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 4th February 2020 in the Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.

PRESENT:
Cllr D King, Chair
Cllr S Gurney
Cllr G Britton
Cllr U Franklin
Cllr M Fulcher
Cllr P Sparkes
Cllr W Johnson, Vice-Chairman
Cllr K Avenell
Cllr S Bush-Trivett
Cllr D Fahy
Cllr D Britcher

In attendance:
Mrs N Carver, Clerk
John Smith and Daniel Thrower from Wensum Trust
3 Members of Public

WELCOME –The Chairman welcomed Councillors. He read out the requirements for filming and recording of meetings and the fire evacuation notice.

1. Apologies and acceptance for absence
Apologies received from Cllr D Attenborough these were **ACCEPTED**.

2. Declarations of Interest and Dispensations
There were no requests for dispensations, and no additional interests declared.

3. Approval of minutes of the Parish Council Meeting held on 7th January 2020 from those members present at the respective meeting
Minutes had been circulated.

RESOLVED TO ACCEPT THE MINUTES OF 7TH JANUARY 2020 AS AMENDED. THE MINUTES WERE SIGNED BY THE CHAIRMAN.

4. Wensum Trust
John Smith and Daniel Thrower from Wensum Trust provided a verbal report to the Parish Council on the current position of the Trust. There are now 11 academies with over 900 staff and 4276 student's ages from 3 to 18 years. The trust are keen to form partnerships with other organizations within Norfolk, this allows the trust to help children thrive in what they do best.
Questions were asked by the councilors, Cllr Gurney spoke with regards to the Trust attending the local SNAP meeting, and Daniel Thrower agreed he would attend the next one scheduled. Cllr Fulcher and Cllr Bush-Trivett both ask questions relating to high school students and how the trust are working with them on topics such as mental health and having a voice in the community.

1. Approved……

Date……

5. Public Participation

A member of the public spoke with regards to 20mph speed limit on Meadow Way and adjoining roads, Cllr Gurney updated the resident and fellow councilors on the recent meeting with herself, the clerk and Hellesdons highway's engineer Ben Rayner. An assessment is currently being done by Norfolk County Council Highways on the suitability of the area for a 20mph speed limit. Unfortunately this is a lengthy process and the end decision is made by Norfolk County Council. The clerk will chase the local school with regards to shutting the rear access gate for a trial period to assess whether this will make any difference to traffic.

Cllr Gurney had also arranged with Norfolk Highways to have wooden bollards put in the verge of Meadow Way and Windsor Road.

6. Report from Police to include Parish Crime Figures

The Police Newsletter had been circulated. These were **NOTED**

7. Report from County Councillor

Cllr Gurney reported:

- Thanked all that attended the recent consultation event in the community Centre with the Police and Trading Standards. There was a good turnout of residents with a variety of questions asked and discussed.
- There has been a temporary fix to the pavement on Links Avenue outside 18; this will be reinstated to grass.
- Norfolk County Council has announced that they have put forward plans to work with Arden Grove School to offer a Trauma Unit for up to 16 places. This will go to consultation the next event 16th and 17th January.

8. Reports from District Councillors

Cllr Gurney reported: No Current Updates

Cllr Britcher reported:

- Will be attending the next Broadland District Council Waste Management Meeting.
- Due to the Parish Council no longer being represented on the Weston Link group, Cllr Britcher offered to take on this position. This was **AGREED** by all.

Cllr King reported:

- Will be attending the next Broadland District Council Waste Management Meeting.

9. Reports from

a) Chairman

No reports from the chairman

b) Parish Clerk

The clerks report was previously circulated

RESOLVED TO ACCEPT.

10. Financial Matters

a) Bank Reconciliation – 1st December to 31st December 2019.

The document previously circulated was discussed, and it was

RESOLVED TO ACCEPT

b) Approval of Payments - 1st December to 31st December 2019.

The document previously circulated was discussed and It Was

RESOLVED TO ACCEPT

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c) Approval of Receipts - 1st December to 31st December 2019.
The document previously circulated was discussed and It was
RESOLVED TO ACCEPT

d) Detailed Income and Expenditure 1st April to 31st December 2019
The document previously circulated was discussed, it was
RESOLVED TO ACCEPT

e) Earmarked reserves summary
The Council **noted** the document previously circulated

f) To agree the purchase of RBS Software
A report from the clerk was previously circulated and discussed, it was
RESOLVED TO PURCHASE THE FOLLOWING SOFTWARE TOTALING £2666.00 FROM EAR MARKED RESERVE 349. PROPOSED BY CLLR KING, SECONDED BY CLLR JOHNSON AGREED BY ALL
Purchase Ledger
Asset Management
Allotment Management
Facilities Management

12. Staff and Councillor Training

a) Approval of councillor and staff training:
A written report from the clerk was previously circulated and discussed. It was
RESOLVED TO AGREE ALL STAFF AND COUNCILLOR TRAINING AS PREVIOUSLY AGREED AT STAFFING

b) To consider splitting councilor and staff training budget financial year 2020/2021:
It was proposed by Cllr King and Seconded by Cllr Britcher to split the budget for training in to staff training, under the staffing committee and councilor training under Property policy and resources committee this will have the condition that all training under £100 including travel expenses can be resolved at committee, all training over £100 including travel expenses to be taken to full council. This was
RESOLVED TO ACCEPT

12. General Matters

a) To confirm instruction to PLC Leisure as per recommendation from Property Policy and resources committee.
Item NOTED, total amount £4275 to come from Ear Marked Reserves 346

12. Planning

a) Committee meeting
Minutes of meetings held on Tuesday 21st January and Tuesday 17th December 2019 had been circulated. It was
RESOLVED TO ADOPT BOTH SETS OF MINUTES

b) Questions of the meeting
No questions asked.

13. Playing Fields, Amenities & Allotments

a) Committee meeting

Minutes of meetings held on Thursday 23rd January had been circulated. It was

RESOLVED TO ADOPT SET OF MINUTES

b) The following items were resolved at the meeting on 23rd January to take to full council:

Agenda Item Play area's
a) Quotations for the replacement play equipment on Meadow Way Park, was presented to the committee with full details of costings. After a discussion it was
RESOLVED TO RECOMMEND TO FULL COUNCIL QUOTE 2 from KOMPAN.
b) Quotations for the replacement play equipment and relocation of the under 9's play equipment at the Community Centre was, presented to the committee with full details of costings. After a discussion it was
RESOLVED TO RECOMMEND TO FULL COUNCIL QUOTE 2 from KOMPAN.
IT WAS RESOLVED TO RECOMMEND TO COUNCIL THE FUNDS FROM THE S
TO BE USED AND THEN ADDITION FUNDS TO BE TAKEN FROM THE CURRENT 2019/2020 BUDGET AND THE PLAY EQUIPMENT EAR MARKED RESERVES.
PROPOSED BY CLLR KING AND SECONDED BY SHELAGH GURNEY TO ACCEPT RECOMMENDATIONS OF BOTH QUOTES It Was
RESOLVED TO APPROVE

Agenda Item Allotments A discussion was had with regards to the number of vacant allotments and the allocation of plots for the community Orchard, it was proposed by Cllr King and seconded by Cll Fulcher to increase the allocation from 6 to 8 plots, agreed by all members. It was
RESOLVED TO TAKE TO FULL COUNCIL AS A RECOMMENDATION
PROPOSED BY CLLR KING AND SECONDED BY CLLR BRITTON TO ACCEPT RECOMMENDATIONS It Was
RESOLVED TO APPROVE ABSTENTION FROM CLLR BRITCHER

Agenda Item Grounds From the last Playfields, allotment and amenities meeting it was decided for Head Grounds man Kevin to get additional quotes for large equipment for the grounds staff. From the quotations received it was
IT WAS RESOLVED TO RECOMMEND TO COUNCIL TO PURCHASE RECIPROCATING BLADE HEDGE CUTTER £6000 FROM EAR MARKED RESERVE 322
PROPOSED BY CLLR KING AND SECONDED BY CLLR JOHNSON TO ACCEPT RECOMMENDATIONS AND TAKE FUNDS FROM EAR MARK RESERVES 322 It Was
RESOLVED TO APPROVE

Agenda Item Tree Report
a) The report from MJ tree services was previously circulated and accepted.
b) From the recommendations made for the three main areas Mountfeild Park, Cottinghams Park and the Community Centre. It Was
TO RECOMMEND TO COUNCIL THE WORKS FOR MOUNTFEILD PARK £2685+VAT TO BE TAKEN FROM ALLOCATED EAR MARKED RESERVES
PROPOSED BY CLLR KING AND SECONDED BY CLLR BUSH -TRIVETT TO ACCEPT RECOMMENDATIONS AND TAKE FUNDS FROM EARMARKED RESERVE 331. It Was
RESOLVED TO APPROVE

14. Media &Communications

a) To confirm the number of pages in the February edition of Just Hellesdon

RESOLVED TO HAVE 4 PAGES, TO INCLUDE INFORMATION ON COMMUNITY ORCHARD, GNPL – JARROLDS SITE, NEW PLAY EQUIPMENT

The question was raised with regards to restructuring Media and Communications, the items looked after by the committee can be re allocated to other committees, a discussion was had and **AGREED** to be taken to April's meeting.

15. Hellesdon Community Centre

No matters raised.

16. Property, Policy & Resources

a) Committee Meeting

Minutes of meetings held on 30th December 2019 and 20th January 2020 had been circulated. These were discussed, it was

RESOLVED TO ADOPT THE MINUTES

b) The following items were resolved at the meeting on 20th January to take to full council

A verbal update from Cllr Gurney was given on the meeting with regards to land provision in Hellesdon. The clerk is waiting on further information and will report back at next full council meeting.

The resolution from agenda item 4; to purchase new computing equipment from Osiris taking funds from earmarked reserve was

RESOLVED TO APPROVE BY FULL COUNCIL

17. Staffing

a) Committee Meeting

Minutes of meetings held on Wednesday 15th January 2020 had been circulated. These were discussed, it was

RESOLVED TO ADOPT THE MINUTES

b) No decisions were brought to full council.

CLLR FULCHER LEFT THE MEETING

18. Neighbourhood Plan and Green Grid

a) The clerk provided a verbal update on behalf of Cllr Fulcher, it was **agreed** to take all items to Playingfields, amenities and allotments meeting at the end of February.

19. Exchange of information

None

20. Resolution to Exclude the Press and Public

It was

UNANIMOUSLY RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS AND PUBLIC DURING DISCUSSION OF THE ITEMs RELATED TO STAFFING MATTERS AND PROPERTY, POLICY & RESOURCES DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED; SUCH ITEM TO BE DEALT WITH AFTER THE ITEM THAT CONFIRMED DETAILS OF THE NEXT MEETING

21. Date, Time & Venue for Next Meeting

This was **confirmed** as **Tuesday 3rd March 2020 at 7pm in the Council Chamber, Diamond Jubilee Lodge**

Items discussed under the resolution to exclude public and press

An update was given on recent staffing matters, the council agreed no further action to be taken on the matter.

The meeting closed at 10:05pm.

1. Approved……..

Date……

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