HELLESDON PARISH COUNCIL
The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
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Minutes the Meeting of Hellesdon Parish Council held on Tuesday 13th December 2022 at 7pm at The Council Chambers, Diamond Jubilee Lodge

PRESENT:

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

In attendance: Mrs F LeBon (Clerk) and three members of the public.

WELCOME – Cllr Gurney welcomed Councillors and members of the public to the meeting. She reported that District Councillor S. Prutton had had an accident and so flowers would be sent from the Parish Council, funded from the Chairmans budget.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr G Diffey, Cllr D Fahy, Cllr D King, Cllr R Potter and Cllr R Sear. These were **ACCEPTED.**

2. Declarations of Interest and Dispensations

None declared

3. Minutes from Full Council meeting held 8th November 2022

The Minutes of the Full Council meeting held on 8th November 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

Members of the public raised concerns about a change of use class mooted for Northgate House on Links Avenue. The Clerk advised that no information had been sent to the Parish Council about such a development and no validated planning application had been submitted. If a planning application is submitted then this can be considered by the Parish Council's Planning Committee in a public forum. The previous permission lapsed in October 2022.

Cllr Britcher advised that he would make enquiries of the planning department to see if an application had been received.

A member of the public raised concerns about the new zebra crossing on Middletons Lane, in that the poles on which the lighting is attached to are unusually high. The need for lighting was questioned as there were lights on either side of the crossing. Cllr Gurney, in her capacity as County Councillor, offered to arrange a site visit with the local Highways Engineer after Christmas, in consultation with the member of the public to review the crossing and obtain advice from the highways engineer. She confirmed that the crossing had been funded by Persimmon as part of their developer obligations.

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5. Reports

a) Clerk's Report

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

b) Verbal Report from District and County Councillors

Verbal updates were provided as follows:

- Cllr Britcher advised that the bin collections for Middletons Lane were split into two routes, with the dustcarts often meeting in the middle and blocking the road. He is to bring this to the attention of District Councillor Leggett.
- In her role as County Councillor, Cllr Gurney reported that she is involved in meetings with Norfolk County Council's education department about future school provision in Hellesdon.

c) Verbal Update from Chairman

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

She had also attended the two community centre re-opening events, a formal event where the refurbished centre was re-opened by Lady Dannatt and an open community event which allowed hirers to showcase the classes they have to offer at the centre.

She had also attended the 100th birthday celebrations of a local resident, presenting gifts on behalf of the parish.

6. Financial Matters

a) Bank Reconciliation – November 2022

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

b) Earmarked reserves summary

After a query, it was confirmed that £85,000 CIL had been received, but was yet to be allocated back to earmarked reserves. This was pending receipt of the final account for the community centre. The balance of funds to be put back to earmarked reserves will be received with the next CIL payment in April 2023. It was **AGREED** to accept this report.

c) Payments – November 2022

The payments detailed in the written report were **AGREED**. The typeface of the next report will be corrected. After a query from Cllr Fulcher, it was confirmed that the payment for the fencing on the Recreation Ground was part of a rolling programme of repair, and not as a result of vandalism.

d) Receipts – November 2022

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

e) Detailed Income and Expenditure 1st April 2022 – 30th November 2022

This written report was **ACCEPTED**.

7. Planning Committee

a) To Note the Decisions made by the Events Committee on 21st November 2022

The minutes and decisions arising from the Planning Committee meetings held on 8th November 2022 had been circulated. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

8. Events

a) To Note the Decisions made by the Events Committee on 21st November 2022

Cllr Douglass reported that the Events Committee meeting held was to finalise the details of the community centre re-opening events of 24th November and 3rd December. The finer details the Residents' Party were also agreed by the committee. This verbal report was **ACCEPTED**.

9. Playing Fields, Allotments and Amenities

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DRAFT

a) To note decisions made by the Playing Fields, Allotment and Amenities Committee on 29th November.

The Clerk is to amend the draft minutes to ensure that Cllr Britcher is named as being in attendance at the meeting, as a non-committee member. Cllr Johnson reported that the primary focus of the meeting was to agree a budget for this committee. These figures will be put to PP&R on 19th December and then to full council for agreement on 10th January 2023.

10. Community Centre

a) To Receive Report on Community Centre Refurbishment Project

A written report had been previously circulated to councillors regarding the sign off of the final account for the community centre refurbishment. The report further detailed the need to replace the AV equipment and the stage to meet the needs of the hirers of the community centre. The report detailed the cost of the new equipment, to be partially offset against claims for water damage. It was **AGREED** after a proposal from Cllr Britcher and a second from Cllr Gurney to purchase a new AV equipment system at a cost of £4,875.00 for the Marjorie Lewis Room and £2,700.00 for the Sylvia Watling room. This would be funded from general reserves. It was further **AGREED** to purchase a sectional stage at a cost of £4,920.59, again funded from general reserves.

The Clerk provided a report on damage to the CCTV. After a query by Cllr Britcher, the Clerk will ask the Finance Officer to make enquiries of the Parish Council's insurance company to ensure that there is no impact on cover. Discussions occurred as to whether the police could do additional patrols. Cllr Gurney advised that the police were already being proactive around the community centre and library.

b) To Receive Feedback on Community Centre Open Day

Cllr Forder reported that the recent public open day for the community centre was well attended. Attendees made good use of the café and there was a high level of interest in the community centre. Cllr Gurney reported on the opportunities hirers had to showcase their classes.

c) To Consider Parish Council run club for Senior Citizens

A written report was provided to councillors. Cllr Gurney advised that the Friendship Club is missed and there is a demand for this type of group. The proposal is to run the club on the third Friday of the month. There has already been interest in volunteering to assist with this, and it is hoped in due course that volunteers would take the club over. The club would be initially funded by £500 taken from the Good Causes for Hellesdon Earmarked Reserve.

Cllr Gurney proposed that the Parish Council should support the created of a club detailed in the report provided, seconded by Cllr Britcher, and **CARRIED**. It is proposed that the club should start on 20th January 2023.

11. Civility and Respect Project

a) To Consider Updated Plans and Consider License for the Bollard Scheme

The protocol had been circulated for councillors to consider. After clarification of the name of the Parish Council's Training and Development Policy, it was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Britcher to adopt the Councillor / Officer Protocol.

12. Library Protection Scheme

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

The Clerk reported that the Estates Team at Norfolk County Council had advised that Nplaw has advised them that a licence is the appropriate way to facilitate the bollard scheme. Norfolk County Council would be responsible for installing/maintaining/repairing/replacing the bollards as required, and would undertake to reinstate the land to the parish council's satisfaction if required at the end of the arrangement. A draft license agreement and updated plans had yet to be

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received from Norfolk County Council, therefore the item will be **DEFERRED** to the next meeting pending this information.

13. Western Link

a) To Receive Update from Cllr Britcher on Western Link Project

Cllr Britcher reported that he had attended the recent meeting on the project. The latest consultation had closed and had received over 2,000 responses. The upgrade of the A47 between Tuddenham and Easton had been legally challenged, and there were queries about the levels of government funding to be received to support this project.
The next consultation would be about highway restrictions in Attlebridge, and the next meeting will be in February 2023.

The Meeting was Adjourned for Ten Minutes

14. 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.**

15. Staffing

Cllr Douglass updated the meeting on the latest round of recruitment for a caretaker, and that a new café assistant had been appointed. The Clerk is completing staff appraisals, and then the Clerk's appraisal will be arranged.
The Staffing Committee had proposed a budget for staffing the café for up to five days per week.

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

A meeting was held on 30th November between representatives of all parties to further discuss this matter, and a written report of the meeting was provided. It was proposed that a meeting of full council should be arranged on Monday 23rd January 2023 for full consideration.

17. Matters for the Next Agenda

Cllrs Forder, Johnson and Bush-Trivett advised that they were not receiving their copies of Just Hellesdon. The Clerk is to raise this to Just Hellesdon.

18. Time and Venue of Next Council meeting.

Tuesday 10th January 2023 at 7pm in the Council Chamber.

The meeting closed at 9.35pm

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