

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 14th November 2023 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr B Johnson (Chairman)
Cllr R. Forder
Cllr A Lock
Cllr S Smith

Cllr I Duckett
Cllr S Holland
Cllr R Sear
Cllr P Sparkes

In attendance: Mrs F LeBon (Clerk), Mr M. Marshall (Project Manager for the refurbishment of Hellesdon Community Centre) and three members of the public.

Welcome by the Chairman – Cllr Johnson opened the meeting at 7pm and welcomed all in attendance.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr Barker, Cllr Britcher, Cllr Britton, Cllr Diffey, Cllr Douglass, Cllr Fahy, Cllr Gurney and Cllr Maidstone.

2. Declarations of Interest and Dispensations

There were no declarations of interest, or requests for dispensations made.

3. Minutes from Full Council meeting held 10th October 2023

The Minutes of the Full Council meeting held on 10th October 2023 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

A member of the public raised concerns about highway safety on Low Road, seeking assistance from the Parish Council as a matter of urgency. A letter had been provided to the Chairman, detailing aspects of road safety and traffic volumes, including:

- Increased traffic and excessive speed
- Lack of signage to slow down traffic
- Increased number of HGV's
- Lack of safe pedestrian crossing.

The member of the public and the group being represented have met with the police to discuss these concerns.

The Clerk advised that a copy of the letter had been sent to the County Councillor for comment, as it was understood that work was already in progress, working alongside the City Councillor regarding traffic incoming traffic from the Hellesdon Road in Norwich. The Clerk explained that the SAM2 sign cannot be left on Low Road permanently, as part of the agreement with Norfolk County Council states that the signs cannot be left in place for more than four weeks, or be returned to the same site within eight weeks. The Clerk will review the SAM2 data held by the Parish Council and ask the County Councillor to contact the member of the public with an update.

Approved.....

Date.....

A copy of the letter received will also be forwarded to all councillors. Members of the Parish Council were invited to attend the next meeting of the group on 4th January, 7pm at the Parish Hall.

5. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated and the report was **ACCEPTED**.

b) To Receive Written Reports from District and County Councillors

Written reports had been previously circulated and were **NOTED** by the meeting. The Clerk asked whether District Councillors would be able to find out when the tax base was being released, so as to assist with the budgeting process.

c) Verbal Update from Chairman

No further updates from the Chairman.

6. Financial Matters

a) Bank Reconciliation – October 2023

It was **AGREED** to accept this reconciliation.

b) Earmarked reserves summary

Cllr Holland queried the income into the earmarked reserves for play equipment and land acquisition. It was advised that these were funds to replenish the earmarked reserves after the funds were loaned to complete the community centre refurbishment.

This report was **NOTED**.

c) Approval of Payments – October 2023

The payments detailed in the written report were **AGREED**.

d) Receipts – October 2023

Cllr Holland queried the receipts detailed as pest control. The Clerk clarified that the amount the Parish Council pays for pest control on the allotment site is recharged to allotment holders on an annual basis.

The receipts detailed in the written report were **AGREED**.

e) Detailed Income and Expenditure 1st April 2023 – 31st October 2023

Cllr Holland queried whether inflation had had an impact on the Parish Council's budget and whether there were any budgetary concerns. The Clerk advised that areas of budgetary concern were stationery and cleaning consumables. Part of this was due to inflationary pressures and part of this has been due to the increase in bookings at the community centre.

Cllr Sparkes queries whether the solar panels were generating income. The Clerk advised that there were currently issues getting the SEG set up. The Parish Council's current provider does not provide this service and it is not recommended to change import supplier as the Parish Council is midway through a preferential contract. An SEG application is currently outstanding with Octopus and this will be chased.

This report was **NOTED**.

f) To Consider Appointment of Internal Auditor

The Clerk presented a report on the quotes that had been requested for the 2023/2024 internal audit. It was **AGREED** to appoint Larking Gowen to perform the 2023/2024 internal audit.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 10th October and 24th October 2023

The minutes and decisions arising from the Planning Committee meetings held on 10th and 24th October 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made.

Approved.....

Date.....

8. Playing Fields, Allotments and Amenities Committee

a) To Note the Decisions made by the Playing Fields, Allotments and Amenities Committee on 19th October 2023

The minutes and decisions arising from the Playing Fields, Allotments and Amenities Committee on 19th October had been circulated. The Clerk updated the meeting, advising that Haha has installed the camera system at the allotment site, and this effective. It was **AGREED** to note the minutes and the decisions made.

9. Community Centre

a) To Note the Decisions made by the Community Centre Committee on 26th October 2023

The minutes and decisions arising from the Community Centre Committee meeting held on 26th October 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made.

b) To Consider Source of Additional Funding Required for Fire Door Replacement Project.

In the 2023/2024 Budget, the Parish Council budgeted £5,000 to begin a rolling project of fire door replacement in the community centre. The first phase of this was to compartmentalise four areas of the centre. Quotes were sought seeking local contractors and also placing the project on Contracts Finder. As a result nine quotes were received.

The quote the Community Centre opted for was for £8,000. This was based on knowledge of the contractor, locality of the contractor and price submitted.

It was **AGREED** to take the additional £3,000 from Earmarked reserve 329 for Community Centre contingency after a proposal from Cllr Sear and a second from Cllr Sparkes.

c) To Receive Report on WC Improvement Project.

The Clerk reported that the WC Improvement Project commenced on 30th October and is a six week project.

Asbestos encapsulation has had to be added to the project, which was completed on the 7th and 8th November. The cost of this will be covered within the contingency aspect of the pricing.

An additional problem was encountered with regards to the existing wall between the ladies and the gents toilet, in that it is too thin for fire resistance purposes and, in some cases, ceases to be a wall at all, only stud work. A review of the plans has taken place and, to make the replacement of this wall cost neutral, the squaring off of the w/c cupboard will now not take place. Instead a studwork 'wheelchair' cupboard will be installed.

The doors to the WCs will also be changed to a woodgrain colour to modernise the look of the foyer, rather than left as white.

This report was **NOTED**.

10. Community Cafe

a) To Note the Decisions made by the Community Cafe Committee on 1st November 2023

The minutes and decisions arising from the Community Cafe Committee meeting held on 1st November 2023 had been circulated. Cllr Sear queried whether the café would remain in profit when staff costs were allocated. It was noted that it would not, but the Parish Council had always agreed to precept for staff salaries to ensure that the café could remain a provision for the local community.

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

11. Events Committee

a) To Note the Decisions made by the Events Committee on 8th November 2023

The minutes and decisions arising from the Community Centre Committee meetings held on 8th November 2023 had been circulated.

Cllr Smith gave a verbal report of upcoming events.

The decisions of the events committee were **NOTED**.

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12. Neighbourhood Plan

a) Receive Report and Consider Appointment of Neighbourhood Plan Consultant

The quotation received for the Neighbourhood Plan consultancy was reviewed, as was the process for obtaining quotes. It was noted that the opportunity had been placed on Contracts Finder, and also directly sent to three reputable contractors known to the Parish Council. Giving due regard to Financial Regulations, it was noted that, not only was this a specialist service, but the Parish Council was within its right to waive financial regulations to obtain three quotes. It was **AGREED** to waive financial regulations to obtain three quotes, on the grounds that sufficient effort had been made to obtain more quotations, that the quote received was good value for money and from a local company, and that further time taken to seek alternative prices would unnecessarily delay the process. It was unanimously **AGREED** to appoint Collective Community Planning to be the consultant for the Hellesdon Neighbourhood Plan.

13. Greater Norwich Local Plan

a) To Consider Response to GNLP Consultation on Inspector's Recommendations

It was reported that the Inspector to the GNLP had made three recommended modifications to the plan on policies which would directly affect Hellesdon. Two were minor modifications which would have no real impact on the policy. The third was a recommendation to remove policy HEL4 completely from the GNLP. This was to formally allocate land north east of Reephams Road to recreational open space under the GNLP. The landowner had provided significant objections to the removal of this policy, which the Inspector has accepted.

It was **AGREED** to object to the Inspector's recommendation for HEL4 as part of the GNLP consultation.

14. Biodiversity Duty

a) To Receive Report on the Parish Council's Responsibility under the Biodiversity Duty

It was **AGREED** that the Clerk should:

- Draft a Biodiversity Policy, to be considered by the Parish Council
- Draft an Action Plan, which would allow the Parish Council to adhere to the policy.

Ideas for the action plan were suggested.

15. Broadland Family Hub

a) To Receive Update on Family Hub running from Hellesdon Parish Council site.

The Clerk reported that the Family Hub is in the final stages of being ready to open. The Clerk and the senior lead officer who will be based in the building have met and have been tying up the final details of matters highlighted in the risk assessments. Norfolk County Council's staff have been very proactive and the team have been introduced to the Parish Council staff so they know who to go to for various matters, including room bookings and maintenance in their office.

b) To Agree Tenancy at Will

The Clerk explained the difference between a lease and the tenancy at will. The Tenancy at Will was **AGREED** after a proposal from Cllr Forder and a second from Cllr Sear.

16. Highways Complaint

a) To Receive Response from Norfolk County Council Regarding Highways Complaint

The response from Norfolk County Council to the Parish Council's complaint about the Ranger service, and in particular the maintenance of alleyways in Hellesdon was presented to council. This response was **NOTED**.

b) To Consider Option for Delegated Authority to Trim Hellesdon Specified Footways.

Hellesdon Parish Council already holds a delegated grass cutting agreement with Norfolk County Council for the cutting of the grass verges. Norfolk County Council is offering to extend this

Approved.....

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agreement for the strimming of the following public footpaths, for an additional payment to the Parish Council of approximately £500:

- FP2 – Mountfield Ave to Samson Road
- FP1 – Links Ave to Berkley Close
- FP4 – Woodland Road to Yelverton Road
- FP5 - Drayton Wood Road to Woodland Close
- FP6 – Heath Close to Fifers Lane

The grounds team has confirmed that it would be possible to put a strimming maintenance regime together within this price. It was **AGREED** to accept this addition to the Parish Council delegated authority, but also to enquire whether the strimming of the following alleyways could also be taken on with a further commuted sum:

- Links Avenue to Kinsale Avenue
- Meadow Way
- Woodland Road to Bernham Road
- Woodland Road to Hamond Road
- Hamond Road to Drayton High Road

- 17. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the 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. Community Centre Outstanding Matters**

a) To Consider Further Action to Bring Contract Works to a Close

An update report was provided by the Parish Council's Project Manager
It was **AGREED** to allow the Project Manager and Clerk to negotiate on the Parish Council's behalf, based upon the verbal offer received. But it was imperative that this offer be placed to the Parish Council in writing.

- 19. Community Café Opening Hours**

a) To Consider Extension of the Café Opening Hours to Include Fridays

It was **AGREED** to fund the extension of the café opening hours, to open on a Friday from the New Year.

The Meeting was Re-Opened to the Press and Public

- 20. Matters for the Next Agenda**

Report on the Cromer Road bus lane
Update on the Community Centre outstanding matters.

- 21. Time and Venue of Next Council meeting.**

Tuesday 12th December, 7pm at Diamond Jubilee Lodge

The meeting closed at 8.58pm

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