

The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 6 March 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 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. and welcomed the 3 members of the public.

185. Apologies and Acceptance for Absence

Apologies were received and accepted from Cllr Everett and Cllr Ghimire

186. Declarations of Interest and Dispensations

Cllr King – Hellesdon Youth Club, Hellesdon Community History, Medieval Pageant proposal

Cllr Knowles – Hellesdon Community Choir

Cllr Everett – Drayton Parish Council, Broadland District Council

Cllr Buck – Hellesdon Youth Club, Hellesdon Community History, Broadland District Council, Medieval Pageant Proposal

Cllr Grady – Hellesdon Youth Club, Broadland District Council

Cllr Gurney – Broadland District Council, Norfolk County Council

No dispensations had been requested.

187. Minutes of Meeting held on 6 February 2018

Minutes had been circulated, and it was

RESOLVED TO ADOPT

61

Approved.....

Date.....

188. Public Participation

The Chairman invited the public to speak. Lexie Fothergill invited questions on the pageant proposal for discussion later on the agenda. A further adjournment was agreed if needed. Mr Southgate was attending as an Observer.

189. Report from Police to include Parish Crime Figures

Nothing received for this meeting. Good Wishes were recorded to PC Dye who had now returned to work.

190. Report from County Councillor

No action was proposed on verges in Meadow Way, it was not cost effective, and there was no budget or plans to tarmac..

Cllr Gurney had an ever-growing list of potholes following the recent snowy weather. Plans were in hand for re-lining roads using the £6000 allocation at junctions of roads, but major works would be incorporated into the County Council budget.

Complaints had been received from residents regarding illuminated A-frames, which were permitted on forecourts under advertising legislation, but not on pavements. Further complaints had been received about unauthorised advertising banners, which NCC did not have resources to address at the present time. It was possible to delegate the authority to the parish council, but this needed further discussion/information, and a meeting was to be arranged; Councillors would be notified of the date and were welcome to attend. The delegated function would necessitate an amendment to the Litter Warden's job description and preliminary discussions would be held. Unauthorised advertising was in breach of s.220 of the Town & Country Planning Act 1990 and could be removed from council property under s.224 of the same Act.

The County Council was working with the Norfolk & Norwich University Hospital to improve the bed-blocking situation.

191. Reports from District Councillors

Cllr Buck – Community at Heart Event on Monday 23 April 2018, in Hellesdon, either the Council Chamber or the Community Centre dependent upon number of delegates registered. An excellent opportunity for groups to learn the procedures and processes for organising and running events. Cllr Knowles offered the use of his projector.

Cllr Gurney –

- Broadland Greater Norwich Local Plan meeting re-scheduled to 15 March, in the Council Chamber at Thorpe Lodge.
- It was possible that applications might be made to extend the licensing hours and for extensive refurbishment of The Bull public house.
- Refuse collections were catching up after the recent snow.
- In response to a question, it was confirmed that the recent drainage works were carried out by Norfolk County Council using EU funding. The basis for selection was the age and condition of the drains.

Cllr Grady – new leaflets on parking issues would be emailed to Councillors. Copies were available in the Parish Office.

192. Report from Parish Council Chairman

The Chairman thanked members for their support during the recent snowy weather and had tried to keep members up to date. Hellesdon Community Centre was kept open from 08:00 to 16:00, hirers had cancelled many evening bookings. Caretakers living locally worked extra hours and some took holiday; reimbursement to be via time off in lieu. The Toy Fair on Sunday 4 March was very busy, and some people had complained they could not park. Three further similar events were booked during the year, and the logistics would be re-evaluated as the event had grown in scale.

Council Administrator –

The Chairman highlighted the following from the report previously circulated:

- Congratulations to the Administrator on gaining the Certificate in Local Council Administration (CiLCA) with Distinction. Thanks also to the Locum Clerk for some mentoring
- Data Protection Legislation – extremely complex, specific guidance was awaited
- Staff Handbook virtually complete
- 1-2-1 processes ratified at Staffing Committee
- New caretaking manual virtually complete
- Electric charging point installed in correct location outside the Parish Office. A suggestion was made to extend the hatched yellow lines to maintain parking space for the van when it needed re-charging.

There were no questions and the report was **ADOPTED**.

It was proposed and **AGREED** to bring the Medieval Pageant item forward to this point in order that the members of the public could answer questions.

193. Business Plan for Medieval Pageant

Further information had been tabled, and Cllr Buck emphasised that this was an update on that previously circulated. The grant application form would be presented to the April council meeting, as bank account details were still in progress.

The following points were extensively discussed:

- As the event was not a Parish Council organised event, the group needed to ensure that sufficient help was available for all aspects of preparation, running and clearing down – the group agreed to advertise for help
- Car parking – the group to investigate overflow areas, e.g. Hellesdon High School
- Car park marshalling – consider an approach to Eventguard
- The Parish Council had discretion over any charges for equipment
- Early notification to residents and Police, including warning of noise and that people should not bring dogs
- Adequate public liability insurance, and weather insurance in case of the need to cancel the event

- First Aid cover – quotes had been received and the most favourable would be accepted once the event had been given the go-ahead.

It was subsequently proposed by Cllr Britton, seconded by Cllr Knowles and **RESOLVED** that the Council allow the event to go ahead on the following basis:

- Use of the field free of charge
- Council gazebos/tents and associated equipment loaned free of charge, provided they were suitable following an inspection.
- The organisers address and comply with all legislation

Cllr Grady offered the loan of the Youth Club tent, and this was accepted. Lexie Fothergill and colleague left the meeting at this point.

194. 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.

194.1 Bank Reconciliations January 2018 – **RESOLVED TO APPROVE**

194.2a Approval of Accounts –Payments - January 2018– It was noted that the cost of the Pirate Ship play equipment would be reimbursed from s.106 funds, and water “rates” would be reclaimed from allotment holders. The Caretakers’ Rest Room would also double as a first aid room, and the Community Centre met the criteria for use as an emergency centre. It was **RESOLVED TO APPROVE**

194.2b Approval of Accounts –January 2018 – **RESOLVED TO APPROVE**

195. General Matters

195.1 Street Naming Royal Norwich Golf Course.

Information previously circulated was discussed in detail and the following **RESOLVED:**

- Ethel Colman Road instead of Deuchar Road
- 1st phase - trees reflecting the species on the site – suggestions were made for the Chairman and Cllr Fulcher to take forward
- Phases 2 – 6 -a sub-group from the Media, Communications & IT Infrastructure Committee to invite residents to suggest names of local people and reserve a phase for Golf Club names.

The meeting adjourned at 8.30p.m. and reconvened at 8.45p.m.

195.2. Business Plan for Medieval Pageant

See Minute 193 above

195.3 LCRS Action Plan

The information previously circulated was discussed. The Locum Clerk referred Councillors to the Minutes of the Media & Communications Committee Meeting held on 13 February which agreed that the website and training in its management was a high priority.

195.4 Data Protection Legislation

The Administrator's report was discussed. It was considered that there should be a person to oversee document shredding.

196. Activities

196.1– Chairman's Evening to include Launch of Neighbourhood Plan

Invitations printed and ready to go out, members were reminded to submit their guest lists. Some additions had been made to include local businesses, Chairmen of local Parish Councils, school, church and some local charity representatives. Cllr Knowles would advise on availability of the Community Choir.

197. Planning Matters

197.1. Committee Meetings

Minutes had been circulated. Councillors were advised that application 20180224 - 149 Woodland Drive – would be called in if Officers suggested approval.

197.2 Questions of the Meetings

There were no question and it was

RESOLVED TO ADOPT THE MINUTES

198. Playing Fields, Amenities and Allotments

198.1. Committee Meeting

Cllr King drew attention to the requests from the Bowls Club and a further meeting with a club officer that had clarified several points. There were several options for the future, and Councillors were reminded of the need to look at the bowls green in the context of the agreed review of all facilities. A detailed discussion took account of income, maintenance costs and the Bowls Club's wish for improved facilities to attract more members. It was subsequently **RESOLVED** that:

- The Council was not able to support the installation of utilities at the present time
- The Bowls Club should be advised of the Committee's decisions at the meeting held on 20 February
- Council representatives should meet with Bowls Club representatives in October to plan for 2019

Cllr King also drew attention to the various funding options available for the purchase of WWI Armistice Centenary benches. If funding could be secured for the benches, s.106 funds could be used for the concrete pads.

Allotments – the request from Haha for the use of the site for the Annual barbecue and scarecrow competition on Saturday 30 June 2018, together with doughnut van, was **APPROVED**. The Chairman advised that one allotment holder had requested help from the McDonalds' team; it was suggested that the team might assist with tidying vacant plots.

199. Media and Communications

199.1. Committee Meeting

Cllr Prutton advised that The Grapevine ready for publication, Dor-2-Dor to distribute, with monitoring to establish how much of the parish was not covered. This issue included the competition for naming the pirate ship.

200. Property, Policy and Resources

The Chairman updated members on quotes received for binding copies of the Neighbourhood Plan. Three quotes were presented, and it was

RESOLVED to accept the quote from Everett for £583 for 200 colour copies with laminated cover.

Cllr Knowles agreed to convert the document to Word format.

201. Hellesdon Community Centre

The quotation from John Goddard was discussed, with reservations expressed regarding the costs involved. There was confidential information dating back to the time of the acquisition from the charity, and it was therefore

RESOLVED TO DEFER THE DECISION UNTIL THIS CONFIDENTIAL INFORMATION HAD BEEN DISCLOSED FOLLOWING THE EXCLUSION OF THE PRESS AND PUBLIC.

202. Exchange of Information

Cllr Buck – series of talks by Hellesdon Community History in the Library commencing 29 March.

Cllr Grady – help with the recent Greater Norwich Local Plan was much appreciated. Residents were pleased to have the opportunity to view the proposals and discuss with Councillors.

203. 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

204. Date, Time and Venue for Next Meeting

This was confirmed as **Tuesday 3 April 2018**, at 7pm in the Council Chamber, Diamond Jubilee Lodge.

Pursuant to the resolution under item 182 above, the meeting withdrew into Committee to receive the confidential information referred to above with regard to the Community Centre and to consider Confidential staffing issues.

205. Confidential Items

205.1 Community Centre

The Chairman gave Confidential information related to the Community Centre which clarified some of the issues raised in the earlier discussion. It was subsequently proposed by Cllr Grady, seconded by Cllr King and

RESOLVED WITH 3 ABSTENTIONS TO ACCEPT OPTION 1 IN THE SUM OF £5950 (plus VAT).

205.2 Staffing

Cllr Knowles reported on the committee meeting the previous evening as below:

- Approval was given for the Clerical Officer to commence the ILCA course.
- Health & Safety Update given
- Outstanding leave dates were granted as these were for a week or less
- Monitoring system requested for sick leave

The meeting was updated on the progress of legal matters related to a previous member of staff.

The meeting closed at 9.46p.m.