

# **HP HC HELLEDON PARISH COUNCIL**

The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich, NR6 5QB  
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## **Minutes of the Meeting of Hellesdon Parish Council**

**Held on Tuesday 8<sup>th</sup> December 2020 by Zoom Online at 7.00 pm.**

Meeting is being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

### **PRESENT:**

Cllr D King, Chair

Cllr S Gurney

Cllr G Britton

Cllr U Franklin

Cllr S Bush-Trivett

Cllr W Johnson - Vice Chair

Cllr K Avenell

Cllr D Britcher

Cllr M Fahy

Cllr D Britcher (Joined Mid way through agenda item 7)

**In attendance:** Mrs N Carver, Clerk  
Mrs L Pointin Senior Administrator  
District Cllr Prutton  
1 Member of the public

**WELCOME** –The Vice Chairman welcomed Councillors and members of the public. Cllr King apologised he was unable to chair the meeting this evening as was suffering with a poor chest.

**1. Apologies and acceptance for absence**

Apologies from Cllr Attenborough up to April 2021, Cllr Sparks and Cllr Fulcher, these were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

There were no requests for dispensations and no additional interests declared.

**3. Minutes of the meeting held 10<sup>th</sup> November 2020**

The minutes of the full council zoom meeting held on 10<sup>th</sup> November, were **RESOLVED TO ACCEPT**

**4. Public Participation**

David Southgate asked if the council could confirm the name of the roundabout on Middletons Lane/Reepham Road. It was agreed by the council that it is known as the Bull Roundabout.

**5. Reports from**

a) **Parish Clerk**

The clerk had no further update to report

The clerk asked the council to confirm their preference for park opening times over Christmas period. A discussion was held. It was

Approved.....

Date.....

**HPC Full Council Mins 8<sup>th</sup> December 2020**

CONT. AGENDA ITEM 5a

**RESOLVED TO KEEP BOTH THE RECREATION GROUND AND MEADOW WAY PARKS OPEN 24HRS DURING THE CHRISTMAS PERIOD FROM 23<sup>RD</sup> DECEMBER TO 4<sup>TH</sup> JANUARY EXCLUDING THE PLAY AREAS. THIS WILL BE MONITORED**

**b) County and District Councillor**

- Cllr Gurney updated the parish Council with regards to county matters  
The barriers outside Firside School will remain in place until the bollards are installed, currently the works are hoping to be done during Christmas holidays.  
There was a staggered installation of the posts on Meadow Way/Windsor Road, however they are now all in place.  
Traffic counts on Middleton's Lane are currently being conducted for the new zebra crossing on Middletons Lane near to Firside school.  
The plaque on Cromer Road for the former ME site has now installed with a nice piece was put into the Just Hellsdon.  
Cllr Gurney spoke with regards to recent correspondence received for part of the Transforming the City's strategy, she has been informed that there are plans for a Bus Lane from Fifers lane to Mayfield Avenue with no consultation. The plans are for the Bus lane to be 24h access, currently the park and ride closes at 7, a question as to why it is 24h and not key times. The location of this will be in a pollution control zone and cross the largest junction for Norfolk County Council. Cllr Gurney has asked that the Parish Council are consulted along with effected residents. A discussion was had by the councillors on how this will effect Hellesdon.  
Cllr Gurney updated on items from the District. Herself, Cllr King and Cllr Prutton have used some of they District grant money to purchase a Fleet of Cosy Coupes for Heather Avenue School.
- Cllr Prutton has been working with Cllr Fulcher on a Temporary TPO for a large oak tree on Links avenue, the house is now up for sale, hopefully this will be saved.
- Cllr King had no updates for the District.

**c) Cllr Johnson gave a verbal update; We are currently in tier 2, the government are to review tiers again on 16th December**

Norfolk County Council have launched winter support scheme all details on website  
First vaccine was delivered today on the roll out program. Cllr King added it was unlikely Broadland would be coming out of tier 2

**d) The police crime report was **Noted****

Cllr Gurney had a zoom meeting with local Sergeant and team, discussions were had on scheduling a SNAP panel meeting for January.

**6. Financial Matters**

- a) Bank Reconciliation – 1<sup>st</sup> April to 31<sup>st</sup> October 2020.  
The document previously circulated was discussed  
it was

**RESOLVED TO ACCEPT**

- b) Earmarked reserves summary.

The document previously circulated was discussed  
it was

**RESOLVED TO ACCEPT**

Approved.....

Date.....

**HPC Full Council Mins 8<sup>th</sup> December 2020**

c) Approval of Payments –November 2020.

The document previously circulated was discussed,  
It was

**RESOLVED TO ACCEPT**

d) Approval of Receipts – November 2020.

The document previously circulated was discussed. Cllr Gurney asked what the £2000 grant from Broadland District Council was for, the clerk confirmed its was from ‘Local Restrictions Support Grant’ for the Community Centre

It was

**RESOLVED TO ACCEPT**

e) Detailed Income and Expenditure 1<sup>st</sup> April to 31<sup>st</sup> October 2020.

The document previously circulated was discussed

It was

**RESOLVED TO ACCEPT THE REPORT**

**7. Polling Cards for Elections in Hellesdon**

The motion proposed by Cllr Britcher was circulated with the agenda to all councillors along with a report. Cllr King submitted to the chair, prior to the meeting, a proposed amendment to Cllr Britcher’s motion. The amendment and report were shared on screen with all participants on the meeting being held. Cllr King read the report to the council which included the amended proposal. The proposed amendment was seconded by Cllr Britton.

1. Hellesdon Parish Council will have an agenda item on a Full Council meeting which is held before the election to discuss the issuing of polling cards.
2. A report will be provided by the proper officer of the council to detail the cost involved in the election and any other pertinent issues such as budget considerations. This report will not give an opinion on whether polling cards should or should not be issued.
3. A vote will then be called, and each councillor present will vote whether they are in favour of polling cards are issued. The Chairman of the Council will, as normal in the standing orders have a second and casting vote (if required).
4. If the vote is successful than the proper officer of the Council will inform the Returning Officer that polling cards are requested.
5. If the vote fails, then polling cards will not be issued.

In either case notices of elections will be posted up on all Parish Council notice boards, Public areas of the Community Centre and the local library. This follows the guidance provided by the Electoral Commission.

Publication will also be on the Parish Council Website and the Broadland District Council website. The above 5 points will become the Hellesdon Parish Council policy on issuing polling card on any By-Election that may be required. A formal policy will be written up by the Proper Officer of the Council and draft submitted to the Policy Property and Resources Committee at a future meeting.

The proposal was discussed by the council,

It was

**RESOLVED TO ACCEPT THE PROPOSAL WITH 7 FOR, 1 AGAINST, 1 ABSTAINED**

**Cllr Britcher asked to check the standing orders for the acceptance of the motion, the clerk confirmed the motion was carried as per standing orders (1b)**

**A policy will be drawn up and taken to PP&R committee for adoption by the council.**

Approved.....

Date.....

**8. Community Projects over Christmas period**

A verbal update was given, a fantastic response has been received from the residents in Hellesdon for the family hampers with over 25 nominations, we are still collecting nominations and gifts up till 18<sup>th</sup> December.

Gift Bags for the vulnerable elderly residents are now being put together and will be ready for delivery along with the family hampers from Monday 21<sup>st</sup> December. Anyone who can offer support/help please contact the clerk.

There will be articles going into the Just Hellesdon in the next week.

Cllr King gave his personal thanks to all residents and volunteers of Hellesdon for their support for the community Christmas projects, special thanks to Lacey and Meadow Way Chapel for their help and support.

**9. Planning**

To note recent planning decisions made by the planning committee on 10<sup>th</sup> & 24<sup>th</sup> November 2020. It was

**NOTED**

Cllr Gurney spoke with regards to planning application for Arden Grove School, updating on concerns over parking and length of build. Works would look to commence mid-February.

**10. Community Center Committee**

a) The minutes of the Community Centre meeting on 16<sup>th</sup> November 2020 were previously circulated. It was

**RESOLVED TO NOTE**

b) Confirmed the date of the next meeting, 14<sup>th</sup> December at 6:30pm by Zoom

**11. Property, Policy and Resources**

a) Cllr Gurney gave a verbal update on the meeting held on 17<sup>th</sup> November. The minutes of the meeting on 17<sup>th</sup> November 2020 were previously circulated. It was

**RESOLVED TO NOTE**

b) Confirmed the date of the next meeting 15<sup>th</sup> December at 6:30pm by Zoom

**12. Playing Fields, Allotments and Amenities**

a) The minutes of the Playing fields, allotments and amenities matters held on 12<sup>th</sup> November 2020 were previously circulated. It was

**RESOLVED TO NOTE**

**Cllr King asked for an update on the current allotment renewals, the clerk confirmed only 1 payment was outstanding, 15 tenancy agreements, these have been requested to be returned to the office by 4<sup>th</sup> January.**

b) Confirmed the date of the next meeting 5<sup>th</sup> January at 6:30pm by Zoom

**13. 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 Cllr Johnson.**

**14. Staffing Update**

The Item was discussed after agenda item 16. A verbal update was given on the current working hours for all staff.

Approved.....

Date.....

15. **Exchange of information only.**  
No further information exchanged.

16. **Time and Venue of next Council meeting.**  
The next meeting of the Full Council 12<sup>th</sup> January 2021 via Zoom

**The following item was discussed under the line. It was confirmed that all councillors were alone and not able to be overheard.**

14. **Staffing Update**  
a) To consider Staffing matters, to note minutes of meeting held on 24<sup>th</sup> November by Zoom were previously circulated. It was  
**RESOLVED TO NOTE**

The meeting closed at 8:55pm

DRAFT

Approved.....

Date.....  
**HPC Full Council Mins 8<sup>th</sup> December 2020**