HPC HELLESDON PARISH COUNCIL

The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
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Minutes of the Full Council Meeting of Hellesdon Parish Council Held on Tuesday 9th November 2021 at 7pm At The Parish Office, Council Chambers, Diamond Jubilee Lodge

PRESENT:
Cllr D King, Chair
Cllr S Gurney
Cllr D Fahy
Cllr R Forder
Cllr U Franklin
Cllr R Sear
Cllr K Avenell
Cllr S Bush-Trivett
Cllr M Fulcher

In attendance: Mrs N Carver, Clerk
District Cllr S Prutton

WELCOME –The Chairman welcomed Councillors and members of the public to the meeting.

1. Apologies and Acceptance for Absence
Apologies of absence were received from Cllr G Britton, Cllr W Johnson, Cllr R Potter, Cllr L Douglass, Cllr P Sparkes, Cllr D Britcher and Cllr G Diffey, these were **ACCEPTED. It was agreed for an extension of absence for Cllr Britton.**

2. Declarations of Interest and Dispensations
No further declarations or dispensations were received.

3. Minutes from Full Council meeting held 12th October 2021
The Minutes of the Full Council meeting held on 12th October 2021 were previously circulated, these were accepted by all those present at the meeting as a true record, it was
RESOLVED TO ACCEPT

4. Public Participation
No public participation.

5. Reports from

a) Parish Clerk
The Parish Clerk's report was previously circulated.
RESOLVED TO ACCEPT THE REPORT

Cllr Gurney then gave an update on the Community Apiary.

b) Verbal updates were provided by the District and County Councillors.

Approved……

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- Cllr Prutton updated on the current road works on the Cromer Road - she has spoken with the site manager and works are going well.
- Cllr Gurney updated on County matters and she has spoken with the site manager regarding the current road works on Cromer Road.
- Cllr Gurney has met with Highways and the Boundary light junction will be the next area to be looked at.
- Heather Avenue hasn't sufficient footfall to be eligible for a zebra crossing.
- Vera Road - recommendation has been submitted to Transforming Cities Committee for a cycle path for Vera Road. The crossing will remain on the Boundary Road.
- In conjunction with TRO, double yellow lines on the junction for Persimmon site/Drayton High Road will be installed.
- Cllr Gurney held a meeting with Wensum Trust at Hellesdon High School – The Department of Education has allocated money to Firside School.
- Cllr Gurney will be speaking with Ben Rayner, Highways Engineer in the coming week in regards to the proposed tree planting and other Highways matters.
- Cllr Gurney will be reviewing traffic at the mini roundabout at the Doctor's Surgery as this is becoming a black spot for minor accidents. This will be funded with the £10,000 County Councillor grant funding.
- Cllr Gurney updated on District matters, there are a number of street signs missing and these have been reported to the relevant department at Broadland.
- Cllr Gurney reminded all to be vigilant as there is a current scam that has been noted in Hellesdon from Barclays, Cllr Sear updated that there is also currently a BT scam.

c) Verbal update from the Chairman was given following the Clerk speaking with Highways and they will be looking at planting of trees in the Parish. This matter will be brought to PA&A Committee on 25th November.

d) The Police update was previously circulated and **NOTED**. There were no further updates.

6. Financial Matters

It was RESOLVED TO NOTE THE FOLLOWING REPORTS

a) Bank Reconciliation – October 2021
The document was previously circulated, it was
RESOLVED TO ACCEPT
Cllr King spoke with regards to putting some of the reserves into a 1 year high interest account. This is something that could be looked at for future. The Clerk will speak with Old Catton Parish Council for further information.

b) Earmarked reserves summary.
The document was previously circulated, it was
RESOLVED TO ACCEPT

c) Approval of Payments – October 2021
The document was previously circulated, it was
RESOLVED TO ACCEPT
As one of the signatories, Cllr Gurney confirmed payments have been checked and approved.

d) Approval of Receipts – October 2021
The document was previously circulated, it was
RESOLVED TO ACCEPT

e) Detailed Income and Expenditure 1st April 2021 – 31st October 2021
The document was previously circulated, it was
RESOLVED TO ACCEPT

f) To note the recent CIL Payment received
A payment of £56,950.75 has been received for Phase 2 Royal Norwich Golf Course Development. As previously agreed, the amount has been added to Account No. 2 for the Community Centre redevelopment. It was
RESOLVED TO NOTE

7. Parish Partnership Funding 2022/2023

Following the last meeting of Full Council in October, it was requested that further details and costings be provided to Council. A report from the Clerk was previously circulated and the report was discussed. Cllr Gurney asked where the money will be funded from and whether it could come from reserves. The Clerk confirmed it would be part funded 50/50 from Norfolk County Council Parish Partnership Fund and through the Precept as previous years.
It was proposed from the Chair and seconded by Cllr Avenell to apply for funding. It was
RESOLVED TO ACCEPT THE PROPOSAL

8. Grounds Equipment Replacement

To agree purchase of replacement Grounds equipment - a report was previously circulated by the Clerk. This is replacement equipment of the Honda Mower and long nosed hedge cutter. Three quotes had been obtained for both items with the best price put forward. Proposed from Chair and seconded by Cllr Sear to accept the recommendation. It was **RESOLVED TO ACCEPT BY ALL**

9. Grant Application

An application from Hellesdon Allotment Association was presented to the Council for £500 towards the cost of a defibrillator on site. Cllr King updated the Council with regards to the fact that there would be a cost to Council for the electricity of £10 per year. Cllr Gurney raised concern that this would not be accessible to all as this is a restricted access site. Following a discussion, it was proposed by Cllr King and seconded by Cllr Sear for £500 to be awarded to HAHA once they have demonstrated that they have the remaining money. Cllr Gurney asked that ways to make the proposed defibrillator more accessible to the community/local residents is also investigated.

10. Tree Works

A Tree inspection was carried out on all Park areas and the required work was priced. A discussion was held by the Councillors regarding the costing.
Cllr Gurney proposed that a second quotation is obtained which was seconded by Cllr Bush-Trivett. It was
RESOLVED FOR THE CLERK TO OBTAIN A SECOND QUOTATION FOR THE WORKS AND PRESENT TO PA&A COMMITTEE

11. Risk Assessments

The Council discussed the Risk Assessments completed by the Clerk for the Parish Council. The Clerk has spoken with a company who are able to audit the assessments already prepared and the Staff Handbook. There would be a cost of £2300 for the year which includes all risk assessments reviewed for all areas managed by the Council, a review of the staff handbook and a cloud based online portal easily accessed by all staff, eliminating the need for paper copies, plus a year's free training at a charge of £450 for all staff. It was asked for this to be brought to the PP&R meeting on 24th November.
THE COUNCIL NOTED THE RISK ASSESSMENTS HAD BEEN COMPLETED

12. Speed Limits in Hellesdon

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The Clerk had been contacted by a resident on the Low Road who had raised concerns with the speed and would like to look at a speed reduction. Highways have previously responded on the concerns on the Low Road along with Cllr Gurney. The Council discussed the matter and agreed that following the planned purchase of two SAM 2 units, one could be placed along the Low Road and data then used to assess the area.

13. Events Working Group

The Clerk circulated the Minutes of the Events Working Group meeting held on 5th November by zoom. Cllr Forder gave a verbal update to all Councillors. Concerns were raised over the timing of the event planned for the children of Hellesdon. It was agreed to hold a further Events meeting at the earliest convenience.

Cllr King proposed that the money from the residents' Christmas Party budget be used for Christmas Events 2021, it was seconded by Cllr Bush-Trivett. It was

RESOLVED TO AGREE BY ALL

14. Planning

The Minutes and decisions made from the Planning Committee meeting held on 12th October 2021 were previously circulated, it was

RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE

15. Playing Fields, Allotments and Amenities

a) To note the purchase of an outside Table Tennis Table for The Yard
It was **NOTED** that the new table tennis table had been installed in The Yard and had received positive feedback so far.

b) The Minutes from the Committee meeting held on 12th October 2021 were circulated to all Councillors. It was
RESOLVED TO NOTE THE MINUTES
The next planned meeting will be held on Thursday 25th at 7pm in the Council Chamber

16. Property, Policy and Resources

A verbal update was given by Cllr Gurney on the current progress of the roofing project for the Community Centre. Trusses will start to arrive on site from Wednesday. The compound has been made larger to accommodate delivery of the trusses which has resulted in reduced parking. The next meeting will be held on Wednesday 24th November at 7pm in the Council Chamber.

17. Community Centre Committee

No current updates.

18. 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 with after the item that confirms details of the next meeting. Proposed by Chair, seconded by Cllr Bush-Trivett. Agreed by all.

19. Staffing Update

To consider any staffing matters
Agenda items 19 to be discussed after agenda item 21.

Approved……

Date……

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20. Exchange of Information Only

No exchange of information noted.

21. Time and Venue of Next Council meeting.

To confirm the time and location of the next meeting of the Full Council on 14th December 2021 at 7pm in the Council Chambers

The following items were discussed following the Resolution passed in Agenda Item 18.

Staffing Update Agenda Item 19

Cllr Gurney gave an update to the Council on the current staffing matters, we have a member of staff currently on phased return following surgery, this will be monitored.

Cllr King raised an item relating to the Clerk's contract - it was noted that as per the Clerk's contract, a scale point increase should have been applied when the probation period finished. At the Extraordinary meeting of the Full Council on 25th March 2020 it was agreed the Clerk had passed the probationary period. Due to a number of reasons a pay scale increase from 27 to 28 was not applied. Therefore, it was **AGREED** by all at the meeting to back pay the Clerk the increase from April 2020 to date and amend the current pay scale from 27 to 28 going forward. This would be applied at the November payroll.

Meeting Closed at 9:55pm

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Approved……

Date……