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 November 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr I Duckett
Cllr R Forder
Cllr M Hicks
Cllr A Lock
Cllr S Smith
Cllr N Barker
Cllr D Fahy (from 7.10pm)
Cllr S Gurney
Cllr S Holland
Cllr D Maidstone

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.

1. Apologies and Acceptance for Absence

Apologies were received from Cllr D. Britcher, Cllr G. Britton Cllr L. Douglass and Cllr R. Sear.

2. Declarations of Interest and Dispensations

None declared.

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

The Minutes of the Full Council meeting held on 8th October 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 Forder and a second from Cllr Maidstone.

4. Public Participation

No matters raised.

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated. The Clerk clarified advised that there had been a sharp increase in complaints about overflowing dog bins. This would be raised to PP&R as part of the budgeting process.

The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

Cllr Johnson reported that he had attended a cybersecurity course at Broadland Council.

Cllr Gurney, in capacity as County Councillor, reported that funding had been secured from Norfolk County Council to complete the footway improvements to Bernham Road. This will be completed in the 2025/2026 financial year.

There will be resurfacing works on an area of the Drayton High Road which will require a series of night closures of the road.

Approved……

Date……

There have been replacement railings installed on the Hospital Lane junction.
Work has been done with Maxine Webb for new signage for Hellesdon Park Road and Hellesdon Hall Road to deter HGVs.
New road markings and 30mph roundels have also been added to Low Road near to Wensum Valley Close.
Cllr Gurney, in capacity as District Councillor, reported that a meeting had been held between the District Councillors, Broadland Council's planning department and Persimmon Homes, regarding the hybrid planning application granted permission in 2015.

Cllr Fahy Entered the Meeting

The planning application will expire on 5th December, therefore Persimmon will have to reapply for permission to develop phases 3 to 6. There are claims that the site is now unviable so it is likely that there will be an application with less community benefit, in the form of less affordable housing and less open space provision. The planning application is due to be submitted by 5th December and it is recommended that the Parish Council holds a single agenda item meeting to discuss this application when it is received. The Clerk will find out the demand for football pitches at Hellesdon Recreation Ground. There also needs to be research into the open space provision for Hellesdon, taking into account the loss of HEL4 from the GNLP.

c) Verbal Update from Chairman
Cllr Johnson reported that he had attended the Remembrance Service on 10th November, which was very well attended.

6. Financial Matters

a) Bank Reconciliation – October 2024
The bank reconciliation for October 2024 was **ACCEPTED**.
b) Earmarked reserves summary – October 2024
Cllr Gurney queried the progress on the rain water harvester. The Clerk advised that there was no active project, only reserves earmarked for a future project.
Cllr Holland queried the movement of £1527 out of earmarked reserves. The Clerk advised that this was for the lighting project in the community centre.
The earmarked reserves summary for October 2024 was **AGREED**.
c) Approval of Payments – October 2024
The payments for October 2024 were **AGREED.**
d) Receipts – October 2024
The receipts for October 2024 were **AGREED**.
e) Detailed Income and Expenditure 1st April 2024 – 31st October 2024
Cllr Holland queried the overspend for the Property Maintenance/Replacement in the community centre. The clerk advised that the expenditure reflected the upgrade to the west WCS. £20,000 income had been received for this project from the National Lottery to offset this.
The detailed income and expenditure was **ACCEPTED**.

7. Governance

a) To Consider Adoption of a Co Option Policy
A draft policy had been circulated for consideration. Additions were suggested to the policy and it was **ADOPTED**, as amended, after a proposal from Cllr Gurney and a second from Cllr Duckett.
b) To Consider the Adoption of a Protocol on use of Council Facilities and Resources by Councillors

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A report was provided to councillors advising what is already specified in the Code of Conduct that Hellesdon Parish Council has adopted, along with a draft protocol. The Protocol was **ADOPTED** after a proposal from Cllr Gurney and a second from Cllr Fahy.

8. Planning Committee

a) To Note the Decisions made by the Planning Committee on 8th and 22nd October 2024

The minutes and decisions arising from the Planning Committee meetings held on 8th and 22nd October 2024 had been circulated. Cllr Forder presented these to the council . It was **AGREED** to note the minutes and the decisions made.

9. Neighbourhood Plan Working Group

a) To Receive Update from the Neighbourhood Plan Working Group Held on 28th and 31st October

Cllr Gurney reported that the first meeting was to discuss the consultation on the District Wide Design Code. A response to the consultation was agreed by the working group and submitted in time for the deadline, under delegated authority.

Cllr Johnson reported that the meeting on the 31st October focussed on the Neighbourhood Plan policies, and that the Neighbourhood Plan is now approximately 80% complete.

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

10. Playing Fields Committee

a) To note decisions made by the Playing Fields, Allotments and Amenities Committee on 29th October 2024.

Cllr Maidstone reported that the committee budget was agreed and would be put forward to PP&R for further consideration.

Regrettably not all the business to be transacted in the meeting due to a technical query with the closed session of the meeting. Advice has been sought through Norfolk ALC, but a response has yet to be received. The Clerk is to put in a formal complaint to Norfolk ALC about this matter.

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

11. Community Centre Committee

a) To note decisions made by the Community Centre Committee on 5th November 2024.

Cllr Forder reported that the Community Centre Committee had met and agreed the 2025/2026 budget to recommend to PP&R. Included in this will the Phase 3 of the fire door replacement project, and new commercial dishwashers for both the kitchen and kitchenette. A pre-commencement meeting with the contractor for Phase 2 of the fire door replacement project was held and work is intended to start on 25th November. A new commercial microwave and toaster will be purchased for the kitchen from contingencies in this financial year.

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

12. To Approve Improvement Plans for Old Parish Office

The plans for the old parish office were circulated.

Hellesdon Parish Council has to be named as the client in the contract due to the tenancy at will. This means that Hellesdon Parish Council has no right to request that Norfolk County Council reverts the building to its original state should they leave the building. However, it was conserved that the works are an improvement to the current set up. Whilst the rear room is being converted from a storage area to office space, there is no reason why it could not still be used as storage should Norfolk County Council choose to leave.

Norfolk County Council will pay for the changes to the room and for all the associated costs, including project management. The project will be insured by the contractor.

Approved……

Date……

The plans for the old parish office were **AGREED**, subject to their being a rent review with Norfolk County Council as more of the building will be utilised by them.

13. To Approve Improvement Plans for Old Parish Office

The Clerk reported that, as agreed at the Parish Council meeting in September, the Parish Partnership application for a parish gateway on the Reepham Road had been submitted.
Since this date, complaints have been received about the lack of seating at the bus shelter at Hellesdon Hospital (southbound).
Enquiries have been made about the retrospective fitting of seating at this bus shelter. It has been confirmed that this would be a suitable project for a second parish partnership application, subject to there being sufficient clearance so as not to obstruct double buggies, wheelchairs etc. between the seat and boundary wall. The cost of this would be £1385. If successful in the parish partnership scheme, Norfolk County Council would assist with 50% of this funding.
It was **AGREED** to submit a second parish partnership application.

14. To Receive Correspondence from Norfolk ALC and Agree and Resulting Actions

Correspondence had been circulated from various sources at Norfolk ALC. Concerns were raised about the lack of an AGM being held and the lack of response to the Parish Council's recent query.
It was noted that the Parish Council's annual membership to Norfolk ALC was £1,456.57.
It was **AGREED** that the Clerk should write to Norfolk ALC raising concerns about the level of service being received and about the lack of an AGM being held.

15. To Consider Bleed Control Pack Training and Association Donation

The cabinet to house the bleed control kit has been delivered and will be installed at the earliest opportunity. Training for use of the bleed control kit has been sourced and can be conducted in exchange for a donation to Street First Aid.
It was **AGREED** after a proposal from Cllr Holland and a second from Cllr Gurney that a £200 donation should be taken from Good Causes for Hellesdon. The Clerk will arrange and circulate the date.

16. To Receive Proposal that Hellesdon Parish Council expresses its concern at the developments at Firside Scholl and will seek information about the likely impact of that development on behalf of residents of Hellesdon.

Cllr Duckett advised that this matter has been raised as a resident issue and proposed the above and that the concerns should be raised to the Wensum Trust, Broadland District Council and Norfolk County Council. This was seconded by Cllr Lock.
Cllr Johnson advised that he had spoken with the CEO of the Wensum Trust and been assured that there would be no interruption to the children as a result of the development.
Cllr Gurney advised that there had been a consultation to keep residents informed, with representatives from the Wensum Trust and the agent visiting a Parish Council meeting. Leaflets were dropped to approximately 400 neighbouring properties and the consultation on the planning application is still live, currently showing 83 consultees and 150 associated documents.
Cllr Holland proposed an amendment to the proposal, in that Hellesdon Parish Council notes that some people have raised concerns about the Firside development and the Parish Council will assist residents with the provision of information. This was seconded by Cllr Duckett and **CARRIED**.

Approved……

Date……

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. Fencing for the Recreation Ground

a) To Review Quotes and Agree Contractor for Fencing Works on the Recreation Ground

Three quotes had been received for the next phase of fencing works to the Recreation Ground. Cllr Maidstone proposed that supplier one be appointed, at a price of £3,595.90. Seconded by Cllr Hicks and **CARRIED**.

19. Staffing.

a) To Note Decisions Made by the Staffing Committee on 7th November 2024

It was **AGREED** to note the minutes and the decisions made after a proposal from Cllr Maidstone and a second from Cllr Forder.

b) To Receive Report into Recruitment of the Deputy Clerk

The report was presented to council, as accepted by the Staffing Committee.
Cllr Gurney clarified that she had advised of a potential breach of GDPR, not an actual breach.
The new policies for recruitment of junior staff and senior staff were **AGREED**.

c) To Receive Update on Mediation

The Clerk Left the Room

Cllr Gurney advised why she was not in agreement with the decision made by the council on 8th October.

Cllr Gurney Left the Room

It was **AGREED** that the Chairman would seek advice from the Monitoring Officer.

The Meeting was Reopened to the Press and Public

20. Matters for the Next Agenda

Co-option
Mediation

21. Time and Venue of Next Council meeting.

Tuesday 10th December, 7pm at Diamond Jubilee Lodge.

The meeting closed at 9.24pm

Approved……

Date……

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