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Parish Clerk: Mr. Mark Knight

**Minutes of the Meeting of Hellesdon Parish Council  
held on Tuesday 3 April 2018 in the Council Chamber,  
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.30p.m.**

**PRESENT:**

Cllr S Gurney, Chairman

Cllr D Attenborough Cllr G Britton Cllr D Buck

Cllr Everett Cllr M Fulcher Cllr Ghimire

Cllr R Grady Cllr D Jones-Blackett

Cllr D King Cllr S Prutton (from 7.35pm) Cllr R Sear

Mr Mark Knight – Parish Clerk

**WELCOME**

The Chairman opened the meeting at 7.30p.m. no members of the public were present. The Chairman also welcomed Mr. Mark Knight the new Parish Clerk to the meeting.

**206. Apologies and Acceptance for Absence**

Apologies were received and accepted from Cllrs. Franklin, Knowles, Fahy and Wright.

**207. Declarations of Interest and Dispensations**

Cllr King – Hellesdon Youth Club, Hellesdon Community History

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

Cllr Everett – Drayton Parish Council, Broadland District Council

Cllr Grady – Hellesdon Youth Club, Broadland District Council

Cllr Gurney – Broadland District Council, Norfolk County Council

No dispensations had been requested.

**208. Minutes of Meeting held on 6 March 2018**

Minutes had been circulated, and it was

**RESOLVED TO ADOPT**

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Approved.....

Date.....

**209. Public Participation**

No members of the public were present.

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

These were circulated and noted. Cllr. Gurney informed the council that PC Dye is now back to work and focusing on Hellesdon.

**211. Report from County Councillor**

Cllr. Gurney reported that the Northern Distributor Road (Broadland Parkway) is now completed and will open up in its entirety at 5am on 12<sup>th</sup> April 2018.

A 30 bed respite care unit has been opened in Cromer and one is expected to open in Great Yarmouth soon.

There is particular concern for a large increase in potholes in the Parish. Councillors were encouraged to report any to the Parish Office who are monitoring the situation and reporting to Norfolk County Highways. The Parish Clerk is also meeting with Mr. Chris Mayes of Norfolk County Highways each quarter to improve communications.

There have been problems with HGVs using the Drayton Wood Road, there is a possible weight restriction in the offing and a new 'Not suitable for HGVs' sign being erected.

The land, recently identified as 'Plane View', near Norwich Airport on the Holt Road has been a particular concern. It has been established that the land has been purchased and therefore there is no illegal occupancy, however structures are being erected which Norwich City Council are aware of and monitoring. The Planning Department are in the process of seeking legal advice.

**212. Reports from District Councillors**

Cllr Buck – Gave a verbal report on several works of art which have recently been saved.

**213. Report from Parish Council Chairman**

The Chairman gave a verbal report detailing the progress of the Civic Evening on Friday 27<sup>th</sup> April for the Neighbourhood Plan and councilors were encouraged to attend and reply to invitations.

A brief overview of the success of the Parish Partnership funding for one hard standing and two new bus shelters.

It was also reported that the grant which was obtained by the Council Administrator for the 'Warm and Well' packs has been unable to be spent due to insufficient stock at the wholesalers. The money has unfortunately had to be returned to the Norfolk Communities Foundation as a result. A complaint has been lodged with the Foundation regarding the manner of the timing when such grants are awarded.

**Council Administrator –**

The Chairman highlighted the following from the report previously circulated:

- Need for certain policy documents to be revised or created with version control put in place.

- A finance training plan now in place between the Parish Clerk and the Finance Officer.
- Data Protection action plan now in place and being worked on.
- Staffing performance management plan in place and explained to all staff. Full staffing review underway.
- Parish Council is now fully Health and Safety compliant.

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

**214. 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.

**214. 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.

- 214.1 Bank Reconciliations February 2018 – **RESOLVED TO APPROVE**
- 214.2a Approval of Accounts –Payments - February 2018– **RESOLVED TO APPROVE**
- 214.2b Approval of Accounts – February 2018 – **RESOLVED TO APPROVE**

**215. General Matters**

215.1 Update from Council Administrator regarding Data Protection Legislation

The Council Administrator gave a verbal update regarding the GDPR. The Council were informed that all documents currently owned by the Council have been located and the process is in place to process them and dispose of in line with the Parish Council’s Retention of Documents Policy. A list of purposes for processing data is also now complete and work has begun on identifying the legal reasons to back this up. Consent is being used as a stop-gap measure until such time that the Parish Council is fully compliant.

215.2 Request from Council Administrator for two Data Protection briefing packs

It was **RESOLVED** to approve this request. The packs contain template documents for all data protection compliance work.

**216. Activities**

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

It was reported that the event was now organised as much as possible and that the printing of the neighbourhood plan document was underway.

**216.2 – Annual Parish Meeting – Thursday 19<sup>th</sup> April 2018**

The Chairman invited all councilors to attend and stressed that the meeting would begin at 7.30pm and would be in the Council Chambers and not the Marjorie Lewis Hall at the Hellesdon Community Centre.

**217. Planning Matters**

**217.1. Committee Meetings**

Minutes had been circulated.

**217.2 Questions of the Meetings**

There were no question and it was

**RESOLVED TO ADOPT THE MINUTES**

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

218.1 The Chair of the Committee reported that the recent Pirate Ship naming competition had unfortunately not received any entries.

As a late item a request from a Mr. Bloom for an additional allotment to be allowed within the same family was discussed. It was **RESOLVED** to allow Mr. Bloom to have an allotment due to the current shortfall in occupants; the situation to be revisited should the site reach capacity in the future.

**219. Media and Communications**

219.1. The Chair of the Committee reported that the situation regarding the delivery of The Grapevine was still less than satisfactory with Waldemar Avenue, Lilian Close and Prince Andrew Close still not having received a copy a month after it was sent out for delivery. The Council Administrator advised that he was speaking to the company Dor-2-Dor regarding their performance and the future the Parish Council may have with them.

**220. Property, Policy and Resources**

There was nothing to be discussed for this item.

**221. Hellesdon Community Centre**

221.1. Committee Meetings

Minutes had been circulated.

221.2 Questions of the Meetings

There were no questions regarding the minutes. However, the Chair updated the Council on details concerning the recent change in charges for groups using music and the impact of this on the PRS license. It was also reported that the Community Center boilers have failed twice recently and an interim service may be needed to assess any work which needs to be done. A brief discussion was also had over parking issues surrounding a local event held at the Community Center.

It was **RESOLVED TO ADOPT THE MINUTES**

**The meeting then paused for a break at 8.23pm, resuming at 8.39pm.**

**222. Exchange of Information**

Cllr Buck – Gave a report on the Hellesdon Community History group’s recent meeting at Hellesdon Barns on 7<sup>th</sup> April and a search for medieval bricks and that the Hellesdon Youth Club will be holding a meeting on 4<sup>th</sup> April with a push for volunteers.

Cllr Britton – Gave his apologies for the meeting on the 1<sup>st</sup> May 2018.

**223. 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.**

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

This was confirmed as **Tuesday 1 May 2018**, at 7pm in the Council Chamber, Diamond Jubilee Lodge.

**Pursuant to the resolution under item 223 above, the meeting withdrew into Committee to receive the confidential information referred to above with regard to acquisition of land and to consider Confidential staffing issues.**

**225. Confidential Items**

225.1 Staffing

Committee Meetings

Minutes had been circulated.

Questions of the Meetings

Cllr. Gurney informed the Council on the monthly staffing meetings to monitor the probation process of the Parish Clerk. Cllr Buck made a request for the language used in staffing minutes to be more accessible and easy to understand.

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

225.2 Cllr. Gurney informed the Council of an opportunity to acquire land.

After much discussion it was AGREED to:

- Decline the offer made to Hellesdon Parish Council by the owners agent and write to accordingly.
- Seek advice from Sport England
- Seek advice from the planning department at Broadland District Council.
- Contact the District Valuation Office to ascertain quotes for land valuation.
- Set up a working group of councillors to work on a project to acquire land in conjunction with the Parish Clerk.
- Engage, as per proposal, a planning consultation company to assist the working group.
- To consider local publicity once further details were known.

The meeting closed at 10.15p.m.