

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 9th July 2024 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher
Cllr D Fahy
Cllr M Hicks
Cllr D Maidstone
Cllr S Smith

Cllr N Barker
Cllr G Britton
Cllr R Forder
Cllr S Lowthorpe
Cllr R Sear

In attendance: Mrs F LeBon (Clerk) and one member of the public.

Welcome by the Chairman – Cllr Johnson welcomed all in attendance.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr L Douglass, Cllr I Duckett, Cllr S Gurney, Cllr S Holland and Cllr S Lowthorpe.

2. Declarations of Interest and Dispensations

No declarations made or dispensations applied for.

3. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 11th June 2024

The Minutes of the Full Council meeting held on 11th June 2024 had been previously circulated. Subject to correction of a typographical error, it was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

A member of the public advised that building work had commenced on the new retirement homes behind the chapel.

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated.

The Clerk updated that the waste collection service from the council's current contractor had been reduced to fortnightly as opposed to the previous weekly service. This was not acceptable to the Parish Council and alternative prices from contractors are being sought.

The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

District and County Council reports were not available due to the pre election period.

Approved.....

Date.....

c) Verbal Update from Chairman

There was no Chairman’s report due to the pre election period.

6. Financial Matters

a) Bank Reconciliation – June 2024

The bank reconciliation for June 2024 was **ACCEPTED** after a proposal from Cllr Britton and a second from Cllr Sear.

b) Earmarked reserves summary – June 2024

The earmarked reserves summary for June 2024 was **AGREED** after a proposal from Cllr Forder and a second from Cllr Britton.

c) Approval of Payments – June 2024

The payments for June 2024 were **AGREED** after a proposal from Cllr Britton and a second from Cllr Hicks. After a query from Cllr Sear, it was confirmed that that the payment detailed for the roof refurbishment project was the final settlement amount.

d) Receipts – June 2024

The receipts for June 2024 were **AGREED** after a proposal from Cllr Britton and a second from Cllr Forder.

e) Detailed Income and Expenditure 1st April 2024 – 30th June 2024

The detailed income and expenditure was **ACCEPTED** after a proposal from Cllr Sear and a second from Cllr Britton.

f) To Receive Internal Auditor’s Full Report

The full report from the Internal Auditor had been previously circulated. Bar an oversight with the minutes on the website, which was corrected on the same day, there were no matters of concern raised. The report was accepted after a proposal from Cllr Sear and a second from Cllr Forder.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 11th June 2024

The minutes and decisions arising from the Planning Committee meeting held on 11th June 2024 had been circulated. Cllr Britton reported the committee still retained its objections to the application 331 Drayton High Road. It was **AGREED** to note the minutes and the decisions made.

8. Neighbourhood Plan

a) To Receive Update on the Neighbourhood Plan

The minutes and a report from the Neighbourhood Plan meeting held on 17th June 2024 had been previously circulated.

The Clerk reported that the Housing Needs Assessment for Hellesdon had been checked by Locality and finalised and had been sent to all councillors. Cllr Forder raised some mistakes in the Housing Needs Assessment for the Clerk to review.

The consultant is currently applying for the 2024/2025 funding from Locality.

The next meeting is on 17th July, where the draft design code will be discussed.

The decisions made by the Neighbourhood Plan Working Group, as noted in the minutes, were **AGREED**.

9. Community Centre

a) To Receive Report on Grant Funding for the West WC Improvement Project

The Clerk reported that a grant application for £15,099.39 (50% of the anticipated capital cost) was rejected by Broadland Council’s Pride in Place fund. However, a subsequent grant application for £20,000 to the National Lottery Fund had been successful.

b) To Consider Tender Prices for West WC Refurbishment and Appoint Contractor

This scheme was published in an open and transparent manner on the government’s Contracts Finder website, and also sent to local contractors who had worked with the council’s project

Approved.....

Date.....

manager previously. Three tenders had been received and those contractors not known to the council had completed a qualification questionnaire, of which there were no concerns raised. The two lowest prices were very similar so councillors also considered the locality of the firm. It was **AGREED** after a proposal from Cllr Sear and a second from Cllr Smith to proceed with the project and appoint contractor 3 at a contract price of £28,956.56. The Clerk will clarify where the balance of the project will be funded from.

10. Bleed Bags

a) To Receive Correspondence Regarding Bleed Bags and Consider Purchase

Correspondence was circulated about Public Access Trauma Kits (bleed bags) which are stored in defibrillator cabinets for public access in the event of an incident which involves heavy bleeding. It was **AGREED** to source a kit from St John's Ambulance at a cost of £66 and site this in the defibrillator cabinet at Diamond Jubilee Lodge as a trial. Further consideration for extra kits will be given when the council considers its budget. Information on these kits will be passed to HAHA should they wish to have a kit in the defibrillator cabinet on Bush Road.

11. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 12 and 13 in view of the confidential nature of the business to be transacted

This was **AGREED**.

The Meeting was Closed to the Press and Public

12. Land Matter.

a) To Receive Update on Action Points

The Clerk provided members with updates on action points. It was **AGREED** to seek prices for professional advice from an alternative source.

The Clerk provided members with correspondence which had arrived just before the meeting, which would necessitate a meeting in August. This would be forwarded to members not in attendance.

13. Staffing.

a) To Receive Update on Recruitment

The Clerk provided the meeting with updates. These will be progressed by the Staffing Committee on 11th July.

The Meeting was Reopened to the Press and Public

14. Matters for the Next Agenda

Correspondence about Heath Crescent land

15. Time and Venue of Next Council meeting.

To be agreed and communicated to councillors to enable a response to correspondence on Heath Crescent land.

The meeting closed at 7.57pm

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