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

PRESENT:

Cllr D. Britcher
Cllr G. Britton
Cllr S. Gurney
Cllr A. Lock (from 7.05)
Cllr D. Maidstone
Cllr S. Smith
Cllr N. Barker
Cllr R. Forder
Cllr M. Hicks
Cllr S. Holland
Cllr M. Maidstone

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

Having received apologies from the Chair and Vice Chair, it was **AGREED** after a proposal from Cllr Britton and a second from Cllr Hicks that Cllr D. Maidstone should chair the meeting.

Welcome by the Chairman – Cllr D. Maidstone welcomed all in attendance.

1. Apologies and Acceptance for Absence

Apologies were received from Cllr L. Douglass, Cllr I. Duckett, Cllr D. Fahy, Cllr B Johnson 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 11th February 2025

The Minutes of the Full Council meeting held on 11th February 2025 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

a) To Receive Questions from the Public

A member of the public raised that the Community Hearts event was very enjoyable. Thanks were given to Cllr Smith for her work on this project.

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated.
The Clerk updated the meeting that the flooring work in the community centre had been instructed but will cause disruption to the community centre and the café. The work has been programmed in for 8th – 11th April. There will also be a safeguarding collaboration seminar with the Family Hub on 6th May.
The report was **ACCEPTED.**

Approved……

Date……

b) To Receive Reports from District and County Councillors

A report from Broadland District Council had been published in the agenda pack.

In her role as County Councillor, Cllr Gurney reported that the Parish Council had been successful in obtaining parish partnership funding for the bus shelter seating and the parish gateway, but the officers had yet to send out the letters.

c) To Receive Report from Airport Consultive Committee

Cllr Gurney reported that that airport numbers had increased, partly due to new flights from Ryan Air, although the number had still to reach pre-covid levels. The group had recently been invited to view the new electric plane at Saxon Air.

d) Verbal Update from Chairman

No update.

6. Financial Matters

a) Bank Reconciliation – 28th February 2025

The bank reconciliation for 28th February 2025 was **ACCEPTED**.

b) Earmarked reserves summary – February 2025

The earmarked reserves summary for February 2025 was **ACCEPTED**.

c) Approval of Payments – February 2025

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

d) Receipts – February 2025

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

e) Detailed Income and Expenditure 1st April 2024 – 28th February 2025

The detailed income and expenditure was **ACCEPTED**.

f) To Agree Treasury Management Policy

A draft policy had been circulated. This was **ACCEPTED** after a proposal from Cllr Gurney and a second from Cllr Britton. Two abstentions were noted.

g) To Receive Report on Parish Council Investments

It was **AGREED** that further work was required on this, to tie up with the Parish Council's earmarked reserves and future plans. The options for investment are to be referred to PP&R to establish whether investments can be linked to the earmarked reserves, and brought back to Full Council for agreement. An updated forward plan is to be generated by input from the full council.

h) To Receive Internal Auditor's Report and Action Recommendations

The internal auditor had provided 2 recommendations:

1) That aged minutes which were missing from the Parish Council's website be added. This had already been corrected prior to the meeting.
2) That the Parish Council formally agrees that the Deputy Clerk be added to the Parish Council's bank mandate. Cllr D. Maidstone proposed that the Deputy Clerk be added to the Parish Council's Bank mandate. In addition to this, the Deputy Clerk should be appointed as temporary RFO when the Clerk leaves until such time as to when a new Clerk is appointed. This was seconded by Cllr Gurney and **CARRIED**.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 11th and 25th February 2025

The minutes and decisions arising from the Planning Committee meeting held on 11th and 25th February 2025 had been circulated. It was **AGREED** to note the minutes and the decisions made.

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

Broadland Council had provided a summary of the questions that will assist the Parish Council in coming to a conclusion about what it wishes to achieve from the Persimmon development.

Approved……

Date……

Cllr Britton raised concerns about the access to the proposed playing field, with nowhere for spectators to mingle.
It was **AGREED** to form a working group from all areas of the Parish Council, drawn from PP&R and other interested parties. This will be referred to PP&R to arrange this.

9. Playing Fields

a) To Note Decisions Made by the Playing Fields, Allotments and Amenities Committee

The draft minutes of the meeting held on 25th February 2025 had been previously circulated. Cllr D. Maidstone provided the meeting with a precis of the decisions made.
It was **AGREED** to note the minutes and the decisions made.

10. To Consider Sale of Baby Grand Piano in Community Centre

Cllr Forder reported that the baby grand piano is unused, takes up space, is costly to tune and repair, and is regularly damaged by events.
Despite it's cost of £5,299 (inclusive of VAT), a recent valuation has been obtained for only £500 due to its damage and lack of popularity.
Cllr Gurney advised that, despite its purchase price, it was worth approximately £9,000 at the time of purchase.
It was **AGREED** to defer this matter for six months whilst more pressing issues are addressed, and to obtain at least one further valuation.

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 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

12. Contracts

a) To Consider Prices for Food Waste Collection

A report was provided on the Parish Council's obligations under the new recycling regulations coming into effect on 31st March 2025. Three quotes were provided for food waste contractors, and it was **AGREED** to proceed with Veolia at a cost of £472.95 per annum.

b) To Consider Extra General Waste Collection

A report was provided to members advising that due to the busy nature of the community centre and parks, extra waste collection was required from the community centre. It was **AGREED** for a second general waste bin from Biffa to be sited at the community centre at a cost of £683.07 per annum.

c) To Consider Prices for Insurance Renewal

The Parish Council's insurance expires on 31st March. To date only one company has provided a quote. It was **AGREED** that additional quotes should continue to be sought, and the Parish Council's current insurer should be contacted to ensure that this is the best quote they can provide. The best value quote for comparable cover should be taken up prior to the expiry of the current policy. Cllr's Johnson, Douglass and Britcher will check the quotes and all councillors will be advised by email.

13. Staffing

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

Cllr Gurney advised that the draft minutes which had been circulated in the pack had since been superseded. Updated copies of the draft minutes were provided to the meeting.

Approved……

Date……

The Clerk updated the meeting on the issues encountered with the interviews for the admin role. It was **AGREED** after a proposal from Cllr Britcher and a second from Cllr Hicks that the Clerk be permitted to approach an agency to fill the role on a temporary basis at the earliest opportunity. This would allow the Parish Council time to consider its options for the role on a permanent basis.

b) To Agree Additional Persons for the Clerk Interview Panel (2no) and Substitute (1no)

It was noted that the interview date is proposed as 14th April 2025. It was **AGREED** that these additional panel members should be Cllr Hicks and Cllr Duckett (if available) with Cllr Holland in reserve.

c) To Consider Working Group for Community Café Staffing

The Staffing Committee had agreed that a working group was required to review the staffing and volunteer arrangements of the community café. It was **AGREED** that the working group should be Cllrs Smith, Douglass, Forder and Gurney. This group will report back to full council.

14. **Councillor Behaviour and Discipline**

a) To Remind Members of the Civility and Respect Pledge and Dignity at Work Policy

A discussion occurred about the political nature of the Parish Council.

It was **AGREED** to note the Civility and Respect Pledge and the Dignity at Work Policy.

The Meeting was Reopened to the Press and Public

15. Matters for the Next Agenda

To consider changing format of minutes going forwards to add first names of councillors.

16. Time and Venue of Next Council meeting.

Tuesday 8th April 2025, 7pm at Diamond Jubilee Lodge

The meeting closed at 8.55pm

DRAFT

Approved……

Date……