HPC HELLESDON PARISH COUNCIL

**The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB**
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# Minutes of the Meeting of Hellesdon Parish Council
## Held on Tuesday 13th April 2021 by Zoom Online at 7.00 pm.

Meeting is being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

**PRESENT:**

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|---|---|
| Cllr D King, Chair | Cllr Bush Trivett (Joined at agenda item 6c) |
| Cllr B Johnson, Vice Chair | Cllr S Gurney |
| Cllr K Avenell | Cllr G Britton |
| Cllr U Franklin | Cllr Fahy |
| Cllr L Douglass (Co-opted item 4) | |

**In attendance:** Mrs N Carver, Clerk
District Cllr Prutton
2 Members of the public

**WELCOME –**The Chairman welcomed Councillors and members of the public. Following the announcement on Friday 9th April of the passing of HRH The Duke of Edinburgh, Cllr King asked that the meeting would start with a two minute silence, following this any member who would like to say a few words for prosperity are welcome to do so as the meeting is being recorded.
Following the silence Cllr Gurney spoke with regards to the three occasions she had meet with The Duke of Edinburgh both though her time in Office and at home. No further comments.

**1. Apologies and Acceptance for Absence**

Apologies from Cllr Sparkes, Cllr Britcher, Cllr Sparkes and Cllr Fulcher had been received by the Clerk, these were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

There were no requests for dispensations and no additional interests declared.

**3. Minutes of the Meeting held 9th March 2021**

The Minutes of the Full Council zoom meeting held on 9th March 2021 were circulated, proposed by Cllr Gurney and seconded by Cllr Johnson that they are accepted as a true record of the meeting held, and it was

**RESOLVED TO ACCEPT**

**4. Parish Council Vacancy**

The parish council were asked to consider co-option to fill vacancy of Parish Councillor in the South-East Ward. One application had been received from Lacey Douglass, this was previously circulated to all councillors. Cllr Gurney formally proposed, seconded by Cllr Avenell to co-opt Lacey Douglass on to the Parish Council for the South East Ward. It was

**UNANIMOUSLY CARRIED & RESOLVED TO ACCEPT LACEY DOUGLASS VERBALLY ACCEPTED THE POSITION AND JOINED THE TABLE ALL PAPERWORK TO BE COMPLETED THE NEXT WORKING DAY**

**5. Public Participation**

Cllr Prutton spoke with regards to the previous meeting; it was noted she would speak with B&Q regarding the rubbish on the edge of the site. However, two small residents along with their family had been and litter picked the area over a period of 3 days, which was lovely to see doing a lovely gesture for Hellesdon.

Cllr Prutton asked regarding the criteria for the tender for the Community Centre and if contracts would not be included if they could not start in June. Cllr Gurney spoke with regards to the tendering process though this is listed on as part of the criteria, it would not be the deciding factor.

**6. <u>Reports from</u>**

**a) Parish Clerk**

The Parish Clerk's report was previously circulated. It was

**RESOLVED TO ACCEPT THE REPORT**

The Clerk asked to note that the Annual Parish Meeting was Tuesday 27th April as previously reported, and not the 24th as per the Clerks report.

**b) County and District Councillor**

- Cllr Gurney updated the Parish Council with regards to County matters. The zebra crossing outside Firside School to be discussed at Agenda item 8. The proposed layout is the preferred choice from the local residents and the school.

  The bus lane on Cromer Road will be discussed on the 5th June at Norfolk County Council, following the recent consultation. Cllr Gurney has met via zoom with the directors of the bus companies and one of the management team from Norwich Airport, unfortunately they are all in favor of the new bus lane on Cromer Road. Cllr Gurney raised concerns with them and will continue to do what is right for the residents and Cromer Road, and will continue to fight the cause.

  Cllr Gurney confirmed that the second gate for pedestrian access closer to the Drayton Road on the Persimmon Site has been confirmed and Persimmon have agreed to pay the Road Traffic Order. Cllr Gurney confirmed that this is what is expected as a developer and part of their 106 agreement.

  Cllr Gurney updated the Parish Council with regards to District matters. There is still a large amount of fly tipping around Hellesdon and on the outskirts, Cllr Gurney has spoken with Cllrs from adjoining wards.
- Cllr Prutton had no updates on Broadland Matters. An update was given to inform the Parish that work has now commenced on the upgrade to the traffic lights at Waldemar Ave.
- Cllr King updated the Parish Council that the TPO on the Persimmon Site was now confirmed at a recent Panel meeting. Cllr Gurney made some exceptional points at the meeting representing the Parish Council, Cllr King gave thanks to Cllr Gurney for being instrumental at the meeting.

**c)** Cllr King gave a COVID update, he informed the Council that the next Parish Council meeting will be held in person at the Community Centre. The Clerk updated the Council that she was speaking to both NALC and SLCC to ensure this meeting is held safely.

Cllr King confirmed under normal circumstances when a Senior member of the Royal Family passes it is normal for the council to hold a civic ceremony prior to the funeral, under the unfortunate circumstances of Covid we are unable to do this. There is a book of condolence at the Parish Council Offices for any member if the public who is unable to sign the electronic book of condolence,



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**CONT. AGENDA ITEM 6c.**

following Covid guidelines in place members of the public may attend the Parish Office. The Parish Council have asked any member of the public wishing to lay flowers can do so at the war memorial on the Low Road, any flowers laid will be composted and used in the future to plant a tree in remembrance. A suggestion has been made to plant an Oak tree, this will be for the Parish Council to consider at a later date along with a plaque. Clerk to bring to a future agenda.

**d)** The Police Crime Report was **Noted**

Cllr Gurney spoke with regards to the SNAP panel meetings, the police have now set up their own meetings. Cllr Gurney has written to the Head of Broadland and South Norfolk Policing with regards to how the SNAP panel meetings have been "wound up", she had been informed that if we are wanting to hold a SNAP Panel meeting in the future then we would have to do this ourselves. This will be agended at a future meeting.

**7. <u>Financial Matters</u>**

**a)** Bank Reconciliation – 1st April to 31st March 2021.
The document was previously circulated
it was
**RESOLVED TO ACCEPT**

**b)** Earmarked Reserves summary.
The document was previously circulated
it was
**RESOLVED TO ACCEPT**

**c)** Approval of Payments – March 2021.
The document was previously circulated.
It was
**RESOLVED TO ACCEPT**

**d)** Approval of Receipts – March 2021.
The document was previously circulated
It was
**RESOLVED TO ACCEPT**

**e)** Detailed Income and Expenditure Report - 1st April to 31st March 2021
The document was previously circulated.
It was
**RESOLVED TO ACCEPT THE REPORT**

**8. Norfolk County Council Consultation - Proposed Zebra Crossing, Middletons Lane**

Cllr Gurney spoke with regards to consultation from Norfolk County Council for the proposal of a new zebra crossing for Middletons Lane near to Firside School. Following a discussion by the Councillors, proposed by Cllr King and seconded by Cllr Britton to support the proposal. It was **RESOLVED TO APPROVE, with 1 abstention**

**9. Tree Council Donation Request**

Correspondence was received from Broadland Tree Council Network for the Parish Council to consider a donation request. Cllr King gave an update to the Council on the funding the network receives from Broadland District Council. Cllr Gurney proposed £200 from the EMR Good Causes for Hellesdon, it was seconded by Cllr Britton. It was
**RESOLVED TO APPROVE BY ALL**

Approved……

Date……



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**10. Armed Forces Covenant**

A discussion was had on the adoption on the Armed Forces Covenant, information was previously circulated to all councillors. The Armed Forces Covenant Pledge is a promise from the nation ensuring that those who serve or have served in the Armed Forces, and their families, are treated fairly. Signing the Pledge is the first meaningful step you can take to support the armed forces community in your local area and to partner with the Ministry of Defense.
The officer's recommendation is to accept the covenant to show our support and to look to have a Councillor representative. The councillors asked for more information to be presented to the Council at a later meeting including the scope for an armed forces champion. Cllr Gurney proposed for the clerk to investigate the aims and objectives and to look at what the District and County and doing, item to be deferred to September meeting, this was seconded by Cllr Franklin.
It was
**RESOLVED TO ACCEPT**

**11. Planning**

**a.** The recent planning decisions made by the Planning Committee on 9th &23rd March 2021 were **NOTED.**

b. The current standing orders for Planning committee **were preciously circulated to all councillors** and discussed. Over the last year the planning committee have meet by email, both Cllr Britton and Cllr Franklin spoke with the support to go back to face-to-face meetings from May.
It was
**RESOLVED TO KEEP THE CURRENT STANDING ORDERS AND CONTINUE FOR THE PLANNING COMMITTEE TO MEET TWICE A MONTH WITH THE AMENDMENT TO MEET ON 2nd and 4th TUESDAY.**

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

a) The draft minutes of the Playing Fields, Allotments and Amenities Committee meeting on 16th March 2021 were previously circulated and **NOTED**

b) No matters arising from the minutes.

c) The Terms of Reference for Apiary and Community Orchard Working Group were previously circulated, Cllr Gurney spoke with regards to interest already received in a community Apiary in Hellesdon, including the set up involved. It was proposed by Cllr King and seconded by Cllr Bush-Trivett to accept the Terms of Reference. 6 for, and 2 abstentions from Cllr Britton and Cllr Gurney
**RESOLVED TO ADOPT THE TERMS OF REFERENCE**

d) A report was circulated prior to the meeting to allocate funds towards the set up of the Community Apiary. It was proposed by Cllr King and seconded by Cllr Bush-Trivett to allocate
i) £2000 from EMR HEL 2 for the fencing
ii) £1500 from EMR Good Causes for Hellesdon to be allocated to a new EMR Community, Apairy and Allotments (CA&O) to help seed fund.
6 for, and 2 abstentions from Cllr Britton and Cllr Gurney
It was
**RESOLVED TO ACCEPT**
**Cllr Franklin asked that hedgehog holes were put into the fencing.**

**13. Property, Policy and Resources**

a) The draft minutes of the Property, Policy and Resources committee meeting on Tuesday 9th were previously circulated, these were discussed at Full Council meeting 9th March 2021 the minutes from the meeting held on March 30th March 2021 were also circulate, both minutes were **NOTED**

Approved……

Date……

**CONT AGENDA ITEM 13**

b) Cllr Gurney updated the Council that we are delayed by around two weeks currently following request for further quotations.

**14. Community Center Committee**

**a)** The minutes of the Community Centre meeting on 8th March 2021 were previously discussed at Full Council meeting 9th March 2021 and circulated, they were **NOTED**

**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 following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting. Proposed by the chair and agreed by all.**

**16. Staffing Update**

To consider Staffing matters. This item was moved to after agenda item 18.

**17. Exchange of information only**

Cllr King asked for the planting of trees in the parish in remembrance of the Late Duke of Edinburgh to be considered at a future meeting of the Playingfields, Allotments and Amenities committee.

**18. Time and Venue of next Council meeting**

The next meeting of the Full Council to be held on 11th May at the Community Centre in the Main Hall.

**The following item was discussed following the resolution to exclude the press and public. It was confirmed that all Councillors were alone and not able to be overheard.**

**16. Staffing Update**

Cllr Gurney gave an update on the staff workings for the Council due to the recent Covid guidance. Thanks were given to all staff with their continued support for changing working arrangements.

The meeting closed at 21:15pm

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Approved……

Date……