HELLESDON PARISH COUNCIL
The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
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Minutes of the Annual Meeting of Hellesdon Parish Council held on Tuesday 14th May 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr N Barker
Cllr G Britton
Cllr D Fahy
Cllr M Hicks
Cllr A Lock
Cllr D Maidstone
Cllr D Britcher
Cllr I Duckett
Cllr S Gurney
Cllr S Holland
Cllr S Lowthorpe
Cllr S Smith

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

In absence of the Chairman and the Vice Chairman, it was **AGREED** after a proposal from Cllr Britton and a second from Cllr Maidstone, that Cllr Gurney should chair the Annual Meeting.

Welcome by the Chairman – Cllr Gurney welcomed all in attendance.

1. **Election of Chairman of the Council and Declaration of Acceptance of Office**
Cllr Britton proposed that Cllr Johnson should be Chairman of Hellesdon Parish Council for the forthcoming year and was seconded by Cllr Maidstone. There were no further nominations and the motion was **CARRIED**. The Clerk will arrange for the declaration of acceptance of office to be signed by Cllr Johnson.

2. **Election of Vice Chairman of the Council**
Cllr Maidstone proposed that Cllr Douglass should be Vice Chairman of Hellesdon Parish Council for the forthcoming year and was seconded by Cllr Britton. There were no further nominations and the motion was **CARRIED**.

3. **Apologies and Acceptance for Absence**
Apologies for absence were received from Cllr L Douglass, Cllr R Forder, Cllr B Johnson and Cllr R Sear.

4. **Declarations of Interest and Dispensations**
No declarations made or dispensations applied for.

5. **Committees**
a) To Appoint Members to the Planning Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference.
It was **AGREED** that the Planning Committee should consist of Cllrs Britton (Chairman), Johnson (Vice Chairman), Maidstone, Sear, Duckett and Holland. The Terms of Reference for the Committee were reviewed and **AGREED**.

Approved……

Date……

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

Discussions occurred as to the overlap between the community centre, events and community café committee. It was **AGREED** to keep the committees separate as one large committee is likely to be too burdensome.

It was **AGREED** that the Community Centre Committee should consist of Cllrs Forder (Chairman), Smith (Vice Chairman), Gurney, Barker, Maidstone and one vacancy. The Terms of Reference for the Committee were reviewed and **AGREED**.

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

It was **AGREED** that the Events Committee should consist of Cllrs Smith (Chairman), Douglass (Vice Chairman), Forder, Johnson, Britcher and Sear. The Terms of Reference for the Committee were reviewed and **AGREED,** subject to reducing the committee membership from seven to six.

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 Playing Fields, Allotments and Amenities Committee should consist of Cllrs Maidstone (Chairman), Fahy (Vice Chairman), Barker, Gurney, Lowthorpe and Hicks. The Terms of Reference for the Committee were reviewed and **AGREED**.

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

It was **AGREED** that the Staffing Committee should consist of Cllrs Douglass (Chairman), Gurney (Vice Chairman), Johnson, Britcher, Britton, Lock and Maidstone. The Terms of Reference for the Committee were reviewed and **AGREED**.

f) To Appoint Members to the Community Cafe Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference.

It was **AGREED** that the Community Cafe Committee should consist of Cllrs Smith (Chairman), Forder (Vice Chairman), Hicks, Douglass, Gurney and Johnson. The Terms of Reference for the Committee were reviewed and **AGREED**.

g) To Consider Creation of an Environment Committee, Appoint Chairman and Vice Chairman and Agreed Terms of Reference.

Discussions occurred on whether a new committee would require a budget and where it would come from as the precept had already been set. It was **AGREED** that an Environment Committee would be set up and should funding be required, a request would be made to full council for a virement from another budget.

It was **AGREED** that the Environment Committee should consist of Cllrs Lowthorpe (Chairman), Lock (Vice Chairman), Britcher, Gurney and two vacancies. The Terms of Reference for the Committee were **AGREED**.

h) To Appoint Members to the Policy, Property and Resources Committee, to be made up of Committee Chairman of 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 Policy, Property and Resource Committee should consist of Cllrs Gurney (Chairman), Maidstone (Vice Chairman), Britcher, Forder, Britton, Douglass, Lowthorpe and Smith. The Terms of Reference for the Committee were reviewed and **AGREED** subject to increasing the committee membership from seven to eight.

i) To Appoint Member to be the Parish Council Internal Scrutineer (as required by Financial Regulations)

It was **AGREED** that the Parish Council Internal Scrutineer should be Cllr Maidstone.

6. Local Bodies and Groups

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

Approved……

Date……

It was **AGREED** that the member appointed to the Norwich Airport Consultative Committee should be Cllr Lock, with Cllr Hicks as a substitute

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, with Cllr Lowthorpe as a substitute

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, with Cllr Duckett as a substitute.

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 Armed Forces Representative

It was **AGREED** that the armed forces representative for the Parish Council should be Cllr Barker.

7. To Review the Following Primary Policies

a) Standing Orders

Cllr Britcher queried in what instances the Clerk would not permit a motion to go on the agenda, for which the Clerk provided examples. Cllr Holland felt that Standing Order 9f was incorrect as it did not list the reasons for motions not being placed on the agenda. The Clerk advised that there was not a finite list of reasons and the Proper Officer has the final say on what is placed on the agenda. The Clerk is to clarify.

b) Financial Regulations

As these were new Financial Regulations from NALC, it was **AGREED** to defer this item until the next meeting to allow members more time to review them.

c) Members' Code of Conduct

The members' code of conduct was reviewed and **AGREED**.

d) Scheme of Delegation

The scheme of delegation was reviewed and **AGREED**.

e) Statement Internal Controls

The statement of internal controls was reviewed and **AGREED**, subject to amending para 3.2 from finance officer to deputy clerk.

f) Financial Reserves Management

The financial reserves management document was reviewed and **AGREED**.

g) Councillor / Officer Protocol

The councillor / officer protocol was reviewed and **AGREED**.

The Meeting was Adjourned for Five Minutes

8. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 9th April 2024

The Minutes of the Full Council meeting held on 9th April 2024 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 Britton.

9. Public Participation

A member of the public thanked the Parish Council for the work that they do and advised that they remain interested in the work of the council.

Approved……

Date……

10. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated. Cllr Britcher requested that the Clerk escalate the project involving using Meeting Owls for council meetings.

Cllr Gurney advised that she would like to see a dog bin sited on the cut through between Bernham Road and Woodland Road. This will be passed to PP&R when a full audit will be done of Parish Council owed street furniture to see if it is in the most appropriate location or if any more are required.

The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

District Council reports had been circulated.

Cllr Gurney advised that there had been a hit and run on a property on Hercules Road, which had been raised to the police at the Annual Parish Meeting. The Clerk advised that the police had sent details of the community speed watch scheme which must be supported by the Parish Council to progress. This will be an agenda item in June. The Clerk is to investigate if the Parish Council still has access to the speed device which was originally purchased by Hellesdon Parish Council.

Cllr Holland clarified that the recent problems with issuing council tax bills was due to a mistake with the software company and they have offered compensation. The recent issues with the brown bin direct debit, impacting only Barclays customers, could not have been tested in advance and was now resolved.

In capacity of County Councillor, Cllr Gurney advised that there is still a delay in the granting of planning permission for Firside School.

It was clarified that the decision of the Wensum Trust to remove all Teaching Assistant roles was a decision entirely of the Trust and Norfolk County Council has no control over this.

Inconvenience remains in areas of the parish where Cadent are currently operating.

A consultation on the yellow pedalway is soon to begin.

There should be imminent news on the Cromer Road bus lane.

Cllr Smith requested a raising of the mini roundabout on Reepham Road.

c) Verbal Update from Chairman

There was no Chairman's report due to absence.

11. Financial Matters

It was **AGREED** to defer items a-d until the next meeting in light of the reports being unable to be prepared after the internal audit

a) Bank Reconciliation – April 2024

b) Earmarked reserves summary

c) Approval of Payments – April 2024

d) Receipts – April 2024

e) To Appoint Signatories for Orders for Payment

It was **AGREED** that the signatories should remain as Cllr Johnson, Cllr Douglass, the Clerk and the finance officer. There must be two signatories for each order, and at least one should be a member of the council.

12. Planning Committee

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

The minutes and decisions arising from the Planning Committee meetings held on 9th and 23rd April 2024 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

Approved……

Date……

13. Events Committee

a) To Note the Decisions made by the Events Committee on 8th May 2024 (verbal report)

Councillor Smith reported that volunteers had hosted the bar for the Drag Bingo event on 20th April and made a profit of almost £500. The committee had discussed the need for more display fridges and glasses.

An adults only disco was being arranged for 21st September.

Community at Heart awards were discussed, going live on 9th September and the awards ceremony being in February. Discussions are being had with local businesses with regards to sponsorship for the awards.

A display is being arranged for the D-day commemorations, along with some 1940s themed food in the café, and some bunting around the Bull Roundabout.

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

14. Policy Property and Resources

a) To Note Decisions Made by the Policy, Property and Resources Committee on 29th April 2024

The minutes and decisions arising from the Policy, Property and Resources Committee meeting held on 29th April 2024 had been circulated. The meeting primarily focussed on policy and risk assessment reviews. It was **AGREED** to note the minutes and the decisions made**.**

b) To Review Risk Assessments for the Community Café and Associated Areas

Cllr Gurney reported that the risk assessments for the Community Café and associated areas were not available for the committee meeting, and so to expedite matters these would be presented to full council. Risk assessments for the café, foyer and pram porch were reviewed and **AGREED**.

15. Community Centre

a) To Receive Finalised Account for the Roofing Contract.

The final account was presented to the meeting. The liquidators of Melton Builders had permitted the Parish Council to net off outstanding works and invoices against retention and additional works owed to Melton Builders, resulting in a net payment to the liquidator of £10,639.92 + VAT. This was **AGREED**.

b) To Receive Update on WC Refurbishment Projects, Phases 1 and 2

The final account for Phase 1 has yet to be concluded as there still remains some drainage problems. As part of the contingency amount, Dyno Rod has been contracted to remove the scale from the existing pipes, which was completed on 8th May.

With regards to Phase 2, a grant application has been made to Awards for All (National Lottery) on 3rd April. A decision is expected within 12 weeks.

16. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 17 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 Britcher.

The Meeting was Closed to the Press and Public

17. Staffing Committee.

a) To Note / Ratify Decisions made by the Staffing Committee on 22nd April and 8th May 2024

Cllr Gurney reported that two new Facilities Team members had been recruited and the Deputy Clerk role had been agreed.

A confidential matter was also reported to members

The Meeting was Reopened to the Press and Public

Approved……

Date……

18. Matters for the Next Agenda

Annual Accounts
Financial information for April
Financial Regulations
Community Speed Watch

17. Time and Venue of Next Council meeting.

Tuesday 11th June 2024, 7pm at Diamond Jubilee Lodge

The meeting closed at 9.10pm

DRAFT

Approved……

Date……