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Parish Clerk: Mark Knight

Minutes of the meeting of the Policy Property & Resources Committee held on  
Wednesday 28 November 2018 at 7.00pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**Present:** Cllr S Gurney Cllr Fulcher  
Cllr J Knowles Cllr S Prutton  
Mark Knight – Parish Clerk

Also in attendance: Mr. Gavin Ellis – Finance Officer.

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

- 01 **Apologies and Acceptance for Absence**  
Apologies were not received from Cllr D Ghimire. Apologies were received from Cllr King. It was **AGREED** to accept the apologies given.
- 02 **Declarations of Interest and Requests for Dispensations**  
The following interests were declared:  
Cllr Knowles – Hellesdon Community Choir  
  
No dispensations were requested.
- 03 **Minutes of Meeting held on 3 October 2018**  
Minutes of the Meeting held on 3 October 2018 had been circulated, and it was **RESOLVED TO ADOPT** Minutes were signed by the Chairman.
- 04 **Public Participation**  
No public present

Approved.....

Date.....

05 **Finance**

5.1 **To discuss matters arising from the financial report**

The Parish Clerk explained that the report detailing the budgetary responsibilities for this committee was made up of any cost centre which was not already covered by another standing committee, this ensuring that every item in the budget is adequately monitored in depth every quarter. The committee accepted this and noted the report.

06 **General Matters**

6.1 **To discuss an official response to principal authorities regarding footway lighting in the Parish.**

There was much discussion on this topic but it was **RESOLVED** to not recommend to the Full Council that the position should be changed at this time. But in the event of any further developments in this matter the Parish Clerk to immediately agenda this for discussion at the next Full Council meeting.

6.2 **To recommend to the Full Parish Council the adoption of the updated 2018 Standing Orders**

It was decided that more detailed work was required with this matter and that the Chair of the Council and the Parish Clerk should meet in the next week to go through any changes with the completed document submitted for approval at the March meeting of this committee.

6.3 **To consider a request for a donation for the grass cutting at St. Mary's Church**

It was **RESOLVED** to give a donation of £750 in line with the donation in the 2018/19 financial year.

6.4 **To consider recommendations from all standing committees for the 2019.20 budget setting**

Much discussion took place regarding this issue. The budget proposal was presented and explained by the Finance Officer and the Parish Clerk.

The insurance renewal was considered and the Parish Clerk advised that the three year option would be the more preferable option. It was **RESOLVED** renew the insurance schedule with a £100 excess for 3 years at cost of £9,227.37 with Zurich.

An adequate budget for tree work was also considered at length considering the recent acquisition of Cottinghams and Mountfield Park with an additional 60 trees. It was **RESOLVED** to increase the total tree budget to £10,000 to be spent over tree surveys, emergency work and work required following inspections.

The budget proposal from the Media, Communications and IT Infrastructure Committee was considered at this stage and it was **RESOLVED** to accept the following changes.

4100 Parish Council Promotion to be increased to £1,500 from £0.

4105 Website and Emails to be increased from £480 to £800.

4125 Other Communications to be reduced from £300 to £0.

4155 IT Reserve to be increased from £1,000 to £4,500.

The total expenditure therefore to be increased from £11,986 to £17,006. It was then proposed to **RECOMMEND** this to the Full Parish Council.

Consideration was then given to the Machinery and Vehicles budget proposal and it was agreed that cost centre 4555 was unnecessary due monies being available in an Earmarked Reserve and also possible CIL and Section 106 monies. It was **RESOLVED** to defund this cost centre at a saving of £17,985.

Consideration was then given to the Memorials budget proposal and it was **RESOLVED** to reduce cost centre 4575 in regard to the maintenance of the War Memorial from £1744 to £500.

It was then noted that cost centre 4665 for Noticeboards was still included when it had also been moved to the Media, Communications and IT Infrastructure budget. Assurances were made by the Finance Officer that this would be removed and figures adjusted accordingly.

The Parish Clerk and the Finance Officer warned that costs to the Council would be incurred in any case despite the amounts set in this proposal, which would lead to overspends in this budget if not adequate, and that general and earmarked reserves should not be used to offset these costs due to the difficulty in building them back up after.

**IT WAS THEN RESOLVED BY CLLR GURNEY AND SECONDED BY CLLR KNOWLES TO RECOMMEND TO THE FULL PARISH COUNCIL THAT THAT THE PRECEPT FOR 2018/19 SHOULD BE SET AT £457,219.92.**

**6.5 To discuss the budget recommendation for this committee for the 2019/20 budget setting**

The budget proposal was discussed in depth and no changes were requested. Therefore this section of the budget was **RECOMMENDED** to the Full Council for discussion.

**07 Exchange of Information**

Cllr Prutton drew the Committee's attention to an invitation she had received from a local church which claimed her household was now in the benefice of Old Catton and not New Catton.

Cllr Fulcher enquired about the status of the parking restriction signs on the Reepham Road and bad parking on Bush Road.

Cllr Gurney informed the Committee about a possible zebra crossing at Kinsale Infant School or Hellesdon High School and an attempt which is being made to turn Middleton's Lane into an entirely 20mph zone. There was also reports of several houses on Prince Andrew Road flooding in the recent bad weather.

**08 Date, Time & Venue for Next Meeting**

The next Ordinary Meeting of this Committee was scheduled for 21 November 2018 at 7p.m at Diamond Jubilee Lodge.

The meeting closed at 9.01 pm.