HELLESDON PARISH COUNCIL
The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Minutes the Meeting of Hellesdon Parish Council held on Tuesday 14th February 2023 at 7pm at The Council Chambers, Diamond Jubilee Lodge

PRESENT:

Cllr S Gurney (Chair)
Cllr K Avenell
Cllr R Forder
Cllr W Johnson
Cllr G Britton
Cllr U Franklin

In attendance: Mrs F LeBon (Clerk) and one member of the public.

WELCOME – Cllr Gurney welcomed Councillors and members of the public to the meeting. She confirmed that the meeting was quorate.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr D Britcher, Cllr S Bush-Trivett, Cllr G Diffey, Cllr L Douglass, Cllr D Fahy, Cllr M Fulcher, Cllr D King, Cllr R Potter and Cllr R Sear.

2. Declarations of Interest and Dispensations

None raised.

3. Minutes from Full Council meeting held 23rd January 2023

The Minutes of the Full Council meeting held on 23rd January 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 Johnson and a second from Cllr Forder.

4. Public Participation

No matters raised.

5. Reports

a) Clerk's Report

This had been previously circulated. Updates were provided on the land markings around the Fifers Lane/Cromer Road junction and caretaker recruitment. The report was **ACCEPTED**. Cllr Gurney advised that the bee hives would be inspected next week.

b) Verbal Report from District and County Councillors

Cllr Gurney, in her role as District Councillor, reported that:

- There has been an increase in kerbside recycling in the form of small electrical goods and food waste.
- The has been a delay to the move into the Horizon Building, but a large grant has been secured to allow for the installation of air source heat pumps.

In her role as County Councillor, Cllr Gurney reported that:

- There is a £60m budget deficit at Norfolk County Council. The increase in precept from Norfolk County Council is likely to be 4.99% (of which 1.99% will be ring fenced for social care).

Approved……

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- The construction of the third river crossing in Great Yarmouth is underway again after work ceased after the discovery of an unexploded second world war bomb. The SWIFT team were utilised and nearly residents were evacuated.
- Faded road markings requiring refreshing will be reviewed in the parish. Cllr Forder requested a review of the offset parking spaces on Hercules Road.
- There is to be a purge on debris placed on grass verges to discourage parking. The police are responsible for addressing dangerous parking. If a car is seen dangerously parked, including causing an obstruction for wheelchair users, a picture can be sent to the police, or to the Clerk to forward on.
- There remains one more week of Telec cabling on the Low Road. All remedial highway works are guaranteed for two years.
- The finalising of the legal works for the Road Traffic Order for the extension of the 30mph zone on Reepham Road is awaited.
- Shielding has been installed around the belisha beacons on the new zebra crossing on Middletons Lane to screen the light to adjacent properties.

c) Verbal Update from Chairman

Cllr Gurney attended a production of 9 to 5 at Hellesdon High School, and complimented the quality of the production.

6. Financial Matters

a) Bank Reconciliation – January 2023

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

b) Earmarked reserves summary

£85,000 has been transferred from General Reserves to Earmarked Reserves. A further £85,000 will be transferred when the next tranche of CIL is received in April. This report was **NOTED**.

c) Payments – January 2023

The payments detailed in the written report were **AGREED**. It was noted that wildflower seeds had been purchased, and a request was made for extra seeding in the allotment wildflower area. The Clerk will liaise with the Facilities Manager over this request.

d) Receipts – January 2023

The receipts detailed in the written report were **AGREED**. Good income for the community centre was noted. Clarification of the income from HMRC was given as the Q3 VAT return.

e) Detailed Income and Expenditure 1st April 2022 – 31st January 2023

This written report was **ACCEPTED**.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 10th January 2023 and 24th January 2023

The minutes and decisions arising from the Planning Committee meetings held on 10th January 2023 and 24th January 2023 had been circulated. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

8. Events Committee

a) To Note the Decisions made by the Events Committee on 24th January 2023

Cllr Douglass provided a report, which was read by Cllr Forder. The pre-Christmas events of the Civic Reception for the community centre, the public open day for the community centre and the senior citizens' party had gone well. Ideas for the Coronation had been discussed and the plans for the Summer Fayre were progressing well.

9. Community Centre

a) To Receive Report on Community Centre Refurbishment Project

Approved……

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A written report had been provided for councillors on works outstanding. Remedial works in relation to the flood water remain problematic and the Clerk is liaising with the Parish Council's Project Manager to escalate this.

b) To Receive Update on Community Fridge Project

A written report had been provided, detailing grant income of £1,500 from the Hellesdon District Ward Members and a further £2,000 from the South Norfolk & Broadland Healthy Choices Fund, along with proposed expenditure. Cllr Gurney has arranged a meeting with the officer responsible for community projects at Broadland Council on 20th February to help progress this project.

c) To Consider Grant Application to Broadland Council Pride in Place Grant Scheme.

It was reported that Broadland and South Norfolk Councils have launched a Pride in Place Community Grant, funded through the UK Shared Prosperity Fund. One of the projects supported by the grant is to cover 50% of the total capital cost of a project, up to £25,000, for investment in capacity building and infrastructure support for local civil society and community groups. This would include improving community facilities.

There is currently a project outstanding for the refurbishment of the toilets in the community centre. A draft grant application had been circulated to councillors detailing the proposed project and its cost. It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Johnson to proceed with the grant application for £25,000 for a project that is anticipated to cost approximately £60,000. If successful, further match funding can be sought for the balance, or it can be taken from Earmarked reserve 347.

The Meeting Was Adjourned for Five Minutes

10. Library Protection Scheme

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

No update had been received from the Estates Team at Norfolk County Council, with the exception of advising that they are still awaiting further information from Nplaw.

11. To Consider Action Regarding Complaint of Highway Safety on Cromer Road

This item was requested as an agenda item by Cllr Sparkes, but as Cllr Sparkes was not in attendance at the meeting to present the item, the concern was **NOTED**. The Clerk advised that an officer from Norfolk County Council had offered to meet with Cllr Sparkes onsite to further discuss the concerns, but it was unknown as to whether that meeting had occurred.

Cllr Gurney reported that the review of the impact of the bus lane on Cromer Road had yet to be issued.

12. To Consider Options for Photocopier Contract.

Options for a contract for a refurbished copier were previously presented to the PP&R committee, but this committee felt a new copier would be better value in the long term. Three options for a contract consisting of the new copier, printing and maintenance were presented. It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Avenell that the Parish Council should take up a 5 year contract with supplier 2 at a cost of £24.57 per month, plus printing costs.

13. Consultations

a) To Consider Response to Consultation on Norwich Walk-In Clinic

A consultation has been issued by the NHS Norfolk and Waveney Integrated Care Board, setting out details on their proposed vision for how general medical services may be provided in Norwich when the contract for the Norwich Walk-in Centre and other services expires on 31 March 2024. Three options were being consulted on.

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1) No change – reprocure services
2) Reprocure all services with the exception of the walk in centre.
3) Reprocure all services with the exception of the walk in centre – Redesign and commission the health service capacity that is provided at the Walk-in Centre in a different way.

It was **AGREED** that the Parish Council's response to this consultation should be option 1 – to reprocure all services, with the addition of improving facilities to enable better parking and prevention of queuing outside. More walk in centres should also be encouraged around Norfolk to better facilitate the geographic area.

14. To Consider Order of Signage for Cottinghams Park

Cottinghams Park currently has no informational signage for contact in the event of queries or an emergency. Draft signage was circulated in a report to councillors. These would be an aluminium composite panel (A3) fixed onto posts, via white clips. The cost for the 5 locations on Cottinghams Park would be £492 + Vat and there is currently £2,500 in Earmarked reserves under ownership signs.
It was **AGREED** to proceed with this order.

15. To Consider the Update of Hellesdon Parish Council Website

Hellesdon Parish Council's website in its current form was developed in 2015 and is built in WordPress. The current website has now lost functionality due to the way it was developed. The developer advised that the Parish Council should refrain from updating the functionality which was applied in 2015 as this would cause instability site wide. Recently the Parish Council lost use of some functionality (photo galleries) as it had become too outdated to continue use.
Prices were sought with a view to redesigning the site, adding additional functionality such as a calendar, contact page, making sure it is accessibility compliant, using a secure certificate for the domain / website and most importantly ensuring that all elements of the site can be updated inhouse in the future. The cost of redesigning the website is £1050, plus a one off cost for a secure certification of the domain and website at £165. There is £2000 in the budget for this project in 2022 / 2023.
It was **AGREED** to proceed with the website redesign.

16. 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 17 in view of the confidential nature of the business to be transacted

This was **AGREED** after a proposal from Cllr Avenell and a second from Cllr Britton.

The Meeting was Closed to the Press and Public

17. To Receive Update on Land Proposal

A response to the Parish Council's letter, as agreed in the meeting of 23rd January 2023, had been received just prior to the meeting, The contents of the response were discussed and **NOTED**.

The Meeting Reopened to the Press and Public

18. Matters for the Next Agenda

Cllr Forder raised that matters advised as addressed by Norfolk County Council Highways in fact had not been remediated. The Clerk will escalate.

19. Time and Venue of Next Council meeting.

Tuesday 14th March 2023 at 7pm in the Council Chamber.

The meeting closed at 9.15pm

Approved……

Date……