

Minutes of the meeting of the Property, Policy & Resources Committee held on
Thursday 12th December 2024 at 7pm at
Helledon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Helledon

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 Reephams 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.....

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.
- l) 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.....

