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 10th September 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher
Cllr I Duckett
Cllr R Forder
Cllr S Lowthorpe
Cllr R Sear
Cllr N Barker
Cllr G Britton
Cllr D Fahy
Cllr M Hicks
Cllr D Maidstone
Cllr S Smith

In attendance: Mrs F LeBon (Clerk), Mr H Clark (Deputy Clerk) and three members of the public.

Welcome by the Chairman – Cllr Johnson welcomed all in attendance. He introduced Mr Clark as the new Deputy Clerk for Hellesdon Parish Council.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr L Douglass, Cllr S Gurney, Cllr S Holland and Cllr A Lock.

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 5th August 2024

The Minutes of the Full Council meeting held on 5th August 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 queried the wording of agenda item 18 and asked whether councillors had been forwarded all correspondence in relation to this item. The clerk confirmed that the agenda item had been worded correctly and that councillors were in possession of all correspondence to refer to as part of their consideration.

Two members of the public raised concerns about anti social behaviour on Cottinghams Park. The Clerk fed back on recent correspondence with the police on 15th August about the matter, and reiterated the need to contact the police at the earliest opportunity when incidents occur. Cllr Britcher recommended requesting an incident number every time the police are called.

Cllr Forder is to raise this at the next SNAP meeting.

Approved……

Date……

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated.

The Clerk updated the meeting with information about an increased number of surplus food collections from Aldi for the Community Fridge, and also reiterated the invite for members to attend the launch of the 'Happy to Chat' bench on 17th September.

The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

District and County Council reports had been previously circulated to members.

c) Verbal Update from Chairman

There was no update from the Chairman.

6. Financial Matters

a) Bank Reconciliation – August 2024

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

b) Earmarked reserves summary – August 2024

The earmarked reserves summary for August 2024 was **AGREED** after a proposal from Cllr Britton and a second from Cllr Sear.

c) Approval of Payments – July and August 2024

The payments for July and August 2024 were **AGREED** after a proposal from Cllr Hicks and a second from Cllr Britton.

d) Receipts – July and August 2024

The receipts for July and August 2024 were **AGREED** after a proposal from Cllr Sear and a second from Cllr Barker.

e) Detailed Income and Expenditure 1st April 2024 – 31st August 2024

The detailed income and expenditure was **ACCEPTED** after a proposal from Cllr Sear and a second from Cllr Britton.

f) To Receive External Auditor's Report and Certificate

The external audit report was presented to council, with auditors PKF Littlejohn reporting that the annual return had been completed in accordance with proper practices and no other matters had come to their attention which would give rise for concern that relevant legislation and regulatory requirements had not been met. This report was **ACCEPTED** after a proposal from Cllr Sear and a second from Cllr Forder.

7. Governance

a) To Receive Proposal that Cllr Johnson will Stand Down from the Planning Committee, to be Replaced by Cllr Forder

It was reported that Cllr Johnson being a member of the planning committee for both the Parish Council and Broadland Council could be perceived as predetermination. Cllr Johnson stood down from the Planning Committee and it was **AGREED** that Cllr Forder should become a member of the Planning Committee as a replacement.

8. Planning Committee

a) To Note the Decisions made by the Planning Committee on 9th July, 23rd July, 13th August and 27th August 2024

The minutes and decisions arising from the Planning Committee meetings held on 9th July, 23rd July, 13th August and 27th August 2024 had been circulated. It was **AGREED** to note the minutes and the decisions made after a proposal from Cllr Duckett and a second from Cllr Sear.

b) To Receive Response from Cornerstone Developments to Pre application consultation letter

Approved……

Date……

The response from Cornerstone Developments to the Parish Council's queries about the layout plan to the former Jarrold Sports and Social Club was circulated to members. The full planning application is expected later in the year.

9. Neighbourhood Plan

a) To Receive Update from the Neighbourhood Plan Working Group Held on 17th July 2024

The Clerk reported that further grant funding of £9,900 has been received to support the Neighbourhood Plan.

The Design Code for the Neighbourhood Plan, as drafted by AECOM, has been sent to Broadland Council in advance of being signed off by Locality.

There is currently a 'Call for Sites' in process, to help provide the Neighbourhood Plan with further protection against speculative development in the first five years from adoption. This closes on 17th September. It was noted that the government is currently consulting on amendments to the NPPF which may impact upon the GNLP and housing allocations.

The evidence base for important views has been completed and will be presented to the working group and the next meeting. The evidence base for local green space, non-designated heritage sites and important trees is in progress.

The decisions made by the Neighbourhood Plan Working Group, as noted in the minutes, were **AGREED**.

10. Community Centre

a) To Note Decisions Made by the Community Centre Committee on 14th August 2024

Cllr Forder provided a verbal report in support of the minutes which had been circulated to members. It was **AGREED** to note the minutes and the decisions made by the Community Centre committee.

b) To receive report on Fire Door Replacement Project and to Agree Funding Method

A report had been previously circulated about the necessity of the rolling fire door project, the specification and the openness and transparency of the tender process. Eight prices were received, but it was then established that some had quoted from a desktop study and not attended site. The committee agreed to award the contract to a local contractor at a cost of £11,550.46, but as this was above the amount budgeted the project had been referred to full council. There is currently £7,739.68 in the Community Centre Contingency (EMR 329). Having reviewed this, this figure should read £12,739.68 (as presented to the council under the reserves review as part of the budget). The error has occurred when £8,000 was transferred out to cover Phase 1 of the fire door replacement project, when only £3,000 should have been transferred from EMR as £5,000 had been budgeted for in the precept. This means that free reserves are currently over by £5,000. It was **AGREED**, after a proposal from Cllr Maidstone and a second from Cllr Smith, to proceed with the project and fund as follows:

2024/2025 Budget	£5,000.00
Free Reserves	£5,000.00
EMR	£1,550.46

c) To Receive Report on Flooring Replacement Project and Agree Funding Method

It was reported that as part of the settlement with the liquidator for Melton Builders, an amount of £2,939.00 was accounted for the repair of the Altro flooring in the foyer, corridor and outside toilets. This was negotiated between the loss adjuster and our project manager, but unfortunately was never going to extend to a full replacement project, only repairs in the damaged areas. The repairs could be actioned, however the salmon coloured flooring is no longer available. Previous repairs have been made to this flooring but a different colour had to be used, and a border created to try to make the change of colour look deliberate. With the repairs that are now required, this will be more difficult and is likely to look like a poor patchwork repair.

Approved……

Date……

The committee agreed that a full replacement would be preferable to prevent a poor first impression of the community centre with a patched floor. Quotes had been received and the most favourable quote was £7,489.13. As a full replacement would impact upon reserves, this had been referred to full council.
As part of the free reserves calculation when the Parish Council set its 2024/2025 budget £22,555.77 was set aside a worst case scenario payment to Melton Builders. The final settlement figure was 10,639.92, leaving an extra £11,915.85 in free reserves. Of this, £2,085.00 was allocated to the urgent remediation of the Marjorie Lewis flooring, leaving a balance of £9,830.85, which would cover a complete refurbishment.
It was **AGREED** after a proposal from Cllr Britton and a second from Cllr Smith that the flooring in the foyer, corridor and outside toilets should be replaced, with the funds coming from general reserves.

d) To Receive Report on Lighting in the Marjorie Lewis Room and Agree Funding Method

A replacement lighting system in the Marjorie Lewis room to replace the lighting system lost as a result of the building works is required. A quote of £1,527.00 plus £250 for electrical support had been received for a system which would only be available for use by the caretakers. However, the service would be hired out to members of the public to support their events at a cost of £25 per hire, so the investment would eventually pay for itself, both through increasing the popularity of Parish Council events but also through private hire. It was **AGREED** to proceed with the purchase from EMR 326 after a proposal from Cllr Sear and a second from Cllr Smith. There would be a £25 charge for the public to hire the system and it was further **AGREED** that this would be paid back into EMR 326 until the capital cost had been recuperated.

e) To Consider Purchase of Cabinet to Site Bleed Kit

The bleed kit has been purchased and is currently being stored in the caretakers office. To make this fully publicly accessible, a cabinet would be required.
As the bleed kit does not fit in the current defibrillator cabinet, it was **AGREED** to purchase a specific bleed kit cabinet, to be sited on the gate pillars to the community centre on Middletons Lane. This would make the cabinet fully accessible, even when the community centre is closed. The kit can then be registered with the ambulance service so that it can be accessed when a 999 call is made.
The Clerk reported that Broadland Council may do training on the bleed kits in the future. Cllr Smith expressed an interest in attending.

11. Playing Fields, Allotments and Amenities Committee

a) To Note Decisions made by the Playing Fields, Allotments and Amenities Committee on 6th August 2024

Cllr Maidstone reported that the committee had agreed to hire out hive plots in the apiary and a formal tenancy agreement is being put in place. The community orchard is being taken back within control of the Parish Council, with the grounds staff to maintain.
Plot 19 is in the process of being sub divided to promote allotment gardening to those who do not have the time to maintain full plots. The grounds staff are in the process of doing checks on the existing allotments to ensure they are being maintained.
An allotment liaison group consisting of Cllr Maidstone and Cllr Barker, along with three allotment holders has been set up.
It was **AGREED** to note the minutes and the decisions made by the Playing Fields, Allotments and Amenities committee.

b) To Receive Report into Tractor Arrangements and Agree Method of Funding.

Cllr Maidstone reported the Parish Council is in possession of an asset in the form of a T4 tractor, which was unsuitable for work in the parish due to its size. To ensure works could be completed, a smaller John Deere tractor is leased. Options for purchase of a more suitable size tractor were discussed, along with the trade in of the T4. It was **AGREED** to purchase an Iseki tractor and trade

in the T4 with Ernest Doe at a net cost of £12,707.00 which will be taken from the machinery EMR. There remains 1 year outstanding on the lease of the John Deere whereby this second tractor can be utilised.

Cllr Britcher and Cllr Barker Declared Interests in item 11c and Left the Room

c) To Consider Installation of CCTV at Allotment Site

Cllr Maidstone reported that there had been reports of thefts at the allotment site. The police have been made aware on each occasion.

Concerns were raised that the gates were being left open on repeated occasions which allowed for unauthorised persons to enter an otherwise secure site.

It was noted that there had been a recent assault on the allotment site.

A quote had been received from a commercial contractor for two CCTV cameras. A quote had also been received from a qualified volunteer which would mean the Parish Council would only have to pay for the materials. Volunteers from HAHA had also agreed to assist with manpower to dig the required trenches. It was **AGREED** after a proposal from Cllr Sear and a second from Cllr Maidstone to accept the quote from the qualified volunteer of £649.80 (materials only).

Cllr Britcher and Cllr Barker Re-Entered the Room

12. Events Committee

a) To Note Decisions made by the Events Committee on 24th July 2024

Cllr Smith reported that there was very positive feedback from the Summer Fayre.

The Community Hearts awards went live this week. All the sponsorship for the awards has been received and an extra £50 has been donated by the Co-op for drinks on arrival. Cllr Johnson has put in a grant application for £1,000 to support the event.

The bar for the Drag Bingo turned over £980.

There is a big push for the Party Night on 21st September.

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

13. Highways

a) To Consider Projects under the Parish Partnership Scheme for 2025/2026

The Clerk reported that an option for the Parish Partnership Scheme was a parish gateways sign, and provided examples of one that could be placed on the Reepham Road and one on the Cromer Road. These would help to emphasise the speed limited coming in to Hellesdon. The cost of each sign would be £2,400, with Norfolk County Council paying for 50% should the project be accepted for funding.

It was **AGREED** to proceed with an application for Reepham Road and delay any decision on Cromer Road until it is known how the Yellow Pedal Way will impact on the speed limits.

b) To Consider Response to Consultation for Yellow Pedalway Scheme

The proposals from Norfolk County Council for the Yellow Pedalway had been previously circulated to members. It was **AGREED** after a proposal from Cllr Smith and a second from Cllr Lowthorpe that the scheme in its current form could not be supported, for the following reasons.

- The crossings which would be necessitated along the distance of the Pedalway. The Parish Council did not feel that the amount of crossings would encourage usage. It was felt that the pedalway should be on the Hellesdon side of the road in its entirety.
- There should be more connectivity to Middletons Lane.
- Consideration should be given to connection with Marriots Way to encourage more active travel.

c) To Receive Verbal Report on the Norwich Western Link Meeting held on 29th August 2024

Approved……

Date……

Cllr Britcher reported that there had been an extensive response to the consultation on the scheme. Natural England has changed its assessment of bat habitats. Norfolk County Council has responded to some of the matters raised but has yet to respond to Natural England. It is also unclear whether funding will be received for the project, despite £50m already being spent.
Cllr Britcher had raised to the meeting that with Ringland Road being closed there is now one less crossing point on the A47. If the Western Link does not go ahead then it is likely that National Highways would have to reopen this crossing point again.
Cllr Britcher also raised concerns that with the dualling of the A47 between Easton and North Tuddenham, HGVs could be diverted through Hellesdon.

d) To Consider Correspondence from Norfolk County Council regarding 20mph TRO for Silk Mill Road

Norfolk County Council issued a consultation on a TRO for Silk Mill Road to reduce the speed limit to 20mph. It was **AGREED** that there should be no objections to this after a proposal from Cllr Smith and a second from Cllr Lowthorpe.

14. Waste Removal

a) To Consider Options for Waste Removal and Bottle Bank Adoption Scheme

The Clerk reported that at the Parish Council meeting on 9th April, the Parish Council considered options for the collection of commercial waste from the premises. Despite the poor customer service previously received from Broadland Commercial Collections, it was agreed to continue with their weekly service as the price was very preferable to the taxpayer.
Problems have been encountered with collections since April and it has been established that the Parish Council had been placed on fortnightly collections. Attempts have been made to change this as fortnightly collections are not sufficient for the business of the Parish Council, but it has been advised that weekly collections are not offered by Broadland Commercial Collections.
In the interim, a skip has been hired on grounds of environmental safety to help dispose of the council's commercial waste. Three quotes had been obtained from waste recycling companies which are able to collect on a weekly basis, and also do commercial food waste collections.
It was **AGREED** to engage Contractor 1, Biffa, at an annual cost of £1,635.96 after a proposal from Cllr Britton and a second from Cllr Sear, for general waste, food waste and dry recycling.
Proposals were received to form part of Broadland Council's glass bank adopter scheme, whereby the Parish Council receives £50 per annum for hosting the bottle bank. It was **AGREED** after a proposal from Cllr Smith and a second from Cllr Forder to engage with Broadland Council over the Bottle Bank Adopter Scheme.

15. Training

a) To Consider Attendees to the Norfolk PTS Autumn Seminar

Details of the NPTS Autumn Seminar were circulated. The Clerk cannot attend the seminar due to annual leave, therefore it was **AGREED** after a proposal from Cllr Johnson and a second from Cllr Hicks that the Deputy Clerk will attend at a cost of £70.

16. Technology

a) To Consider Installation of Hybrid Technology for Meetings

Quotes were provided for hybrid technology which would allow for meetings to be broadcast and recorded. Discussions occurred as to the concerns about live broadcasting balanced with openness and transparency. Cllr Britcher proposed that the Parish Council should proceed with a Meeting Owl System to broadcast meetings at a cost of £2,647.34. This was seconded by Cllr Smith. The motion was **LOST**.

*It was **AGREED** to waive Standing Order 3x to Extend the Meeting Beyond 2.5 hours after a proposal from Cllr Sear and a second from Cllr Hicks*

Approved……

Date……

b) To Consider Options for Mobile Phone Contract

The Clerk reported that the Parish Council was out of contract for its mobile phones. Three options were provided with different types of phones with different contract options. It was **AGREED** to proceed with 9no. iPhones (SE) with unlimited data, texts and calls at £18 per phone per month (total £162.00 per month + VAT) after a proposal from Cllr Smith and a second from Cllr Britton.

c) To Consider Subscription to Canva

The Clerk reported that with the increase in events that the Parish Council is providing to local people, it is imperative that these are promoted in the most eye catching way. Personal software has been used recently, which creates excellent advertisements, but is not accessible to all members of staff.

An alternative software, Canva, has been trialled for the upcoming launch of the community hearts awards. Canva is a recognized software which is supported by Norfolk ALC which runs courses on the software both at basic and advance level and can be accessed by all members of staff. The cost for a Canva license is £100 per annum.

It was **AGREED** after a proposal from Cllr Britcher and a second from Cllr Maidstone that the council should proceed with the Canva subscription.

17. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 18 and 19 in view of the confidential nature of the business to be transacted

This was **AGREED**.

The Meeting was Closed to the Press and Public

18. Bad Debt.

a) To Receive Notification of Bad Debt and Agree Method of Recovery

All correspondence relating to this situation had been forwarded to councillors. It was **AGREED** after a proposal from Cllr Sear and a second from Cllr Britton that the time taken to resolve this matter was not in the public interest and that the £200 should be written off.

19. Staffing.

a) To Note Decisions Made by the Staffing Committee on 11th July 2024

The minutes and decisions arising from the Staffing Committee meeting held on 11th July 2024 had been circulated. It was **AGREED** to note the minutes and the decisions made.

b) To Receive Update on Recruitment

The Clerk reported that successful recruitment had been made for the positions of Deputy Clerk and Café Assistant.

The Meeting was Reopened to the Press and Public

20. Matters for the Next Agenda

To consider the amendment of financial regulations for contractors to recognise trade unions.
To consider publication of meeting attendance figures.

21. Time and Venue of Next Council meeting.

Tuesday 8th October, 7pm at Diamond Jubilee Lodge.

The meeting closed at 10.05pm

Approved……

Date……