Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

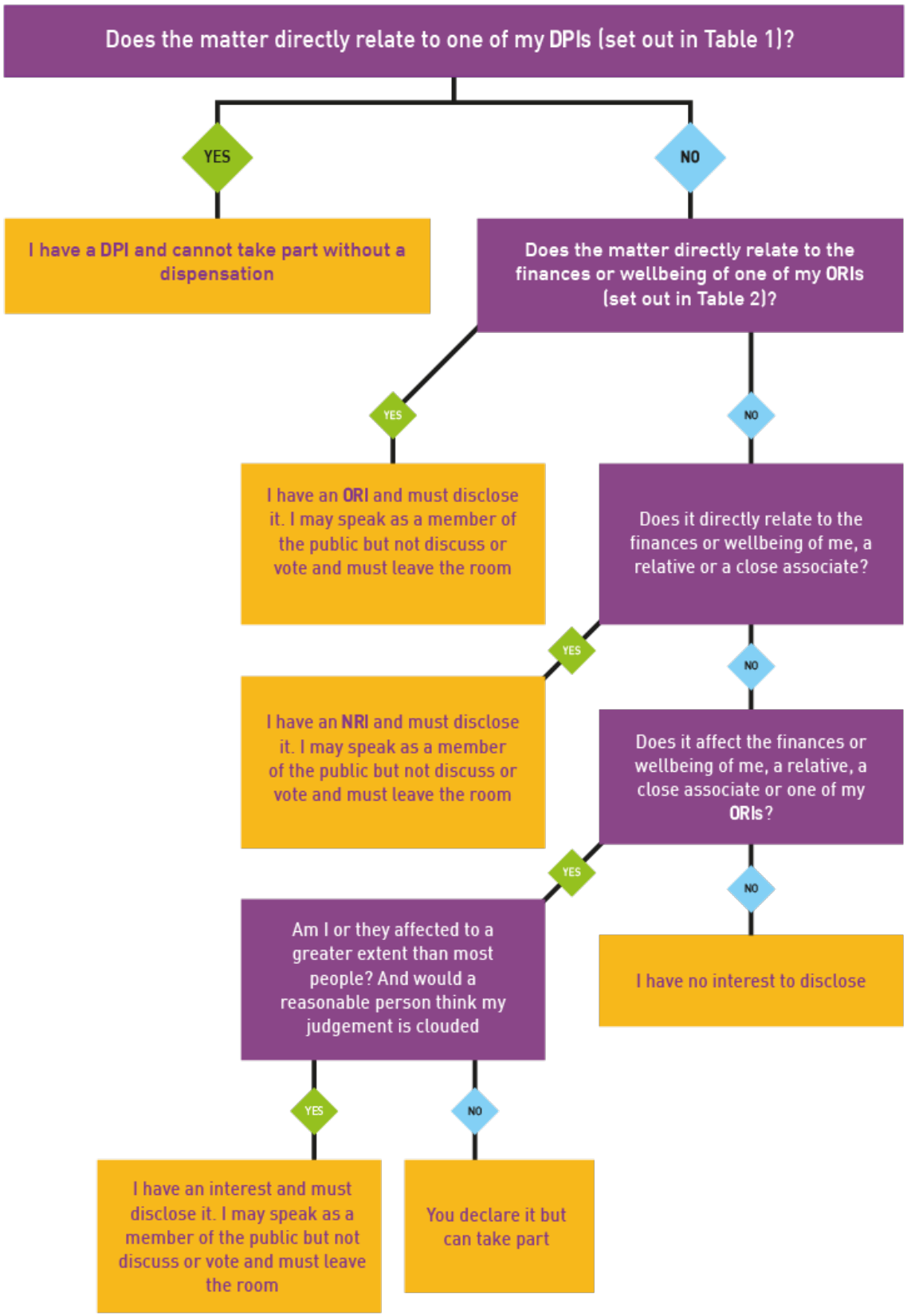

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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 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.

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- 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……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
9th April 2024

ITEM	COMMENTS
Community Centre	Agenda items. Grant applications are being sourced for the west toilet refurbishment project.
Car Park – Community Centre	Library Bollard Scheme – bollards now installed and works completed.
Community Café and Fridge	Agenda item
Parish Council Offices Diamond Jubilee Lodge	Adjustments have been made to the Hearing Loop so that it picks up at a better frequency. It was noted that the hearing loop microphones in the ceiling are next to the projector and the air conditioning outlet. This could cause problems with the hearing loop when these items are operational. This has been added to the spec for the Streaming system in the chamber. Other sources for streaming are to be investigated including Meeting Owls and Stream Yard. A quote has been received for a Meeting Owl system at £1,574.06. Also requested report into the possibility of a microphone system in the reception area, to enable both staff and parishioners to be heard without the need to open the security window. A quote has been requested.
Recreation Ground including Children's Play areas	No matters to report. The locking of the parks has been requested as an agenda item on the Playing Fields, Amenities and Allotments committee. See minutes as distributed as part of agenda pack.
Skate Park & MUGA	No matters to report
Meadow Way	No matters to report. The locking of the parks has been requested as an agenda item on the Playing Fields, Amenities and Allotments committee.
Mountfield Park	No matters to report. The locking of the parks has been requested as an agenda item on the Playing Fields, Amenities and Allotments committee.
Cottinghams Park	Two areas of seating have been agreed by the Playing Fields, Allotments and Amenities Committee. The seats have been installed.
Allotments	The electrical connection from the toilet block to the HAHA hut has been agreed.
Community Orchard	No matters to report. When fruit comes it can be taken to the Community Fridge for Distribution.
Community Apiary	See minutes of the Playing Fields, Amenities and Allotments meeting distributed with agenda pack.
Cemetery Car Park	Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership. Land registry require professional planning maps to be purchased to enable this request. Conveyance documents have been obtained from archive.

Persimmon Homes	Broadland Council is awaiting revised layout plans for phase 3, then will re-consult. All planning enforcement matters have been closed. Broadland Council has confirmed that they visited the site in October and found that the P1 open space is still fenced off, in contravention of the s106 agreement. They will be revisiting the site to see if this has been opened. The trigger point of 60% occupancy on P2 has not yet been reached. Broadland Council has been chased (5th February) with regards to the P1 open space availability. They advise that they awaiting a response from Persimmon. This has been chased again (4th March). Persimmon has advised that the open space in P1 is now al open apart from the overland flow. This area will be opened Spring this year. With regards to P2, they are have provided the below plan of areas which are open, and those that remain closed due to construction activity.
Public Toilets	No matters to report.
Litter & Dog Waste Bins	Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council. Broadland Council will be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17th November 2022] This communication has yet to be received. This has been chased as the environmental assets in the parish are looking to be reviewed (are they sufficient / in the right place). A response was received by Broadland Council on 11th September advising that 'Unfortunately this is still in the process of being reviewed and finalised'. Increased requests are being received for extra litter / dog bins. A review of these assets was agreed by PP&R in the new financial year and these can be considered.
Bus Shelters	The application under parish partnership for three bus shelters on Drayton High Road has been successful and will actioned in the near future.
Benches	No matters to report
War Memorial	No matters to report

Highways	Reports of visibility problems with the new zebra crossing on Middletons Lane have been escalated to highways. This was reported to highways on 3rd February, who advised it would be passed to the safety team. No response has been received from the safety team so this has been chased (2nd October). Work has commenced on resurfacing the pathways on Neylond Crescent. A request has been made to highways to replace the 'Give Way to Vehicles from the Right' signage that was not replaced after a vehicle strike on the Reepham Road / Drayton Wood Road Roundabout (inbound). Saffron Housing has been emailed over surface water flooding on Angus McKay Court. They have acknowledged that this is their responsibility and are awaiting quotes and further authorisation for the required works. A lack of dropped kerbs has been identified along the Cromer Road, across Lodore Avenue. This will be raised directly to highways for remediation. A set of 30mph repeater signs has been requested due to reports of speeding traffic exiting the parish and not realising that the 30mph zone has been extended. Highways has confirmed an extra £780 as part of our delegated agreement to strim the agreed alleyways.
Staffing	Work continues on succession planning. A further meeting is planned for week commencing 22nd April.
Street Lighting	No matters to report
Events	Agenda Item
Meeting Dates	15th April 7pm – Neighbourhood Plan Working Group Annual Parish Meeting being planned. 14th May 7pm – Annual Meeting of the Parish Council
Health and Safety	The new defibrillator has been installed at the Parish Hall
Other Matters	A reminder that we still have items available as a result of the winter grants. Low Energy Wash Packs (consist of a bottle of dry shampoo, a microfibre hair towel to reduce hair drying time, soap and a flannel). Wearable snuggle blankets (in both adults and children's sizes) Thermal hats – men's, ladies and children's sizes available Thermal socks – Men's, ladies and children's sizes Thermal gloves – ages 6-7, 8-9 , 10-11 and 12-13 for children. Sizes s/m and l/xl for adults

Meeting of Hellesdon Parish Council

9th April 2024

Item 5 – Council Reports

Item b) To Receive Reports from District and County Councillors

District Council – Hellesdon South East

Just a very quiet month with little to report from district relating directly to Hellesdon.

Question raised as to why council tax bills were posted to those who had opted for e-billing. Answered due to data migration into new software. Cost recovery is being negotiated with software developer so tax payers not paying for error.

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: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on Tuesday 12th March 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr I. Duckett
Cllr R. Forder (Substitute for Cllr R. Sear)
Cllr S. Holland
Cllr B. Johnson
Cllr D. Maidstone

Also In Attendance
Mrs F. LeBon – Clerk to the Council

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr Sear.

2. **Declarations of Interest and Dispensations**
   No declarations made.

3. **To receive approval of minutes of the committee meeting held on 27th February 2024**
   Minutes of 27th February 2024 had been previously circulated and were **AGREED.** They were signed as a true and accurate record of the meeting by Cllr Britton.

4. **Public Participation**
   No matters raised.

5. **Planning Outcomes**
   The report was previously circulated and **NOTED.**

6. **Planning Applications for Consideration**
   The following applications were considered and responses to the relevant consultations agreed:

Application	Response to Consultation
2024/0541 114 Neylond Crescent, NR6 5QE Single storey rear extension, new front porch, insulated K render to walls.	No objections.
2024/0023 70 Prince Andrews Road, NR6 5QJ Single storey side extension (amended design)	The original decision to object to the application was still retained, on the grounds of overdevelopment of the site with the size and scale of the proposed extension, particularly in relation

Approved.....

Date.....

	to the height and being up to the boundary of the property, having an adverse impact on the amenity of 72 Prince Andrews Road (contrary to policy GC4 Design, section iv)
2023/3700 357 Reepham Road, NR6 5QJ Removal of former garden workshops and erection of a 1 and 1.5 storey rear extensions (resubmission of 2023/2980)	The original decision to object to the application was still retained, on the grounds of over development of the site and the proposal is out of scale and character with the existing dwelling and other dwellings in the immediate vicinity (contrary to policy GC4 - Design sections i and ii). Also concerns about the potential for the proposal to be used as a separate dwelling and objections were made to back garden development for new dwellings.

7. Items for the Next Agenda

The imminent adoption of the new Greater Norwich Local Plan was discussed.

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 26th March 2024 at 6.15pm.

The meeting closed at 6.35pm.

DRAFT

Approved.....

Date.....

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: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on Tuesday 26th March 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr I. Duckett
Cllr S. Holland
Cllr B. Johnson
Cllr D. Maidstone

Also In Attendance
Mrs F. LeBon – Clerk to the Council

The Chairman welcomed all to the meeting.

1. **Apologies and acceptance for absence**
   None Received.

2. **Declarations of Interest and Dispensations**
   No declarations made.

3. **To receive approval of minutes of the committee meeting held on 12th March 2024**
   Minutes of 12th March 2024 had been previously circulated and were **AGREED.** They were signed as a true and accurate record of the meeting by Cllr Britton.

4. **Public Participation**
   No matters raised.

5. **Planning Outcomes**
   The report was previously circulated and **NOTED.**

6. **Planning Applications for Consideration**
   The following applications were considered and responses to the relevant consultations agreed:

Application	Response to Consultation
2024/0647 108 Hercules Road, NR6 5HJ Partial replacement single storey rear extension	No objections.
2024/0713 32 City View Road, NR6 5HP Single storey rear extension	No objections.

Approved.....

Date.....

7. Items for the Next Agenda
No matters raised.

8. Date, time and venue of next meeting
Next meeting will be held on Tuesday 9th April 2024 at 6.15pm.

The meeting closed at 6.19pm.

DRAFT

Approved.....

Date.....

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: contact@hellesdon-pc.gov.uk

Minutes of the Meeting of Hellesdon Events Committee Tuesday 2nd April 2024, 7pm in the Council Chamber

Present at the Meeting
Cllr L. Douglass (Chairman)
Cllr R. Forder
Cllr B. Johnson
Cllr S. Smith

Also in attendance
F. LeBon – Clerk.

The Chairman welcomed all attendees, and opened the meeting at 7pm

1. Apologies and acceptance for absence
Apologies were received from Cllr Britcher and Cllr Gurney.

2. Declarations of Interest and Dispensations
No declarations were made or dispensations requested.

3. Approval of the Minutes
The minutes of the meeting of the 27th February 2024 had been circulated. These were **AGREED** as a true and accurate record of the meeting.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)
No members of the public in attendance.

5. Summer Fayre 22nd June 2024
The photo competitions were discussed. It was **AGREED** to do photo competitions for Handsome Hound as this is always popular, and to introduce a Glorious Garden competition.
Cllr Douglass has made contact with 'Hash Papa' catering who will provide loaded hash browns.

6. Update and Further Consideration for Upcoming Events.

a. Drag Bingo Bar

The License for the event on 20th April is in place.
The bar order suitable for this event and updated prices were **AGREED**.
Koppaburg – increase to £4.50
Spirits – increase to £3.50
Wine per glass – increase to £4.00
Wine by the bottle - £11.50
Single Serve prosecco - £5.00
Prosecco by the bottle - £14.00

Lime cordial, ice and lemons will need to be purchased locally nearer the time. Tongs also need to be ordered for the ice bucket.

Approved…….....

Date……

The caretakers are to ensure that the volunteers have access to ample bin bags on the night.

b. D – Day 80

The feedback on D-Day has been very limited and could not warrant an event. It was **AGREED** that the Parish Council should show its respect by the flying of the specific D-Day flag and having bunting on the Bull Roundabout.

A discussion occurred about having a flagpole on the Bull Roundabout. The Clerk will seek advice from Highways prior to putting on the agenda for full council.

c. OAP Party Entertainment

Enquiries are to be made of Olly Day, Nigel Boy Syer and the Hee Haws. If these are not successful then a further enquiry will be made of Jeff Short, but specifying the need for more Christmas themed entertainment.

d. Party Night

After the success of the Through the Ages event in January, a second Parish Council run event was **AGREED** to be run on 21st September. Discussions occurred as to the type of event, and it was **AGREED** that this should be a Disco designed for adults. A DJ is to be sought.

A mailchimp mailing list was discussed, at a cost of £16.03 per month. It was **AGREED** to not progress with this and discuss again after the event in September to see if this expenditure is warranted.

Formal photo ID lanyards for councillors were discussed. This is to be placed on the agenda for full council.

7. Items for the next agenda

Debrief for Drag Bingo bar
Disco on 21st September

8. To confirm the date, time and venue of the next meeting.

Wednesday 8th May 2024 at 3pm

The meeting closed at 8.20pm

DRAFT

Approved…….....

Date.....

Meeting of Hellesdon Parish Council

9th April 2024

Item 9 – Community Centre

a) To Receive Update on Closure of Roofing Contract

Quotes have now been received for remedial works for the wooden flooring in the ML, and also the altro flooring in the corridor. The final account which has been submitted to the liquidator is as follows:

Owed to Melton Builders:	
Retention	£14,194.72
Contribution for Blinds	£3,974.00
Contribution for Decoration	£6,785.91
TOTAL	£24,954.63

Owed to Hellesdon Parish Council Outstanding Invoices from December 2022	£10,254.58
Remedial Works on Flooring	£5,282.57
TOTAL	£15,537.15

Balance due to Melton Builders	£9,417.48 + VAT

We await feedback from the liquidator on these figures.

a) To Receive Update on Sunday Opening

The following regular bookings have been taken for Sunday opening:

From Sunday 7th April:

SW room + use of the kitchenette 10am – 3pm

OH room 11am – 1pm

Monthly storage charge

From Sunday 5th May:

ML room 9am -1pm

Westwood room 9am – 1pm

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: contact@hellesdon-pc.gov.uk

Minutes of the Meeting of the Playing Fields, Allotments and Amenities Committee held on Wednesday 13th March 2024 - 7pm at Diamond Jubilee Lodge

Present: Cllr D. Maidstone (Chairman)
Cllr N. Barker
Cllr D. Fahy
Cllr S. Gurney
Cllr M Hicks

Also in Attendance:
Mrs F LeBon (Clerk), Mr K Sage (Facilities Manager) and 3 members of the public

The Chairman welcomed all to the meeting and read out the rules relating to openness and transparency.

1. **Apologies and acceptance for absence**
Apologies were received from Cllr Lowthorpe.

2. **Declarations of Interest and Dispensations**
Cllr Gurney declared a non-pecuniary interest in the community apiary.

3. **Approval of the Minutes from 19th October 2023**
The draft Minutes had been circulated from the meeting of 19th October 2023. These were **AGREED** after a proposal from Cllr Barker and a second from Cllr Hicks.

4. **Public Participation**
A member of the public spoke about the benefits of community gardens and the desire of Hellesdon Horticultural Association to create such a project in Hellesdon. Use of plot 19 on the allotment site had been identified as a potential site for such a project.
Members took the opportunity to ask questions of the member of the public to establish whether the allotment site would be the most appropriate area for such a project, given access requirements, security and the allocation of fees and other costs associated with an allotment plot.
Cllr Gurney had made enquiries of the asset management team at Broadland Council and made suggestions of land in the parish owned by Broadland Council that may be more appropriate for such a project.
A query was made of the car park extension at the allotment site. The Clerk advised that planning permission had been given, arrangements just had to be made with the grounds team for installation.

Approved.....

Date.....

5. Allotment Site

a. To Consider Parishioner Correspondence with Regards to a Community Garden at the Bush Road Allotment Site

Correspondence from a member of the public had been circulated to members about the benefits of a community garden. Discussions occurred about allotments and community gardens being completely different types of community project and whether a community garden would be best sited elsewhere in the parish as opposed to the allotment site. Mountfield Park was discussed but concerns were raised about parking and accessibility.

Alternative sites under the ownership of other local authorities and under private ownership were suggested.

Standing Orders were Suspended to Allow for Further Public Participation

A member of the public confirmed that the RHS is doing a campaign to increase the number of community gardens. They can be used for multiple purposes, including growing fruit and vegetables, flowers and herbs. It would be preferred if there was some land available that could be locked at night for added security. There would be a club for the community garden that the Horticultural Association would run to ensure that numbers are limited.

A member of the public raised concerns about the naming of the project a community garden, if not all the community had access to it.

Standing Orders Were Resumed and the Meeting went back into Session

It was **AGREED** that the Parish Council was supportive of a community garden in principle. But it is imperative that all site options were reviewed, particularly those suggested by Cllr Gurney, as concerns had been raised with the siting of a community garden at the allotment site. Cllr Maidstone would be happy to assist the group in looking at areas of land.

b. To Consider whether sale of Honey is Permissible

The Clerk provided a report detailing that under the Allotments Act 1922 (s22) and allotment garden is defined as an area which 'is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family'. It is this definition that leads industry experts, in the form of Paul Clayton to recommend a 'general prohibition on any "trade or business" being conducted on the allotment garden or any part thereof'. This filters through into the lease that the Parish Council holds on the land, and subsequently the allotment tenancy rules of not allowing use of the plot to carry out any business or grow produce for sale.

Cllr Gurney advised that due to a change in circumstances, she would not be able to continue keeping the bees in the apiary. She will continue to check on the hives to see if the bees have survived the winter.

It was **AGREED** that honey would not be sold from the apiary and that it would be a future agenda item to determine the future used of the apiary.

c. To Agree Split of £200 grant between Community Apiary and Allotment Site

The Clerk reported that, upon suggestion from Broadland Council, a grant application was made to the Veolia Sustainability Fund, primarily for stocking the Community Fridge. To pad out the grant, extra funds were included to supply the apiary, and also for a contribution to the allotments so that these areas of the parish could help with the supply of the community fridge with excess stock. Veolia has advised that the purchase of food to stock the community fridge is not in line with their grant, but they

have awarded the Parish Council £200 to be split between the apiary and the allotments, on the grounds that contributions are made to supply the community fridge.
It was **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Gurney that an interim split of £100 would be made to the allotments and the remaining £100 held over until the future of the apiary was established.
The Clerk will liaise with HAHA over contributions to the community fridge, ensuring that there is an understanding that the growing season can be extremely variable.

6. Parks

a) To Receive Report into Recent Issues with Park opening / Closing and to Consider Options

The Clerk provided a report about recent incidents of the parks not being unlocked. One matter had been escalated to the Parish Council's contractor and was being dealt with as part of their internal processes.
There were two reported incidents of parks being closed during the day when the Parish Council was due to be responsible for opening the gates. Members of staff had been spoken to and on both occasions advised that the gates had been unlocked as part of the routine unlocking process. With concerns about unauthorised keys it was **AGREED** that the locks from Mountfield Park and, where possible, Meadow Way be removed from site when the gates are open.
It was reported that, due to increased pressure from members of the public, the Parish Council consider leaving the parks unlocked. The Clerk advised that the Parish Council has a duty under s17 of the Crime and Disorder Act 1998, to give due regard to the likely effect of the exercise of its functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment). The police had been informally consulted on their initial thoughts and had advised that there were noticeable benefits of closing the parks to prevent antisocial behaviour especially during the hours of darkness and cited that in summer an increase of antisocial behaviour at Cottinghams Park because of it being open with no gates / fences to prevent congregation for antisocial behaviour. The police had suggested a compromise of an extension of time. This was already covered in the summer opening hours, and unfortunately could not be accommodated in the winter due to the increased risk to the caretakers as a result of lone working in the dark.
There was also a risk of increased dog fouling in the parks when dogs are let off their leads in darkness and owners cannot see when the dog is fouling.
It was **AGREED** that the park opening times should remain as they are.

7. Items for the Next Agenda

Future use of community apiary.
Update on any further issues with park opening.

8. To Confirm Date, Time and Venue of the Next Meeting

To be agreed.

MEETING CLOSED AT 8.40pm

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of Hellesdon Community Cafe Committee meeting Wednesday 20th March 2024 3pm at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

Present
Cllr S. Smith (Chair of committee)
Cllr R. Forder
Cllr M. Hicks
Cllr B. Johnson

Also in attendance:
Mrs F. LeBon (Parish Clerk), Mr K. Tickner (Community Café Manager) and Mrs D. Tobias (Café Assistant)

Welcome

The Chairman opened the meeting at 3pm and thanked everyone for attending.

1. **Apologies and Acceptance for Absence**
   Apologies were received from Cllr Gurney and Cllr Douglass.

2. **Declarations of Interest and Dispensations**
   None raised.

3. **To Agree the Minutes of the Meeting of 1st November 2023 as a True and Accurate Record of the Meeting.**
   The draft minutes had been circulated and were **AGREED**. The minutes were signed as a true and accurate record by Cllr Smith.

4. **Public Participation**
   There were no members of the public in attendance.

5. **To Receive Financial Report for the Community Cafe**
   A financial report to Month 11 had been previously circulated to the committee. Cllr Smith commented on the clear signs of growth between the beginning of the financial year and month 11. The Clerk advised that there had been minimal promotion for Friday opening, until some volunteer assistance had been put in place to support the café staff.
   It was noted that the café had turned over in excess of £400 today.

6. **Volunteer Arrangements**
   a) To Receive Report into Volunteer Requirements for Community Café and Community Fridge
   The community café is becoming increasingly busy over the period of 11am – 1pm.

As the community café is designed to be low cost in support of local people, it is not in a financial position to recruit further members of staff, but there is an opportunity for volunteering, Volunteering is designed to be of benefit to both the volunteer, allowing for social well-being, and for the Parish Council.
For the café, the work which would be envisaged of a volunteer would be to:

- Take orders politely from customers.
- Operate the till and card machine.
- Clear tables, clean tables and operate the dishwasher.
- Serve cakes from the counter
- Operate the barista machine

Full training will be given by the Parish Council, and the Parish Council would pay for their L2 food safety certificate.

From the perspective of the Community Fridge, a volunteer co-ordinator as well as volunteer collectors will be required, due to the collection times specified by local establishments. The Parish Council is currently on a back up collection from Neighbourly at Aldi in Costessey, although has had no collections as of yet.
The community fridge was inspected by Fareshare on 4th March and has been passed through to agreement for collection by local establishments. However the availability of slots is very limited.
The following collection slots have been accepted:
Bookers (Sunday pm)
Tesco Cromer Road (Monday pm)
Makro (Saturday and Sunday pm)
Sunday collections have now been made possible by Sunday opening at the community centre.
Cllr Smith reported that she has a keen volunteer for the café and will pass the details on to the Clerk.

b) To Agree Volunteer Policy and Agreement

A draft volunteer policy and agreement had been circulated to members. It was **AGREED** to adopt these documents, subject to additional clauses on volunteer car insurance, volunteer wellbeing, the accurate recording of mileage and timely payment of expenses by the Parish Council.

7. Items for the next agenda

The draft café survey was shown to members. It was **AGREED** to launch this after the Neighbourhood Plan survey has been completed and the volunteers are in place.
Summer menu.

8. To confirm the date, time and venue of next meeting

To be agreed.

Meeting closed at 3.35pm

DRAFT

Approved……

Date……

Hellesdon Community Café Committee 20th March 2024

Meeting of Hellesdon Parish Council

9th April 2024

Item 11 – Neighbourhood Plan

The Neighbourhood Plan consultation ran from 1st to 31st March 2024. During this time, 161 surveys were received electronically and 25 completed as a hard copy. The Parish Council's consultants are in the process of analysing the data received from these surveys.

On Friday 22nd March and Saturday 23rd March, councillors manned a consultation event in the council chambers to engage with local people about the Neighbourhood Plan.

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 on 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.

The work by AECOM has been funded by a technical support grant.

The next meeting is on Monday 15th April at 7pm.

Meeting of Hellesdon Parish Council

9th April 2024

Item 13 – Waste Contract

a) To Consider Alternative Waste Contract to Encompass Increased Recycling

The Parish Council increased its budget for waste collection for 2024/2025 to assist with increase recycling. Currently the Parish Council only has a general waste collection. Three contractors were contacted with regards to collections for general waste, dry recycling, glass and food waste. The prices per annum were as follows:

	General Waste (1100l)	Dry Recycling (1100l)	Glass (240l)	Food (240l)	TOTAL
Contractor 1*	£832.62	£422.92	£162.24	£162.24	£1580.02
Contractor 2	£1040.65	£598.65	£453.05	£775.45	£2867.80
Contractor 3**	£479.93	£275.55			£754.85

* Includes offer of free glass and food waste collections for the first six months. In Y2 the cost for glass and food collections would be £324.48 per annum, giving an annual cost of £1904.50 per annum.

** Glass can be included in dry recycling . Food waste collection not provided.

Contractor three represents the Parish Council's current contractor. Their prices represent the lower cost, however their customer service has been particularly poor. We were unable to source double lifts when required and their invoicing has been haphazard. It has also become apparent that the records held for the Parish Council were incorrect, with 2no 1100l recycling bins being invoiced for, but general waste bins actually being onsite.

An alternative local contractor has been contacted about purely food waste collections. A weekly collection in a 240l bin would be £598 per annum, whereas a 140l bin would be £416 per annum.

Meeting of Hellesdon Parish Council

9th April 2024

Item 14 – ID Badges

a) To Consider Formal Photographic ID Lanyards for Councillors

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).