HELLESDON PARISH COUNCIL
The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
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Minutes the Annual Meeting of Hellesdon Parish Council held on Tuesday 16th May 2023 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher
Cllr G Diffey
Cllr I Duckett
Cllr R Forder
Cllr S Holland
Cllr D Maidstone
Cllr S Smith
Cllr N Barker
Cllr G Britton
Cllr L Douglass
Cllr D Fahy
Cllr S Gurney
Cllr A Lock
Cllr R Sear

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

WELCOME BY THE OUTGOING CHAIR – Cllr Gurney welcomed all to the meeting and read the rules relating to the recording of meetings.

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

Cllr Johnson was proposed as Chairman by Cllr Britton and seconded by Cllr Sear. There were no further nominations. The nomination was accepted by Cllr Johnson and the motion was carried. Cllr Johnson signed the Declaration of Acceptance of the Office of Chairman

2. Election of Vice Chairman

Cllr Douglass was proposed as Vice Chairman by Cllr Gurney and seconded by Cllr Sear. There were no further nominations. The nomination was accepted by Cllr Douglass and the motion was carried.

3. To Agree that the Date for the Signing of the Declaration of Acceptance of Office be Before, or at, the Meeting of HPC on Tuesday 13th June 2023

The Clerk advised that all councillors had signed their Declaration of Acceptance of Office therefore an extension to the date was not required.

4. Apologies and Acceptance for Absence

Apologies for absence were accepted from Cllr P Sparkes.

5. Declarations of Interest and Dispensations

A general dispensation was **AGREED** for a term of four years for all councillors when matters of the precept and budget setting were discussed. This is permissible under The Localism Act 2011 s33 whereby without this dispensation the number of persons prohibited from participating in this business would impede the transaction of the business.

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6. To Receive Written Report from the Outgoing Chairman

Cllr Gurney congratulated all members on their election and further congratulation Cllrs Johnson and Douglass on their new posts within the Parish Council.

Cllr Gurney reported that there remained a degree of Covid recovery this year, with the community centre opening for the first time since pre-Covid. The opening had been successful, with the main event being attended by Lady Dannatt. The building is now in good stead for the future.

The Parish Council also opened the Warm Room, which has received positive feedback. Norwich Airport had kindly donated a television that is located in this room.

The community café was also opened and has proved very popular, so much so it will be opening an extra day in due course.

Also popular was the Jubilee Fayre, which is now going to be a permanent feature in the Parish Council calendar, now as the Summer Fayre.

The Parish Council also started the Friday Friends Group for senior citizens which runs on the 3rd Friday of each month. This is attended by roughly 40-45 people each session.

The four District Councillors will be meeting with the Broadland Planning Officers to discuss phases 4 to 6 of the Persimmon Development.

Cllr Gurney had been working with Firside School on their new building, the design of which will incorporate a drop off point onsite to help alleviate parking on the roads.

The Parish Council budget was a balanced one, with no increase in the parish share.

In the future, the new council will have to consider projects, such as the community centre extension and the Neighbourhood Plan.

Cllr Gurney had also represented the Parish Council at a recent church service for the Coronation, followed by the Big Lunch with music from the Hellesdon and Sprowston Brass Band.

7. To Resolve That Hellesdon Parish Council Qualifies to use the General Power of Competence

It was **AGREED**, after a proposal from Cllr Gurney and a second from Cllr Douglass, that Hellesdon Parish Council, by virtue of the number of elected council members and the qualification of the Clerk, is qualified to use the General Power of Competence.

8. To Appoint Signatories for Orders for Payment

It was **AGREED** that the signatories should be Cllr Johnson, Cllr Douglass, the Clerk and the Finance Officer.

9. Committees

a) To Appoint Members to the Planning Committee, Agree Substitutes, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **AGREED** that the six members of the Planning Committee should be:
Cllr Britton (Chairman), Cllr Johnson (Vice Chairman), Cllr Duckett, Cllr Holland, Cllr Maidstone and Cllr Sear. It was further **AGREED** that all councillors could be called on as substitutes, specifically from the party of the member who would be absent from the meeting. This would be an amendment to the Terms of Reference to all committees.

b) To Appoint Members to the Community Centre Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **AGREED** that the six members of the Community Centre Committee should be:
Cllr Forder (Chairman), Cllr Smith (Vice Chairman), Cllr Barker, Cllr Diffey, Cllr Gurney and Cllr Maidstone.

c) To Appoint Members to the Events Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **AGREED** that the seven members of the Events Committee should be:

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Cllr Douglass (Chairman), Cllr Gurney (Vice Chairman), Cllr Britcher, Cllr Forder, Cllr Johnson, Cllr Sear and Cllr Smith. It was further **AGREED** that the Terms of Reference for this committee should be amended to reflect the membership of seven councillors.

d) To Appoint Members to the Playing Fields, Allotments and Amenities Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **AGREED** that the six members of the Playing Fields, Allotments and Amenities Committee should be: Cllr Maidstone (Chairman), Cllr Fahy (Vice Chairman), Cllr Barker, Cllr Diffey, Cllr Gurney and Cllr Sparkes.

e) To Appoint Members to the Staffing Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **AGREED** that the seven members of the Staffing Committee should be:
Cllr Douglass (Chairman), Cllr Gurney (Vice Chairman), Cllr Britcher, Cllr Britton, Cllr Johnson, Cllr Lock and Cllr Maidstone. It was further **AGREED** that the Terms of Reference for this committee should be amended to reflect the membership of seven councillors.

f) To Consider Creation of a Community Café Committee, Agree Terms of Reference and Appoint Chairman and Vice Chairman

It was **AGREED** to set up with committee with its associated Terms of Reference. It was further **AGREED** that the six members of the Community Café Committee should be: Cllr Smith (Chairman), Cllr Forder (Vice Chairman), Cllr Diffey, Cllr Douglass, Cllr Gurney and Cllr Johnson.

g) To Agree the Policy, Property and Resource Committee to be made up of Committee Chairman for all the above, and Appoint other Member(s) so Membership Equates to seven. To Appoint Chairman and Vice Chairman and Review Terms of Reference.

It was **AGREED** that the seven members of the Policy, Property and Resources Committee should be: Cllr Gurney (Chairman), Cllr Maidstone (Vice Chairman), Cllr Britcher, Cllr Britton, Cllr Douglass, Cllr Forder and Cllr Smith.

h) To Appoint Member to be the Parish Council Internal Scrutineer (Financial Regulation 2.2).

It was **AGREED** that this should be Cllr Maidstone.

10. Local Bodies and Groups

a) To Appoint Member(s) to the Norwich Airport Consultative Committee

It was **AGREED** that the member appointed to the Norwich Airport Consultative Committee should be Cllr Sear.

b) To Appoint Member(s) to the Safer Neighbourhood Action Panel

It was **AGREED** that the member appointed to the Safer Neighbourhood Action Panel should be Cllr Forder.

c) To Appoint Member(s) to the Western Link Project

It was **AGREED** that the member appointed to the Western Link Project should be Cllr Britcher.

Other Local Bodies and Groups as Raised at the Meeting

d) To Appoint Member(s) to Represent Hellesdon Parish Council at Norfolk ALC

It was **AGREED** that the member appointed to represent Hellesdon Parish Council at Norfolk ALC should be Cllr Gurney.

e) To Appoint Member(s) to Review Social Supermarket Feasibility Project

It was **AGREED** that the members appointed to review the Social Supermarket Feasibility Project should be Cllr Forder, Cllr Gurney and Cllr Johnson.

f*) To Appoint Member(s) to Represent Hellesdon Parish Council at the Hellesdon Asylum Dispersal Meetings*

It was **AGREED** that the member appointed to represent Hellesdon Parish Council at Hellesdon Asylum Dispersal Meetings should be Cllr Gurney, supported by The Clerk.

g*) To Appoint Member(s) to be Hellesdon Parish Council's Armed Forces Representative*

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It was **AGREED** that the member appointed to be Hellesdon Parish Council's Armed Forces Representative should be Cllr Barker.

Cllr Holland Left the Meeting

11. To Review the Following Primary Policies

a) Standing Orders

These were **AGREED** following a proposal from Cllr Britton and a second from Cllr Sear.

b) Financial Regulations

These were **AGREED** following a proposal from Cllr Douglass and a second from Cllr Forder.

c) Members' Code of Conduct

This was **AGREED** following a proposal from Cllr Maidstone and a second from Cllr Sear.

d) Scheme of Delegation

This was **AGREED** following a proposal from Cllr Britton and a second from Cllr Barker.

e) Statement Internal Controls

This was **AGREED** following a proposal from Cllr Maidstone and a second from Cllr Britton.

f) Financial Reserves Management

This was **AGREED** following a proposal from Cllr Forder and a second from Cllr Sear.

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

The Minutes of the Full Council meeting held on 11th April 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 Gurney and a second from Cllr Douglass.

13. Public Participation

A member of the public asked if they could display a community poster in the Parish Council noticeboards. The Clerk replied that, space permitting, this would be possible and if the posters are brought to the parish office this would be arranged.

14. Reports

a) Clerk's Report

This had been previously circulated. The following matters were added:

- The Fire Door Survey at the community centre had been completed and the report was awaited. This will be discussed with the Community Centre Committee.
- There are problems with the lack of mixer valves in the plumbing at the community centre. The M&E spec is to be checked for these features.
- With regards to the Library Protection Scheme, Norfolk County Council has requested details of the Parish Council's legal representation. The Parish Council is normally represented by NPLaw, but in this instance Norfolk County Council is also represented by NPLaw. After seeking advice, NPLaw is happy to represent both parties based on the simplicity of this easement. Documentation would need to be signed by both parties acknowledging this, and NPLaw would reserve the right to cease acting for both parties if they felt a conflict of interest arise. Members **AGREED** to move forward with NPLaw.
- The time it has taken to deliver the new photocopier has been quite dissatisfactory. A delivery date has yet to be received.
- The planning application for the car park area on the allotment site has yet to be determined. This has been chased with Broadland Council.
- The query about the open space provision as part of the s106 agreement on phases 1 and 2 of the Persimmon development was raised to the planning officer on 20th April. This has since been chased, but to date no response has been received.

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- Three options were suggested by councillors as possible sites to recycle the bus shelter being replaced on the Cromer Road. This part of the project has been removed from the Sustainable Transport Project as it was becoming too complicated and can be addressed by Highways directly.
- The Parish Council's Health and Safety representative will be onsite on 17th May.
- All councillors need to submit their declarations of pecuniary interests form to Broadland Council within 28 days of being elected.

The report was **ACCEPTED**.

b) Verbal Report from District and County Councillors

New District councillors are currently attending training courses. The date of the move of Broadland Council to the Horizon building is 26th May.

Cllr Gurney, in her role as County Councillor, reported that there is a new Leader of Norfolk County Council, Cllr Kay Mason-Billig. There is also a new reformed Cabinet, with Cllr Gurney remaining in her position of Deputy Cabinet Member for adult social services.

Cllr Gurney is working with officers over the planned seven week closure of the Boundary for important roadworks.

She is hoping to pull forwards works to the pavement on Links Avenue, and also to have pavement works arranged for Prince Andrews Road.

A site meeting has been arranged with an officer after reports of speeding on Hercules Road and Mountfield Avenue.

c) Verbal Update from Chairman

Due to the Chairman being voted in at this meeting, there were no updates from the Chairman.

15. Financial Matters

a) Bank Reconciliation – April 2023

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

b) Earmarked reserves summary

This report was **NOTED**.

c) Payments – April 2023

After clarification was given about purchases for the kitchenette, the payments detailed in the written report were **AGREED**.

d) Receipts – April 2023

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

e) To Receive Report from Internal Scrutineer

Cllr Diffey reported that she had visited the office and all finance documents reviewed were found to be in order.

16. Planning Committee

a) To Note the Decisions made by the Planning Committee on 25th April 2023

The minutes and decisions arising from the Planning Committee meeting held on 25th April 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

17. Events Committee

a) To Note the Decisions made by the Events Committee on 25th April 2023

Cllr Douglass reported that the latest meeting was to finalise the details of the Summer Fayre, to be held on 24th June 2023.

18. Policy, Property and Resources

a) To Note the Decisions made by the Policy, Property and Resource Committee on 2nd May 2023

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Cllr Gurney reported that this meeting was to ensure that all Parish Risk Assessments had been reviewed. It was **AGREED** to note the minutes and the decisions made**.**

19. Training

a) To Consider Upcoming Training Course and Agree Attendees

The Clerk reported that Norfolk ALC had offered to provide initial councillor training, free of charge at Diamond Jubilee Lodge. The Clerk is to obtain some dates and establish councillor availability.

Planning training was also discussed. It was **AGREED** that Cllrs Britton, Johnson, Maidstone and Sear should be booked onto the Planning for Parish Councillors Course on 23rd June at a cost of £38 per attendee. Cllr Duckett will check availability.

20. 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 21 and 22 in view of the confidential nature of the business to be transacted. This was **AGREED.**

All Members of the Public Left the Meeting

21. Staffing Committee

a) To Note decisions made by the Staffing Committee on the 18th April 2023 and Associated Updates

The minutes from the Staffing Committee held on 18th April 2023 had been circulated. Applications had been received for the role of Cook Manager and interviews will be arranged soon. It was **AGREED** to note the minutes and the decisions made**.**

22. Community Centre Outstanding Matters

a) To Receive Update Report and Consider Further Actions Relating to Outstanding Matters

A written report had been circulated to councillors. The following was **AGREED**:

- To accept the recommendation on damages for loss of income
- To accept the recommendation for outstanding invoices between parties.
- To invite the Parish Council's Project Manager to a meeting of the Community Centre Committee to assist in determining a recommendation on the remaining defects, to go to full council in June

23. Matters for the Next Agenda

Cllr Sear requested a discussion on an extra SAM2 sign location.

Cllr Britcher requested an item to update the Western Link

24. Time and Venue of Next Council meeting.

Tuesday 13th June 2023 at 7pm in the Council Chamber.

The meeting closed at 9.02pm

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