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C HELLESDON PARISH COUNCIL

Minutes of the meeting of the Property, Policy & Resources Committee held on Thursday 12th December 2024 at 7pm at Jollesdan Parish Council Officer, Diamond Jubiles Lodge, Weedview Boad, Hollesda

Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon

Present:

Cllr S. Gurney (Chairman) Cllr D. Britcher Cllr G. Britton Cllr D. Maidstone Cllr B. Johnson

Also in Attendance:

F LeBon (Clerk)

The Chairman welcomed everyone and opened the meeting at 7pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr Douglass and Cllr Smith. These were ACCEPTED.

2. Declarations of Interest and Dispensations

No interests declared or dispensations requested. There is an automatic dispensation for members as tax payers of the local area.

3. To Approve the Minutes of the Meeting Held on 29th April 2024

Minutes had been circulated from the meeting held on 29th April 2024. These were **AGREED** as a true and accurate record of the meeting after a proposal from Cllr Britton and a second from Cllr Johnson.

4. Public Participation

No public present at the meeting.

5. To Review Location and Effectiveness of Parish Dog and Litter Bins

A report was presented to members about the locations of litter bins in the parish, and where complaints are received about litter occurring. It was **AGREED**:

- To source a metal litter bin for Cottinghams Park.
- To write to the landlord of the shops to the north of the Reepham Road about purchasing a litter bin to alleviate the problem of litter caused by the shops.
- To contact Norfolk County Council about a litter bin near the new bus shelter on Cromer Road.

Approved.....

Date.....

HPC Property, Policy & Resources Committee Minutes 12th December 2024 A second report was presented to members about the locations of dog bins in the parish, and where complaints are received about dog fouling occurring. It was **AGREED** that Broadland officers should be consulted about the best location for dog bins in the following areas:

- Bernham Road
- Additional bin on Meadow Way
- Additional bin near Mountfield Park
- Drayton Wood Road

Once an appropriate location has been identified, the immediate local residents are to be consulted over the positioning.

In addition to this, it was **AGREED** to ask Norfolk County Council highways if grit bins could be sited in the following locations:

- Corner of Hawthorne Avenue and Broom Avenue
- Near Woodland Care Home
- Saracen Road (on the cross roads with Meredith Road and Gowing Road).

6. Policy Review

The following policies were reviewed:

- a) Accessibility to Information AGREED with no amendments.
- b) CCTV AGREED subject to amendment to reflect erasure of digital images when the CCTV hard drive is full.
- c) Data Protection AGREED with no amendments.
- d) Accessibility and Disability AGREED with no amendments.
- e) Filming, recording and photography at Meetings AGREED with no amendments.
- f) Freedom of Information **AGREED** with no amendments.
- g) GDPR AGREED with no amendments.
- h) Graffiti AGREED with no amendments.
- i) Lone Working AGREED with no amendments.
- j) Complaints and Compliments AGREED subject to removal of reference to the subject of the complaint having the right to be accompanied in the complaints panel meeting (if a member of staff is the subject of the complaint, then this falls under the disciplinary procedure).
- k) Planning Protocol AGREED with no amendments.
- I) Customer Service Policy AGREED with no amendments.
- m) Grant Making AGREED subject to the form advising that data will be processed in accordance with the General Data Protection Regulations.
- n) Media Relations AGREED with no amendments.
- o) Menai Bridge Protocol **AGREED**, subject to the removal of the word 'Consort' when referring to The Queen.
- p) Unreasonably Persistent, Abusive or Vexatious Behaviour AGREED with no amendments.
- q) Biodiversity Policy **AGREED** with no amendments.

7. To Consider CIL Funding Correspondence from Gateway Vineyard Church

Correspondence was circulated about a request for grant funding, specifically from the CIL fund, in excess of the £500 limit placed under the Parish Council's grant making policy. Concerns were raised about the level of community benefit for this project. It was **AGREED** not to financially support this project, however, the Clerk will assist by signposting the church to sources of grant funding where the Parish Council has had recent success.

Approved.....

Date.....

HPC Property, Policy & Resources Committee Minutes 12th December 2024 8. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 9 in view of the confidential nature of the business to be transacted.

This was **AGREED** after a proposal from Cllr Britton and a second from Cllr Johnson.

The Meeting was Closed to the Press and Public

9. To Consider Budget for 2025/2026 for Recommendation to Full Council

A draft budget had been circulated to members based upon feedback from the Parish Council committees. It was noted that the tax base had increased from 3930 to 3975. The impact of the recent government decision to increase employer NI contributions was discussed.

All areas of the budget were scrutinised and consideration given to moving funds out of earmarked reserves to fund some of the equipment required for the next financial year. Emphasis was placed upon the need for looking at efficiencies and suppliers. Amendments were made to the draft budget.

The committee **AGREED**, after a proposal from Cllr Gurney and a second from Cllr Johnson, to present the following budget:

Anticipated Expenditure	£779,238.99	
Anticipated Income	£142,702.32	
Move from Free Reserves	£2,500.00	

Precept Request £634,036.67

This represents a Band D figure of £159.51, an increase of £7.59 from 2024/2025 (4.99%).

This will be presented to full council on 14th January 2025.

The Meeting was Re-Opened to the Press and Public

- **10.** Items for the Next Agenda and for Other Committees Budget to full council
- 11. To confirm that date of the next meeting.

To be confirmed.

The meeting closed at 8.55pm.

Approved.....

Date.....

HPC Property, Policy & Resources Committee Minutes 12th December 2024