

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 Annual Meeting of Hellesdon Parish Council  
held on Tuesday 1 May 2018 in the Council Chamber,  
Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

**PRESENT:**

Cllr S Gurney, Outgoing Chairman

Cllr D Attenborough Cllr D Buck Cllr G Everett Cllr D Fahy

Cllr U Franklin Cllr M Fulcher Cllr D Ghimire Cllr R Grady

Cllr D Jones-Blackett Cllr J Knowles Cllr D King

Cllr S Prutton Cllr R Sear Cllr J Wright

Mr M Knight, Parish Clerk  
Mrs M Anderson-Dungar – Minutes

**WELCOME** - The Outgoing Chairman welcomed Councillors and 4 members of the public.

**1. Election of Chairman and Chairman's Declaration of Acceptance of Office**

Cllr Gurney proposed Cllr Grady, who accepted the nomination. It was

**RESOLVED TO ELECT CLLR GRADY AS CHAIRMAN OF THE COUNCIL FOR THE YEAR 2018/19**

Cllr Grady took the Chair and signed the customary Declaration of Acceptance of Office, witnessed by the Clerk.

**2. Election of Vice-Chairman**

Cllr Buck proposed Cllr Prutton, who accepted the nomination. It was

**RESOLVED to elect Cllr Prutton as Vice-Chairman of the Council for the year 2018/19.**

**3. Apologies and Acceptance for Absence**

Apologies were received and accepted from Cllr G Britton.

1

Approved.....

Date.....  
HPC Annual Council Mins 1 Msy 2018

**4. Declaration of Interest and Dispensations**

Cllr King – Hellesdon Youth Club, Hellesdon Community History  
Cllr Knowles – Hellesdon Community Choir  
Cllr Everett – Drayton Parish Council, Broadland District Council, matters pertaining to Reepham as a District Councillor for the area.  
Cllr Buck – Hellesdon Youth Club, Hellesdon Community History, Broadland District Council  
Cllr Gurney – Norfolk County Council, Broadland District Council  
Cllr Grady – Broadland District Council, Hellesdon Youth Club

No dispensations had been requested.

**5. Report from Outgoing Chairman**

Cllr Gurney reported on a busy and challenging year for the Council. S.106 monies had financed new equipment for the Council to ensure compliance with legislation, the Council had taken on Mountfield Park and installed new equipment on Meadow Way, and the area behind the Council Office. New members of staff, both administrative and grounds/caretaking, had been appointed. Mr Mark Knight was congratulated on gaining the Certificate in Local Council Administration, and on his recent appointment as Parish Clerk.

The Council had staged exhibitions and consultations during the year, in particular on the Greater Norwich Local Plan with its implications on the parish – thanks were recorded to Cllr Grady for leading on this. The Council’s Neighbourhood Plan had also been adopted, which meant that the parish would be allocated an increased share- 25% rather than 15% - of Community Infrastructure Levy (CIL) on new developments. The Council would need to plan ahead for spending the money for the benefit of all residents.

A very successful Senior Citizens’ Party was held in December, and Councillors and staff were thanked for their help, both in planning, and on the day.

Committees and their Chairmen were thanked for their work throughout the year:

As Council Chairman for 4 consecutive years, Cllr Gurney could not stand for re-election as Chairman this year. She thanked her fellow Councillors and all the staff for their support and hard work, and concluded with thanks and a presentation to Mo Anderson-Dungar, as Acting Clerk during the past year.

The full report as given to the Annual Parish Meeting, would be included in a future edition of The Grapevine.

**6. Appointment of Signatories for Orders of Payment**

Current signatories were: Cllrs Gurney, Grady, Knowles and Jones-Blackett. It was

**UNANIMOUSLY RESOLVED THAT THEY BE RE-APPOINTED**

**7. General Power of Competence**

A resolution was required under the Localism Act 2011 for the Council to use this power. It was

**UNANIMOUSLY RESOLVED TO DEFER TO THE NEXT MEETING PENDING A REPORT FROM THE CLERK**

**8. Appointment of Members to Standing Committees**

The Chairman asked if Members were happy to continue their current Committee appointments. With the exception of Cllr Knowles, who wished to withdraw from Playing Fields, Amenities and Allotments, and was replaced by Cllr Fulcher, it was

**RESOLVED THAT, WITH THE ABOVE AMENDMENT, COMMITTEE MEMBERSHIPS AND COMMITTEE CHAIRMEN BE APPOINTED EN BLOC FOR THE YEAR 2018/19.**

**9. Appointment of Members to Working Groups and Panels**

Cllr King withdrew from the Events Working Group; Cllr Sear agreed to join the group. It was

**RESOLVED TO CONTINUE EXISTING WORKING GROUPS WITH THE ABOVE AMENDMENT TO MEMBERSHIP AND THAT MEMBERS TO STAFF APPEALS, COMPLAINTS, STAFF INTERVIEW AND GRIEVANCE, CAPABILITY AND DISCIPLINARY PANELS BE APPOINTED (3 FROM 6 APPOINTEES IN EACH CASE) AS AND WHEN APPROPRIATE**

**10. Appointment of Members (and Substitutes where applicable) to Local Bodies/Groups**

Representation to the following bodies/groups was

**UNANIMOUSLY RESOLVED AS**

Airport Consultative Committee – Cllr Prutton, substitute Cllr Sear  
Safer Neighbourhood Action Panel – Cllr Prutton, substitute Cllr Grady  
Western Link Project – Cllr Prutton, substitute Cllr Buck

**11. Dates for Standing Committee Meetings**

It was

**RESOLVED THAT THE CLERK SHOULD DISCUSS DATES WITH EACH COMMITTEE CHAIRMAN**

**12. Review of Policies**

Following discussion, it was

**RESOLVED TO DELEGATE AUTHORITY TO THE PROPERTY, POLICY AND RESOURCES COMMITTEE TO REVIEW THE FOLLOWING POLICIES AND MAKE RECOMMENDATIONS TO THE FULL COUNCIL**

- Standing Orders
- Financial Regulations

- Members Code of Conduct
- Scheme of Delegation to Clerk and RFO
- Full Council Functions
- Health & Safety
- Customer Service
- Complaints and Compliments
- Media Relations
- Management of Outdoor Surfaces in Severe Weather Conditions
- Unreasonably persistent, Abusive or Vexatious Contacts Behaviour
- Filming Recording and Photography at Council Meetings
- Retention of Documents
- Safeguarding

**13. Minutes of Full Council Meeting held on 3 April 2018**

A revised draft was tabled, and it was

**RESOLVED TO ADOPT THE MINUTES AS REVISED.**

**14. Public Participation**

Cllr Buck updated the Council on proposed changes to the Medieval Pageant, with comments from the Paston 600 Project Officer and representatives from Hellesdon Community History. The group's updated budget and business plan had been lodged with the Council, and the group wished to hire the entire Community Centre to offer space to other organisations. This was a first step towards a larger event in the future and part of the Paston 600 project.

**15. Pageant**

It was **agreed** to bring this item forward, and questions were invited. Cllr Buck confirmed that all arrangements were in hand for litter collection, first aid cover and insurance. It was emphasised that the Doctor's Room is also the caretakers' rest room and should be used as a first aid room in an emergency. Volunteers were being recruited, but due to scaling back of the event, a fewer number was needed. Exact timings within the 12 noon to 4pm period yet to be finalised. It was noted that cannon fire had been withdrawn and that residents would be advised of the event. The group would liaise with the Head Groundsman over parking and marshals would be in attendance. It was

**RESOLVED THAT CLLR BUCK COULD PROCEED WITH THE EVENT**

Cllrs Buck and King did not vote.

Three members of the public left the meeting at this point.

**16. Report from Police to Include Parish Crime Figures**

The information previously circulated via email was discussed. There was no progress on the planned meeting with Police & Crime Commissioner Lorne Green.

The Council was reminded of the SNAP meeting on 2 May at Horsford and informed of the appointment of a PC to take charge of dementia issues and to work with Hellesdon Hospital patients. The report was **noted**.

**17. Report from County Councillor**

Cllr Gurney's report included the following:

- Ongoing work to repair potholes following winter weather damage
- Re-lining work commenced using her £6000 budget
- Other works in progress/soon to commence – ASDA junction, resurfacing of Low Road/Hospital Lane junction, traffic count and possible pedestrian count on Middletons Lane.
- Complaints about dazzling white lights as a danger to traffic from the Norwich direction during Drayton High Road evening working – need to be angled
- Western Link – exhibition to be hosted at Hellesdon Parish Council office on 26 June, meeting held with Norfolk & Norwich University Hospital and one to be held with the Ambulance Trust to emphasise benefits as response time from North Norfolk would be reduced by 209 minutes. Hellesdon Parish Council would need to form its own response and this should be included on the next or a future Agenda.
- Cllr Gurney emphasised online reporting as it was easier to identify exact locations using the map.
- The Fifers Lane junction was possibly the responsibility of Norwich City Council – the Area Engineer to be contacted.

**18. Reports from District Councillors**

Cllr Buck reported on the success of the Come Together event hosted by Hellesdon Parish Council and attended by 68 representatives of community groups and parish/town councils. Cllr Gurney tabled the brochure given to all delegates and advised of the possibility of a similar event in other parts of the District.

A consultation on Public Rights of Way would shortly be sent to the Clerk.

**19. Reports from Parish Council Chairman and Clerk**

Chairman – Cllr Gurney was pleased with the recent event to launch the Neighbourhood Plan

Clerk – Mr Knight reported that during the past month the main focus had been on staffing, GDPR compliance and preparation for this meeting.

**20. Financial Matters**

Information had been circulated in advance and a revised version of one was tabled.

20.1 – Verification of Vouchers 1<sup>st</sup> to 31<sup>st</sup> March 2018 – all cheque signatories confirmed that invoices/payments were in order and conformed to Council's procedures.

20.2 - Bank Reconciliation 1<sup>st</sup> to 31<sup>st</sup> March 2018 – **RESOLVED TO APPROVE**

5

Approved.....

Date.....

20.3 - Approval of Accounts 1<sup>st</sup> to 31<sup>st</sup> March 2018 – **RESOLVED TO APPROVE**

**21. General Matters**

21.1 – Correspondence – there was none

21.2 - LCRS Action Plan – work ongoing, Support Officer training to upload items to the website, completion end June. Payments over £500 now listed on the website.

21.3 – Annual Parish Meeting 18 April 2018

- Draft Minutes had been circulated. A disappointing turnout despite good advance publicity – just 2 attendees, both Councillors. Live streaming via Facebook was suggested, but this would need more discussion. **AGREED** to refer this to Media and Communications Committee for further discussion/recommendations to Full Council. The Minutes were **noted**.
- Questions of the Meeting – there were none.

21.4 – General Data Protection Regulations – the Clerk gave a report on work to date. The Council needed to identify locations of information, including archive and paperwork stored at Broadland District Council offices.

21.5 – Data Protection Officer Scheme – the Clerk’s request for the Council to participate in the countywide scheme was **APPROVED in the sum of £75 annually**.

21.6 – The future of Street Lighting in the Parish – the email previously circulated was extensively discussed, and it was proposed and

**RESOLVED TO WRITE TO BROADLAND DISTRICT COUNCIL ACCEPTING THE PRINCIPLE OF LIGHTING ON THE GOLF COURSE SITE SUBJECT TO**

- a) **COSTS OF INSTALLATION FUNDED BY THE DEVELOPER**
- b) **S.106 COMMUTED SUM COVERS ALL COSTS TO AVOID OVERLOADING SPECIAL EXPENSE**
- c) **BROADLAND DISTRICT COUNCIL MAINTAIN THE LIGHTS IN ACCORDANCE WITH PRESENT PLAN AND COLLECTS THE COSTS VIA THE SPECIAL EXPENSE**

The meeting adjourned at 8.30pm for a comfort break and reconvened at 8.40p.m.

**22. Activities**

22.1 – Medieval Pageant Update – taken earlier on the Agenda (ref. Minute 15 above).

22.2 – Grant to Hellesdon Community History for the Medieval Pageant – Cllr King spoke to this item and explained how the full grant of £500 would be used for the event, for the benefit of the whole community. Cllrs King and Buck left the room during the ensuing discussion, following which it was **RESOLVED TO APPROVE £500 FROM THE COMMUNITY RESERVE**. Cllrs King and Buck returned to the meeting.

**23. Planning**

23.1 - Minutes of Meetings held on 3<sup>rd</sup> and 17<sup>th</sup> April 2018 – had been circulated. In Cllr Britton's absence, Cllr King advised that following acceptance of the new signs for The Bull public house, the Committee had deferred discussion on the proposed new name as this was a matter for the Full Council and did not fall within the scope of the planning application. It was

**RESOLVED TO ADOPT BOTH SETS OF MINUTES**

Cllr Gurney reported that the proposed application for the conversion of 1498 Woodland Road had been refused by the Planning Committee at Broadland District Council. However, the applicants still had the right of appeal.

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

24.1 – Request from Hellesdon Rainbows to plant poppies at the Community Centre – following a wide ranging discussion it was subsequently

**RESOLVED**

- a) **THAT A PLANTER WOULD BE A MORE PERMANENT MEMORIAL, WITH A PLAQUE, POSITIONED OUTSIDE THE OFFICE WINDOW, AND POSSIBLY MADE BY THE STAFF, CONTAINING CRAFTED POPPIES (AS POPPIES DON'T FLOWER IN NOVEMBER) AND SEASONAL PLANTING. THE CLERK TO ORGANISE A MEETING BETWEEN THE GROUP AND THE HEAD GROUNDSMAN**
- b) **THE RAINBOWS SHOULD BE REPRESENTED AT THE FORMAL REMEMBRANCE SERVICE**
- c) **THE EVENTS COMMITTEE MEETS TO CONSIDER THE PUBLICATION OF A BROCHURE TO INCLUDE ALL THE EVENTS THE PARISH COUNCIL IS SUPPORTING DURING THE ARMISTICE CENTENARY YEAR – IN ADDITION TO INFORMATION PUBLISHED IN THE GRAPEVINE**

24.2 – WWI Commemorative Seats and Litter Bins – Cllr King referred to earlier discussions and confirmed that the costs did not include installation. There was grant funding available in addition to the amenities reserve. Precise locations for all to be agreed. It was

**RESOLVED TO AGREE IN PRINCIPLE TO THE PROJECT AS OUTLINED SUBJECT TO FULL COSTS SUBMITTED TO THE COUNCIL AND THE SUBMISSION OF A GRANT APPLICATION**

**25. Media & Communications Committee**

25.1 – No minutes, but Cllr Prutton reported that the Committee would discuss distribution of The Grapevine at a future meeting, as delivery of the last issue took one month to complete.

**26. Hellesdon Community Centre**

26.1 – No minutes, but Cllr Gurney advised that PRS charges had been added to invoices for the relevant groups and organisations; any group with concerns was

asked to contact the Council. Cllr Knowles requested further clarification as PRS and PPL had amalgamated.

**27. Property Policy & Resources**

27.1 – Administration of Community Infrastructure Levy and s.106 finds – it was **RESOLVED THAT THE COMMITTEE SHOULD DISCUSS THIS IN MORE DETAIL AT ITS NEXT MEETING AND REPORT TO FULL COUNCIL**

DRAFT



**28. Staffing Committee**

28.1 – Recommendation on Appointment of Clerk – it was proposed by the Chairman, seconded by Cllr Buck and

**RESOLVED UNANIMOUSLY TO ACCEPT THE RECOMMENDATION OF THE STAFFING COMMITTEE MADE AT THE MEETING ON 19 MARCH 2018 TO FORMALLY APPOINT MR MARK KNIGHT AS PARISH CLERK WITH EFFECT FROM 1<sup>ST</sup> APRIL 2018**

**29. Exclusion of the Press and Public**

It was **RESOLVED** under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items related to Acquisition of Land, in view of the confidential nature of the business to be transacted, after the item that confirmed details of the next meeting.

The remaining member of the public left the meeting at this point.

**30. Exchange of Information**

Cllr Knowles – Hellesdon Community Choir forthcoming events – heritage event, summer concert on 28 July, WWI Armistice Centenary Celebrations  
Cllr Prutton – countywide Speedwatch from 10a.m. to 2p.m. on Saturday 5 May as requested by Norfolk Constabulary.

Cllr Franklin – Norwich Singers concert 14 July 2018

Cllr Buck – Star Wars themed event for the Youth Club on 4 May; more volunteers always welcome. Hellesdon History Group meets fortnightly, next meeting Saturday 5 May.

**31. Date of Next Meeting**

This was confirmed as **Tuesday 5 June 2018 at 7pm in the Council Chamber, Diamond Jubilee Lodge.**

**Pursuant to the resolution under Minute 29 above, the Council withdrew into Committee for consideration of CONFIDENTIAL matters related to Acquisition of Land.**

**32. Acquisition of Land – Confidential Discussion**

32.1 – Update – Cllr Gurney reported on actions taken since the last meeting. There had been no response to correspondence.

32.2 – Budget – it was **RESOLVED TO ALLOCATE THE GROUP A BUDGET OF £5000 FOR THE RECOMMENDED STUDY AND £1500 FOR DISTRICT VALUER FEES**

32.3 – Appointments – The Working Group to meet as soon as possible.

The meeting closed at 9.45p.m.

DRAFT

**10**

Approved.....

Date.....  
**HPC Annual Council Mins 1 Msy 2018**