

# HELLEDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: [contact@hellesdon-pc.gov.uk](mailto:contact@hellesdon-pc.gov.uk)

Minutes of the meeting of the Policy Property & Resources Committee held on  
Tuesday 19<sup>th</sup> September 2017 at 7.00pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**Present:** Cllr S Gurney Cllr D King Cllr S Prutton

Cllr Ghimire

Mr Mark Knight – Council Administrator

Mr Bob Fell – Broadland District Council  
Mr Ben Burgess – Broadland District Council  
Mr Dan Harris – Broadland District Council  
Cllr. D Attenborough  
Cllr. G Britton

The meeting opened at 7.09pm.

**01 Apologies and Acceptance for Absence**

Apologies were received and accepted from Cllrs Grady and Knowles.

**02 Declarations of Interest and Requests for Dispensations**

There were no interests declared.

**03 Minutes of Previous Meeting**

Minutes of the Meeting held on 31 May 2017, as previously circulated, were proposed and seconded as a true record.

**RESOLVED to adopt the Minutes; the Chairman signed to confirm.**

**04 Public Participation**

No public present.

**05 To discuss any matters arising from the report from the Finance Officer**

The report was noted with no issues arising from the discussion.

1

Approved.....

Date.....

**06    General Matters**

**6.1**    A meeting with Bob Fell to discuss Section 106 monies and how these may be spent.

Much discussion took place regarding this issue. The representatives from Broadland District Council gave a full and frank report on the total amount of monies available to be spent by the Parish Council and the appropriate way these may be spent.

As a result of this discussion it was **RESOLVED that the following items of capital expenditure should be taken out of the Community Infrastructure Levy payments from the Carrowbeck and Eversley Road developments.**

**The pressure washer.**

**The recent car park resurfacing.**

**Items of grounds equipment which had been recently condemned in the Health and Safety audit – totalling £5,000.**

It was also suggested by the representatives that a Community Asset Audit should be conducted which would detail what the Parish Council currently has, what would need to be improved and items which they do not currently have but would now be able to obtain. It was **RESOLVED for the Council Administrator to liaise with Mr Dan Harris of Broadland District Council to facilitate this.**

Further extensive discussions were then had over future plans the Parish Council may have regarding monies due to them regarding the development of the Royal Norwich Golf Club. No decisions were made but it was decided that the Council Administrator would work more closely with Mr Dan Harris and Mr Ben Burgess regarding ideas and logistics as they arose.

**The meeting was then adjourned for a break at 8.15pm reconvening at 8.25pm.**

**6.2**    To discuss a request from a member of staff to implement a childcare voucher scheme.

**This was approved and RESOLVED to use Kiddicare.**

**6.3**    To discuss a quote for work to be done on the floor of the Groundsman's Hut.

Only one quote was available by the time of the meeting which came in at £2147. After much discussion it was **RESOLVED to instruct the Head Groundsman to obtain quote for the materials and to work closely with the Council Administrator to formulate a plan to do the work in house if this is financially viable.**

- 6.4 To discuss the implications of recent issues with the New Holland Tractor.

A written and verbal report was given by the Council Administrator regarding the issues experience by the Grounds Staff when operating the tractor and also a report of the remaining financial commitments involved. In light of the earlier discussion in agenda item 6.1 of this meeting it was **RESOLVED to obtain three quotes for a new tractor using the specs of a T4 Tractor and to use Section 106 monies from Eversley Road to purchase this new tractor.** Thus eliminating the need for a renegotiated or new finance agreement.

It was further **RESOLVED to purchase a service and maintenance contract for this piece of equipment and for this expenditure to come directly from Parish Council funds.**

- 6.5 To review the provision of the Parish Council's IT provider and printing service.

The Council Administrator gave a written report and fielded questions from Councillors on his proposal. It was **RESOLVED to go with the proposal, namely:**

**To stay with the current provider until all works are complete.**

**To then engage Mayday to obtain a better deal on printing costs and upgrade the current photocopier/printer.**

**When the first two objectives are achieved to then engage Osiris-ICT to take over the running of the IT support contract and all associated IT issues.**

- 6.6 To discuss a review of the Parish Council Staff Handbook.

It was **RESOLVED for the Council Administrator to work with the Locum Clerk in updating this document and report back to the Staffing Committee meeting on the 13<sup>th</sup> November 2017.**

6.7 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.

6.8 Report from the Chairman on matters relating to an appeal.

The Chairman gave a verbal report on this matter.

**07 Exchange of Information**

Cllr. Pruton requested an update on the recent issues with Street Lighting with Broadland District Council – Cllr Gurney reported that nothing was happening at the present time but that she would keep the Council informed along with her fellow District Councillors who also sit on the Parish Council.

**08. Date, Time & Venue for Future Meetings**

This was agreed to be Tuesday 21<sup>st</sup> November at 7pm.

The meeting closed at 9.40pm.

Approved.....

Date.....