

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 13th June 2023 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher
Cllr G Diffey
Cllr S Gurney
Cllr R Sear
Cllr P Sparkes

Cllr N Barker
Cllr G Britton
Cllr R Forder
Cllr D Maidstone
Cllr S Smith

In attendance: Cllr S. Jones (Broadland Council), Mrs F LeBon (Clerk) and one member of the public.

Welcome by the Chairman – Cllr Johnson opened the meeting at 7pm and welcomed all to the meeting. The rules relating to the recording of meetings were read.

1. Apologies and Acceptance for Absence

Apologies for absence were accepted from Cllr Douglass, Cllr Duckett, Cllr Fahy, Cllr Holland and Cllr Lock.

2. Declarations of Interest and Dispensations

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

3. Minutes from Full Council meeting held 16th May 2023

The Minutes of the Full Council meeting held on 16th May 2023 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting, after a proposal from Cllr Britton and a second from Cllr Sear.

4. Public Participation

A member of the public raised concerns about deer in the allotment site. It was confirmed that the landowner had been made aware, and the response from the landowner read to the member of the public.

Discussions occurred as to this area of Hellesdon, along with Cottinghams Park, being a natural habitat for deer. They also frequent the school fields and the gardens of local residents. Risks to members of the public were discussed and deemed negligible. There are rules in place for the supervision of children and for dogs to be on leads on the allotment site, therefore it is unlikely that the deer will be startled and, if so, will run in the opposite direction of a perceived threat. There was no need identified to change the allotment rules.

5. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated. The following matters were added:

Approved.....

Date.....

- That Norfolk County Council had reviewed the condition of the existing bus shelter on Cromer Road near Tesco, and it was not deemed as economically viable to recycle this when the new shelter arrives. The indicative installation of the new shelter is mid September.
- That the Highways Street Scene Officer is due to visit Hellesdon from 3rd July. They have been asked to review all alleyways as multiple complaints are being received from parishioners about overgrown vegetation, but if councillors have any further matters to be raised they are to let the Clerk know.
- Councillor training has been confirmed for 4th July at Diamond Jubilee Lodge. The Clerk will send out an email with details.

The report was **ACCEPTED**.

b) To Receive Written Reports from District and County Councillors

District Councillor reports had been circulated from District Cllrs Douglass, Johnson and Jones detailing training attended, committees appointed to, upcoming meetings and future projects. Cllr Gurney, in her position as County Councillor, confirmed that the date the Boundary would be closed, at the Boundary Road / Cromer Road junction, would be the 10th July for a period of seven weeks.

c) Verbal Update from Chairman

Cllr Johnson reported that he had been interviewed by That's TV about the installation of the Coronation Bench.

6. Financial Matters

a) Bank Reconciliation – May 2023

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

b) Earmarked reserves summary

This report was **NOTED**.

c) Payments – May 2023

The payments detailed in the written report were **AGREED**. The Clerk is to find out the detail of which building the TV license relates to. The cost of the Tug of War rope was queried. It was clarified that the Tug of War was very popular at the Summer Fayre last year, therefore a quality rope was purchased which could be utilised for many years.

d) Receipts – May 2023

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

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

This report was **NOTED**.

f) To Receive Internal Auditor's Report

The report from Larking Gowen was **NOTED**. There were no matters of concern arising.

g) To Approve the Annual Governance Statement 2022/2023

It was **AGREED** after a proposal from Cllr Sear and a second from Cllr Barker that all items 1-8 be agreed as 'yes', with section 9 being not applicable as the council does not act as a Trustee.

h) To Consider and Approve the Annual Accounting Statement 2022/2023

The Annual Accounting Statement was **AGREED** after a proposal from Cllr Britton and a second from Cllr Maidstone.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 23rd May 2023

The minutes and decisions arising from the Planning Committee meeting held on 23rd May 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made.

8. Events Committee

a) To Note the Decisions made by the Events Committee on 23rd May and 6th June 2023

Approved.....

Date.....

Cllr Johnson reported that these meetings were prioritising the Summer Fayre. It was **AGREED** to note the minutes and the decisions made.

9. Community Centre Committee

a) To Note the Decisions made by the Community Centre Committee on 8th June 2023

The minutes, decisions and a formal report arising from the Community Centre Committee meeting held on 8th June 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made.

One matter required full council agreement due to the amount, and this was the appointment of DJ Designs to project manage the WC improvement project. This was **AGREED** after a proposal from Cllr Sear and a second from Cllr Britton.

10. Training

a) To Consider Attendees for the Norfolk SLCC Annual Conference on Friday 7th July

It was **AGREED** that Cllr Johnson, Cllr Gurney, Cllr Forder, Cllr Maidstone and the Clerk will attend.

11. Consultations

a) To Consider Invitation to Respond to the Greater Norwich Green Spaces Survey

Although the Parish Council had been invited to respond to this survey, it was **NOTED** that the questions were based around an individual response rather than that of a corporate body. It was **AGREED** that the Clerk will send the survey to councillors to comment on an individual basis.

12. To Receive Proposal that the Council Chamber and associated facilities at the Diamond Jubilee Lodge are made available free of charge to all those members elected to the Council, and their respective political groups to conduct group meetings which will be convened to discuss matters relating to the running of the council.

This proposal was made by Cllr Gurney and seconded by Cllr Johnson.

The Clerk quoted from a 2007 report into the running of the Parish Council, which noted that 'Councillors seem more intent on scoring points from each other or for their faction rather than working together for the whole community' and that the 'inappropriate aping of principal authority practices should be avoided'.

Cllr Gurney quoted the legislation allowing this practice, and clarified that this would only be used for the furtherance of council business and not for political or campaigning purposes.

Cllr Britcher queried whether this should be a cost to the taxpayer. He proposed an amendment to delete 'free of charge' and replace with 'at an hourly rate to cover utilities and a flat fee for use of the kitchen'. This was seconded by Cllr Diffey and **CARRIED**.

A vote was taken on the main resolution, as amended, and was **CARRIED**.

The Clerk is to calculate a fair and appropriate rate, and let councillors know when the room will be available for booking.

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 item 14 view of the confidential nature of the business to be transacted. This was AGREED.

The Meeting was Closed to the Press and Public

14. Community Centre Outstanding Matters

a) To Receive Recommendation from the Community Centre Committee on Matters Outstanding from the Community Centre Refurbishment

A written report had been circulated to councillors and a verbal update was provided by the Clerk. The Parish Council **AGREED** with the recommendations of the Community Centre Committee.

Approved.....

Date.....

The Meeting was Re-Opened to the Press and Public

15. Matters for the Next Agenda

- Update on Community Centre Outstanding Matters
- Feedback on Boundary Road Closure
- Update from Norfolk County Council Cabinet Meeting Relating to Meadow Way

26. Time and Venue of Next Council meeting.

Tuesday 11th July 2023 at 7pm in the Council Chamber.

The meeting closed at 8.32pm

DRAFT

Approved.....

Date.....