

HP HELLEDON 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 18th May 2021 at Hellesdon Community Centre

PRESENT:

Cllr D King, Chair	Cllr Bush Trivett
Cllr B Johnson, Vice Chair	Cllr S Gurney
Cllr K Avenell	Cllr G Britton
Cllr U Franklin	Cllr Fahy
Cllr L Douglass	Cllr R Potter
Cllr G Diffey	Cllr R Sears
Cllr R Forder	Cllr D Britcher
Cllr P Sparkes	

In attendance: Mrs N Carver, Clerk
District Cllr Prutton
1 Member of the public

WELCOME –The Chairman welcomed Councillors and members of the public.

- 1. Election of Chairman of the Council and Declaration of Acceptance of Office**
One nomination was received for Cllr King to continue as Chairman from Cllr Gurney, Seconded by Cllr Johnson and was **unopposed**.
Cllr King ACCEPTED the role as Chairman to the Parish Council for the coming year
- 2. Nominations for and Election of Vice Chairman**
One nomination was received for Cllr Johnson to continue as Vice Chairman from Cllr King, Seconded by Cllr Britton and was **unopposed**.
Cllr Johnson ACCEPTED the role as vice Chairman to the Parish Council for the coming year
- 3. Apologies and acceptance for absence**
Apologies of absence were received from Cllr Fulcher these were **ACCEPTED**.
Following the recent By elections held in both Wards for Hellesdon, it was at this point the Councillors each introduced themselves.
- 4. Declarations of Interest and Dispensations**
No further declarations or dispensations received.
- 5. To receive a written report for 2019/2020 and 2020/2021 from the Outgoing Chairman**
Unfortunately a written report was unable to be submitted due to reasons out of the Chairman's control. The Councillors agreed for a hard copy to be sent to them all and attached to the minutes.

Approved.....

Date.....

HPC Full Council Mins 18th May 2021

6. To appoint signatories to orders of payment

Current signatories are Cllr Gurney, Cllr Britton and Cllr Johnson, Cllr Douglass agreed to be the fourth signatory, seconded by Cllr King. It was

RESOLVED UNOPPOSED

A report from the Clerk was previously circulated to Councillors to add Clerk/RFO and the Finance Officer to the banking mandate to allow access to the online banking facility only. It was proposed to **ACCEPT** the recommendation from Chair Seconded by Cllr Forder. It was

RESOLVED UNOPPOSED**7. To resolve to use the General Power of Competence in accordance with the Localism Act 2011.**

It was confirmed that the Parish Council meets the minimum requirement of elected members and a CiLCA qualified Clerk. It was

RESOLVED TO ACCEPT PROPOSED BY CLLR KING SECONDED BY CLLR BUSH-TRIVETT AND UNOPPOSED**8 Committees/Working Groups/Panels**

Attached to the minutes is a tabled copy of all appointed members of the below Committees, Groups and Panels. These were **RESOLVED TO APPOINT UNOPPOSED**

- a) The members and chairman to Standing Committees were appointed for
 - I. Hellesdon Community Centre
 - II. Playing Fields, Allotments & Amenities
 - III. Staffing
 - IV. Planning
 - V. As the functions of the Media and Communications committee can be incorporated into the other Council run Committees, it was proposed by Cllr King for the Media and Communications committee to be dissolved. This was **AGREED**
- b) The Membership of Property, Policy & Resources Committee were appointed
- c) The Members to Working Groups & Panels were appointed for
 - I. Events
 - II. Acquisition of Land
 - III. Community Apiary and Orchard
 - IV. Staff Appeals Panel
 - V. Complaints Panel
 - VI. Staff Interview Panel
 - VII. Grievance, Capability and Disciplinary Panel
- d) Members to local bodies/groups were appointed for
 - I. Norwich Airport Consultative Committee
 - II. Safer Neighbourhood Action Panel
 - III. Western Link Project
- e) Details of each Committees' next meeting as required by Standing Order 5kxi are as follows
 - I. Planning – 2nd at (6:15pm) & 4th (at 6:30pm) Tuesdays monthly
 - II. Playing Fields Amenities & Allotments as directed minimum of 4 times a year
 - III. Property Policy & Resources as directed minimum of 4 times a year
 - IV. Hellesdon Community Centre as directed minimum of 4 times a year
 - V. Staffing as directed minimum of 4 times a year

Approved.....

Date.....

9. To review the following policies:

- a) Standing Orders – Amended page 11, last paragraph changed to second from first.
- b) Financial Regulations – Amended Item 4.1 to £10000 Proposed by Cllr Britcher and seconded Cllr Bush-Trivett it was **RESOLVED UNANIMOUSLY**
- c) Members’ Code of Conduct
- d) Scheme of Delegation to the Clerk and Responsible Financial Officer including Emergency Delegation
- e) Full Council Functions
- f) Statement of Internal Controls
- g) Financial Reserves Management

It was

RESOLVED TO ACCEPT THE ABOVE POLICIES WITH THE AMENDMENTS NOTED BY CLLR BRITCHER AGREED BY ALL

10. Minutes from Full Council meeting held 13th April 2021

The Minutes of the Full Council zoom meeting held on 13th April 2021 were circulated, proposed by Cllr Gurney and seconded by Cllr Johnson that they are accepted as a true record of the meeting held, and it was

RESOLVED TO ACCEPT Cllr Britcher Abstained

11 Public Participation

David Southgate asked for an update on the Community Centre works to be carried out, Cllr King gave a verbal updated as to where we are in the process.

Cllr Prutton updated that the District Council are due to meet in the coming weeks, holding first face to face meeting since start of COVID. There were no further updates.

12. Reports from

a) Parish Clerk

The Parish Clerk’s report was previously circulated. It was

RESOLVED TO ACCEPT THE REPORT

b) County and District Councillor

Cllr Britcher verbally updated on new District Council website which is more interactive and user friendly. The Waste contract is progressing to be awarded shortly

Cllr Gurney verbally updated on County Council matters. Following the large number of responses for the proposed bus lane on Cromer Road, over 71% strongly disliked it. There will be a meeting on 10th June with Transporting Cities to discuss how this is to go forward. Cllr Gurney has asked for further research on the bus service for local residents, and also further traffic flow counts.

Cllr Gurney will continue Opposing the proposal put forward.

The consultation for the new zebra crossing on Middletons Lane to be situated outside Firside school, has now come to an end, and the plans have been agreed. The new crossing will be constructed during summer holidays will be a flatbed crossing, the proposed plan had a very positive response from both the school and the residents.

Persimmon have proposed to build as part of their plans on the former Golf Club site, a new school.

The running of the new school will be open to any trust via a bidding process. Cllr Gurney firmly believes this should be managed and run by Wensum Trust along with all of the other school sites in Hellesdon. Cllr Gurney asked that this is brought as an agended item in the future to look to support this as a Council or take a neutral view with further detail to be provided.

Approved.....

Date.....

c) Chairman's Report

The Chairman gave a verbal report. Now having to Conduct meetings face to face at the Parish Council, has meant a number of measures have had to be put in place, including social distancing. This has meant that the meetings are being held in the main hall of the community center to ensure social distancing can be maintained. The Government plans are to lift the restrictions on the 21st June, with that in mind the Chair proposed that the next Full Council meeting should be on 22nd June, Cllr King noted the letter from the Minister of State to Parish Councils regarding this decision, did not give sufficient time or options for Parish Councils to meet in a safer way, Cllr King noted his dissatisfaction in the recent decision for Councils to go back to face to face meetings, and would encourage those who wish to send a letter not supporting this discission to do so.

It was **AGREED** by all that the meeting date should change to 22nd June

d) Police Report

The report was previously circulated to all Councillors and **NOTED**

13. Financial Matters

It was RESOLVED TO NOTE THE FOLLOWING REPORTS

- a) Bank Reconciliation – April 2021.
- b) Earmarked reserves summary.
- c) Approval of Payments – April 2021.
- d) Approval of Receipts – April 2021.

14. Planning

- a. The recent planning decisions made by the Planning Committee on 13th and 27th April 2021 were **NOTED**.

15. Playing Fields, Allotments and Amenities

- a) The draft minutes of the Playing Fields, Allotments and Amenities Committee meeting on 29th April 2021 were previously circulated and **NOTED**
- b) Cllr Gurney gave a verbal update on agenda Item 5 . The allocated plot for the apiary has now been fully fenced in and thanked the caretakers and grounds staff on for erecting it. There is also a shed on site which has been donated by Mr Haines who is spearheading the project and thanks were also given for this. Cllr Gurney updated that they have registered with Broadland Pest Control for collection of swarms of honey bees. This year they hope to have 4/5 small growing hives. A donation has been received for equipment along with support from a group in the city. Anyone who would be interested is encouraged to contact Cllr Gurney. The Working Group will be meeting week commencing 31st May.

16. Property, Policy and Resources

The next Committee meeting is planned for Tuesday 25th May at 7pm.

Cllr Gurney thanked both Cllr Potter and Cllr Diffey for attending the parish offices on Saturday 15th May for the tender opening.

There were 5 tenders received one of which has since been withdrawn.

Cllr Sears asked for estimated date for completion on the works, there will be a better understanding of the project time frame once the tenders are reviewed at the upcoming Committee meeting.

17. Community Centre Committee

No matters arising

Approved.....

Date.....

18. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting. Proposed by the Chair Seconded by Cllr Britton and agreed by all.

19. Staffing Update

To consider Staffing matters. This item was moved to after agenda item 21.

20. Exchange of information only

Cllr Sears had a number of complaints regarding the recent road resurfacing, Cllr King asked that this is sent formally to the County Councillor and for the Clerk to bring to next Full Council meeting.

21. Time and Venue of next Council meeting

The next meeting of the Full Council was proposed to take place on June 22nd with the hope that some of the current restrictions are lifted. This was accepted by all. Cllr Franklin gave apologies for the meeting.

The following item was discussed following the resolution to exclude the press and public.

19. Staffing Update

Cllr Gurney gave a verbal update following the staffing meeting held on Monday 17th May. With the planned works they would look to adjust working hours of staff. The locking of the park gates will now be at a set time 7 days a week, 4 days to an outsourced contractor, this had a cost saving to the Council. Concerns were raised by Cllr Britcher with regards to the outsourcing of the park locking, the Clerk will speak with the contractor to alleviate these concerns and this will be monitored. The Clerk will include this on the agenda at the next Full Council meeting.

The meeting closed at 20:56

Approved.....

Date.....