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 Meeting of Hellesdon Parish Council held on Tuesday 9th April 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

**PRESENT:**

Cllr B Johnson (Chairman)
Cllr G Britton
Cllr S Gurney
Cllr A Lock
Cllr D Maidstone
Cllr S Smith
Cllr D Britcher
Cllr R. Forder
Cllr S Holland
Cllr S Lowthorpe
Cllr R Sear

**In attendance:** Mrs F LeBon (Clerk).

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

**1. Apologies and Acceptance for Absence**

Apologies for absence were received from Cllr N Barker, Cllr L Douglass, Cllr I Duckett, Cllr D Fahy and Cllr M Hicks.

**2. Declarations of Interest and Dispensations**

No declarations made or dispensations applied for.

**3. Minutes from Full Council meeting held 12th March 2024**

The Minutes of the Full Council meeting held on 12th March 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

**4. Public Participation**

No matters raised.

**5. Council Reports**

**a) To Receive Clerk's Written Report**

This report had been previously circulated. The Clerk updated the meeting as to the date for the Annual Parish Meeting being as 8th May at 7pm. At this meeting the Family Hub will do a presentation on their works to date. The next Staffing Committee meeting will be on 22nd April at 3pm.

The 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 the relaying of the Westgate / Middletons Lane roundabout had yet to be completed. It was hoped that the works could be completed during the school holidays but a date had not yet been agreed.

Approved……

Date……

Cllr Gurney assured the meeting that The Limes Care home, a private care home not run by Norfolk County Council, had been inspected three times since an incident in 2021, as was reported in the EDP today. The last time it was inspected was in June 2023 and the establishment was described as safe and well managed.

**c) To Receive Presentation on Updated Plans for the Yellow Pedalway**

Cllr Gurney had arranged for the technical drawings for the proposed Yellow Pedalway to be displayed for members. This is a shared pathway for cyclists and pedestrians which would start at Amsterdam Way and extend to the NDR, giving access to The Nest as part of the route. The width of the pathway would be improved to a width of three metres, but to allow this to happen, some of the pathway would be on the Norwich City side of the Holt Road and some of the route would be on the Hellesdon side, with crossing points being installed to enable safe crossing. This route would avoid the complication of compulsory purchase orders and to ensure that the pathway could be widened without impacting the width of the road.

The scheme would mean investment of £1.9m and funding would come from GNLP CIL and government grants to encourage walking and cycling. There would also be a reduction in the speed limit on the Holt Road from 60mph to 40mph.

The lighting of the scheme would be limited due to conflict with lighting at the airport.

Cllr Britcher raised concerns about the speed traffic exits the Holt Road at Buck Courtney Crescent and the impact it would have on the crossing point in this location. Cllr Britcher also raised concerns about traffic mounting the pathway as a result of moving for emergency services. Cllr Gurney advised that a traffic survey had been completed and most movements of emergency services are from north Norfolk, not outgoing.

Cllr Lowthorpe felt that to encourage active travel, the whole route should be on the Hellesdon side of Holt Road to support local residents. Cllr Gurney advised that there had been consultation with local residents and the preference was for this area of the route to be on the Norwich side of Holt Road.

There is no indication of the timescales for the project at present. Cllr Gurney welcomed feedback to be sent to her which she can forward to the Norfolk County Council officers.

**d) Verbal Update from Chairman**

The Chairman reported that he had met with an officer from Broadland Council to discuss Tree Preservation Orders in Hellesdon. The map of Tree Preservation Orders in Hellesdon was displayed. It was noted that this map was available on Broadland Council's website.

**6. Financial Matters**

**a) Bank Reconciliation – March 2024**

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

**b) Earmarked reserves summary**

Cllr Lowthorpe queried the reason behind the following earmarked reserves:

323 – It was noted that that this was earmarked for the hard courts as they had not been resurfaced since installation.

352 – It was noted that this was for the extension of the community centre, which had been granted planning permission. The office staff are currently turning away bookings through lack of space in the community centre.

361 – It was noted that this was community infrastructure levy from developers which the Parish Council could spend on infrastructure projects to mitigate the impact of development.

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

**c) Approval of Payments – March 2024**

Clarification was provided about the payment made to Cllr Gurney. The payments detailed in the written report were **AGREED**.

**d) Receipts – March 2024**

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

Approved……

Date……

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

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

It was noted that the Internal Auditor will be attending the parish office early in May.

**7. Planning Committee**

**a) To Note the Decisions made by the Planning Committee on 12th March 2024 and 26th March 2024**

The minutes and decisions arising from the Planning Committee meetings held on 12th and 26th March 2024 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

Cllr Smith queried the status of building works at 357 Reepham Road. It was confirmed that the matter has been passed to planning enforcement and is being monitored.

**8. Events Committee**

**a) To Note the Decisions made by the Events Committee on 2nd April 2024**

The minutes and decisions arising from the Events Committee meeting held on 2nd April 2024 had been circulated.

It was clarified that the Drag Bingo event being held on 20th April was a private event, which the Parish Council was running the bar for.

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

**9. Community Centre**

**a) To Receive Update on Closure of Roofing Contract**

It was reported that the Clerk and the Project Manager have established a final account figure for the roofing contract and submitted this to the liquidator for consideration. This figure was circulated to members. It is hoped that this will be accepted to allow for a conclusion of this project.

**b) To Receive Update on Sunday Opening**

The community centre opened on a Sunday on 7th April. A report was circulated to members on current and future bookings for Sundays.

**10. Playing Fields, Allotments and Amenities**

**a) To Note Decisions Made by the Playing Fields, Allotments and Amenities Committee on 13th March 2024**

The minutes and decisions arising from the Playing Fields, Allotments and Amenities Committee meeting held on 13th March 2024 had been circulated.

Cllr Maidstone reported that the committee gave consideration to a request for a community garden. The committee agreed that the allotment site was not the best location for this and Cllr Gurney had suggested alternatives belonging to other local authorities, housing associations, businesses and community groups. The committee still wishes to retain plot 19 at the allotment site to subdivide into smaller plots.

The apiary is to be discussed in the future as the bees have not wintered well.

Discussions occurred as to whether a future committee meeting should be held on the allotment site within the new hut purchased by HAHA.

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

**11. Community Cafe**

**a) To Note Decisions Made by the Community Café Committee on 20th March 2024**

The minutes and decisions arising from the Community Cafe Committee meeting held on 20th March 2024 had been circulated.

Approved……

Date……

Cllr Smith reported that the café is getting very busy. A volunteer policy and agreement had been adopted in the meeting, and a new volunteer had started on site today. The Clerk is to circulate the volunteer agreement and policy to all members.
Friday opening in the café is to be promoted in the future.
Cllr Gurney advised that there is a volunteer programme via Norwich City College which may be able to assist with local volunteers.

**12. Neighbourhood Plan.**

**a) To Receive Update on the Neighbourhood Plan**

Cllr Gurney reported that on Thursday 14th March, representatives from AECOM visited the parish to assist with the creation of a Design Code for Hellesdon. The meeting began with a meeting in the council chamber to discuss the different aspects of the parish and what the Neighbourhood Plan hoped to achieve from a design code. This was followed by a tour of the parish so AECOM could familiarise themselves with the character of the parish and examples of good design and where design decisions had let the parish down. This work by AECOM had been funded by a technical support grant.
161 Neighbourhood Plan surveys were received electronically and 25 completed as a hard copy.
The Parish Council's consultants are currently analysing the survey results.
The physical consultation events were not so well attended.
The next meeting is on Monday 15th April.

**13. Waste Contract**

**a) To Consider Alternative Waste Contract to Encompass Increased Recycling**

The Clerk reported that the Parish Council increased its budget for waste collection for 2024/2025 to assist with increased recycling. Cllr Gurney reported that Broadland Council were currently considering a scheme for Parish Councils to benefit from glass recycling.
Three quotes were provided from local commercial waste contractors. It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Forder, to continue with the Parish Council's current contractors for a period of six months with collections for general waste and mixed recycling. This would allow time for details of Broadland Council's glass recycling scheme to be made public and the Parish Council can use this information when giving further consideration to its commercial waste collection.
The Clerk is to investigate bins to allow segregation for general waste and recyclable waste for the Recreation Ground.

**14. ID Badges**

**a) To Consider Formal Photographic ID Lanyards for Councillors**

The Clerk reported that a request has been made for councillors to have formal photographic ID cards on lanyards. These would not only give a more professional appearance for councillors when they are acting on behalf of the Parish Council, but would provide a greater level of security than the non photographic badges provided in the office. With councillors becoming more active within the community and attending more engagement events, the need for this has increased.
The cost would be £10 per card + £1.25 per card for a card holder and £1.60 for a lanyard (£12.85 per card + VAT). Discussions occurred as to whether the photograph on the card was necessary.
It was **AGREED** to proceed with photographic ID lanyards for councillors after a proposal from Cllr Smith and a second from Cllr Maidstone.

Approved……

Date……

**15. Western Link**

**a) To Receive Update on the Western Link and the Local Liaison Group Meeting on 13th March 2024**

Cllr Britcher reported that the had attended the meeting on 13th March as a representative from the Parish Council. The planning application has now been submitted to Norfolk County Council, as the local planning authority, for the Western Link. This will be validated and then a public consultation will commence. As part of the proposal, there are three 'green bridges' which will allow animals to cross. As these proposed bridges start and egress on private land, there will be no public pedestrian access.

New guidance has been issued by Natural England relating to Barbestelle bats. Norfolk County Council is looking for a solution acceptable to Natural England.

Cllr Gurney advised that there is a lot of work going on with government about the new Natural England guidance.

There are no meetings planned for the near future due to the pre-election period.

**16. Matters for the Next Agenda**

Cllr Lowthorpe raised that he, Cllr Gurney and the Clerk had attended the recent NPTS seminar, and topics of interest were Biodiversity (to include bio-diversity audits and 'Bio-Blitz' days) and Community Awards.

Community Award will be further discussed by the Events Committee and Biodiversity will be considered on the next agenda.

**17. Time and Venue of Next Council meeting.**

Tuesday 14th May 2024, 7pm at Diamond Jubilee Lodge

The meeting closed at 8.50pm

DRAFT

Approved……

Date……