

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

Minutes of the meeting of the Policy Property & Resources Committee held on
Wednesday 31st May 2017 at 7.00pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present: Cllr R Grady Cllr S Gurney Cllr D King Cllr S Prutton

Mrs M Anderson-Dungar – Locum Clerk

01 Election of Chairman for 2017/18

Cllr Gurney, as the outgoing Chairman, called for nominations. Cllr King proposed Cllr Gurney, who accepted the nomination, which was seconded by Cllr Grady. It was therefore

RESOLVED that Cllr Gurney was elected as Chairman for 2017/18

02 Election of Vice-Chairman for 2017/18

Cllr Gurney proposed Cllr Grady, who accepted the nomination, which was seconded by Cllr King. It was therefore

RESOLVED that Cllr Grady was elected as Vice-Chairman for 2017/18

03 Apologies and Acceptance for Absence

Apologies were received and accepted from Cllrs Ghimire and Knowles.

04 Declarations of Interest and Requests for Dispensations

The following interests were declared:

Cllr Grady – Broadland District Councillor

Cllr Gurney – Broadland District Councillor; Norfolk County Councillor

05 Minutes of Previous Meeting

Minutes of the Meeting held on 19 April 2017, as previously circulated, were proposed and seconded as a true record by Cllrs Prutton and Grady respectively. It was therefore

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

Cllr Gurney updated the meeting on the equipment referred to in the Minutes. In response to a question, she confirmed that the Head Groundsman had accompanied Councillors on visits to contractors.

There had been no further contact from Mr Stewart regarding a Carnival; it was assumed that he had been notified of the Council's decision.

06 Scheme of Delegation & Committee Terms of Reference

The document previously circulated was discussed, with emphasis on the following points:

- Governance Policies for Hellesdon Community Centre were under the jurisdiction of this Committee. However, the Hellesdon Community Centre Committee could make recommendations.
- Day to day running of Hellesdon Community Centre was delegated to the Clerk of the Council
- Dates – latest date for budget/precept request agreement was the January Full Council meeting, or an additional, extra-ordinary full Council meeting in January if necessary.

It was proposed and **AGREED** that Cllr Grady should be appointed to the Finance & Operations Working Group

It was noted that the end year figures revealed a small operating profit for Hellesdon Community Centre, but this did not include the caretaking costs.

It was subsequently

RESOLVED to recommend to Council the adoption of the document as amended

07 Public Participation

No public present.

08 General Matters

08.1 Car Park Resurfacing Works

All necessary paperwork had been completed; no planning permission was required as the work was "like for like" repair. Thanks were recorded to Mark Knight and Kate Leggett for their work to ensure that all users were contacted and understood the reasons for closure of the site during the works, and for arranging training and other duties for staff during the closure period. New signage would be installed on site on completion of the works to reinforce that the car park was for site users only. It was

RESOLVED to accept the increase in costs of £3745.75

08.2 Health & Safety Audit

The document previously circulated was discussed, and it was noted that staffing implications and responsibilities had been discussed by the Staffing Committee, also that in most Councils the Clerk was given overall responsibility

and this would be taken into account in future discussions. It was emphasised that the Council as a corporate body formally recognised and accepted its responsibilities under Health & Safety legislation. First Aid training for Caretakers would be arranged as necessary, and inspection regime for the defibrillator checked. It was difficult to make recommendations against the original documentation without sight of a copy, and it was therefore

RESOLVED that Cllrs Gurney, King and Prutton (if available) should compare the statements against the original document and report back to the Committee.

08.3 Meeting with Broadland District Council Officers regarding s.106 and CIL monies

Cllr King advised that he had arranged for Ben Burgess and Bob Fell to address the Council between the Planning and Full Council Meetings on 6 June, as discussed at the Playing Fields, Allotments & Amenities Committee the previous evening. However, Cllr King would not be available at this time, and it was **AGREED to invite the Officers to the 4 July Meeting.**

09 Exchange of Information

Cllr Gurney advised of the following:

- Bernham Road had re-opened
- Work on the slip road into the Golf Course site development would start at the end of July
- The Neighbourhood Plan had been submitted to Broadland District Council and it was hoped to proceed to referendum early in September.

10. Date, Time & Venue for Future Meetings

These were **AGREED** as Tuesdays 19 September, 21 November 2017 and 20 March 2018.

The meeting closed at 9.30pm.