HELLESDON PARISH COUNCIL
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Minutes of the Meeting of Hellesdon Parish Council held on Tuesday 11th February 2025 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr G. Britton
Cllr I Duckett
Cllr S. Gurney
Cllr S. Holland (from 7.40pm)
Cllr D. Maidstone
Cllr R. Sear
Cllr D. Britcher
Cllr L. Douglass
Cllr R. Forder
Cllr M. Hicks
Cllr A. Lock
Cllr M. Maidstone
Cllr S. Smith

In attendance: Mrs F LeBon (Clerk), three representatives from Cornerstone Developments and Vello Homes to discuss the Heath Crescent development, and one member of the public.

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

1. Apologies and Acceptance for Absence

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

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 14th January 2025

The Minutes of the Full Council meeting held on 14th January 2025 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 Britton and a second from Cllr Douglass.

Cllr Gurney advised that she had requested a policy on Treasury Management.

4. Public Participation

a) To Receive Presentation from Cornerstone Developments on Heath Crescent Pre-Application

The site plan, original indicative layout and revised indicative layout were displayed. After pre-application discussions there is reduction from 52 houses planned to 40 and an increase in public open space. All but ten of the dwellings are bungalows and the density is now 18 dwellings per hectare. The views of the Parish Council are being sought on the revised plan, the LEAP and also offsite recreational contributions. Upon the advice of the Local Planning Authority, the Wensum Trust has also been approached with regards to the offsite contribution.

Cllr Sear advised that he was in possession of a petition with 123 signatures objecting to the development. His biggest concern was the highways access/egress being only on one road and would prefer to see an access from Prince Andrews Road and an egress onto Fifers Lane.

Approved……

Date……

Cllr Gurney queried whether there had been a traffic impact survey. Cornerstone Developments confirmed that this was in the hands of the traffic management company and the results of which would form part of the planning consultation process.
Cllr Gurney hoped that bigger gardens could be achieved with the decreased density.
It was queried whether there would be the same level of affordable housing? It was advised that with the reduced amount of houses, there would have to be less affordable housing to make the development viable.
Cllr Douglass advised that Broadland Council has a desire for the installation of accessible play equipment, including equipment for neurodiverse children. Cornerstone Developments will be guided by the Parish Council. Cllr Douglass will put Cornerstone Developments in touch with the Youth Advisory Board which will give guidance on the types of equipment for accessibility.
Cllr Britcher raised concerns about the shared driveway serving plots 29, 37 and 36 and the lack of pathway in this area, which was adjacent to the LEAP and so would likely attract children.
Cllr Gurney queried the safety of the attenuation system in an area of public open space. Cornerstone Developments confirmed that the area was dual use and was designed to be used in the event of a 1 in 100 year storm. The height difference would be 300mm and the drainage was good in this area so there would not be standing water for long.

Clarification was given regarding the difference between formal and informal recreation and the offsite financial contribution being for formal recreation. Whilst the decision would be up to the Local Planning Authority, it is likely that the community centre extension project could be classed as formal recreation.

Cllr Holland Entered the Meeting
Cornerstone Developments and Vello Homes were thanked for their time

b) To Receive Questions from the Public
There was no further public participation**.**

5. Council Reports

a) To Receive Clerk's Written Report
This report had been previously circulated.
Cllr Gurney queried whether allotments had been offered to Taverham residents. The Clerk replied that they had been, subsequent to a decision made in 2023 to offer allotments to non-residents of Hellesdon to maximise income from the allotment site.
The report was **ACCEPTED.**

b) To Receive Reports from District and County Councillors
A report from Broadland District Council and Norfolk County Council from Cllr Gurney had been circulated.
Cllr Johnson, in the role of District Councillor, advised that he had attended one planning committee meeting.

It was **AGREED** that Cllr Britcher should be permitted to give a report on the Western Link.
Cllr Britcher reported that neither Natural England nor the Department of Transport would engage with the Western Link project whilst there was a live planning application, therefore the withdrawal of the planning application meant that meaningful engagement can be had with these authorities to mitigate any objections.

Cllr Lock will do a report on the recent Airport Consultive Committee meeting next month

Approved……

Date……

c) Verbal Update from Chairman

Cllr Johnson reported that regrettably the Clerk's resignation had been accepted.
The recent Community Hearts event was a tremendous success. Cllr Smith and the Events Committee were thanked for their hard work with this event.

6. Financial Matters

a) Bank Reconciliation - 31st January 2025

The bank reconciliation for January 2025 was **ACCEPTED** after a proposal from Cllr D. Maidstone and a second from Cllr Britton.

b) Earmarked reserves summary – January 2025

The earmarked reserves summary for January 2025 was **AGREED**.

c) Approval of Payments – January 2025

The payments for January 2025 were **AGREED.**

d) Receipts – January 2025

The receipts for January 2025 were **AGREED.**

e) Detailed Income and Expenditure 1st April 2024 – 31st January 2025

Cllr Holland queried the balance on code 4070 (Professional Fees/ Agency Personnel). The Clerk advised that this was payment for agency personnel to cover sickness or holiday in the café.
The detailed income and expenditure was **ACCEPTED**.

f) To Receive Report on Parish Council Investments

A report had been circulation with investment options, detailing information about the fund, return and liquidity. Cllr Gurney pressed that the Council needed a Treasury Management Policy and that she would have preferred to see recommendations on the report. It was **AGREED** to defer this item. Cllr D. Maidstone will assist the Deputy Clerk in putting this together.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 14th and 28th January 2025

The minutes and decisions arising from the Planning Committee meeting held on 14th and 28th January 2025 had been circulated. It was **AGREED** to note the minutes and the decisions made.

b) Heath Crescent Development

i) To Consider Response to Cornerstone Developments on Updated Heath Crescent Plan
ii) To Provide Feedback on LEAP Equipment
iii) To Consider Possible Locations for an Off-Site Financial Contribution Towards Formal Recreation Provision

Feedback had been provided under item 4a.
Cllr Sear requested that the Parish Council accepts the petition against the development and formally objects. The Parish Council **REJECTED** this request and suggested that the appropriate time for a petition would be during the formal consultation period when an application is submitted. However, the Parish Council would acknowledge that there is a petition in place.

8. To Receive Feedback on Meeting with the Director of Place at South Norfolk and Broadland Councils about the Persimmon Applications.

A report had been circulated detailing the advice received and the action points. The action points due to come from the Local Planning Authority had been chased on 6th February, but had yet to be received by the Parish Council. This will be deferred until the next meeting.

9. Neighbourhood Plan Working Group

Cllr Gurney reported that the working group is currently preparing the Regulation 14 submission. Amendments to the introduction have been sent to the consultant and more photos were discussed.

Approved……

Date……

The working group discussed methods of engaging the community in the consultation which, subject to the Just Hellesdon publication dates, is likely to begin in the second week of April with an open day being held on 22nd April.
The consultation must run for 6 weeks.
It was confirmed that information on the Parish Council website would be in an accessible format, allowing the document to be enlarged on the screen, and to be read by a screen reader.

10. Norfolk ALC

a) To Consider Vote on Special Resolution

The following two special resolutions were recommended for approval by the Board of the Norfolk Association of Local Councils on the basis of consultation and expert legal advice received over a 12 month period:

- That the Norfolk Association of Local Councils should convert from a co-operative society to a company limited by guarantee.
- That Roger Taylor be appointed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee

A query had been sent to Norfolk ALC about the budget for these works, but the budget figure was not disclosed, only that the matter had been budgeted for.
It was **AGREED** to vote 'yes' to both special resolutions, after a proposal from Cllr Holland and a second from Cllr Douglass.
Consideration of future Norfolk ALC membership is to be a future agenda item.

11. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 12 and 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

12. Floodlights

a) To Consider Prices for Floodlight Replacement

A report was provided to councillors on prices for floodlight replacement in the car park and on the tennis courts. It was **AGREED** to replace the sodium light in the car park at a cost of £344.
Further information was required on the specification for the floodlights for the tennis courts.

13. Staffing

a) To Note Decisions Made by the Staffing Committee on 27th January and 10th February 2025

The minutes from 27th January had been previously circulated, and the draft minutes from 10th February were presented at the meeting.
The following were **AGREED**:

- That the outgoing Clerk's last day in the office will be 21st March, and that unused holiday will be compensated.
- That a locum Clerk and RFO should be sought for 3 days per week until a full time replacement Clerk and RFO is found. The three days should be regularly reviewed to ensure this is sufficient.
- That the Staffing Committee have delegated authority to set the Scale Point(s) for the recruitment of the new Clerk, based upon the SLCC Advice Note of 'How to Evaluate a Clerks Job' (circulated to members). Recruitment can then commence and the resulting scale point(s) can then be reported to full council on 11th March.
- The mediation process can be cancelled.

b) To Agree Implementation of Job Evaluation Recommendations

Approved……

Date……

It was **AGREED** to implement the recommendations after a proposal from Cllr Douglass and a second from Cllr Britton.

The Meeting was Reopened to the Press and Public

15. Matters for the Next Agenda

Review of Parish Council Investments.
Treasury Management Policy.
Feedback from the meeting with the Director of Place at South Norfolk and Broadland Councils about the Persimmon applications.
Recruitment Update.
Report on ACC meeting

16. Time and Venue of Next Council meeting.

Tuesday 11th March 2025, 7pm at Diamond Jubilee Lodge

The meeting closed at 9.23pm

DRAFT

Approved……

Date……