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 11th April 2023 at 7pm at The Council Chambers, Diamond Jubilee Lodge

PRESENT:

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

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

WELCOME – Cllr Gurney welcomed all to the meeting.
As this meeting was the last full council meeting of the four year term, councillors were presented with a certificate of appreciation.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr G Diffey, Cllr D Fahy and Cllr R Potter. It was **AGREED** that these apologies should be accepted.

2. Declarations of Interest and Dispensations

None declared.

3. Minutes from Full Council meeting held 14th March 2023

The Minutes of the Full Council meeting held on 14th March 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 Douglass and a second from Cllr Sparkes.
Cllr Gurney reported that she had followed up with highways in relation to the plans for Firside school and had nothing further to report. She had also agreed to look into the idea for a 'kiss and drop' point for another school, in her role as a county councillor.

4. Public Participation

No matters raised.

5. Reports

a) Clerk's Report

This had been previously circulated. Cllr Douglass raised a query on the availability of open space to current residents of the Persimmon development. The Clerk quoted from the s106 agreement on open space provision for residents, and will follow up with Broadland Council. The report was **ACCEPTED**.

b) Verbal Report from District and County Councillors

Approved……

Date……

Cllr King advised that he would not be standing for the Parish Council or District Council in May and thanked everyone for placing their faith in him over his terms of office.
In her role as county councillor, Cllr Gurney reported that roadworks have now been completed on the B&Q junction, but works continue on the Low road.
There is now a new bus service which serves The Nest.
Work is continuing with officers on the Yellow Pedalway, which will create a cycleway from Amsterdam Way to the Nest, and then on to the NDR.
The next set of major roadworks will be at the Boundary. Norfolk County Council is considering options of a full road closure for seven weeks over the school summer holidays, or an alternative of a partial closure for twelve weeks.

c) Verbal Update from Chairman

There were no updates from the Chairman

6. Financial Matters

a) Bank Reconciliation – March 2023
It was **AGREED** to accept this reconciliation.

b) Earmarked reserves summary
This report was **NOTED**.

c) Payments – March 2023
The payments detailed in the written report were **AGREED**.

d) Receipts – March 2023
The receipts detailed in the written report were **AGREED**.

e) Detailed Income and Expenditure 1st April 2022 – 31st March 2023
This written report was **ACCEPTED**.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 14th and 28th March 2023
The minutes and decisions arising from the Planning Committee meeting held on 14th and 28th March 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

8. Events Committee

a) To Note the Decisions made by the Events Committee on 28th March 2023
Cllr Douglass reported that the latest meeting was a planning meeting for the Summer Fayre and for the Easter Trail, the latter of which was now live.

b) To Agree Purchase of Coronation Bench for the Recreation Ground
Four options for benches were presented to council. It was **AGREED** to purchase a Coronation bench from Glasdon at a cost of £1,480.64.

9. Community Centre

a) To Receive Report on Community Centre Refurbishment Project
A written report had been provided for councillors on works outstanding.
All CCTV cameras are now operational, but the report is still awaited on the cause of the failure.
A contractor has attended site to quote for a mechanical louvre system. The better option would be an electrical system, as opposed to a system attached to the boiler. However it has been established that there is insufficient electrical load to facilitate an electrical system. A quote has been requested based upon a mechanical system.
There remains a 'live list' of other snags being reviewed regularly by the Project Manager, Facilities Manager and Clerk to ensure that all matters raised are being addressed.
Further information is expected on the changing of the rear door system to include a fob system so that it can be accessed by hirers of the sports pitches on a Sunday, for access to the changing rooms.

Approved……

Date……

b) **To Receive Report of Pride in Place Grant and Agree Terms and Conditions to Proceed**
The Parish Council had previously agreed to apply for a Pride in Place grant from Broadland Council for a capital sum of £25,000 as a contribution towards a refurbishment of the toilets in Hellesdon Community Centre.
Hellesdon Parish Council has been awarded £20,500 for capital and £2,500 for revenue (promotion of the improved facilities) – a total of £23,000. It was **AGREED**, after a proposal from Cllr Gurney and a second from Cllr Johnson, to accept this offer with the shortfall coming from EMR 347.

10. Playing Fields, Allotments and Amenities

a) To Note Decisions Made by the Playing Fields, Allotments and Amenities Committee on 4th April 2023.
The draft minutes of the meeting had been circulated. The Clerk updated the meeting on the request to plant a Coronation tree at the allotment site, permission for which had since been denied by the landowner as it may cause issues with the 'lift and shift' part of the lease in the future.
A request had been made to rename the Community Orchard, the 'Coronation Orchard'. This was **REFUSED** after a proposed from Cllr Gurney and a second from Cllr King on the grounds that the orchard was designed to be of benefit the community and was not developed for the purpose of the Coronation.

b) To Agreed Formal Order of new Wessex Tri-Deck Mower, as Agreed in 2023/2024 Budget
As part of the budgeting process, three quotes were obtained from different suppliers. Other options were also considered in the form of trade in for the current machinery, and financing and lease options.
It was **AGREED** to purchase the new mower, as was budgeted for. In addition to this, after a proposal from Cllr King and a second from Cllr Bush-Trivett, It was **AGREED** that a five year maintenance contract be taken out at a cost of £2950 to be taken from EMR 334. This would protect the council from the effects of inflation.

A Ten Minute Adjournment was Taken

11. Bus Service Improvement Plan

a) To Consider Proposal from Norfolk County Council for a Gold Standard Bus Shelter on Cromer Road
Norfolk County Council had approached Hellesdon Parish Council to consider a partnership to improve the bus shelter area on Cromer Road outside the Tesco Express. They have received government funding to improve bus services in Norfolk and part of this funding would be to improve strategically located bus shelters. The objective of this project is to encourage more sustainable transport in Norfolk.
Norfolk County Council would provide funding for a scheme and Hellesdon Parish Council would adopt all parts of the scheme and would be responsible for all future maintenance, with exception of the digital display board which would be maintained by Norfolk County Council.
It was **AGREED** to proceed with this partnership with Norfolk County Council. The current bus shelter is to be reviewed, and if it is possible to resite, to place it on the Drayton High Road, outside the hospital.
Cllr Sear advised that buses continue to travel down Cromer Road in the middle lane, rather than use the bus lane.

12. Community Food Hub

a) To Receive Report on Community Food Hub Proposal and Advise of Forthcoming Meeting

Approved……

Date……

The Parish Council has had an approach from Broadland Council and the Norfolk Community Foundation in relation to Hellesdon being identified as an area which could benefit from a Food Hub (often known as a Social Supermarket) to support those in Hellesdon who are being adversely affected by the Cost of Living Crisis.
This project is in its infancy and requires a local group run the facility. It was stressed that it was very rare for a Parish Council to run such as service, but Parish Councils are useful in leadership roles in the local area to help set up the project.
The Norfolk Community Foundation has arranged a meeting at the Parish Council offices on Thursday 27th April at 1.30pm to discuss further with community groups.

13. Library Protection Scheme

b) To Consider Responses from NPS Relating to the Library Bollard Scheme and Consider Heads of Terms for License

NPS had provided responses to the Parish Council's queries generated from the last meeting. The library bollard scheme and associated Heads of Terms were **AGREED**.

14. Training

a) To Receive Feedback on NPTS Training Seminar

The Norfolk Parish Training & Support Team ran a seminar on 21st March and was attended by Cllrs Gurney and Fulcher, and the Clerk. A written report was provided on the training. This report was **NOTED**.

15. 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 16 and 17 in view of the confidential nature of the business to be transacted. This was **AGREED.**

16. Staffing Committee

a) To Note decisions made by the Staffing Committee on the 21st March 2023

The minutes from the Staffing Committee held on 21st March had been circulated. A further matter was raised to the council for information. A further staffing committee meeting has been called for 18th April

Cllr Britcher and Cllr Fulcher Left the Meeting

17. Community Centre Outstanding Matters

a) To Consider Further Actions Relating to Outstanding Invoices

A written report was provided. Further information is being sought and, in conjunction with item 17b, a meeting will be held with the council's project manager to provide a full recommendation. It was **AGREED** to write to the third party insurer for action.

b) To Consider Further Actions Relating to Workmanship in Hellesdon Community Centre

A written report was provided. Further information is being sought and, in conjunction with item 17a, a meeting will be held with the council's project manager to provide a full recommendation.

18. Matters for the Next Agenda

None raised – this will be the annual meeting of the Parish Council

19. Time and Venue of Next Council meeting.

Tuesday 16th May 2023 at 7pm in the Council Chamber.

The meeting closed at 9.45pm

Approved……

Date……