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 11th June 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr L Douglass
Cllr R Forder
Cllr M Hicks
Cllr D Maidstone
Cllr S Smith
Cllr G Britton
Cllr I Duckett
Cllr S Gurney
Cllr S Lowthorpe
Cllr R Sear

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

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

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr N Barker and Cllr D Fahy.

2. Declarations of Interest and Dispensations

No declarations made or dispensations applied for.

3. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 14th May 2024

The Minutes of the Full Council meeting held on 14th May 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

It was raised that the comments made by Cllr Holland in item 10 of the minutes, had not been communicated to Broadland Councillors, despite there being a full council meeting of Broadland council on 23rd May 2024. It was thought that the software matter was not limited to Barclays bank holders and had not been resolved as was detailed in the report. Cllr Douglass will escalate this.

4. Public Participation

A member of the public thanked the Parish Council for the work that they do.

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated.

Updates were provided on the grant application for the west WC refurbishment and a meeting with the Broadland Youth Advisory Group to discuss art projects.

Rather than pairing back the menu at the community café whilst the Cook Manager is on annual leave, there is a possibility that cover may be available via an agency. It was **AGREED** that the Clerk should try to obtain agency cover. The café now has three volunteers to assist during the week.

Approved……

Date……

It was **AGREED** that the deadline for applications for the Deputy Clerk and part time Facilities Team Member should be extended for a further two weeks, with the application form and website amended to reflect the new date. Cllr Gurney will relay this information to those who have enquired to her.
The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors
District Council reports were not available due to the pre election period.
Cllr Gurney, in her role as County Councillor, reported that:
Two meetings had been held with Norfolk County Council about the Cromer Road bus lane, as a result of new government guidance. An announcement will be made imminently.
Bus services to and from the airport are being reviewed to take into account passengers from additional Ryan Air flights.
There was traffic disruption as a result of roadworks overrunning due to supply issues.
Cadent has been allowed an increased permit for their works so as to allow them to stay onsite and complete the works started.
Complaints have been received about the standard of grass cutting on the land which Orbit is responsible for and the verges which the Parish Council has delegated responsibility for.
The Clerk reported that extra cuts had been budgeted for, but Norfolk County Council had not provided the Parish Council with an uplift to the payment received this year, and only had the courtesy to write to Parish Councils to advise them after the payment was made and as a result of a Freedom of Information request made. This was disappointing as it had made the matter impossible to budget for.
c) Verbal Update from Chairman
There was no Chairman's report due to the pre election period.

6. Financial Matters
a) To Note Internal Auditor Statement on Annual Return
The Internal Audit conclusion, as completed by Larking Gowen, on the Annual Return was **NOTED**.
The Clerk advised that a full report should be available from Larking Gowen for the next meeting.
b) To Agree the Annual Governance Statement 2023/2024
It was **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Douglass that all items 1-8 be agreed as 'yes', with section 9 being not applicable as the council does not act as a Trustee.
c) To Agree the Accounting Statements for 2023/2024
The Annual Accounting Statements were **AGREED** after a proposal from Cllr Douglass and a second from Cllr Gurney.
d) Bank Reconciliation – April 2024
This item was deferred from the May meeting. The bank reconciliation for April 2024 was **ACCEPTED** after a proposal from Cllr Sear and a second from Cllr Britton.
e) Earmarked reserves summary – April 2024
This item was deferred from the May meeting. The earmarked reserves summary for April 2024 was **AGREED** after a proposal from Cllr Douglass and a second from Cllr Sear.
f) Approval of Payments – April 2024
This item was deferred from the May meeting. The payments for April 2024 were **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Douglass.
g) Receipts – April 2024
This item was deferred from the May meeting. Cllr Gurney queried the CIL receipt and where this had been allocated to. The Clerk advised that this ought to have been allocated to Earmarked Reserves, but would check and revert back to the council. The receipts for April 2024 were **AGREED** after a proposal from Cllr Douglass and a second from Cllr Maidstone.
h) Detailed Income and Expenditure 1st April 2024 – 30th April 2024

This item was deferred from the May meeting.
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 where a full audit will be done of Parish Council owned street furniture to see if it is in the most appropriate location or if any more are required.
The detailed income and expenditure was **ACCEPTED** after a proposal from Cllr Douglass and a second from Maidstone.

i) Bank Reconciliation – May 2024

The bank reconciliation for May 2024 was **ACCEPTED** after a proposal from Cllr Britton and a second from Cllr Maidstone.

j) Earmarked reserves summary – May 2024

Cllr Gurney queried the movement of £140.24 out of the Good Causes for Hellesdon Earmarked reserve. The Clerk will clarify with the finance officer and revert to council.
The earmarked reserves summary for April 2024 was **AGREED** after a proposal from Cllr Sear and a second from Cllr Douglass, subject to the movement of CIL into earmarked reserves.

k) Approval of Payments – May 2024

Cllr Maidstone noted that the charge levied to the Parish Council for the by election was disappointing. Cllr Johnson explained that the refund payments for Friday Friends, were due to a coach trip that did not meet the expectations of the group. The payments for May 2024 were **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Douglass.

l) Approval of Receipts – May 2024

The receipts for May 2024 were **AGREED** after a proposal from Cllr Britton and a second from Cllr Sear.

m) Detailed Income and Expenditure 1st April 2024 – 31st May 2024

Cllr Duckett queried a balance on account 1230 which was detailed as an incorrect account. The Clerk will speak with the finance officer and revert back to members.
Discussions took place as to whether the budget for the defibrillators was adequate as in excess of 50% had already been utilised. The Clerk advised that part of the expenditure had been used to install the defibrillator at the parish hall and a small amount had been used for replacement pads. Cllr Smith advised that none of the defibrillators required new pads imminently, but would do if the defibrillators were used. It was **AGREED** to monitor this budget.
The detailed income and expenditure to 31st May 2024 was **ACCEPTED** after a proposal from Cllr Forder and a second from Cllr Douglass.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 14th May 2024

The minutes and decisions arising from the Planning Committee meeting held on 14th May 2024 had been circulated. Cllr Britton reported that the committee had withdrawn its representation with regards an application for a premises license at 18 Links Avenue. The Clerk had been instructed to find out why planning permission wasn't required for such a significant change of use. Cllr Britton also reported that the application for a C2 supported living establishment was going to be determined by Broadland Council's planning committee on 19th June It was **AGREED** to note the minutes and the decisions made after a proposal from Cllr Duckett and a second from Cllr Sear**.**

8. Events Committee

a) To Note the Decisions made by the Events Committee on 5th June 2024 (verbal report)

Cllr Smith reported that the Summer Fayre still required volunteers, especially at the end of the day when the site needed tidying up. A volunteer was also required for the Welly Wanging.
A party night with disco and bar is being arranged for 21st September. Tickets will go on sale in early July.

Approved……

Date……

Good progress is being made on the Hellesdon Community Hearts project. The categories have been agreed and sponsorship obtained for all categories, totalling approximately £500. The celebration event is planned for 1st February 2025 and will be hosted by David Whitely. All councillors were encouraged to attend this event.
It was **AGREED** to note the decisions made by the Events committee after a proposal from Cllr Britton and a second from Cllr Maidstone.

9. Neighbourhood Plan

a) To Receive Update on the Neighbourhood Plan

The minutes and a report from the Neighbourhood Plan meeting held on 22nd May 2024 had been previously circulated.
Cllr Gurney appealed for ideas to get more members of the public engaged in the Neighbourhood Plan, especially on the committee. It was **AGREED** to add a stall to the Summer Fayre with the 'Meet your councillors' signage, and add the Neighbourhood Plan to the 'What's On' board which had been previously agreed by the Events Committee. Volunteers would be required to man this.
Cllr Lowthorpe offered to assist with an article to help engage people.
The decisions made by the Neighbourhood Plan Working Group, as noted in the minutes, were **AGREED** after a proposal from Cllr Douglass and a second from Cllr Duckett.

10. Community Speed Watch

a) To Consider Formal Parish Council Support for a Community Speed Watch Scheme

After a request at the Annual Parish Meeting, the police had forwarded details to the Parish Council of the Community Speed Watch Scheme. To commence, this scheme had to be supported by the Parish Council. It was **AGREED** after a proposal from Cllr Duckett and a second from Cllr Smith that the Parish Council should support this scheme. The Clerk will communicate this to the police and continue to try to locate the speed monitor from the previous scheme.

11. Governance

a) To Review Financial Regulations, taking into account new NALC model

The new Model Financial Regulations with suggested amendments to bring into line with Hellesdon Parish Council's preferred working, had been previously circulated to councillors. These were **AGREED** after a proposal from Cllr Britton and a second from Cllr Douglass.

12. Family Hub

a) To Agree Family Signage and Location Requests.

The Family Hub had sent a request along to install signage, along with a technical specification and mock ups, to promote the Hub and make locating of the office easier. It was **AGREED** that the signage could be installed as per the specification provided after a proposal from Cllr Britton and a second from Cllr Douglass.

b) To Agree in Principle to Extension of Lease into Back Store and Internal Alterations

Due to the success of the Family Hub, the space they have is not always conducive to holding confidential meetings. To do this the Family Hub books the Westwood Room, but this is not always available which makes it difficult to cater for families in need who drop into the hub. Informal discussions have been held about the Family Hub utilising the old police office to the rear of the hub. The Family Hub would also look to utilise the area directly behind the old police office to be used as an entrance and a place to leave buggies. They would replace the double gates which lead out on to the driveway and also install v-mesh fencing and a single gate to protect the grounds store from public access. It was **AGREED**, after a proposal from Cllr Douglass and a second from Cllr Britton, that the project would be acceptable in principle, subject to seeing the plans and agreeing upon a rent which reflects this increase in space.

Approved……

Date……

13. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 14 in view of the confidential nature of the business to be transacted

This was **AGREED**.

The Meeting was Closed to the Press and Public

14. Land Matter.

a) To Receive Feedback on Meeting Held on 21st May 2024

Cllr Gurney fed back to the Parish Council the attendees and the discussions held at a meeting on 21st May 2024. Tasks were **AGREED** for the Clerk to complete, ready for this to be an agenda item in July.

The Meeting was Reopened to the Press and Public

15. Matters for the Next Agenda

Land Matter

16. Time and Venue of Next Council meeting.

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

The meeting closed at 9.14pm

DRAFT

Approved……

Date……