HELLESDON PARISH COUNCIL
The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
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Minutes of the Meeting of Hellesdon Parish Council held on Tuesday 13th February 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr L Douglass (Chairman)
Cllr G Britton
Cllr D Fahy
Cllr S Gurney
Cllr S Lowthorpe (co opted at item 5)
Cllr R Sear
Cllr D Britcher
Cllr I Duckett
Cllr R. Forder
Cllr A Lock
Cllr D Maidstone
Cllr S Smith

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

Welcome by the Chairman – Cllr Douglass opened the meeting at 7pm and welcomed all in attendance.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr Barker, Cllr Fahy, Cllr Holland and Cllr Johnson.

2. Declarations of Interest and Dispensations

No declarations made or dispensations applied for.

3. Minutes from Full Council meeting held 9th January 2024

The Minutes of the Full Council meeting held on 9th January 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

A member of the public representing Hellesdon Horticultural Association advocated turning Plot 19 into a community allotment garden. It was noted that there was a previous proposal from the Horticultural Association in a similar form, but was withdrawn after the safeguarding and monitoring requirements were deemed too onerous. Cllr Maidstone invited the member of the public to attend the next meeting of the Playing Fields, Allotments and Amenities committee. The Clerk and Cllr Maidstone will arrange this meeting and advise the Horticultural Association of the date so that they can make representation. The Horticultural Association were encouraged to obtain further information on the safeguarding and monitoring of such a project.

A member of the public asked if the Parish Council could facilitate a signposting service for disabled people to obtain support. An email had been sent to Cllr Gurney previously about this which had enabled research into this. Cllr Gurney advised that Norfolk County Council has a signposting service based at Hellesdon Library.

A member of the public queried the lack of availability of the community centre on a Sunday, as he would like to bring a regular booking to the centre. This will be delegated to the Community Centre committee, with the member of the public being advised of the date.

Approved……

Date……

5. Governance

a) To Receive Nominees and Co Opt One Member to Hellesdon Parish Council

Cllr Gurney provided the meeting with a biography of Mr Shaun Lowthorpe and proposed that he be co opted on to Hellesdon Parish Council. This was seconded by Cllr Maidstone and carried. Mr Lowthorpe signed his Declaration of Acceptance of Office and took his place at the council table.

b) To Receive Update on By-Election

The by-election for the final vacant position had been called for 7th March 2024. The Statement of Persons nominated had been displayed in the parish and circulated to councillors.

6. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated. The Clerk added that the installation of the defibrillator at the parish hall had been chased. The Clerk is to find out if there has been an installation date agreed for the library bollards.

There was a query raised about the duration of the roadworks along Middletons Lane. Cllr Gurney advised that there had been some complications which had delayed the completion of the works. Cllr Britcher requested that the batteries on the traffic lights were changed on a more regular basis, especially over the weekend period.

Cllr Gurney reported that Cadent had advised that they would be doing works to the north of the parish in the near future.

The Clerk's report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

District Council reports had been circulated.

Cllr Gurney, in her capacity as county councillor reported that:

- Part of her Members Grant would be spent on the replacement of two flashing 30mph vehicle activated signs for the Low Road. The remainder of the grant would be spent working in collaboration with the member for the Wensum Ward at Norwich City Council to install 30mph roundels on Low Road. A meeting is being arranged onsite for residents to meet with the Norfolk County Council member for Highways, Infrastructure and Transport.
- Repairs are underway on the Westgate roundabout. Patching has taken place and a permanent repair will follow.
- An announcement is imminent about the Cromer Road bus lane. Government guidance is awaited on bus lane usage, after which there will be a consultation about usage of the Cromer Road bus lane.
- The yellow pedal way is now through the planning and design stage and contact is being made with the relevant landowners.

c) Verbal Update from Chairman

There were no further updates in Cllr Johnson's absence

Cllr Britcher advised he could not provide a report on the Western Link until the official minutes from the last meeting were released. This will be an agenda item for the next meeting.

7. Financial Matters

a) Bank Reconciliation – January 2024

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

b) Earmarked reserves summary

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

c) Approval of Payments – January 2024

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

Approved……

Date……

d) Receipts – January 2024

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

e) Detailed Income and Expenditure 1st April 2023 – 31st January 2024

It was **AGREED** to note the details in this report**.**

f) To Receive Report and Agree Payment on aged (June 2020) invoice to Kompan for Play Equipment on Meadow Way and Recreation Ground

A report had been circulated about an aged invoice for £18,939.67 + VAT payable to Kompan, which was claimed at the time of the goods provided. The Clerk and Finance Officer had checked the details and confirmed that the invoice is valid and payable, despite its aged status. Payment of this invoice was **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Britton.

8. Planning Committee

a) To Note the Decisions made by the Planning Committee on 9th January 2024 and 23rd January 2024

The minutes and decisions arising from the Planning Committee meetings held on 9th and 23rd January 2024 had been circulated. Cllr Britton reported that the Parish Council had since been reconsulted on the planning application for the Broadland Snooker Centre, and had raised concerns about the proposed EV charging points which would take away from the already limited parking provision. It was **AGREED** to note the minutes and the decisions made**.**

9. Events Committee

a) To Receive Report on Through the Decades Event on 27th January 2024

A report was circulated about the profit made from this event. Cllr Douglass reported that the event was very well received and there is a desire for more events of a similar nature. This will be further discussed by the committee.

b) To Consider Purchase of Beacon to Commemorate D-Day 80 and Future Events

A report was circulated regarding the fabrication of a beacon by a local firm for D-Day 80. The beacon would be designed to fit in a sleeve in the ground so could be removed when not in use. It was **AGREED** to accept the quote of £808.50 + Vat and order a commemorative beacon.

10. Community Centre

a) To Receive Update report on WC Improvement Project

The drainage problems with the new WCs have been identified and will require either a replacement of the pipework to a 100mm straight waste pipe, or change the new DDA to a macerator system, with the latter being less disruptive to the running of the community centre on installation. The building contractor had quoted £2,972 for the macerator system. The tender price was £78,879, with the contract currently standing at £60,933 with only the cost of the drainage survey to be accounted for. It was **AGREED** after a proposal from Cllr Forder and a second from Cllr Smith, to proceed with the macerator system to resolve the drainage problems. The Clerk is to ensure that there is sufficient signage in the DDA toilet to ensure that wipes or other cosmetic items are not flushed down the toilet, which would risk damage to the macerator.

b) To Receive Update in West WC Refurbishment and Appoint Contractor, Subject to Grant Approval

The grant application form was reviewed. The Parish Council should be advised of the grant body's decision in late February, early March. It was **AGREED** to proceed with the project after a proposal from Cllr Gurney and a second from Cllr Sear, subject to grant approval.

11. Neighbourhood Plan

a) Receive Update on the Neighbourhood Plan

The minutes from the meeting of 15th January had been circulated. The Working Group had met again on 12th February, focussing on further ideas for policies and progressing the community

consultation. A survey will run from 1st to 31st March. People will be encouraged to fill in the survey online, but hard copies will be available in the parish office, community centre and other local establishments by agreement. It was noted that when the original Neighbourhood Plan was being devised, collection points had been made available around the parish for people to drop off to, but there had been no option of a digital survey at this time. A better option would be, for the limited amount of hard copies which would be sent out, to include a stamped addressed envelope for ease of return.
Drop in sessions will be held on Friday 22nd March and Saturday 23rd March between 10am and 4pm in the council chamber for residents to drop in and talk to councillors about the Neighbourhood Plan and complete the survey. The Clerk will email councillors to arrange a volunteer rota to man each drop in session.

12. Training

a) To Consider Attendees to the NPTS Essential Updates Seminar

The Clerk reported that The NPTS Essential Updates Seminar was very useful in 2023. This year the seminar will be held on 21st March between 10am and 3pm. The cost of this is £67.50 per delegate. The Clerk read out the list of speakers planned at the event. It was **AGREED** that Cllr Gurney, Cllr Lowthorpe and the Clerk will attend.

13. 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** after a proposal from Cllr Britton and a second from Cllr Sear.

The Meeting was Closed to the Press and Public

14. Community Centre Outstanding Matters

a) To Consider Further Action to Bring Contract Works to a Close

The Clerk reported the latest position of the building contractor, as reported on companies house. Official correspondence is awaited.

Cllr Lowthorpe and Cllr Sear Declared Interests in Agenda Item 15 and Left the Meeting

15. Land Matter

a) To Consider Meeting Date

A delegation was **AGREED** to meet with representatives from the land owners.

The Meeting was Re-Opened to the Press and Public

16. Matters for the Next Agenda

Update report on the Western Link
Decisions of the Playing Fields, Allotments and Amenities Committee
Decisions of the Community Centre Committee

17. Time and Venue of Next Council meeting.

Tuesday 12th March 2024, 7pm at Diamond Jubilee Lodge

The meeting closed at 8.55pm

Approved……

Date……