

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 12th September 2023 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher
Cllr D. Fahy
Cllr S Gurney
Cllr A Lock
Cllr R Sear

Cllr N Barker
Cllr G Britton
Cllr R Forder
Cllr S Holland
Cllr D Maidstone

In attendance: Mrs F LeBon (Clerk), P.C Hales (Norfolk Constabulary) and five members of the public.

Welcome by the Chairman – Cllr Johnson opened the meeting at 7pm and welcomed all in attendance. The rules relating to the recording of meetings were read.

1. Apologies and Acceptance for Absence

Apologies for absence were accepted from Cllr Diffey, Cllr Douglass, Cllr Duckett, Cllr Smith and Cllr Sparkes.

2. Declarations of Interest and Dispensations

There were no declarations of interest, or requests for dispensations made.

3. Minutes from Full Council meeting held 15th August 2023

The Minutes of the Full Council meeting held on 15th August 2023 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting, after a proposal from Cllr Britton and a second from Cllr Gurney.

4. Public Participation

A member of the public raised concerns about the recent occupation of Northgate House. Cllr Gurney advised that she would contact Broadland Council to establish whether this is a matter for planning enforcement or housing to further investigate.

Concerns were raised about the noise from arguments in the same vicinity. The parishioner was advised to keep an antisocial behaviour diary to monitor the time and frequency, and to call the police if there were any concerns for the welfare of a person.

P.C. Hales had provided a report to councillors. He added that he had received representation from the church regarding poor visibility exiting the church driveway. This had been passed on as a highways concern.

He had also received numerous complaints about the emergency roadworks on Middletons Lane due to their close vicinity to the Cromer Road and being placed over a pedestrian crossing. He had spoken with the site manager and had encouraged the school to approach Anglian Water.

Approved.....

Date.....

Traffic monitoring equipment had been placed on Mountfield Avenue, Reepham Road and Bernham Road and it was found that there was general compliance with the speed limit. Enforcement notices have been issued to vehicles obstructing the public highway on City View Road. It is hoped that a proposed extension of the car park at The Whiffler will alleviate this problem.

The individual damaging the play area surfacing at the Recreation Ground had been identified and P.C. Hales will update the Clerk about the case in due course.

Discussions occurred as to speeding and the perception of speeding, often with the noise of vehicles being interpreted as a speeding vehicle. It was also noted how difficult it is to police the access only roads.

5. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated. The following updates were provided:

- There was general dissatisfaction with the way the alleyways in Hellesdon were being maintained. The first report had been made via the Highway Rangers on 6th June and still had not been addressed. In addition to this, the feedback from the Ranger visit had not been forthcoming despite numerous requests. Cllr Gurney recommended that the Clerk put in a complaint to David Allfrey and Graham Bygrave at Norfolk County Council, copying her in in her capacity as County Councillor.
- The parish partnership report was ready to be put to the Parish Council, but would be deferred until the October meeting due to a busy agenda. The application deadline is December.

The report was **ACCEPTED**.

b) To Receive Written Reports from District and County Councillors

Written reports had been previously circulated.

Cllr Gurney updated the meeting on the roadworks at the Boundary, in that the snags resulting from the main works are being addressed.

She had met with Highways Officers from Norwich City Council regarding an action plan to address incidents on the Low Road, as the road runs from the Norwich area to Hellesdon.

A licensing application for 317-319 Reepham Road was raised. This had been reviewed by the planning committee and no objections were raised.

Cllr Sear raised that the roundabout on the Reepham Road required repainting. Cllr Gurney advised that this was part of the project to extend the 30mph speed limit which had been consulted upon.

c) Verbal Update from Chairman

No further updates.

P.C. Hales Left the Meeting

6. Financial Matters

a) Bank Reconciliation – August 2023

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

b) Earmarked reserves summary

This report was **NOTED**.

c) Approval of Payments – July and August 2023

The payments detailed in the written report were **AGREED**, subject to The Clerk clarifying the detail of the payment made to Huws Gray on 12th July for £151.12 detailing cable ties.

d) Receipts – July and August 2023

The receipts detailed in the written report were **AGREED**.

Approved.....

Date.....

e) Detailed Income and Expenditure 1st April 2023 – 31st August 2023

This report was **NOTED**.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 25th July 2023, 8th August 2023 and 23rd August 2023

The minutes and decisions arising from the Planning Committee meetings held on 25th July, 8th August and 23rd August 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made.

8. Events Committee

a) To Note the Decisions made by the Events Committee on 25th July 2023 and 23rd August 2023

The minutes and decisions arising from the Events Committee meetings held on 25th July and 23rd August 2023 had been circulated. It was **AGREED** that two tubs of chocolates could be purchased as prizes for The Bull Quiz on 27th September as part of an initiative to support the community fridge in partnership with The Bull. It was further **AGREED** to purchase a 'Colin the Caterpillar' cake as a prize for the MacMillan Coffee morning on 29th September. The decisions of the events committee were **NOTED**.

9. Policy, Property and Resources Committee

a) To Note the Decisions made by the Policy, Property and Resources Committee on 27th July 2023

The minutes and decisions arising from Policy, Property and Resources committee meeting held on 27th July 2023 had been circulated.

Cllr Gurney reported that the primary focus of the meeting was to discuss the possibility of Norfolk County Council being able to utilise the old parish office as a family hub for the Broadland District. This will be manned by Children's Services and also utilised by other outreach services such as midwifery. The office itself will be hired to Norfolk County Council at neutral cost, taking into account business rates, electricity and use of welfare facilities. Norfolk County Council are then likely to want to use rooms in the community centre and these will be invoiced in arrears, based on usage, at the community rate.

The decisions of this committee were **NOTED**.

b) To Consider Commencing with Project to Update the Hellesdon Neighbourhood Plan.

Cllr Gurney explained the history of the existing Neighbourhood Plan which expires in 2026 and the benefit of the 25% CIL being paid to the Parish Council on qualifying development. Discussions occurred as to the process for appointing a specialist consultant to assist in the development of the plan.

It was **AGREED** after a proposal from Cllr Britcher and a second from Cllr Gurney, that the Parish Council should commence with updating the Neighbourhood Plan. The Clerk is to:

- Create a specification to tender for a consultant to assist with the Neighbourhood Plan.
- Ensure that Ingham Pinnock, the Parish Council's former consultant, is aware of the tender.
- Draft Terms of Reference for a Working Group for the Neighbourhood Plan.
- Appeal for expressions of interest from the public to join the Working Group.

10. Community Centre Committee

a) To Receive Update on WC Refurbishment Scheme

The Clerk reported that the value engineering process has begun based upon the methods agreed. At the time of this report, the original project cost has now been reduced by £15,799.06

Approved.....

Date.....

The drainage survey has been completed, the building regulations application made and the asbestos survey authorised.

The Pride in Place manager visited the site today to review the progress and was pleased with the project. He encouraged the Parish Council to consider the next round of levelling up funding for either feasibility studies, capital projects or revenue grants.

11. Training

a) To consider attendees to the Norfolk ALC Autumn Conference on Wednesday 4th October and/or the NPTS Seminar on 16th October.

It was **AGREED** that the Norfolk ALC Seminar looked better value for training and that places should be booked for Cllrs Barker, Britcher, Douglass, Forder, Gurney and Johnson, and the Clerk at £25 per person.

12. Library Bollard Scheme

a) To Resolve to Accept the Legal Agreement between Hellesdon Parish Council and Norfolk County Council regarding Bollard Scheme

The draft agreement as checked by NPLaw had been circulated. It was **AGREED** that this document was acceptable and it should be signed in accordance with Standing Orders.

13. Council Committees

a) To Consider Amendment to all Committee Terms of Reference to allow the Chairman and Vice Chairman of the Council to attend ex officio

It was reported that presently there is no provision for the Chairman and Vice Chairman of the Council to be able to attend council committees in a full voting role. Discussions occurred as to whether the privilege should be with the Chairman or extended to the Vice Chairman. It was **AGREED** that the terms of reference for each committee should include the following:

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

It was further **AGREED** that the committee structure should be reviewed in May.

b) To Consider Proposal for a Calendar of Committee Meetings

As this item affected the operation of staffing, it was **AGREED** to defer the item until the Council is in closed session.

14. Broadland Council Consultation

a) To Consider Response to Broadland Council on Public Spaces Protection Order on Vehicle Related Anti Social Behaviour

It was noted that Norwich City Council had recently adopted a similar order, which would allow the police to disperse offending drivers out of the Norwich area. This could mean offending drivers could be dispersed to Hellesdon and the police would have limited powers in the Broadland District. It was **AGREED** to support the proposed Public Spaces Protection Order for the Broadland District.

15. 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 16 and 17 in view of the confidential nature of the business to be transacted and item 18 due to the item relating to the terms and conditions of employment. This was AGREED.

Approved.....

Date.....

The Meeting was Closed to the Press and Public

Item 13b was considered at this point

13. Council Committees

b) To Consider Proposal for a Calendar of Committee Meetings

The impact on the current staffing structure was discussed.

The proposal was **WITHDRAWN** by Cllr Maidstone

It was **AGREED** that the Clerk would work with the committee chairmen to agree a timetable of meetings for setting the 2024/2025 budget.

16. Land Matter

a) To Consider Correspondence Relating to Land in Hellesdon

The history of the matter was provided for all councillors, along with correspondence received. A response was **AGREED** and the offer of a meeting would be accepted and attended by all councillors.

*It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Barker to waive standing order 3x to allow the meeting to proceed longer than 2 ½ hours to allow completion of the business to be transacted*

Cllr Britton Left the Meeting

17. Community Centre Outstanding Matters

a) To Receive Update on Matters Outstanding from the Community Centre Refurbishment

An update was provided to members. It was **AGREED** that works remained outstanding and remediation should be pursued.

18. Staffing

a) To note decisions made by the Staffing Committee on 23rd August 2023

The minutes of the meeting of 23rd August 2023 had been circulated. A verbal update was provided to members about recruitment. The decisions of the Staffing Committee were **NOTED**.

The Meeting was Re-Opened to the Press and Public

19. Matters for the Next Agenda

The following matters were raised for consideration:

Update on Land Matter

Parish Partnership Application

Response to Highways Complaint

Possible Defibrillator Funding for the Low Road

Saracen Road DDA Dropped Kerbs

20. Time and Venue of Next Council meeting.

Tuesday 10th October, 7pm at Diamon Jubilee Lodge

The meeting closed at 9.50pm

Approved.....

Date.....