HELLESDON PARISH COUNCIL
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Minutes of the Meeting of Hellesdon Parish Council held on Tuesday 8th October 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher (from 7.15pm)
Cllr L Douglass
Cllr D Fahy
Cllr S Gurney
Cllr S Holland
Cllr D Maidstone
Cllr S Smith
Cllr N Barker
Cllr G Britton
Cllr I Duckett
Cllr R Forder
Cllr M Hicks
Cllr A Lock
Cllr R Sear

In attendance: Mrs F LeBon (Clerk), Mr H Clark (Deputy Clerk), P.C Matt Hill, District Cllr S. Jones and one member of the public.

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

1. Apologies and Acceptance for Absence

No apologies received.

2. Declarations of Interest and Dispensations

Cllr Gurney declared an interest in item 10 as a member of Broadland District Council
Cllr Gurney declared a personal and prejudicial interest in item 13b.
Cllr Holland declared an interest in item 10 as a member of Broadland District Council.
Cllr Douglass declared an interest in item 10 as a member of Broadland District Council.
Cllr Johnson declared an interest in item 10 as a member of Broadland District Council.

3. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 10th September 2024

The Minutes of the Full Council meeting held on 10th September 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

P.C Hill advised that police patrols were prioritising City View Road and Coronation Road in relation to anti-social parking, as well as their patrols of other areas in Hellesdon including the Recreation Ground. In the City View Road area, 20-25 tickets have been issued this year for parking offences, as well as over 700 letters of advice sent out. There have been no repeat offenders from the letters of advice. It was clarified that the police must be in attendance to issue a ticket, however photographic evidence of poor parking can be sent to the police by members of the public, and the police can then consider issuing a letter of advice.

Approved……

Date……

Tickets have also been issued for parking on the zebra crossing at Middletons Lane and also parking on a junction on Hellesdon Industrial estate, preventing a clear view of the junction.
An engagement surgery was held in the Warm Room. The police are currently looking at ways to increase attendance to these events.
There continues to be parking issues around the schools, which are also being patrolled when resource allows.
There has been a theft of a bicycle from an address in Hawthorne Avenue.
Antisocial behaviour has dropped in September, with only 8 incidents being reported.
There has been a 20% reduction in reported crimes in Hellesdon in September, compared with September 2023.
Cllr Douglass advised that the Whiffler had recently introduced a parking limit of 2 hours on their car park, with registration validation within the pub. This is likely to exacerbate parking on the road.

District Councillor Simon Jones, as ward member for Hellesdon South East, urged the Parish Council to take on the responsibility for the street lighting in Hellesdon, which is currently the responsibility of Broadland Council. He provided details of the commuted sum which Broadland Council is prepared to pass over, and recent income and expenditure figures. He also reported on the street lighting upgrade that Hellesdon has benefitted from.
This will be discussed under item 10.

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated. Cllr Forder updated the meeting to advise that the next SNAP meeting will be at the end of October, however he had discussed the matter of antisocial behaviour at Cottinghams Park with P.C Hill and confirmed that it was a matter for the police and not the Parish Council.
The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

District and County Council reports had been previously circulated to members.
Cllr Gurney added to her report, advising that those wishing to attend the recycling centres from 18th November will have to book a timeslot. Timeslots are available every 15 minutes.

c) Verbal Update from Chairman

This had been previously circulated.

Cllr Britcher Joined the Meeting

6. Financial Matters

a) Bank Reconciliation – September 2024

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

b) Earmarked reserves summary – September 2024

Cllr Holland queried whether the bank balance of £1.1m, less the earmarked reserves of £600k, meant a general reserves figure of approximately £500k. The Clerk clarified that the money that there was revenue funding in this figure which did have to last until 31st March 2025.
The earmarked reserves summary for September 2024 was **AGREED**.

c) Approval of Payments – September 2024

Cllr Britton queried a payment of £342.57 for toilet rolls. The Clerk advised that there is likely to be further items on the order and will circulate a copy of the invoice. The payments for September 2024 were **AGREED,** subject to clarification of the aforementioned invoice, after a proposal from Cllr Sear and a second from Cllr Douglass.

Approved……

Date……

d) Receipts – September 2024

The receipts for September 2024 were **AGREED** after a proposal from Cllr Forder and a second from Cllr Douglass.

e) Detailed Income and Expenditure 1st April 2024 – 30th September 2024

Cllr Maidstone clarified that the second part of the precept had been received. The detailed income and expenditure was **ACCEPTED** after a proposal from Cllr Maidstone and a second from Cllr Barker.

Cllr Maidstone recorded his thanks to the previous finance officer and the incoming deputy clerk for the quality of the finance reports.

f) To Consider Amendment to Financial Regulations to Include Question about Recognition of Trade Unions for Formal Tenders

This was an agenda item as requested by Cllr Duckett. Discussions occurred as to what contract limit this should apply to and it was **AGREED** that it should apply to all tenders over £25,000 excluding VAT. Discussions also occurred as to whether questions should also be asked about contractors over the same contract amount paying the Living Wage (as defined by the Living Wage Foundation).

It was **AGREED** that when the Financial Regulations are reviewed in May, payment of the Living Wage and recognition of unions by contractors for contracts over £25,000 excluding VAT should be considered for inclusion in the regulations.

g) To Consider Application for Winter Pressures Grant

The Clerk reported that Broadland Council was offering a Winter Pressures grant for £500. There remains some winter warm wear from last year which can be offered, however, the refreshments in the warm room which were popular require restocking. It was **AGREED** after a proposal from Cllr Holland and a second from Cllr Gurney that the Clerk should apply for the winter pressures grant to support the warm room.

The Clerk is to promote the warm room ready for the winter period.

7. Governance

a) To Consider Formal Publication of Councillor Attendance Register

The publication of the a councillor attendance register was **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Duckett. The Clerk is to look to create a Register Policy for further consideration.

b) To Consider use of Poll Cards, should a By-Election be Required

It was **AGREED** after a proposal from Cllr Sear and a second from Cllr Maidstone that poll cards should be requested should a by-election be required. This would be applicable for any future by-elections.

8. Planning Committee

a) To Note the Decisions made by the Planning Committee on 10th September 2024

The minutes and decisions arising from the Planning Committee meetings held on 10th September 2024 had been circulated. Cllr Britton reported that there were only two small applications to be considered. It was **AGREED** to note the minutes and the decisions made.

9. Neighbourhood Plan

a) To Receive Update from the Neighbourhood Plan Working Group Held on 25th September 2024

A report from the Neighbourhood Plan Working Group and the draft minutes had been circulated in the agenda pack.

Cllr Gurney added that she had spoken to the planning officers responsible for the site of the former Jarrold sports and social club and confirmed that the pre-application advice stage had now concluded.

Approved……

Date……

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

10. Parish Assets

Correspondence had been received from Broadland Council about the possible transfer of the street lights in Hellesdon, for which Broadland Council is currently responsible for, to the Parish Council.

Factors which needed to be considered were discussed. These included:

- A report of the location and construction of the street lights.
- Condition and when they were replaced
- A reliable contractor and the cost of this.
- Staff time factor.
- Repairs and Maintenance.
- Future funding

Discussions occurred over the necessity to ring fence any income for streetlighting and not use for any other purposes. Cllr Holland advised that Broadland Council had reduced the special precept for streetlighting in Hellesdon the previous financial year due to the amount charged being too much. Consideration was also given as to whether subdividing the street lighting away from Broadland Council would be of any benefit to the taxpayer.

It was **AGREED** that a working group would be required to obtain the information required for the Parish Council to make an informed decision. This working group would consist of Cllrs Holland, Gurney, Duckett, Britcher, Maidstone and Sear.

11. Consultations

a) To Consider Response to Broadland Council's Design Code Consultation

Correspondence had been received from Broadland Council about their latest round of consultation for their forthcoming design code. The need for quality open space was raised, as well as networks for active transport.

It was **AGREED** that the Neighbourhood Plan working group would be best placed to respond to this consultation and would be given delegated authority to meet and respond to Broadland Council on this matter.

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

This was **AGREED**.

The Meeting was Closed to the Press and Public

Cllr Gurney Left the Room

13. Staffing.

a) To Note Decisions Made by the Staffing Committee on 26th September 2024

Cllr Douglass reported that the Recruitment and Selection Policy is being reviewed due to challenges relating to the recruitment of the Deputy Clerk

The Clerk and Deputy Clerk Left the Room

A proposal was put forward for an independent investigation into the recruitment process. This was **LOST**.

Approved……

Date……

A recorded vote was requested.
For: Cllr Duckett, Cllr Lock and Cllr Britcher.
Against: Cllr Johnson, Cllr Douglass, Cllr Britton, Cllr Smith, Cllr Barker, Cllr Hicks, Cllr Sear and Cllr Maidstone.
Abstentions: Cllr Holland, Cllr Forder and Cllr Fahy.

*It was **AGREED** to waive Standing Order 3x to Extend the Meeting Beyond 2.5 hours*

It was agreed unanimously that a report will be brought to the next staffing meeting outlining what had occurred during the recruitment of the deputy clerk to include who did what, where it went wrong, recognition that mistakes were made and recommendations going forward. This will then be brought to full council in November along with the proposed policies.

The Deputy Clerk Re-Entered the Room

b) To Receive Recommendations from the Monitoring Officer and Agree Resulting Actions
The recommendations from the Monitoring Officer had been previously circulated. It was **AGREED** to accept the recommendations and the council will engage the professional resource to support this.

The Meeting was Reopened to the Press and Public

14. Matters for the Next Agenda
Report from the staffing Committee.
Notification of Submission from the Neighbourhood Plan Group on the Broadland Design Code Consultation.

15. Time and Venue of Next Council meeting.
Tuesday 12th November, 7pm at Diamond Jubilee Lodge.

The meeting closed at 10.03pm

DRAFT

Approved……

Date……