HELLESDON PARISH COUNCIL
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Minutes of the Meeting of Hellesdon Parish Council held on Tuesday 12th March 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr G Britton
Cllr R. Forder
Cllr M Hicks
Cllr A Lock
Cllr D Maidstone
Cllr N Barker
Cllr D Fahy
Cllr S Gurney
Cllr S Holland
Cllr S Lowthorpe

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

Welcome by the Chairman – Cllr Johnson opened the meeting at 7pm and welcomed all in attendance. The rules relating to openness and transparency were read.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr D Britcher, Cllr L Douglass, Cllr I Duckett, Cllr R Sear and Cllr S Smith.

2. Declarations of Interest and Dispensations

No declarations made or dispensations applied for.

3. Minutes from Full Council meeting held 13th February 2024

The Minutes of the Full Council meeting held on 13th February 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 advised that he was in attendance as he is interested in what the Parish Council does, and he thanked members for all that they do for the community.

5. Governance

a) To Fill Vacant Positions on Committees

As a result of recent councillor resignations, there were four committee positions made vacant. It was **AGREED** that:

Cllr Lowthorpe should stand on the Playing Fields, Amenities and Allotments Committee and the Community Centre Committee.

Cllr Hicks should stand on the Playing Fields, Amenities and Allotments Committee and the Community Café Committee.

6. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated and was **ACCEPTED**.

Approved……

Date……

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:

- The programme for the footpath works on Neylond Crescent has had to be amended as a result of Cadent also doing works in this area. The Norfolk County Council contractors can only do half of the planned works and then have to allow Cadent to complete their works. The Norfolk County Council contractors will then complete the works to Neylond Crescent.
- The buses being stored on the former Mann Egerton site comply with relevant planning permissions on the land.

c) Verbal Update from Chairman

A written report form the Chairman had been circulated.

7. Financial Matters

a) Bank Reconciliation – February 2024

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

b) Earmarked reserves summary

The Clerk reported that all adjustments to earmarked reserves, as agreed in the budget meeting, had been actioned. It was **AGREED** to accept this report.

c) Approval of Payments – February 2024

Cllr Holland queried a payment for the website development. The Clerk advised that this was a one off payment to redevelop the website, after a refund had been received from the previous contractor which had not fulfilled the contract. The payments detailed in the written report were **AGREED**.

d) Receipts – February 2024

Cllr Gurney queried whether income was being received by Norfolk County Council for lease of the old parish office. The Clerk advised that the rent is due 6 monthly in advance, with the last payment being received in November 2023. The receipts detailed in the written report were **AGREED**.

e) Detailed Income and Expenditure 1st April 2023 – 29th February 2024

Cllr Gurney asked whether there was an under or overspend anticipated for the end of the financial year. The Clerk advised that it was anticipated to have a small underspend, predominantly in the Grounds budget. It was **AGREED** to note the details in this report**.**

8. Planning Committee

a) To Note the Decisions made by the Planning Committee on 13th February 2024 and 27th February 2024

The minutes and decisions arising from the Planning Committee meetings held on 13th and 27th February 2024 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

9. Events Committee

a) To Note the Decisions made by the Events Committee on 27th February 2024

The minutes and decisions arising from the Events Committee meeting held on 27th February 2024 had been circulated.

The Clerk reported that the Parish Council had previously agreed to purchase a Beacon for D-Day 80 at a cost of approximately £800, based upon a picture of a beacon. The full spec had now been send to the fabricator and regrettably the full cost of the beacon would be approximately £2,500. Other fabricators would be contacted.

It was **AGREED** to note the minutes and the decisions made**.**

Approved……

Date……

10. Community Centre

a) To Note the Decisions made by the Community Centre Committee on 4th March 2024

The minutes and decisions arising from the Community Centre Committee meeting held on 4th March 2024 had been circulated.

The Clerk reported that regrettably the bid for funding for the Pride in Place grant to refurbish the west toilets in the community centre had not been successful. It was **AGREED** that the Clerk should try to source funding from alternative sources.

It was **AGREED** to note the minutes and the decisions made**.**

11. Neighbourhood Plan

a) Receive Update on the Neighbourhood Plan

Cllr Gurney reported that a very productive meeting was held on 11th March. The survey period is in progress and the consultant had reported back on the headline responses to date. The working group looked at potential spaces for recreational open space, and also at brownfield sites and potential employment sites.

The Clerk will email out the councillor rota for covering the consultation events on the 22nd and 23rd March.

It was noted that more members of the public were required for the working group. Cllr Maidstone suggested approaching representatives of large local employers, such as the Wensum Trust or Dixons. The Clerk will appeal in Just Hellesdon, the website and Facebook.

Cllr Gurney reported that representatives from AECOM will be visiting Hellesdon on 14th March to discuss design codes. She will pick them up from Norwich station and ensure that they are able to have a tour of Hellesdon to understand the current design features of Hellesdon and what could be built into future design codes. Cllr Forder and the Clerk will also attend.

Cllr Holland recommended looking at information held by the Greater Norwich Growth Board for recreational open space plans for the north of the parish.

Cllr Holland Provided Apologies and Left the Meeting

12. 'Chatty Bench' to Reduce Social Isolation

a) To Consider Working with Age UK and The People Kit to site a 'Chatty Bench' within Hellesdon Parish

Cllr Maidstone reported that on 8th February he and The Clerk met with representatives of Age UK and The People Kit to discuss the concept of a 'Chatty Bench' in Hellesdon to help reduce social isolation.

It is proposed that The People Kit pay for the bench and then Age UK (Norwich) would promote the bench advertised as a safe place to sit and have a chat with someone who you didn't necessarily know. The idea being it would help forge local connections. If successful, Age UK (Norwich) would look to extend across the city, as it would complement their work on making Norwich an Age Friendly City.

Prior to the meeting, it was thought that the bench could be sited somewhere on the Recreation Ground. However, as part of the site visit it was established that a much better place would be at the front of Diamond Jubilee Lodge, within the garden. This would have the following benefits:

- Be integrated within the complex and not exposed.
- Screened from the car park by vegetation.
- Under CCTV surveillance for safety.
- Regular staff footfall for safety and company.
- Has a regular passing footfall Monday – Friday for people to say 'hello'.
- Provides a 'step' between isolation and social activities based within the community centre and the library.

Approved……

Date……

- More accessible to the council to help with understanding of parishioner needs and to signpost for further support.

It was **AGREED** to advise Age UK and the People Kit that the Parish Council supported the siting of a Chatty Bench in the front garden of Diamond Jubilee Lodge.

13. Western Link

a) To Receive Update on the Western Link and the Local Liaison Group Meeting on 7th February 2024

Cllr Britcher had provided apologies therefore was unable to provided a report, but the minutes from the meeting were enclosed in the meeting pack. The next meeting is on Wednesday 13th March 2024.

14. 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 15 and 16 in view of the confidential nature of the business to be transacted. This was **AGREED.**

The Meeting was Closed to the Press and Public

15. Staffing

a) To Note Decisions Made by the Staffing Committee on 6th March 2024

The Clerk provided a report, which focussed on outstanding staffing matters and succession planning required in 2024. It was **AGREED** to note the minutes and the decisions made**.**

16. Sunday Opening

a) To Note Recommendations of the Community Centre and Staffing Committees in Relation to Sunday Opening

The decision to open the community centre on a Sunday was conveyed to members.

The Clerk advised there had been no update on the land matter and would chase this.

The Meeting was Re-Opened to the Press and Public

17. Matters for the Next Agenda

Neighbourhood Plan survey results
Consultation events on 22nd and 23rd March

18. Time and Venue of Next Council meeting.

Tuesday 9th April 2024, 7pm at Diamond Jubilee Lodge

The meeting closed at 7.55pm

Approved……

Date……