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

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher
Cllr L Douglass
Cllr D. Fahy
Cllr S Holland
Cllr R Sear
Cllr N Barker
Cllr G Britton
Cllr I Duckett
Cllr S Gurney
Cllr A Lock
Cllr P Sparkes

In attendance: Mrs F LeBon (Clerk), Mr M. Marshall (Project Manager for the refurbishment of Hellesdon Community Centre) and four members of the public.

Welcome by the Chairman – Cllr Johnson opened the meeting at 7pm and welcomed all in attendance. The rules relating to the recording of meetings were read.

1. Apologies and Acceptance for Absence

Apologies for absence were accepted from Cllr Diffey, Cllr Forder, Cllr Maidstone and Cllr Smith. Cllr Fahy had advised he would be late.

2. Declarations of Interest and Dispensations

There were no declarations of interest, or requests for dispensations made.

3. Minutes from Full Council meeting held 12th September 2023

The Minutes of the Full Council meeting held on 12th September 2023 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 Britcher and a second from Cllr Sear.

4. Public Participation

A member of the public requested an update about the recent occupation of Northgate House. Cllr Gurney reported that she had raised this with Broadland Council as soon as was possible after the matter was initially raised. Broadland Council is investigating under planning enforcement as to whether permission is required for a House of Multiple Occupancy, and under the Housing department to ensure that the building is suitable for occupancy.
Cllr Douglass will contact Broadland Council and undertook to update the member of the public directly.

5. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 6 in view of the confidential nature of the business to be transacted. This was **AGREED.**

The Meeting was Closed to the Press and Public

Approved……

Date……

6. Community Centre Outstanding Matters

a) To Consider Resolution to bring contract works to a close.

Cllr Sparkes Provided Valid Apologies and Left the Meeting
Cllr Fahy Joined the Meeting

The Project Manager provided members with the history of the project and an update on the meeting held with a representative of the building contractor on 28th September, where a resolution was thought to have been reached. Subsequent correspondence from the building contractor had put an alternative proposal for the Parish Council to consider.
After considerable debate it was **AGREED** that further information was required. The Project Manager will endeavour to provide this information at the earliest opportunity to enable further consideration by the council.

The Meeting was Re-Opened to the Press and Public

7. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated and the report was **ACCEPTED**.

b) To Receive Written Reports from District and County Councillors

Written reports had been previously circulated and were **NOTED** by the meeting.

c) Verbal Update from Chairman

No further updates from the Chairman.
Cllr Gurney reported the tragic passing of the volunteer who assisted with the community apiary, along with his wife. The funerals will be held on 20th October.

8. Financial Matters

a) Bank Reconciliation – September 2023

It was **AGREED** to accept this reconciliation.

b) Earmarked reserves summary

This report was **NOTED**.

c) Approval of Payments – September 2023

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

d) Receipts – September 2023

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

e) Detailed Income and Expenditure 1st April 2023 – 30th September 2023

This report was **NOTED.**

f) To Receive Notification of Conclusion of Audit

The external audit papers were presented to council, with auditors PKF Littlejohn reporting that the annual return had been completed in accordance with proper practices and no other matters had come to their attention which would give rise for concern that relevant legislation and regulatory requirements had not been met. This report was **ACCEPTED**.

9. Planning Committee

a) To Note the Decisions made by the Planning Committee on 12th September 2023 and 26th September 2023

The minutes and decisions arising from the Planning Committee meetings held on 12th and 26th September 2023 had been circulated. Cllr Britton advised that there was only one major

application amongst all those considered, and that was for Firside School, and that the committee raised no objections. It was **AGREED** to note the minutes and the decisions made**.**

10. Events Committee

a) To Note the Decisions made by the Events Committee on 4th October 2023

Cllr Douglass provided a verbal report.

There had been significant community engagement by representatives of the Parish Council. These events included:

- A 'Meet Your Councillors' stand at the Hellesdon Carnival.
- A Quiz at The Bull with a specialist 'Hellesdon' round written by the Parish Council.
- A Mystery Tour for the Friday Friends.

An appeal was made for more councillors to get involved with engagement events as it is being perceived as the council being made up of only a small number of councillors.

The following are upcoming:

- The Scarecrow Trail for half term. This has been well received, especially by local businesses.
- The senior citizens' Christmas party on 9th December
- A 'Through the Decades' night on 27th January 2024.
- The Summer Fayre in June 2024
- D-Day80 is also being investigated for 6th June 2024. An appeal is to be put in Just Hellesdon for veterans' stories. The cost and possible location of a beacon is to be investigated.

The decisions of the events committee were **NOTED**.

11. Community Centre Committee

a) To Receive Update on WC Refurbishment Scheme

A report on the project had been circulated, detailing a proposed start date of 30th October 2023. A proposed colour scheme was presented and **AGREED**.

12. Parish Partnership

a) To consider project(s) for the Parish Partnership Scheme 2024/2025

Members considered the installation of bus shelters on the Drayton High Road in conjunction with a previously circulated feasibility report. It was **AGREED** to apply for Parish Partnership funding for:

- A three bay cantilever for the northbound bus stop adjacent to Hellesdon Hospital.
- A two bay cantilever for the southbound bus stop, south of Margaret Close.
- A two bay cantilever for the southbound bus stop, south of Hamond Road.

A replacement bus shelter for Reepham Road, at the Meadow Way junction was considered but it was **AGREED** to not pursue this for the 2024/2025 scheme.

13. Neighbourhood Plan

a) To Consider Terms of Reference for Working Group

A draft Terms of Reference had been circulated to members. It was **AGREED** to adopt these Terms of Reference, subject to amending the membership to fifteen members, nine of which should be Parish Councillors.

b) To Consider Specification for Consultant for Neighbourhood Plan Tender

A draft specification and tender document had been circulated to members. It was **AGREED** to adopt these documents and go out to tender for a consultant to assist with the review of the Neighbourhood Plan.

Approved……

Date……

14. Broadland Family Hub

a) To Receive Update on Family Hub running from Hellesdon Parish Council site.

A report had been circulated to councillors detailing the progress on the setting up of the Family Hub. The room has been redecorated ready for occupation, and the electrical updates made. It is hoped that Norfolk County Council can move in, in early November.

15. Defibrillator for the Low Road

a) To Consider match funding for defibrillator for the Low Road

It was reported that the area that has the least access to a public defibrillator is the Low Road. The Clerk had completed an expression of interest for a defibrillator through the Department of Health and Social Care. If accepted for the scheme, the Parish Council would need to contribute £750 towards the match funding.

It was **AGREED** to make a formal approach to the parish hall to host the defibrillator. Ward Member funding would be available to cover the match funding element. If the parish hall requires it, a grant could be made from the Parish Council to cover the electricity costs of running a defibrillator, which is expected to be approximately £25 per annum.

It was **AGREED** to apply for a defibrillator through the DHSC scheme.

16. Highways Complaint

a) To Receive response from Norfolk County Council regarding Highways Complaint.

As agreed at the meeting on 12th September 2023, a formal complaint had been made to Norfolk County Council Highways about the effectiveness of the Highways Rangers scheme, and also the lack of maintenance of the alleyways in Hellesdon under the jurisdiction of Norfolk County Council. An acknowledgement of the complaint had been received from Norfolk County Council on 19th September, but a response was yet to be received. The Clerk will follow this up.

17. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 18 in view of the confidential nature of the business to be transacted. This was **AGREED.**

The Meeting was Closed to the Press and Public

18. Land Matter

a) To Receive Correspondence Relating to Land Matter

Copies of correspondence regarding a land matter had been circulated to all members. No action was required of councillors at this point.

The Meeting was Re-Opened to the Press and Public

19. Matters for the Next Agenda

Information to be received regarding the community centre refurbishment contract.

20. Time and Venue of Next Council meeting.

Tuesday 14th November, 7pm at Diamond Jubilee Lodge

The meeting closed at 8.55pm

Approved……

Date……