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**Minutes of the Meeting of Hellesdon Parish Council  
held on Tuesday 6 February 2018 in the Council Chamber,  
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

**PRESENT:**

Cllr S Gurney, Chairman

Cllr D Attenborough Cllr G Britton Cllr D Buck Cllr G Everett

Cllr U Franklin Cllr M Fulcher

Cllr R Grady Cllr D Jones-Blackett Cllr J Knowles

Cllr D King Cllr S Prutton Cllr R Sear Cllr J Wright

Mrs M Anderson-Dungar – Locum Clerk

**WELCOME**

The Chairman opened the meeting at 7p.m. with a warm welcome to Cllr Wright on her return from sick leave. 3 members of the public were in attendance.

**165. Apologies and Acceptance for Absence**

Apologies were received and accepted from Cllr Fahy. Cllr Ghimire was absent.

**166. Declarations of Interest and Dispensations**

Cllr King – Hellesdon Youth Club, Hellesdon Local History Group, Medieval Pageant proposal, Old Catton Parish Council, Catton Park Trust

Cllr Knowles – Hellesdon Community Choir

Cllr Everett – Drayton Parish Council, Broadland District Council

Cllr Buck – Hellesdon Youth Club, Hellesdon Local History Group, Medieval Pageant proposal, Broadland District Council

Cllr Grady – Hellesdon Youth Club, Broadland District Council

Cllr Gurney – Broadland District Council, Norfolk County Council

No dispensations had been requested or granted.

**167. Minutes of Meeting held on 2 January 2018**

Minutes had been circulated, and after consideration it was

**RESOLVED TO ACCEPT AS A TRUE RECORD**

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Approved.....

Date.....  
HPC Full Council Mins 6<sup>th</sup> February 2018

**168. Public Participation**

The Chairman adjourned the meeting and explained the procedure for public participation.

Glynis Killington and Sally Philpot addressed the meeting with their request for the Community rate to be applied to their room hire in respect of a new social enterprise working with young people. They had sent information to the Council Office and this was reported to the meeting and Councillors' questions answered. The Chairman advised that the request would be referred to the Community Centre Committee on 27 February; she also suggested an application to the Good Causes fund, for which the application form was available from the Parish Council Office. Cllr Prutton offered to include their contact information in The Grapevine. The ladies left the meeting at this point.

Mr Southgate did not wish to address the Council, and the meeting re-convened.

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

The latest Newsletter was tabled; the usual detailed analysis would come to the next meeting. Cllr Prutton reported on the recent SNAP meeting, attended by representatives from Spixworth and Horsford in addition to Hellesdon, and several members of the public. Speeding remains the priority across the area, concerns were raised that the loss of PCSO's and the current lack of a dedicated officer due to PC Dye's continued absence.

The Chairman advised that Lorne Green was not available on 6 March; a further date for him to meet with Councillors would be arranged. Poor response times to 101 calls were highlighted.

**170. Report from County Councillor**

The Chairman referred to the £6000 allocation for highway works as discussed at the last meeting. No suggestions had been made by Councillors and this money has to be allocated by 31 March 2018. She and the Area Engineer were working on a project to renew lineage on some of the roads in Hellesdon. In response to a request for renewal of some street nameplates, it was confirmed that these were the responsibility of Broadland District Council's Street Naming Team, who would address any defects reported. Cleaning of speed limit signs could be carried out by the County Council's Highway Rangers, and any requests should be added to the list in the Parish Council office.

Budget discussions continued at Norfolk County Council.

**171. Reports from District Councillors**

District Councillors reported and answered questions as follows@

Cllr Grady:

- Footway lighting was a special charge levied by Broadland District Council, and would be increased to reflect the actual running costs, graded to correspond with the relevant Council Tax bandings. It was reiterated that adoption of the lighting by the Parish Council would be an increased workload for the office, but there might be the opportunity for future collaboration with Broadland District Council on other services.

- A further 121 houses had been added to the Food Waste collection round in Hellesdon

Cllr Buck:

- proposal for Hellesdon to host a Broadland District Council seminar for parish/town councils and community groups that would cover all aspects of planning and running events. The Chairman added that the venue would be either the Council Chamber or the Marjorie Lewis hall, dependent upon numbers. The proposed Junior Parkrun was not viable at present as it would increase wear and tear on the periphery of the grass.
- West Broadland Green Infrastructure Project Plan – Stakeholder Consultation. Councillors were encouraged to view and comment on the document. Proposals for Hellesdon included several green policies from the recently adopted Neighbourhood Plan. The Chairman also referred to the draft Horsford Neighbourhood and its recommendations for concentrating future development around the village centre rather than on the boundaries. This accorded with Hellesdon Parish Council’s views on the Greater Norwich plan. The document was available on Broadland District Council’s website or via a link from Horsford Parish Council’s website.
- Attendance at the Broadland District Council Annual Meeting with Parishes – copies of useful literature were handed over for display in the parish office.

Cllr Gurney:

- Community Sports Foundation had scaled back on some elements of their planned development of “The Nest” at Horsford Manor. Broadland District Council was considering a grant from CIL funds and suggested that Hellesdon Parish Council might do likewise. Cllr Gurney reiterated the resolution of the Property, Policy & Resources Committee that any additional funding that came to the Parish Council would be allocated to projects for Hellesdon for the benefit of residents of all ages. Cllr King emphasised the need for all allocated CIL funding to be spent within the requisite time otherwise it could be clawed back by the District Council.

**172. Report from Parish Council Chairman**

The Chairman reported an offer from McDonalds for their staff to carry out community work in the parish, e.g. litter picks, and asked for suggestions from Councillors; the following were made:

- A litter pick of the bottom area of Mountfield Park was suggested as this was the area used by B & Q staff to each their lunch; Councillors could join McDonalds staff. Need to liaise with the grounds staff.
- Assistance to older people with heavy work on allotments to enable them to retain their tenancies for longer. The Chairman advised that grounds staff would rotavate allotments for a small fee.

Council needs to know if the offer was a “one-off” or could be on a regular basis. The Chairman also advised that McDonalds use the Community Centre 3 or 4 times a year for their staff meetings.

**Council Administrator -**

- Phones had been transferred successfully without the need to change telephone numbers
- 1-2-1 meetings with staff had continued
- Work with Finance Officer on setting up BACS payments, next step to pay staff salaries electronically.
- Preparation for Greater Norwich Local Plan exhibition in the Council Chamber.

**173. Financial Matters**

The following documents had been circulated in advance, and all cheque signatories confirmed that invoices/payments were recorded in accordance with the Council’s procedures.

173.1 Bank Reconciliations November and December 2017 –

**RESOLVED TO APPROVE**

173.2a Approval of Accounts – Payments November and December 2017 –

**RESOLVED TO APPROVE**

173.2b Approval of Accounts – Receipts November and December 2017 –

**RESOLVED TO APPROVE**

The Locum Clerk confirmed that there was provision within the Council’s Management of Financial Reserves Policy for the Council to place money with other financial institutions.

**174. General Matters**

174.1 Land at Eversley Road – The Chairman referred to correspondence sent to Members. The cost of the land was prohibitive, and it was suggested that as many as 40 houses might be built there. Hellesdon Parish Council would prefer a piece of land for a children’s play area rather than CIL funding, and this had been discussed with officers at Broadland District Council. This accorded with green policies in the Neighbourhood Plan.

174.2. Structural Survey of Community Centre – The Locum Clerk updated on progress of obtaining quotation for full survey.

174.3. Report from Internal Auditor – This had been circulated and was very satisfactory, much progress had been made over the past year. Recommendations in the report were in progress. Thanks recorded to the Finance Officer for all his work on the new system, and comments made on the variety and clarity of the information it provides, which should assist with year end processes.

**175. Activities**

175.1 Greater Norwich Local Plan Consultation/Exhibition – Cllr Grady referred to the papers tabled. The website was not user friendly, but Councillors were

encouraged to submit a response to assist members of the public at the exhibition. Local publicity included JustHellesdon, local press and flyers delivered by Councillors, with personal approaches to residents living closest to affected sites. More Councillor volunteers were needed for the exhibition.

**175.2 – Chairman’s Evening to include Launch of Neighbourhood Plan**

This was planned for the evening of Friday 27 April 2018 and Councillors were reminded to submit their guest lists to the office. Quotes were in hand for printing and binding copies of the Neighbourhood Plan for Councillors and members of the working group, plus some copies to be available on the evening.

**175.3. Proposal for Medieval Pageant Summer 2018** – Cllr Buck referred to the documents circulated, which did not contain full details as information was unavailable. He confirmed that the correct application form for matched funding from the Good Causes Fund had been received and would be completed. The date was given as Saturday 14 July 2018. It was emphasised that this was not a Parish Council organised event; the Council therefore needed to be satisfied that all elements were covered and the correct assessments, insurance etc. were in place. Cllr Buck had not progressed some aspects pending both a response from this meeting and the start date for the Paston 600 Project Officer – anticipated to be March – who would be able to offer assistance. This would be the only such event in the Broadland district, and it would be widely supported by other local groups. After a long and detailed discussion, it was proposed by Cllr Knowles seconded by Cllr Grady and

**UNANIMOUSLY RESOLVED THAT**

- Hellesdon Parish Council ratify the original decision to support the event
- Following receipt of a more detailed plan, the Parish Council would be prepared to offer the support originally offered and
- The Parish Council would be prepared to award a grant

Cllrs Buck and King did not vote, having earlier declared interests in the item.

The meeting adjourned at 9.10p.m. and re-convened at 9.25pm.

**176. Planning Matters**

**176.1. Committee Meetings**

Minutes of Meetings held on 2 and 16 January 2018 had been circulated. The Committee Chairman highlighted the robust discussion on the Fitness Studio application.

reference to Fitness Studio application, in particular parking. Robust discussion.

**176.2 Questions of the Meetings**

There were no question and it was

**RESOLVED TO ADOPT THE MINUTES**

**177. Playing Fields, Amenities and Allotments**

**177.1. Update from Cllr King on installation of new play equipment**

Cllr King reported that the pirate ship had been installed a week ahead of schedule, and photographs would be provided for The Grapevine. It was a well-made, strong piece of equipment, but there was opinion that larger rubber mats around all equipment were needed for complete safety. The Head Groundsman to check. A request from Hellesdon in Bloom was referred to the Events Committee.

**178. Media and Communications**

**178.1. Update from Cllr Prutton on next issue of The Grapevine**

Cllr Prutton advised that the next issue of The Grapevine would include recent events, new developments, the electric van, the Neighbourhood Plan, Northern Distributor route and the proposed Western Link. The Council could also purchase pages in JustHellesdon if needed. The Council Administrator had negotiated with Dor-2-Dor to pay 50% of the original bill. An improved delivery service was promised for the future.

On IT, the new phone system was installed, without the need to change the telephone number. All IT equipment was working well.

**179. Property, Policy and Resources**

**179.1 Minutes of the Meeting held on 30 January 2018**

Minutes had been circulated, and the Chairman reported that the Performing Rights Society issues had been resolved following negotiation. The Chairman was to speak with hirers regarding an extra charge to cover the costs, as this seemed common practice. Car parking problems were not fully resolved, despite discussions with local companies; one had asked for 8 permits for their staff, but were not prepared to pay. It had been suggested that their employees look for local on-street parking.

**180. Hellesdon Community Centre**

The Chairman reported that the Caretakers' rest room was almost completed, and would double up as a first aid room. The floor had been treated over the Christmas period. Overall, the Centre was very busy.

Following discussion on wheelchair provision and maintenance, it was agreed that the current one was not a good example, and it was

**RESOLVED TO RESEARCH CURRENT GUIDANCE AND TO SOURCE A NEW FULLY COMPLIANT WHEELCHAIR**

- 181. Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) related to Staffing Issues in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirmed details of the next meeting.**

**It was RESOLVED to exclude the press and public as detailed above, with thanks to Mr Southgate for his attendance.**

**182. Exchange of Information**

Cllr Knowles reported that the Community Choir would be singing in the Cathedral on 14 April 2018 alongside 3 other choirs during the National Association of Choirs' Conference in Norwich.

Cllr Wright thanked the Council for the card and good wishes during her period of sick leave.

Cllr Franklin referred to an accident at the crossroads on Meadow Way, and showed photographs of the demolished wall. The property owner had been advised to contact Highways. Cllr Franklin had surveyed the "grass" verges in Meadow Way, some damage was caused by residents who had created access over them, and some by indiscriminate parent parking. Dropped kerbs could be installed at a cost of (minimum) £700.00. Photographs to be sent to Cllr Gurney for further discussion with the Area Engineer. White lines would be inspected and replaced if defective.

Cllr Prutton – further closures planned for Waldemar Avenue

Cllr Everett – deadline for guest list for 27 April 2018 event; confirmed as the end of March 2018.

Cllrs Buck and Attenborough left the meeting at this point.

**183. Date, Time and Venue for Next Meeting**

This was confirmed as **Tuesday 6 March 2018**, at 7pm in the Council Chamber, Diamond Jubilee Lodge.

**Pursuant to the resolution under item 181 above, the meeting withdrew into Committee for discussion of the following confidential item.**

**184. Staffing**

Cllr Knowles updated the meeting on arrangements for interviews for the post of Parish Clerk, on Thursday 8 February 2018. An Extraordinary Parish Council meeting would be called for Tuesday 13 February 2018 ahead of the Media, Communications and IT Infrastructure Committee meeting to ratify any recommendations on an appointment. He thanked the Locum Clerk for her guidance, management and administration of the process.

The Chairman updated the meeting on progress of the litigation process as agreed at the last meeting.

The meeting closed at 10.33p.m.