and the Clerk and a report will be given to Full Council.

11. To confirm that date of the next meeting.

To be arranged when further information on item 9 is received.

The meeting closed at 9.55pm.

DRAFT

Approved.....

Date.....