HELLESDON PARISH COUNCIL
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Minutes the Meeting of Hellesdon Parish Council held on Tuesday 10th January 2023 at 7pm at The Council Chambers, Diamond Jubilee Lodge

PRESENT:

Cllr S Gurney (Chair)
Cllr K Avenell
Cllr S Bush-Trivett
Cllr D Fahy
Cllr U Franklin
Cllr R Sear
Cllr W Johnson
Cllr G Britton
Cllr L Douglass
Cllr R Forder
Cllr D King
Cllr P Sparkes

In attendance: Mrs F LeBon (Clerk) and one member of the public.

WELCOME – Cllr Gurney welcomed Councillors and members of the public to the meeting. She reported that District Councillor S. Prutton had very sadly passed away.

All attendees stood for a minutes silence in memory of Cllr Prutton

Cllr Gurney congratulated the member of the public after recent recognition in the New Year Honours and extended thanks for all the hard work done in Hellesdon.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr D Britcher, Cllr G Diffey, Cllr M Fulcher and Cllr R Potter. These were **ACCEPTED.**

2. Declarations of Interest and Dispensations

Dispensations were **APPROVED** for:
Cllr S Gurney, Cllr W Johnson, Cllr K Avenell, Cllr G Britton, Cllr S Bush-Trivett, Cllr L Douglass, Cllr D Fahy, Cllr R Forder, Cllr U Franklin, Cllr R Sear and Cllr P Sparkes in relation to budget setting and the agreement of the precept (item 6g). This is because without the dispensation the number of persons prohibited from participating in the business would be so great it would impede in the transaction of the business.

3. Minutes from Full Council meeting held 13th December 2022

The Minutes of the Full Council meeting held on 13th December 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting, after a proposal from Cllr Douglass and a second from Cllr Franklin.

4. Public Participation

No matters raised.

5. Reports

a) Clerk's Report

Approved……

Date……

This had been previously circulated and was **ACCEPTED**. The Clerk is to follow up as to receipt of the report of works identified by the Streetscene officers, which were due to visit the parish on 12th December.

b) Verbal Report from District and County Councillors

Verbal updates were provided as follows:

- Cllr King reported that his District work had been focussed on licensing and regulatory work, which is not in the public domain.
- In her role as County Councillor, Cllr Gurney reported that she had met with officers regarding the school provision on the Persimmon site. She was presented with reports predicting a fall in birth rate which puts into question the requirement for a new school. Cllr Gurney has asked for the figures to be reviewed, and also asked for the projections for Hellesdon High School. Concerns were raised about the impact on educational provision both the Persimmon and the hospital developments would create based on the family demographics these developments would attract, although it was noted that Firside school is due to be extended. Cllr Gurney will try to obtain the data so that it can be scrutinised by the Parish Council.

  Presently the number of houses that Persimmon plan to build out is uncertain, but is likely to be 750 as opposed to the original 1,000.

  Cllr Gurney has received complaints about non-obeyance of the yellow box at the Boundary, which is being blocked by vehicles as a result of the roadworks. Extra signage has been installed, however any further complaints can be forwarded to Cllr Gurney and she will liaise with the officer monitoring the impact of the roadworks.

  The likely increase in precept from Norfolk County Council is likely to be 4.99% (of which 1.99% will be ring fenced for social care).

  Cllr Gurney has signed off the extension of the 30mph speed limit along Reepham Road. She will continue to press for something to be done about the slippery surface of the red tarmac in this area.

  Cllr Gurney has worked with the parishioner who raised concerns about the new belisha beacons on Middletons Lane at the last meeting, and arranged for shielding around the beacons to screen the light from adjacent properties.

c) Verbal Update from Chairman

Cllr Gurney reported that a donation will be made on behalf of the parish to Retina UK, in memory of Cllr Prutton. She will also be visiting a couple who are celebrating a special wedding anniversary.

6. Financial Matters

a) Bank Reconciliation – December 2022

It was **AGREED** to accept this reconciliation after a proposal from Cllr Johnson and a second from Cllr Franklin.

b) Earmarked reserves summary

It was **AGREED** that the £85,000 CIL received in October should be distributed back to Earmarked reserves.

c) Payments – December 2022

The payments detailed in the written report were **AGREED**.

d) Receipts – December 2022

The receipts detailed in the written report were **AGREED**. Cllr Johnson queried the income from private hire of the tennis courts. The Clerk advised that until the Smartgate is installed, income will come directly to the Parish Council.

e) Detailed Income and Expenditure 1st April 2022 – 31st December 2022

This written report was **ACCEPTED**.

f) To Agree Award of Verge Cutting Contract

Approved……

Date……

Hellesdon Parish Council went out to tender for the grass cutting of the verges in 2023/2024. Local contractors were approached directly and information also placed on the Government's Contract Finder site. Two prices were received, one of which could adhere to the Parish Council's request not to weedkill around street furniture but to strim instead. It was **AGREED** to award the contract to contractor two on price and adherence to the councils requisites, at a price of £8,910.95 per annum.

g) To Consider Budget and Associated Precept for 2023/2024

Each committee had considered its own budget, and these figures had been fed to the PP&R committee, which had met on 19th December 2022 and 5th January 2023. The draft budget provided to Members was being proposed by the PP&R committee. This was a balanced budget that proposed no increase in the parish's proportion of the council tax to local residents. This proposal was mindful of the current cost of living crisis.

It was **AGREED** after a proposal from Cllr Douglass and a second from Cllr Britton, to accept the proposal of a budgeted expenditure of £664,762 and a budgeted income of £103,535, resulting in a requested precept of £561,227. With a tax base of 3866 this resulted in a Band D annual council tax proportion of £145.17, on parity with 2022/2023.

h) To Consider Amendment to Financial Regulation 6.4 to Reflect the Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014.

It was **AGREED** that Financial Regulation 6.4 should be modified to read:

Cheques or orders for payment drawn on the bank account shall be signed by two signatories, at least one of which should be a member of council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

Financial regulation 6.17, as imposed by the council's bankers, should be modified when the new signing arrangements are in place.

i) To Agree Four Bank Signatories for Hellesdon Parish Council and the Responsibilities Thereof

It was **AGREED** that, after a proposal from Cllr Bush-Trivett and a second from Cllr Sparkes, that the bank signatories should be Cllr Johnson, Cllr Douglass, the Clerk and, if willing, the Finance Officer. Responsibilities to ensure payments are made were detailed in the report circulated.

The Meeting Was Adjourned for Five Minutes

j) To Agree to Open a Barclaycard to Facilitate Purchases by the Parish Council

The report to justify this facility had been previously circulated to members. It was **AGREED** after a proposal from Cllr Johnson and a second from Cllr Avenell to apply for a Barclaycard facility in the name of Hellesdon Parish Council, with a limit of £2,000. In accordance with Financial Regulations, the balance in full should be cleared every month.

k) To Receive Interim Report from the Internal Auditor

The written report from Larking Gowen had been previously circulated to members, detailing no errors or matters of non-compliance identified. The report was **ACCEPTED** after a proposal from Cllr Gurney and a second from Cllr Douglass.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 13th December 2022

The minutes and decisions arising from the Planning Committee meetings held on 13th December 2022 had been circulated. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

8. Community Centre Committee

a) To Note the Decisions made by the Community Centre Committee on 21st December 2022

Approved……

Date……

Cllr Forder reported that this meeting focussed on the detail of starting the Senior Citizens Club on 20th January. The first meeting will be a meet and greet, a quiz, and discussion with new members about what they would like to see provided at the club going forwards.
Opportunities were identified for possible transport to and from the club. The Clerk is to find out about business insurance. It was noted that money raised from the raffle on the Open Day was to go towards the Senior Citizens Club. This report was **ACCEPTED**.

Cllr Bush-Trivett was Called Away from the Meeting

b) To Receive Report on Community Centre Refurbishment Project

A report had been distributed previously to members. It was noted that some significant snags are becoming aged and other problems had arisen over the Christmas period. It was **AGREED** that the Clerk should arrange a formal progress meeting with the Project Manager for members to attend.

9. Property, Policy and Resources Committee

a) To note decisions made by the Property, Policy and Resources Committee on 19th December 2022

The minutes from this meeting had been previously distributed. Draft minutes from the meeting of 5th January 2023 were also provided at the meeting. The committee had considered the budget, as was proposed to council under item 6g.
The committee had also discussed a project to install AV equipment to allow for livestreaming of meetings. An approximate cost was provided, and it was noted that Costessey Town Council is likely to be installing a similar facility, so this can be viewed once installed. It was **AGREED** in principle to proceed with this project once further prices have been received and when councillors are satisfied that the proposed installation meets with their needs. The funding would come from General Reserves.
A strategic forward plan was discussed with suggestions as to what should form part of the plan. The Neighbourhood Plan was to be placed on the strategic forward plan and £7,500 would be moved from General Reserves to Earmarked Reserve to start this project, should this be the wish of the new council after May.
The extension of the community centre was also considered to form part of the strategic forward plan. It was noted that planning permission was currently in place for this project. It is likely that there will be an underspend of the 2022/2023 budget due to not filling staff vacancies as early in the financial year as anticipated. If the underspend does occur, then £50,000 should be moved over to an Earmarked Reserve for the community centre extension. If the new council wishes to progress with this project, this will help with match funding opportunities.
Further prices had yet to be received for the leasing of a new photocopier so this matter will be deferred.

10. Library Protection Scheme

a) To Consider Scheme for the Protection of the Library from Vehicle Strike

No update had been received from the Estates Team at Norfolk County Council. Cllr Gurney, in her capacity as County Councillor, will press for plans so a license can be drafted and presented to council.

11. To Consider Parishioner Request for a Grit Bin

A request had been received for the Parish Council to provide a grit bin on Meadow Way. Discussions occurred as to the suitability of the site, the need for parishioners to spread the grit, and the danger of the grit being used for personal use. The site has been send to the Highways

Engineer for consideration for its suitability for a grit bin, then the matter can be brought back to council.

12. Matters for the Next Agenda

Cllrs Forder, raised the matter of the lack of addressing by the principle authorities of two silted up drains on the boundary and the overgrown gorse bush near Asda. The Clerk to escalate this. Cllr Sparkes raised the matter of the number of accidents on the Cromer Road close to Heather Avenue. Cllr Sparkes will forward the correspondence sent to Norfolk County Council on this matter to the Clerk, for consideration at the next meeting.

13. Time and Venue of Next Council meeting.

Monday 23rd January 2023 at 7pm in the Council Chamber.

The meeting closed at 9.15pm

DRAFT

Approved……

Date……