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 of the Annual Meeting of Hellesdon Parish Council held on Tuesday 10th May 2022 at 7pm at The Council Chambers, Diamond Jubilee Lodge

PRESENT:

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

In attendance: Mrs F LeBon, Clerk
District Cllr S Prutton
One member of the public

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

1. Nominations for and Election of Chairman of the Council and Declaration of Acceptance of Office

There was one nomination for the position of Chairman. Cllr Gurney was nominated by Cllr King and seconded by Cllr Bush-Trivett. The nomination was accepted and the motion was carried. Cllr Gurney signed the declaration of acceptance of office.

2. Nominations for and Election of Vice Chairman

There was one nomination for the position of Vice Chairman, Cllr Johnson was nominated by Cllr Gurney and seconded by Cllr Britton. The nomination was accepted and the motion was carried.

3. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr R Potter and Cllr K Avenell and were **ACCEPTED.**

4. Declarations of Interest and Dispensations

No declarations or dispensations were declared.

5. To Receive Written Report for 2021/2022 from the Outgoing Chairman

A written report was provided to the meeting. Cllr King added his appreciation of recent efforts by the Parish Council, local volunteers and members of the public in donating and sorting goods for Ukrainian refugees. This report was **ACCEPTED** by the meeting.

6. To Appoint Signatories to Orders for Payment

It was **AGREED** to update the signatories so that they are Cllr Gurney, Cllr Johnson, Cllr Douglass, Cllr King and Cllr Bush-Trivett.

Approved……

Date……

7. Committees, Working Groups and Panels

a) To Appoint Members and Chairman to Standing Committees

i) Hellesdon Community Centre

It was **AGREED** that Cllr Forder should Chair the Community Centre committee and Cllr King should become Vice Chair. Additional members will be Cllrs Gurney, Johnson, Franklin and Sparkes.

ii) Playing Fields, Amenities and Allotments

It was **AGREED** that Cllr Johnson should Chair the Playing Fields, Amenities and Allotments committee. Additional members will be Cllrs King, Avenell, Douglass, Franklin and Diffey.

iii) Staffing

It was **AGREED** that Cllr Douglass should Chair the Staffing committee and that Cllr Gurney should become Vice Chair. Additional members will be Cllrs Johnson, Britton, Franklin, King and Avenell.

iv) Planning

It was **AGREED** that Cllr Britton should Chair the Planning committee and that Cllr Fulcher should become Vice Chair. Additional members will be Cllrs Johnson, Bush-Trivett, Franklin and Sear. Substitutes will be Cllrs Avenell, Douglass, Sparkes and Fahy.

v) Events

It was **AGREED** that Cllr Douglass should Chair the Events committee. There were two nominations for Vice Chair, Cllr Johnson and Cllr Forder. Cllr Johnson was not prepared to stand, therefore the nomination was withdrawn. It was **AGREED** that Cllr Forder should become Vice Chair. Additional members will be Cllrs Gurney, Johnson, King, Bush-Trivett and Britcher.

b) To confirm Membership of Property, Policy & Resources Committee as all above Committee Chairman plus up to 2 members appointed by the Council, to bring the total to 7 members.

It was **AGREED** that Cllr King should Chair the Property, Policy and Resources committee and that Cllr Johnson should become Vice Chair. Additional members will be Cllr Forder, Cllr Douglass, Cllr Fulcher, Cllr Britcher and Cllr Gurney.

c) To Appoint Members to Working Groups and Panels

Working Groups

i. Acquisition of Land

It was **AGREED** that members of the Acquisition of Land Working Group should be Cllrs King, Gurney, Fulcher and Britcher.

ii. Community Apiary and Orchard

It was **AGREED** that members of the Community Apiary and Orchard Working Group should be Cllrs Bush-Trivett, Franklin and Douglass.

Panels

iii. Staff Appeals Panel

It was **AGREED** that members of the Staff Appeals Panel should be Cllrs Fahy, King and Johnson.

iv. Complaints Panel

It was **AGREED** that members of the Complaints Panel should be Cllrs Gurney, Bush-Trivett, Potter, Forder and Britcher.

v. Staff Interview Panel

It was **AGREED** that members of the Staff Interview Panel should be Cllrs Gurney, Douglass and Britcher.

vi. Grievance, Capability and Disciplinary Panel

It was **AGREED** that members of the Grievance, Capability and Disciplinary Panel should be Cllrs Avenell, Franklin, Potter, Bush-Trivett and Sparkes.

d) To appoint members to local bodies/groups (including substitutes if applicable)

i. Airport Consultative Committee

It was **AGREED** that the representative for the Airport Consultive Committee will be Cllr Sear, with Cllr King as a substitute.

ii. Safer Neighbourhood Action Panel

DRAFT

Group now disbanded.

iii. Western Link Project

It was **AGREED** that the representative for the Western Link Project will be Cllr Britcher.

e) To Agree the Terms of Reference for the Committee (Standing Order 5. J. vi)

i) Planning

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for the Planning Committee were **AGREED**.

ii) Playing Fields, Amenities and Allotments

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for the Playing Fields, Amenities and Allotments Committee were **AGREED**.

iii) Property, Policy and Resources

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for the Planning Committee were **AGREED**.

iv) Hellesdon Community Centre

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for Hellesdon Community Centre Committee were **AGREED**.

v) Staffing

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for the Staffing Committee were **AGREED**.

vi) Events

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for the Events Committee were **AGREED**.

f) To Appoint Council's Internal Scrutineer, in accordance with Financial Regulation 2.2

It was **AGREED** that Cllr Diffey would be the council's Internal Scrutineer for the forthcoming year.

8. To Review the Following Policies

a) Standing Orders

The Standing Orders were reviewed and **AGREED**.

b) Financial Regulations

The Financial Regulations were reviewed and **AGREED**.

c) Members' Code of Conduct

The Members' Code of Conduct was reviewed and **AGREED**.

d) Scheme of Delegation to the Clerk and Responsible Financial Officer including Emergency Delegation

The Chair drew attention to the delegation limits to ensure that Members were satisfied with the amounts. The Scheme of Delegation was reviewed and **AGREED.**

e) Statement of Internal Controls

The Statement of Internal Controls was reviewed and **AGREED**.

f) Financial Reserves Management

The policy on Financial Reserves Management was reviewed and **AGREED.**

A query was raised about the review of the General Power of Competence, particularly in light of a new clerk being in place. The Clerk advised that the General Power of Competence should only be reaffirmed at the annual meeting after an ordinary election and that the Clerk held the Level 5 in Community Governance which met the eligibility criteria for qualification of the Clerk.

9. Minutes from Full Council meeting held 12th April 2022

Approved……

Date……

The Minutes of the Full Council meeting held on 12th April 2022 had been previously circulated. Subject to the correction of a typographical error, it was **RESOLVED TO ACCEPT** these minutes as a true and accurate record of the meeting.

10. To Receive Proposal that all Budget Setting Meetings to be Held in the Evening

Cllr Britcher presented this item, which was initially raised at the Annual Parish Meeting. He advised that that not only budget meetings, but all committee meetings should be held in the evening so that working councillors and members of the public can attend. Cllr King put forward an amendment that 'all budget meetings, and as many committee meetings as practicable, should be held outside of normal working hours'. The amendment was accepted by Cllr Britcher and **AGREED** by council.

11. Public Participation

A member of the public advised that the Meadow Way Chapel is not closing but merging with the Gateway Vineyard Church. It will be known in the future as 'the Gateway Vineyard at the Chapel'. The Chair thanked the member of the public for all his work with the Meadow Way Chapel.
A member of the public advised he attended meetings to support the council and the work it does.

12. Reports

a) Clerk's Report

This had been previous circulated. A query was raised about the utilisation of Teams rather than Zoom should online meetings be required. The Clerk advised that a link is sent with the meeting details and councillors will have the option of using the Teams software or connecting to the meeting via their existing browser. This report was **ACCEPTED**.

b) Verbal Report from District and County Councillors

Verbal updates were provided as follows:

- Cllr Britcher reported that additional parking had been made available for the Queen's Jubilee event at Blickling, therefore there may be more tickets made available. He further advised that full council will be making a decision on the future accommodation of the council on 12th May.
- Cllr Gurney felt that the money spent on the Blickling event would have been better used by giving grants to parish and town councils, in a similar manner to the South Norfolk Council grant scheme. More people would then benefit from the funding. Concerns were raised about the way tickets were distributed and advertised.
- In capacity of Norfolk County Councillor, Cllr Gurney reported that the NCC Annual Meeting had been held and Cllr Karen Vincent had been elected as Chair. The theme for the forthcoming year is Covid recovery and services for young people. She has arranged a meeting with the highways engineer and the residents of the property recently damaged by a vehicle on the junction of the Low Road and Hospital Lane to discuss improving the highway safety in this area. She has also been working with the highways engineer regarding pavement repairs, in particular Neylond Crescent. This is on the forward plan for a full resurface in 2023/24 but she is trying to expedite this. The Swift Response project has been relaunched, which is a service for residents that may need urgent assistance but do not meet the criteria for the emergency services (such as a fall). In response to a query about the re-opening of the Sweet Briar bridge, Cllr Gurney advised that the latest correspondence she had received advised of a reopening at the end of May. In response to a query about the 20mph speed limit on Meadow Way, she advised that this is with the legal team to create the relevant Traffic Regulation Order. Cllr Forder raised concerns about the copper cables to properties being replaced with fibre, as this will affect some personal alarm systems.

Approved……

Date……

- A written police report had been circulated to councillors.

c) Verbal Update form Chairman

There were no further matters to report.

13. Financial Matters

a) Bank Reconciliation – April 2022 (Abbreviated report as year end will be closed down on completion of the Internal Audit).

It was **AGREED** to accept this report

b) Earmarked reserves summary

It was **AGREED** to accept this report

c) Payments – May 2022

The payments were **AGREED** after a proposal from Cllr Forder and a second from Cllr Johnson.

d) Receipts – May 2022

The receipts were **AGREED** after a proposal from Cllr Forder and a second from Cllr Johnson.

A query was raised about which account the VAT income credits. The Clerk advised that the balance between the net accounted for and the amount paid sits on the VAT control account as a debtor, and then the VAT reclaimed clears the control account.

14. Planning Committee

The minutes and decisions arising from the Planning Committee meetings held on 12th and 26th April had been circulated to councillors. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

15. To Consider Request to Extend Opening Hours of Parks on Sundays and Bank Holidays

The Clerk presented correspondence from a parishioner about Mountfield Park being closed early on Sundays and Bank Holidays. It was noted that previous discussions with the police and local businesses had resulted in the area being closed at night to prevent crime and antisocial behaviour.

It was **AGREED** that the Clerk should write to B&Q to request a meeting between them and Cllrs Diffey and Johnson, on behalf of the Playing Fields, Amenities and Allotments Committee, to discuss solutions to securing the southern area of the park at night.

It was further **AGREED** that, whilst the offer of the residents to hold a key for the area was appreciated, it should be declined on the grounds of security.

16. To Receive Progress Report on Building Works to the Community Centre

The Clerk provided a verbal report, advising that the M&E works were on programme to finish week commencing 30th May. Certain amounts of building remedial works were being done whilst the main contractor was onsite. When the M&E contractor has finished then the building contractor will have free reign of the building to complete the contracted and remedial works. Weekly meetings are being held with both contractors to keep up to date with progress, with the next meeting being held on 11th May. This report was **NOTED**.

17. Events Committee

Cllr Douglass reported that the donations for Ukrainian refugees had been delivered to Support Ukraine and two vans of supplies were on their way to Ukraine to support those in need.

She will be attending an event put on by Creative Arts East on 20th May to find out more about how to create a local cinema in the community centre.

The Jubilee fayre is progressing well. The photo competitions we launched on 9th May, and the next events meeting will be held on 11th May. This report was **NOTED**.

Approved……

Date……

18. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 19, in view of the confidential nature of the business to be transacted, and item 20 in view that the item refers to terms and conditions of employment. If resolved, such items to be dealt with after the item that confirms details of the next meeting. This was **AGREED.**

19. To Consider Tender Prices for Improvements to Community Centre (Refurbishment of WCs and Changing Rooms, Create a Referee's Room and Additional Storage Space
It was **AGREED** to delegate this to the Property, Policy and Resources Committee for due diligence.

20. To Receive Report from Staffing Committee Meeting held on 9th May 2022
The draft minutes had been circulated to council. The report and the decisions made were **NOTED**. It was **AGREED** to delegate the review of the Pension Policy to the Property, Policy and Resources Committee for further consideration.

21. Exchange of Information
None raised.

22. To Agree Time and Venue of Extraordinary Meeting to Consider Response to Planning Application 20220391
It as **AGREED** to consider this planning application as a full council rather than the Planning Committee. A venue is to be sought that can accommodate an increased number of members of the public, in time for the deadline for response of the 25th May.

23. Time and Venue of Next Council meeting.
Confirmed the time and location of the next meeting of the Full Council as 14th June 2022 at 7pm, in the Council Chamber.

The meeting closed at 10.05pm

DRAFT

Approved……

Date……