

**Minutes the Meeting of Hellesdon Parish Council
held on Tuesday 11th October 2022 at 7pm
at The Council Chambers, Diamond Jubilee Lodge**

PRESENT:

Cllr S Gurney (Chair)
Cllr K Avenell
Cllr G Britton
Cllr G Diffey
Cllr D Fahy
Cllr M Fulcher
Cllr R Potter
Cllr P Sparkes

Cllr W Johnson
Cllr D Britcher
Cllr S Bush-Trivett
Cllr L Douglass
Cllr R Forder
Cllr D King
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. As it was the first meeting since the death of Queen Elizabeth II, a minute’s silence was held in memory of Her Late Majesty.

Cllr Gurney proclaimed God Save The King

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr U Franklin. These were **ACCEPTED**.

2. Declarations of Interest and Dispensations

None declared.

3. Minutes from Full Council meeting held 9th August 2022

The Minutes of the Full Council meeting held on 9th August 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these minutes as a true and accurate record of the meeting.

4. Public Participation

A member of the public attested to the speeding traffic along Reephams Road (in reference to agenda item 15). This had been reported to Norfolk Constabulary.

Cllr Gurney reported that item 15 was a scheme which forms part of her allowance as a County Councillor and had been recommended by the highways engineer.

A member of the public reported that when a person in Drayton fell ill, a defibrillator in Hellesdon was used because the defibrillators in Drayton were not being maintained correctly and had been taken off the circuit.

5. Reports

a) Clerk’s Report

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Date.....

This had been previously circulated. The Clerk advised that delivery of the new SAM2 signs had been taken. Training had been received by caretaking and grounds staff on the installation and data collection of the signs, and also by the office staff on data analysis and reporting. This would support Norfolk Constabulary by providing accurate speed data at the times of alleged speeding. This would facilitate the operation of the SAM2 signs in house, at a saving of £900 per annum. There would be some additional batteries to be purchased, and extra lighting for the van to improve health and safety for the staff changing the signs, but this would be at minimal cost compared to the savings. This report was **ACCEPTED**.

b) Verbal Report from District and County Councillors

Verbal updates were provided as follows:

- Cllr Prutton reported that she had been involved in the nine month review of the Cromer Road bus lane, and also the accommodation dispersal project working alongside the Wellbeing Team at Broadland Council.
- Cllr Britcher reported that a nutrient neutrality update had been provided, and that this should help towards the resolution of minor planning applications.
- Cllr Gurney reported that she had attended meetings about the accommodation dispersal project, both from a District and County perspective. She had also met with officers regarding the nine month review of the Cromer Road bus lane, and provided video evidence that many bus drivers opt not to use the bus lane due to its width. She had also engaged with local businesses along the Cromer Road and received feedback that footfall had fallen since the bus lane was installed.
Telec had now left Hellesdon for the near future, but were due back and will be cabling above ground in certain areas.
Pressure is being placed on Breheny to re-open Hospital Lane. Arrangements have been made for emergency services to access this road.
The 20mph speed restriction for Meadow Way has been made and the signage installed.

c) Verbal Update from Chairman

Cllr Gurney reported that she had been very busy this month, particularly as a result of the death of Her Majesty Queen Elizabeth II. Staff had reacted expediently, lowering the flag to half mast and making sure there was a Book of Condolence available in the parish office. She had laid flowers at the war memorial and was joined by Cllrs Douglass and Diffey. She had also attended a memorial church service, attended the Lying in State at Westminster and had proclaimed Charles III as the new King.

She had attended the launch of the new tennis partnership with National Tennis and declared the event a success.

6. Financial Matters

a) Bank Reconciliation – August and September 2022

It was **AGREED** to accept these reconciliations.

b) Earmarked reserves summary

It was **AGREED** to accept this report.

c) Payments – August and September 2022

The payments were **AGREED**.

d) Receipts – August and September 2022

The receipts were **AGREED**.

e) Detailed Income and Expenditure 1st April 2022 – 30th September 2022

This report was **ACCEPTED**.

f) To Receive Externally Audited AGAR

Approved.....

Date.....

The AGAR, as audited by PKF Littlejohn, had been received with no matters of concern noted. This was **NOTED** by council.

g) To Receive Correspondence re: SAAA Opt Out

Correspondence was received about the opportunity to opt out of having an external auditor appointed by the SAAA for the next five financial years. It was also noted that during the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. It was **AGREED** to remain as part of the of the SAAA sector led auditor appointment.

h) To Agree to a Specific Donations Budget, Separate from the Chairman's Budget and Reallocate Funds

A case was put forward for a separate Donations Budget. Cllr King proposed that if a separate budget was required, this should be precepted for as part of the new financial year's budget. For the remainder of this year, if there are any requests for donations then they can come out of the appropriate fund, such as the Chairman's Budget or Good Causes for Hellesdon. This was seconded by Cllr Bush-Trivett and **CARRIED**.

7. Planning Committee

The minutes and decisions arising from the Planning Committee meetings held on 12th July, 26th July, 19th August, 23rd August and 27th September had been circulated to councillors. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**.

8. Events

a) To Note the Decisions made by the Events Committee on 16th August and 3rd October

Cllr Douglass reported that the Scarecrow Festival had been launched ready for the half term. Details for the Christmas events would be discussed at the next meeting.

b) To Agree Budget and Details, Including Plaque, for Opening Event on 24th November

Discussions occurred as to the extent to which the event should be a civic event or wider community based event. The following was **AGREED**:

- That the event on 24th November be funded from the Chairman's Budget.
- A slate plaque with lettering only should be ordered at a cost of £404.
- There should be a scaled down list of guests.
- Food could be done in-house, as an alternative to a contracted out buffet.
- For those who do not wish to attend the event, they are to inform the Clerk and the Senior Admin officer along with a nomination for ticket reallocation.
- A second event, to be held on 26th November if possible, should be held as an Open Day for existing and potential hirers to attend to showcase their groups. This would be open to the wider public, with tea, coffee and cake being made available. This would be funded from either the Events budget or Good Causes for Hellesdon.

Cllr Gurney wished her abstention from the vote to be noted.

Cllrs Fulcher and Potter Left the Meeting

9. Playing Fields, Allotments and Amenities

The minutes from the meeting held on 30th August had been circulated and the decisions made **NOTED**. Cllr Johnson advised that the tennis launch event on 8th October was well received, and thanked all councillors who attended.

A query was raised about the blackthorn debris when the allotment hedges are cut. The Clerk is to discuss this with the grounds staff.

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10. Property, Policy and Resources

The minutes from the meetings held on 4th August and 26th September had been circulated and the decisions made **NOTED**. The Clerk is to follow up with Norse, as to the potential library barrier schemes for consideration.

11. Community Centre

a) To Receive Report on Community Centre Reopening

A report was circulated to councillors, detailing the opening on 1st October and reasons for this being a 'soft' opening.

b) To note decisions made by the Community Centre Committee on 29th September 2022

Discussions occurred about the drinks prices for the café, as to whether they should be set at a level comparable with local businesses, or lower to support a more community café ethos. It was **AGREED** that the price of breakfast tea should be lowered to £1 and the prices of coffee should be lowered by 20% from the proposed price. It was further **AGREED** that this should be reviewed after six months.

c) To Agree Budget to be Taken from General Reserves for Community Centre Cafe

The following budget was **AGREED**:

- Capital budget of £6,450 for the purchase of all equipment required (including a contingency for price rises) to be taken from general reserves. This would include the outright purchase of the chosen coffee machine.
- Revenue budget of £500 for the purchase of ingredients, to enable the café to start trading.

12. Civility, Respect and the Code of Conduct

a) To Consider Adoption of Dignity at Work Policy and take the Civility and Respect Pledge

Cllr Sparkes raised concerns that the draft document made reference to harassment relating to protected characteristics and would prefer this to definition to include non-protected characteristics as well. It was **AGREED** to adopt the Dignity at Work policy, as amended by Cllr Sparkes' suggestion and to take the Civility and Respect pledge.

b) To Review and Consider Adoption of new LGA Code of Conduct.

It was **AGREED** that the new LGA Code of Conduct should be adopted for use by Hellesdon Parish Council.

The Meeting was Adjourned at 10pm

The Meeting Reconvened on Monday 17th October at 7pm

In attendance were Cllrs Gurney, Johnson, Avenell, Britton, Bush-Trivett, Douglass, Forder, King and Sear

Apologies were received from Cllrs Britcher, Diffey, Franklin, Fulcher and Potter

13. To Consider Official .Gov.Uk Councillor Email Addresses

A report was provided detailing the JPAG proper practices for individual councillor email addresses. Discussions occurred as to the practicalities of implementing this recommendation so close to an election. It was **AGREED** in principle to adopt new councillor email addresses from May 2023 when the new council term starts, at a cost of £3 per month per email address (£48 per month).

14. To Discuss Local Response to the Energy Crisis in the Form of Warm Rooms

Discussions occurred as to the possibility of various community buildings in the parish becoming Warm Rooms. It was **AGREED** that the Community Centre is being heated six days per week, so there is potential to provide a Warm Room (possibly the Spraggins Room) to support local people. It was **AGREED** that the Clerk should submit a grant application to Broadland Council to make the

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area comfortable. The project should be publicised in Just Hellesdon to ensure local need and also to make an appeal for tea, coffee and biscuits, to allow users to utilise the kitchenette for warm drinks should they not wish to use the café.

15. Highways Consultation

Hellesdon Parish Council has been consulted on the extension of the 30mph speed limit along Reepham Road. Cllr Gurney advised that this scheme had been put together with the local Highways Engineer, utilising her Member's Grant from Norfolk County Council. It was **AGREED** to welcome the proposal but to request that the scheme be extended to the Hellesdon Gateway sign.

16. To Consider any Projects for the Parish Partnership Scheme

Details of the 2023/2024 Parish Partnership scheme had been forwarded to members, detailing the 50/50 partnership with Norfolk County Council for highway projects. Consideration was given for two replacement bus shelters to replace the deteriorating shelters along the Drayton High Road. Cllr Gurney advised that she had checked to see whether the existing shelters formed part of the highway improvement scheme funded by Persimmon, but regrettably they did not. It was **AGREED** to apply for funding for 2no. 3 bay cantilever bus shelters at a cost of £3,995 each. With 50/50 funding from Norfolk County Council, this would require a figure in the 2023/2024 budget of £3,995 for both shelters.

17. Community Fridge

A proposal was put forward for a community fridge to help reduce food waste and support local people with the cost of living crisis. Different aspects of the project were discussed, including cost of equipment, staff time and volunteer recruitment. Potential funding was discussed as part of the Broadland Council Members' grant scheme. It was **AGREED** to proceed with the project in principle, and the pass to the Community Centre Committee to agree the finer details.

18. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the items 19,20 and 21 in view of the confidential nature of the business to be transacted. This was AGREED.

19. Staffing

Cllr Douglass provided an updated on the staffing restructure, probation sign off and latest recruitment. The minutes of the Staffing Committee and the decisions made were **NOTED**.

20. To Receive Report on Dispersal Accommodation and Consider any Local Response Required

Cllr Gurney provided a report on the meeting held for Broadland Councillors, and also a further update from Norfolk County Council. Possible ways that the Parish Council could assist were noted, but further instruction would be required from the principal authorities and SERCO. The next meeting will be held on 7th December.

21. To Receive Update on Land Process and Consider Further Actions

The Clerk provided the meeting with information that had been previously requested. One further piece of information is still awaited to allow members to make an informed decision, and the Clerk is to escalate this within the company due to provide this information.

22. Matters for the Next Agenda

No agenda items raised.

Approved.....

Date.....

- 23. Time and Venue of Next Council meeting.**
Tuesday 8th November at 7pm in the Council Chamber

The meeting closed at 9.10pm

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Approved.....

Date.....