HELLESDON PARISH COUNCIL
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Minutes the Meeting of Hellesdon Parish Council held on Tuesday 8th November 2022 at 7pm at The Council Chambers, Diamond Jubilee Lodge

PRESENT:

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

In attendance: Mrs F LeBon (Clerk), District Cllr S Prutton and six members of the public.

WELCOME – Cllr Gurney welcomed Councillors and members of the public to the meeting.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr D Britcher, Cllr R Potter, Cllr R Sear and Cllr P Sparkes. These were **ACCEPTED.**

2. Declarations of Interest and Dispensations

Cllr Douglass declared an interest in item 10a, as a resident of Drayton Wood Road.
Cllr Avenell declared an interest in item 10a, as a resident of Drayton Wood Road.
Cllr Diffey declared an interest in item 11, as an employee of Norfolk Library Services.

3. Minutes from Full Council meeting held 11th October 2022

The Minutes of the Full Council meeting held on 11th October 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

A presentation was given to provide more details regarding concerns about traffic along Drayton Wood Road (item 10a). Members of the public also contributed to this matter raising concerns about verbal abuse from drivers, speeding and high traffic volumes. The public preference would be for this road to be access only or, at the very least, a 20mph speed limit put in place.
Cllr Gurney advised that approximately £30,000 had been spent on Drayton Wood Road and the current traffic management features were deemed by Norfolk County Council as being correct in terms of design.

5. Reports

a) Clerk's Report

This had been previously circulated. Cllr Bush-Trivett queried what signage was needed for Cottingham's Park. The Clerk advised that signage would clarify who to contact in the event of a problem in this area, who to contact in the event of an emergency and location details to assist the emergency services. This report was **ACCEPTED**.

Approved……

Date……

b) Verbal Report from District and County Councillors

Verbal updates were provided as follows:

- Cllr Prutton reported that she had attended a presentation to the Dementia Club of £300, which will enable them to expand into the community centre should it be required. This money was from a 'Keep it Going' Grant obtained by Cllr Gurney from Broadland Council.
- Cllr King reported that personal circumstances had prevented him from attending meetings, however he is keeping abreast of council business remotely as much as possible.
- Cllr Gurney reported that the South Norfolk and Broadland staff are due to move into the Horizon building shortly. The cost of the purchase was £7.1m, which was divided between the two councils. Thorpe Lodge is now on the market to help offset the cost to Broadland Council.
  The Broadland Community Hearts Awards have been presented.
- In her role as County Councillor, Cllr Gurney reported that discussions about devolution have restarted. The county council is in the process of setting the precept, and Holt Hall has been sold to Greshams School.

c) Verbal Update from Chairman

Cllr Gurney reported that she will be attending Remembrance Services on behalf of the Parish Council on 11th November and 13th November.

The café has opened and has been very successful, and the community centre is starting to build up.

She has visited parishioners to offer congratulations for a 100th birthday and a 70th wedding anniversary.

Cllr Britton queried whether the No.30 bus service would continue. Cllr Gurney responded that there are no plans to cancel the service, but it had not been able to run properly over the last six months due to the roadworks on Hospital Lane.

6. Financial Matters

a) Bank Reconciliation – October 2022

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

b) Earmarked reserves summary

After a query, the Clerk confirmed that £85,000 CIL had been received, but was yet to be allocated back to earmarked reserves. It was **AGREED** to accept this report.

c) Payments – October 2022

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

d) Receipts – October 2022

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

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

This written report was **ACCEPTED**.

7. Planning Committee

The minutes and decisions arising from the Planning Committee meetings held on 11th and 25th October had been circulated. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

Cllr Gurney Declared an Interest in the Residents' Christmas Party, as a musician playing in the Accordion Band

8. Events

a) To Note the Decisions made by the Events Committee on 22nd October and 2nd November

Approved……

Date……

Cllr Douglass reported that the arrangements are now complete for the official re-opening of the community centre on 24th November.
Arrangements for the open day on 3rd December are going well. It is hoped to get a few more groups involved. An appeal was made for volunteers to help on the day.
The Scarecrow Festival did not have as many entries as last year and this was because a theme was set. Next year the event will not be themed to increase participation.
An appeal was made for volunteers to help with the Residents' party on 10th December.

11. Community Centre

a) To Receive Report on Community Centre Refurbishment Project

A written report had been previously circulated to councillors. Cllr Gurney confirmed that the refurbishment project had been funded jointly by CIL payments from developers and a loan from the Public Works Loan Board. The £500,000 loan was taken out at a considerably low interest rate.

b) **To Consider IT Requirements to Support Community Centre Operation**

A written report had been previously circulated to councillors, providing options for telephone and broadband within the community centre.
Cllr King raised concerns that a single broadband line for both the council offices and the community centre could cause problems for the effective running of the council when broadband is being used heavily in the community centre. He proposed that option 2, which included a second broadband line, should be accepted by the council. This was seconded by Cllr Bush-Trivett and **CARRIED**.

c) To Receive Report on Café Opening

A written report was provided to councillors on the early successes of the opening of the community café.

d) To Receive Report on Progress of Warm Room

A written report had been previously circulated to councillors, which detailed the successful grant application of £600 to start the project. Cllr Gurney thanked all parties who had helped, including local residents who had donated furniture, books, DVDs and games. Also Norwich Airport which had generously donated £500 to facilitate a new television and DVD player.
Tea and coffee now needs to be sourced for days when the café isn't open.

Cllr Avenell and Cllr Douglass Left the Room

10. Highways

a) To Receive Report on Traffic Issues on Drayton Wood Road, Caused by the NDR and Consider Actions Resulting from Report

After considering the report that had been circulated and comments raised under public participation, it was **AGREED** that the report should be sent to Norfolk Country Council to consider the concerns raised. The modelling data should also be requested for Drayton Wood Road pre-NDR and post-NDR, unless the post NDR data was during the Covid pandemic and if so new data should be requested.

Cllr Avenell and Cllr Douglass Re-Joined the Meeting
The Meeting was Adjourned for 10 minutes
Cllr Fulcher and Cllr Bush-Trivett Left the Meeting

b) To Receive Correspondence Regarding Asda Traffic Lights and Consider Escalation to Highways

Correspondence had been received from a parishioner regarding the difficulty in crossing the road between Asda and Sweetbriar. It was **AGREED** that this correspondence should be directed to NCC Highways.

Approved……

Date……

Cllr Diffey Left the Room

11. Library Protection Scheme

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

A mock-up of a proposed scheme had been provided by Norfolk County Council, however Cllr Gurney and the Clerk had requested more detailed information, especially in regards to the ownership of the land where the scheme is proposed to be installed. It is likely that the proposed bollards will stand on land belonging to the Parish Council therefore a legal agreement or memorandum of understanding will be required to ensure clarification on liability.
It was **AGREED** more information would be required on the design and location prior to the council making a decision.

Cllr Diffey Re-Joined the Meeting

12. Training

a) To Agree Delegates for the Norfolk ALC Autumn Conference

Details of the Autumn Conference were circulated. It was **AGREED** that Cllr Gurney, Cllr Douglass and the Clerk should attend, subject to their availability on this date.

13. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the items 14 and 15 in view of the confidential nature of the business to be transacted. This was **AGREED.**

14. Staffing

Cllr Douglass updated the meeting on the recruitment for the caretaking team. An alternative proposal had been circulated to councillors for a position of Facilities Manager. The position, candidate and salary scale were **AGREED**.
The success of the community café had brought about some additional considerations for staffing. It was **AGREED** that a Café Assistant would be employed to work between 9.30am and 1.30pm whilst the café was open. It was further **AGREED** that the café supervisor should be granted an extra 4 hours a week on a Monday for baking and food prep on an 'as needed' basis.
It was reported that there was demand for people to bring dogs into the café. It was **AGREED** that, subject to a Risk Assessment, dogs should be allowed in the buggy park area of the foyer but not in the main café area (with the exception of assistance dogs). Buggies will be permitted in the community centre but they will not be permitted to block corridors, doorways or fire exits. The caretakers will ensure this is enforced.

15. To Receive Update on Land Process and Consider Further Actions

Cllr Gurney updated the meeting. A meeting is in the process of being arranged, with the Hellesdon Parish Council attendees agreed at the recent PP&R meeting.

16. Matters for the Next Agenda

No agenda items raised.

17. Time and Venue of Next Council meeting.

Tuesday 13th December at 7pm in the Council Chamber. Cllr Gurney requested that if councillors cannot attend they should send apologies to the Clerk.

The meeting closed at 10.30pm

Approved……

Date……