

CLERK'S REPORT FOR COUNCIL MEETING 07.07.20

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	<p>Most of the decorating has now been completed and full cleaning of equipment and rooms will be completed by Monday 6th.</p> <p>Hand sanitising stations have been put up in all key areas, following risk assessment completed.</p>
Car Park – Community Centre	No current updates
Parish Council Offices Diamond Jubilee Lodge	<p>AGENDA ITEM air conditioning.</p> <p>The offices are now open to the public from 10am to 2pm each day, Markings are on the floor to help with social distancing, there is also a hand sanitiser station situation in the reception area.</p>
Recreation Ground	<p>Tennis and Netball bookings are now coming in and are being charged at the current rate.</p> <p>The Under and over 9's play area will open on Saturday 4th July, with risk assessments complete and additional signage</p> <p>All play equipment will be sanitised on a regular basis prior to opening</p>
Meadows Way	<p>The playarea will open on 4th July, risk assessments have been carried out along with additional signage.</p> <p>All play equipment will be sanitised on a regular basis prior to opening</p>
Skate Park & MUGA	<p>The skate park and MUGA will open on July 4th following risk assessments carried out</p> <p>All equipment will be sanitised on a regular basis prior to opening</p>
Mountfield Park	Tree contractors had been to look at two of the
Cottinghams Park	All tree work has been completed, 2 trees were due to be felled, however we have had them cut back and will monitor as both had new regrowth.
Allotments	<p>We now have only 9 plots available to rent .</p> <p>The toilet onsite still remains closed due to frequency of cleaning</p>
Community Orchard	No Update
Cemetery Car Park	Nothing to report
Persimmons Homes	Agenda Item for road works
Public Toilets	One toilet is now open, this is being checked and cleaned throughout the day, with deep clean every night.

Litter & Dog Waste Bins	Emailed highways to chase the post for the dog waste bin outside La Belle Cuisine on Cromer Road re-sighting onto the opposite side of the road next to the grit bin, awaiting the pole to be installed by highways. – Still awaiting a response on this
Bus Shelters	No updates
Benches	The new bench for Gowing road will be installed WC 6 th July
War Memorial	No Update
Highway Rangers	Nothing to report
Highway Verges	A number of vehicles are parking on the verges in the parish making the cutting quite hard, a reminder has gone on Facebook and the website
Staffing	No current up date
Mobile Phones	No further update.
Street Lighting	No further update
Meeting Dates	No current committee meetings planned. Following guidelines all meetings where possible to be held via Zoom

Items for Parish Council to consider/note - Items are raised on the Full Agenda

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2020	Active Saver 4401	453,377.57
31/05/2020	Business Current Account 2077	500.00
30/04/2020	Petty Cash	235.04
30/04/2020	Active Saver 7702	337,426.60
30/04/2020	Active Saver 4503	81,346.07

872,885.28

Other Cash & Bank Balances

80.00

872,965.28

Unpresented Payments

100.00

872,865.28

Receipts not on Bank Statement

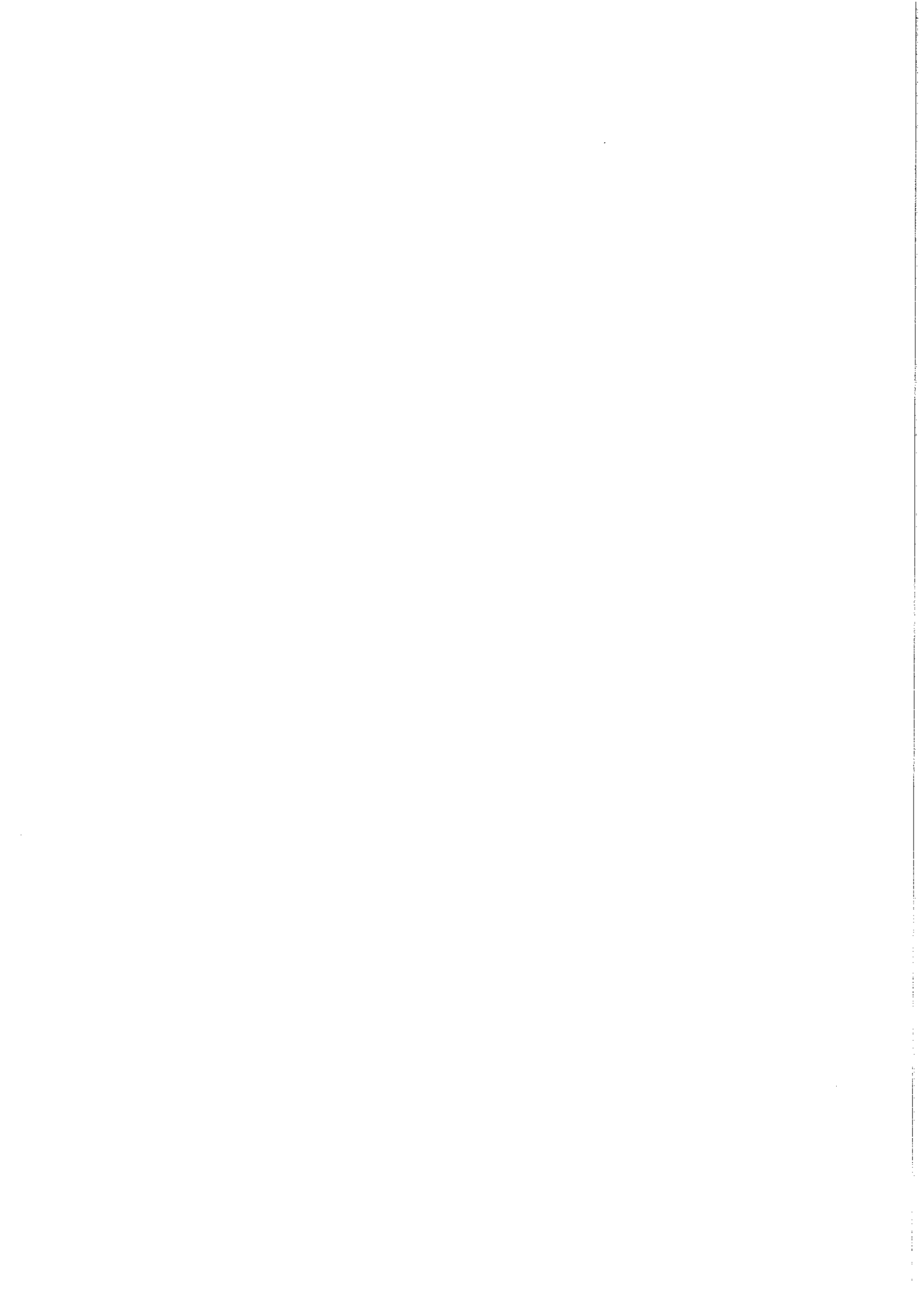
0.00

Closing Balance

872,865.28

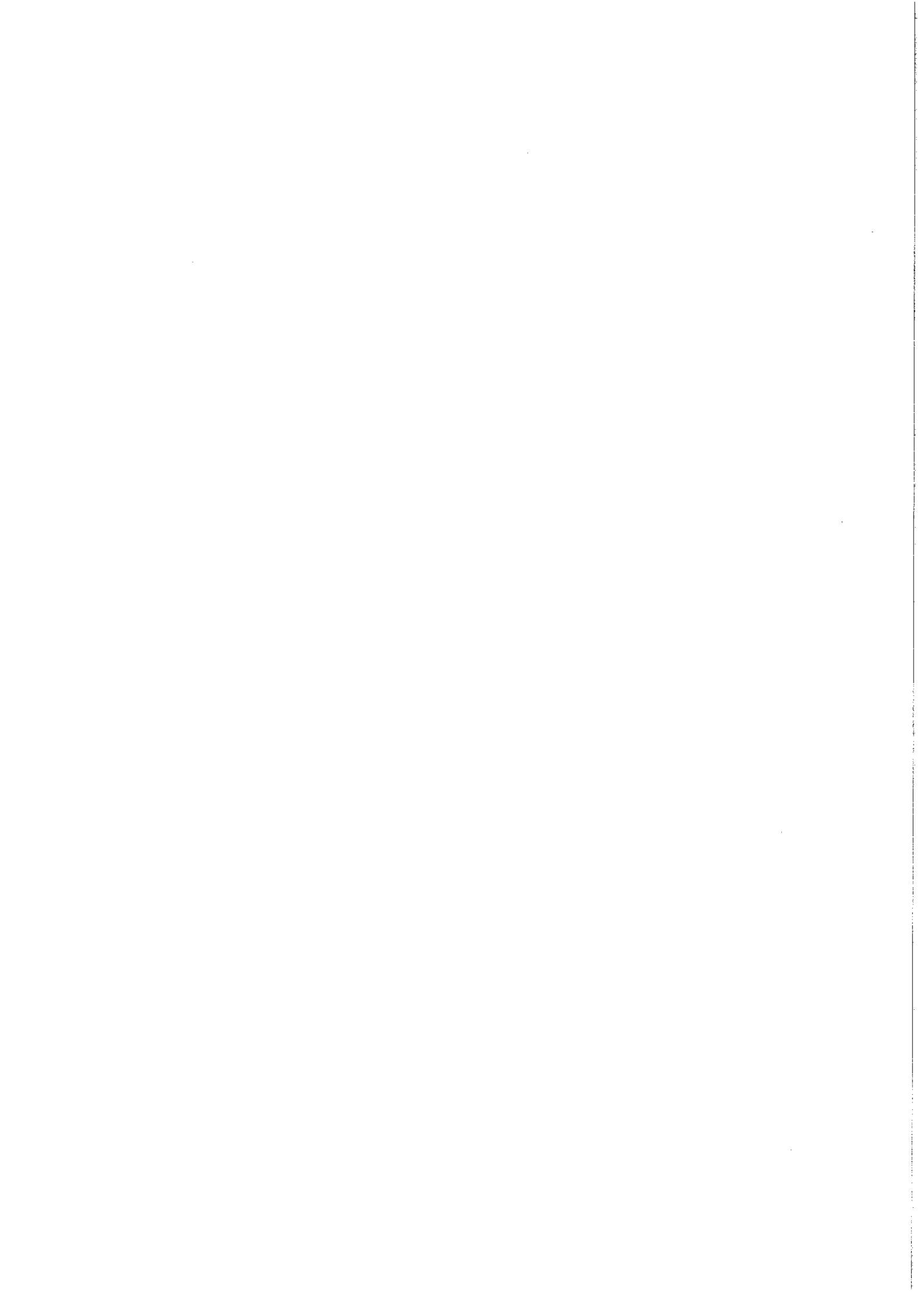
All Cash & Bank Accounts

1	Current Bank Account	453,777.57
2	Petty Cash	235.04
3	Active Saver 7702	337,426.60
4	Active Saver Emergency 4503	81,346.07
	Other Cash & Bank Balances	80.00
	Total Cash & Bank Balances	872,865.28



Payments April 2020

Date	Payee Name	Amount	Nature
01/04/2020	Broadland District Council	149.05	business rates stores
01/04/2020	Broadland District Council	1014.75	business rates HCC
01/04/2020	Broadland District Council	317.7	groundsmen shed
02/04/2020	Entanet International Ltd	54.3	broadband 22 Mar - 31 Mar
03/04/2020	Westcotec Ltd	90	Speed Awareness monitors
06/04/2020	Barclays Bank Plc	31.04	charges 13 Feb - 12 Mar
08/04/2020	UK Fuels Ltd	23.32	Fuel Mar
15/04/2020	Ben Burgess Groundscare	1597.8	grounds equipment
15/04/2020	DD Health & Safety Supplies Lt	361.44	protective clothing/work wear
15/04/2020	Milne Marketing Ltd	199.83	cleaning materials & items
15/04/2020	Norfolk Parish Training & Supp	60	allotments training
15/04/2020	Pure Resourcing Solutions Ltd	1556.28	Admin agency staff
15/04/2020	The Personnnel People	764.64	Grds agency staff
16/04/2020	Entanet International Ltd	15	phone rental & calls
20/04/2020	Pure Resourcing Solutions Ltd	772.2	Agency admin staff
20/04/2020	Payroll	13015.63	net salaries/wages
23/04/2020	Total Gas & Power	616.68	gas HCC Mar
27/04/2020	Hire fee refund	78	Hire 11 Apr cancelled
27/04/2020	Osiris Technologies	182.34	IT Support Apr
27/04/2020	Viking Direct	112.69	stationery
27/04/2020	Beaumont Solutions Ltd	48	IRIS HR Apr
27/04/2020	The Personnnel People	764.64	Grds agency staff
27/04/2020	Pure Resourcing Solutions Ltd	1698.84	Admin agency staff
27/04/2020	Siemens Financial Services Ltd	356.4	lease rental photo copier
27/04/2020	PHS Group	64.51	blue roll for HCC
27/04/2020	Cooks Blinds & Shutters Ltd	163.2	reset office shutter
27/04/2020	The Personnnel People	1223.42	Agency grds staff
27/04/2020	BNP Paribas Leasing Solutions	278	lease Wessex mower
27/04/2020	Broadland District Council	621	business rates office
27/04/2020	Government Agency	85.94	Apr payroll
27/04/2020	Norfolk Pension Fund	3289.72	Apr contributions
27/04/2020	HM Revenue & Customs	3876.6	PAYE & EER NI
28/04/2020	Hitachi Capital Finance	540	lease tractor & hedge cutter
28/04/2020	Total Gas & Power	30.26	electricity allotment Mar 2020
29/04/2020	Zoom Video Communications	143.88	Zoom video conferences
30/04/2020	Vodafone Ltd	155.6	mobile phones
Total		£34,352.70	



Payments May 2020

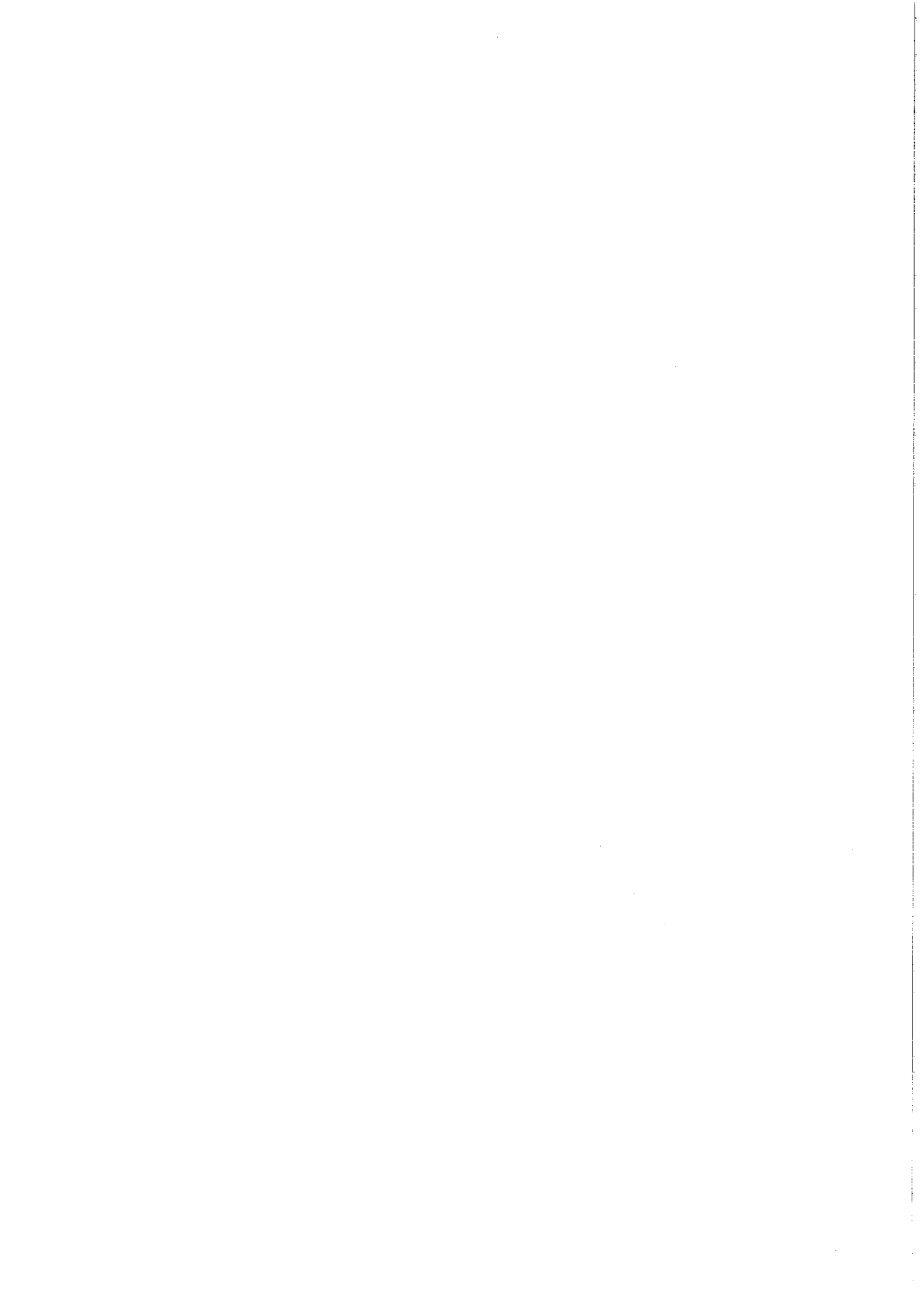
Date	Payee Name	Payment	Nature
01/05/2020	Public Works Loan Board	£8,945.20	loan repayment DJL
01/05/2020	Broadland District Council	£147.00	business rates stores
01/05/2020	Broadland District Council	£1,010.00	business rates HCC
01/05/2020	Broadland District Council	£314.00	business rates groundsman shed
01/05/2020	TV Licensing	£157.50	TV Licence
01/05/2020	Trade UK	£45.97	jubilee clips
04/05/2020	The Personnel People	£764.64	Agency grds staff w/e 25 Apr
04/05/2020	Norfolk County Council	£600.00	NP Law subs y/e 31 Mar 21
04/05/2020	Mayday Office Equipment	£180.31	photo copies 21 Feb - 28 Apr
04/05/2020	Pure Resourcing Solutions Ltd	£772.20	Admin staff we 26 Apr
04/05/2020	EAW Company Ltd	£62.39	w/cooler rent 20 Apr - 20 Jul
04/05/2020	Milne Marketing Ltd	£343.27	gloves and black sacks
04/05/2020	Ivan Jones	£38.25	mileage pharmacy deliveries
04/05/2020	Ed Nantais	£18.45	mileage pharmacy deliveries
04/05/2020	Beaumont Solutions	£96.00	Iris Hr
04/05/2020	Westcotec Ltd	£90.00	relocate SAM signs
05/05/2020	Barclays Bank Plc	£37.64	charges 13 Mar - 13 Apr
05/05/2020	Entanet International Ltd	£54.30	broadband
06/05/2020	UK Fuels Ltd	£34.55	diesel Apr
07/05/2020	Total Gas & Power	£1,951.25	electricity Jan - Mar HCC
11/05/2020	DD Health & Safety Supplies Lt	£172.45	masks, overalls & gloves
11/05/2020	Ernest Doe & Sons Ltd	£1,020.00	Honda Lawnmower
11/05/2020	Beaumont Solutions Ltd	£48.00	IRIS HR May
11/05/2020	Osiris Technologies	£182.34	IT support May
11/05/2020	The Personnel People	£764.64	Agency grds staff w/e 2 May
11/05/2020	Pure Resourcing Solutions Ltd	£772.20	Admin agency staff w/e 1 May
11/05/2020	The Garden Guardian	£1,863.09	Highway Grass verge cutting
12/05/2020	Anglian Water Business	£4.33	water allotmnts 12 Feb -15 Mar
12/05/2020	Anglian Water Business	£267.70	water 3 Feb - 15 Mar HCC
13/05/2020	Entanet International Ltd	£15.00	phone rental May 2020
14/05/2020	Total Gas & Power	£1,535.60	elec DJL & groundsman shed Jan - Mar
15/05/2020	Viking Direct	£106.64	Face masks & wipes

Payments May 2020

15/05/2020	The Personnel People	£611.71	Agency grds staff w/e 9 May
15/05/2020	Pure Resourcing Solutions Ltd	£617.76	Admin agency staff w/e 7 May
15/05/2020	Norse Commercial Services Ltd	£687.60	maint intruder & hold up alarm
20/05/2020	SLCC Enterprises Ltd	£118.80	ILCA Fees
20/05/2020	Squareup International Ltd	£22.80	card reader
20/05/2020	Total Gas & Power	£297.65	gas Apr HCC
20/05/2020	Net salaries/wages	£12,574.25	May payroll
25/05/2020	Broadland District Council	£624.00	business rates DJL
26/05/2020	Total Gas & Power	£19.79	bal accrual prev year
27/05/2020	BNP Paribas Leasing Solutions	£278.00	HP Wessex mower
28/05/2020	Hitachi Capital Finance	£540.00	hire tractor & hedge cutter
28/05/2020	British Telecommunications plc	£156.05	HCC phone 1 May - 31 Jul
29/05/2020	HM Revenue & Customs	£3,760.36	PAYE May/Employer NI
29/05/2020	Norfolk Pension Fund	£3,224.98	Pension contributions May
29/05/2020	Eastern Shires Purchasing	£21.90	wall fixing brackets
29/05/2020	Dazzle Cleaning	£75.00	window cleaning May
29/05/2020	Lawrence Gas & Catering	£84.00	dishwasher repair
29/05/2020	Pure Resourcing Solutions Ltd	£1,235.52	Admin agency staff w/e 17 May
29/05/2020	Beaumont Solutions Ltd	£48.00	IRIS HR
	Total	£47,413.08	

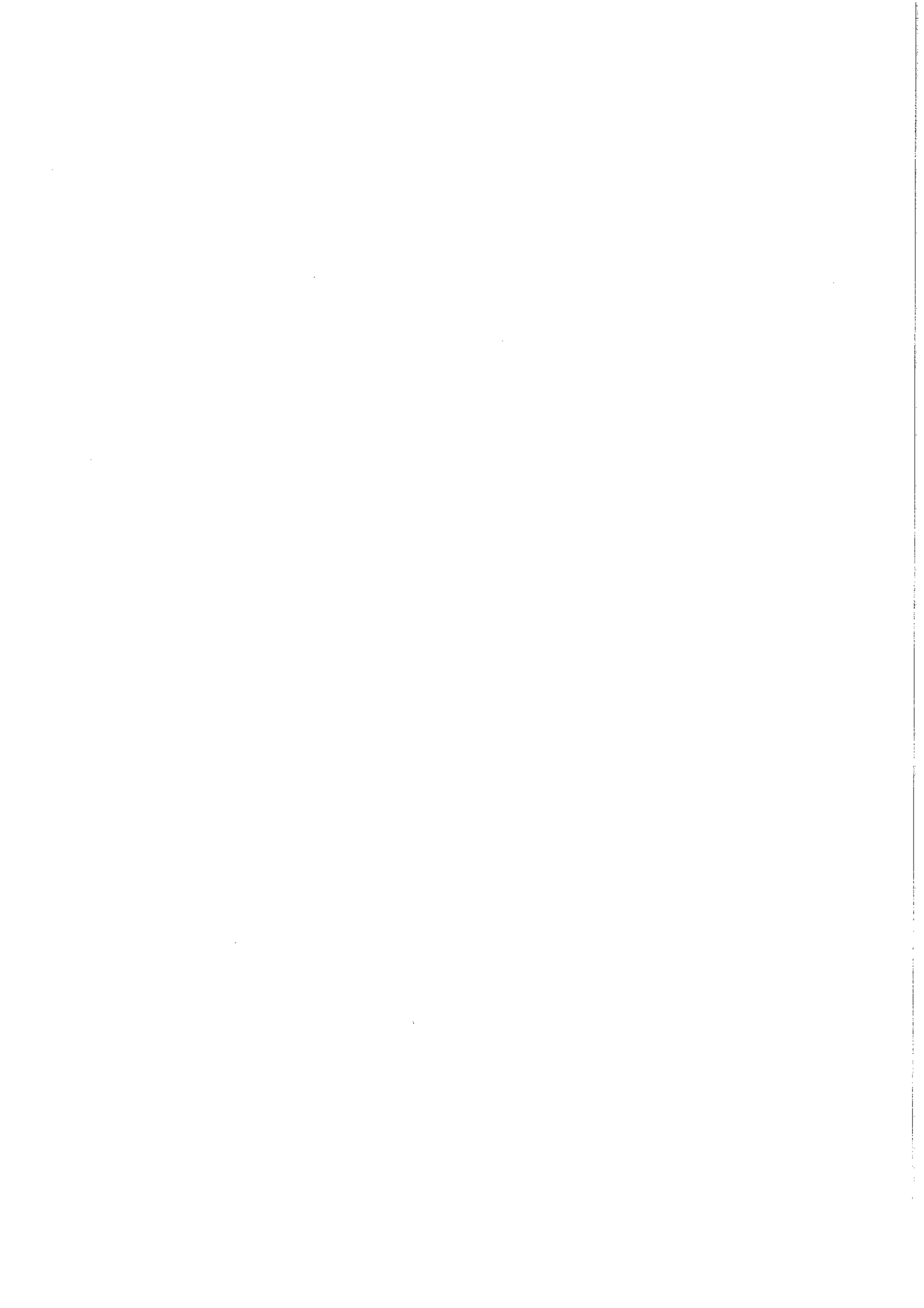
Receipts April 2020

Date	Description	Receipts
01/04/2020	Commercial rate	66
01/04/2020	Commercial rate	96
01/04/2020	Commercial rate	120
01/04/2020	Commercial rate	240
01/04/2020	Community rate	55
02/04/2020	community rate	54
03/04/2020	Community rate	162
06/04/2020	Grant payment	1000
06/04/2020	Bank interest	4.91
08/04/2020	community rate	167
08/04/2020	Commercial rate	48
09/04/2020	Community rate	36
09/04/2020	Commercial rate	102
15/04/2020	Broadland DC	1410 memorial tablet
16/04/2020	Commercial rate	102
16/04/2020	community rate	23
21/04/2020	commercial rate	96
21/04/2020	Community rate	77
21/04/2020	Commercial rate	36
22/04/2020	Commercial rate	36
22/04/2020	Commercial rate	54
23/04/2020	allotment	17.19
23/04/2020	allotment	17.19
23/04/2020	allotment	17.19
24/04/2020	Commercial rate	212
27/04/2020	allotment	17.19
27/04/2020	Commercial rate	72
27/04/2020	VAT refund	15401.08
30/04/2020	Commercial rate	383
30/04/2020	Precept	242258
Total		£262,379.75



Receipts May 2020

Date	Description	Amount
01/05/2020	Commercial rate	£132.00
04/05/2020	Allotments	£17.19
04/05/2020	Allotments	£17.19
04/05/2020	Allotments	£17.19
04/05/2020	Commercial rate	£90.00
05/05/2020	Interest	£6.23
06/05/2020	Community rate	£72.00
11/05/2020	Commercial rate	£53.00
11/05/2020	Commercial rate	£224.25
11/05/2020	CIL payment	£3,096.25
15/05/2020	Commercial rate	£48.00
15/05/2020	Commercial rate	£447.00
20/05/2020	Allotments	£27.50
21/05/2020	Allotments	£13.75
Total		£4,261.55



Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Community Centre								
1400 Community Centre Income	0	0	65,600	65,600			0.0%	
Community Centre :- Income	0	0	65,600	65,600			0.0%	0
4150 Utilities	1,080	2,395	19,305	16,910		16,910	12.4%	
4195 Keys/Locks	0	0	100	100		100	0.0%	
4250 Sanitary Waste Disposal	0	0	2,100	2,100		2,100	0.0%	
4295 Equipment - New/Replacement	0	0	1,000	1,000		1,000	0.0%	
4300 Equipment-Repair/Maintenance	70	70	120	50		50	58.3%	
4416 Water dispenser	0	63	375	312		312	16.9%	
4435 Contingencies	0	0	2,300	2,300		2,300	0.0%	
4450 Inspections	0	0	500	500		500	0.0%	
4480 Memberships & Subscriptions	1,311	1,311	1,600	289		289	81.9%	
4560 Property Maintain/Replacement	188	459	15,920	15,461		15,461	2.9%	
4630 Consumables	0	0	500	500		500	0.0%	
4635 cleaning agents/materials	0	105	1,650	1,545		1,545	6.4%	
4645 Rolling maintenance programme	0	0	1,100	1,100		1,100	0.0%	
Community Centre :- Indirect Expenditure	2,649	4,404	46,570	42,166	0	42,166	9.5%	0
Net Income over Expenditure	(2,649)	(4,404)	19,030	23,434				
110 Administration								
1076 Precept	0	242,258	0	(242,258)			0.0%	
1085 Grants received	0	1,000	0	(1,000)			0.0%	
1099 Community Infrastructure	3,096	3,096	0	(3,096)			0.0%	
Administration :- Income	3,096	246,354	0	(246,354)				0
4465 External Audit	0	0	1,300	1,300		1,300	0.0%	
4470 Internal Audit	0	0	2,370	2,370		2,370	0.0%	
4475 Legal Fees	0	500	5,500	5,000		5,000	9.1%	
4480 Memberships & Subscriptions	1,105	1,105	1,500	395		395	73.6%	
4550 Insurance	9,397	9,397	9,227	(169)		(169)	101.8%	
Administration :- Indirect Expenditure	10,502	11,002	19,897	8,896	0	8,896	55.3%	0
Net Income over Expenditure	(7,405)	235,353	(19,897)	(255,250)				
120 Staff								
4000 Admin Staff	4,154	8,467	99,923	91,456		91,456	8.5%	
4010 Groundstaff	4,004	8,009	62,705	54,696		54,696	12.8%	
4020 Care Takers	4,295	8,694	82,373	73,679		73,679	10.6%	
4040 PAYE	2,569	5,303	0	(5,303)		(5,303)	0.0%	
4045 Pension Scheme	3,225	6,515	41,353	34,838		34,838	15.8%	

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4055 Staff training	99	99	5,100	5,001		5,001	1.9%	
4070 Profess Fees/Agency Personnel	3,335	7,688	13,450	5,762		5,762	57.2%	
4080 Employer NI	1,191	2,420	17,857	15,437		15,437	13.6%	
4090 Protective clothing/workwear	106	340	3,050	2,710		2,710	11.2%	
Staff :- Indirect Expenditure	22,978	47,535	325,811	278,276	0	278,276	14.6%	0
Net Expenditure	(22,978)	(47,535)	(325,811)	(278,276)				
130 Council Office								
1360 Electricity FIT	0	50	550	500			9.2%	
Council Office :- Income	0	50	550	500			9.2%	0
4070 Profess Fees/Agency Personnel	0	0	1,000	1,000		1,000	0.0%	
4112 Advertising	0	0	200	200		200	0.0%	
4150 Utilities	641	1,617	10,500	8,883		8,883	15.4%	
4195 Keys/Locks	0	0	50	50		50	0.0%	
4250 Sanitary Waste Disposal	0	0	150	150		150	0.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4305 Parts- Repair/Replace/Spare	0	0	100	100		100	0.0%	
4400 Chairman's Budget	0	0	1,500	1,500		1,500	0.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	57	57	100	43		43	56.7%	
4415 Catering for Meeting	0	9	380	371		371	2.4%	
4420 Telephone and Broadband	230	477	2,860	2,383		2,383	16.7%	
4425 IT Support and Maintenance	152	304	2,500	2,196		2,196	12.2%	
4430 Photocopier	53	550	3,350	2,800		2,800	16.4%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	0	94	500	406		406	18.8%	
4445 Postage	0	0	300	300		300	0.0%	
4480 Memberships & Subscriptions	0	0	260	260		260	0.0%	
4485 Other Licences/Fees	867	1,039	2,400	1,361		1,361	43.3%	
4500 PWLB	8,945	8,945	43,826	34,881		34,881	20.4%	
4560 Property Maintain/Replacement	180	316	2,500	2,184		2,184	12.7%	
4570 Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4630 Consumables	0	0	100	100		100	0.0%	
4635 cleaning agents/materials	0	0	30	30		30	0.0%	
Council Office :- Indirect Expenditure	11,125	13,408	74,106	60,698	0	60,698	18.1%	0
Net Income over Expenditure	(11,125)	(13,358)	(73,556)	(60,198)				

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150 Investment								
1080 Bank Interest Received	0	0	475	475			0.0%	
1090 Monthly Loyalty Rewards	6	11	125	114			8.9%	
Investment :- Income	6	11	600	589			1.9%	0
4060 Bank Charges	57	88	0	(88)		(88)	0.0%	
Investment :- Indirect Expenditure	57	88	0	(88)	0	(88)		0
Net Income over Expenditure	(50)	(77)	600	677				
160 Planning								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	0	0	300	300	0	300		0
Net Expenditure	0	0	(300)	(300)				
170 Health and Safety								
4135 Consultancy Fees	0	0	500	500		500	0.0%	
4140 Defibrillator	0	0	300	300		300	0.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Health and Safety :- Indirect Expenditure	0	0	1,000	1,000	0	1,000		0
Net Expenditure	0	0	(1,000)	(1,000)				
180 Media and Communications								
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105 Newsletter-Printing/Distributi	0	0	5,000	5,000		5,000	0.0%	
4110 Website and Emails	217	217	1,000	784		784	21.6%	
4155 IT Reserve	0	0	2,000	2,000		2,000	0.0%	
4460 CCTV	490	490	1,450	960		960	33.8%	
4685 Noticeboards	0	0	5,000	5,000		5,000	0.0%	
Media and Communications :- Indirect Expenditure	707	707	15,950	15,244	0	15,244	4.4%	0
Net Expenditure	(707)	(707)	(15,950)	(15,244)				
190 Stores								
4150 Utilities	147	296	1,480	1,184		1,184	20.0%	
4195 Keys/Locks	0	0	10	10		10	0.0%	
Stores :- Indirect Expenditure	147	296	1,490	1,194	0	1,194	19.9%	0
Net Expenditure	(147)	(296)	(1,490)	(1,194)				

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
195 Tractor Shed								
4150 Utilities	314	632	3,163	2,531		2,531	20.0%	
4195 Keys/Locks	0	0	30	30		30	0.0%	
4560 Property Maintain/Replacement	83	83	1	(82)		(82)	8300.0%	
Tractor Shed :- Indirect Expenditure	397	715	3,194	2,479	0	2,479	22.4%	0
Net Expenditure	(397)	(715)	(3,194)	(2,479)				
200 Residents' Parties								
4115 Consumable- Food/Beverage	0	0	1,000	1,000		1,000	0.0%	
4120 Over 65 Entertainment	0	0	500	500		500	0.0%	
4630 Consumables	0	0	200	200		200	0.0%	
Residents' Parties :- Indirect Expenditure	0	0	1,700	1,700	0	1,700	0.0%	0
Net Expenditure	0	0	(1,700)	(1,700)				
205 Events								
4630 Consumables	0	0	2,000	2,000		2,000	0.0%	
Events :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
210 Grounds								
1200 Football Hire Charges	0	0	3,015	3,015			0.0%	
1210 Football Training Area Hire	0	210	210	0			100.0%	
1215 Grass cutting agreement	0	13,057	0	(13,057)			0.0%	
1250 Miscellaneous Activity Hire	0	930	0	(930)			0.0%	
1270 Floodlights Income	0	356	255	(101)			139.5%	
Grounds :- Income	0	14,552	3,480	(11,072)			418.2%	0
4160 Repairs/Maintenance	0	0	3,500	3,500		3,500	0.0%	
4195 Keys/Locks	0	0	100	100		100	0.0%	
4205 Replacement Bins	0	0	1,000	1,000		1,000	0.0%	
4210 Emptying Bins/Fresheners	0	0	3,450	3,450		3,450	0.0%	
4215 Seats - Repair/Replacement	0	0	1,000	1,000		1,000	0.0%	
4220 Signage - New/Replacement	0	0	275	275		275	0.0%	
4225 Floodlights Maintenance/Repair	0	0	1,000	1,000		1,000	0.0%	
4245 Highway grass verge cutting	1,553	1,553	0	(1,553)		(1,553)	0.0%	
4255 Green Waste Removal	0	0	2,360	2,360		2,360	0.0%	
4270 Fertilisers/Weed & Moss Killer	0	0	3,844	3,844		3,844	0.0%	
4295 Equipment - New/Replacement	0	0	400	400		400	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4320 Small tools	0	0	300	300		300	0.0%	
4390 Materials	0	0	4,000	4,000		4,000	0.0%	
4480 Memberships & Subscriptions	0	0	200	200		200	0.0%	
4630 Consumables	0	0	100	100		100	0.0%	
Grounds :- Indirect Expenditure	1,553	1,553	21,529	19,976	0	19,976	7.2%	0
Net Income over Expenditure	(1,553)	13,000	(18,049)	(31,048)				
220 Machinery and Vehicles								
4265 Fuel	79	108	1,450	1,342		1,342	7.4%	
4290 Servicing	1,436	1,436	4,500	3,064		3,064	31.9%	
4310 Hire of Machinery	675	1,350	8,097	6,747		6,747	16.7%	
4435 Contingencies	0	0	3,270	3,270		3,270	0.0%	
4680 Depreciation	0	0	2,200	2,200		2,200	0.0%	
Machinery and Vehicles :- Indirect Expenditure	2,190	2,894	19,517	16,623	0	16,623	14.8%	0
Net Expenditure	(2,190)	(2,894)	(19,517)	(16,623)				
230 Trees								
4240 Emergency Work	0	0	1,500	1,500		1,500	0.0%	
4450 Inspections	0	0	1,500	1,500		1,500	0.0%	
4455 Work following Inspections	0	0	9,500	9,500		9,500	0.0%	
Trees :- Indirect Expenditure	0	0	12,500	12,500	0	12,500	0.0%	0
Net Expenditure	0	0	(12,500)	(12,500)				
240 Allotments								
1100 Allotment Income	77	135	2,750	2,615			4.9%	
1110 Water Charge	0	0	500	500			0.0%	
Allotments :- Income	77	135	3,250	3,115			4.1%	0
4145 Landowner Rent	648	648	1,900	1,252		1,252	34.1%	
4150 Utilities	8	8	1,700	1,692		1,692	0.5%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4195 Keys/Locks	0	0	30	30		30	0.0%	
4390 Materials	0	0	429	429		429	0.0%	
4560 Property Maintain/Replacement	0	0	100	100		100	0.0%	
Allotments :- Indirect Expenditure	656	656	4,259	3,603	0	3,603	15.4%	0
Net Income over Expenditure	(578)	(521)	(1,009)	(488)				

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

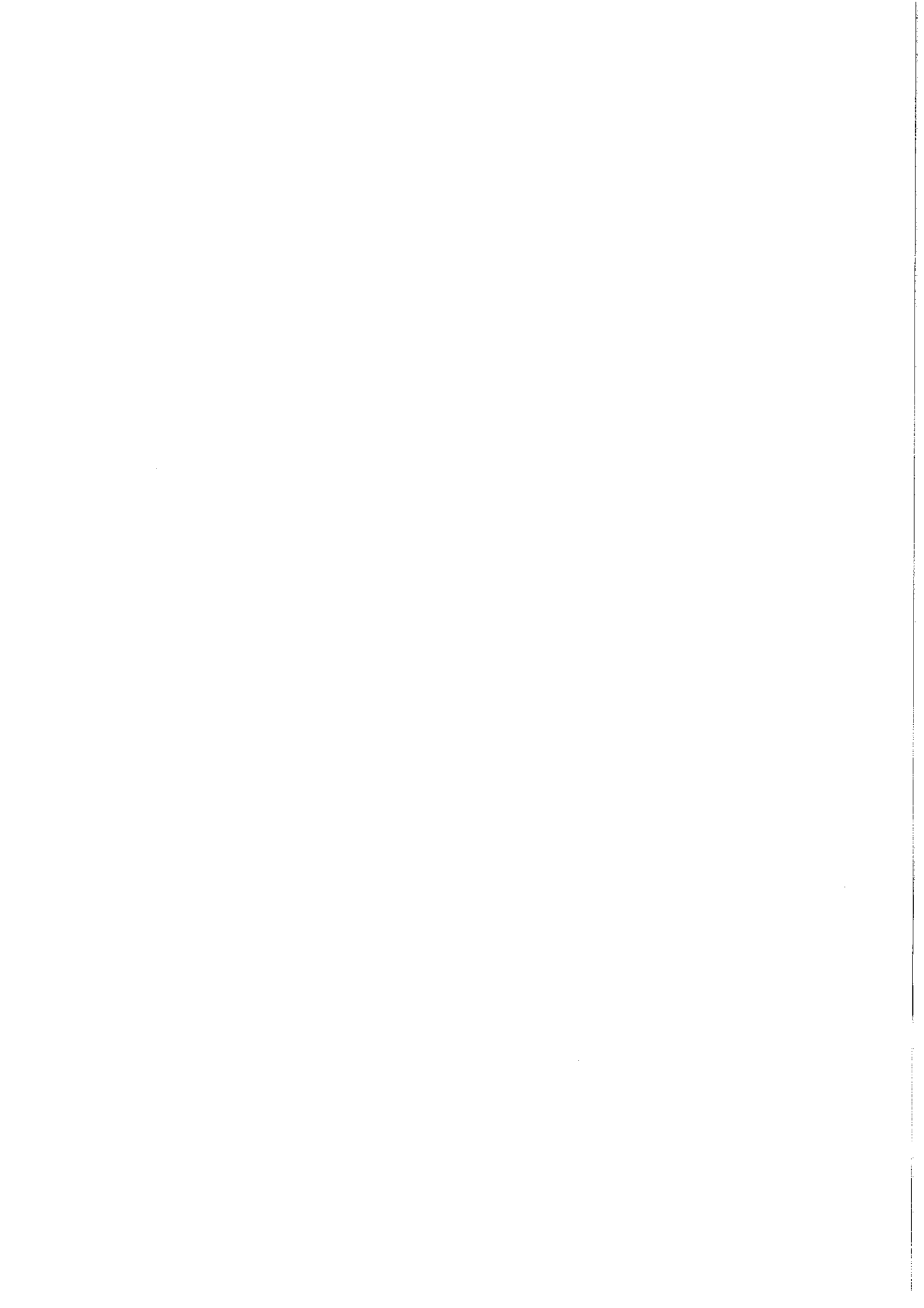
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Play Areas								
4300 Equipment-Repair/Maintenance	0	0	5,750	5,750		5,750	0.0%	
4450 Inspections	0	0	273	273		273	0.0%	
Play Areas :- Indirect Expenditure	0	0	6,023	6,023	0	6,023	0.0%	0
Net Expenditure	0	0	(6,023)	(6,023)				
255 Hard Courts and Car Park								
1220 Tennis Hire Charges	0	0	275	275			0.0%	
1230 Netball Hire Charges	0	0	750	750			0.0%	
Hard Courts and Car Park :- Income	0	0	1,025	1,025			0.0%	0
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	0	159	159		159	0.0%	
4390 Materials	0	0	452	452		452	0.0%	
4560 Property Maintain/Replacement	0	0	400	400		400	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	0	1,511	1,511	0	1,511	0.0%	0
Net Income over Expenditure	0	0	(486)	(486)				
260 Bowling Green								
1240 Bowls Hire Charges	0	0	1,800	1,800			0.0%	
Bowling Green :- Income	0	0	1,800	1,800			0.0%	0
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%	
4390 Materials	0	0	1,550	1,550		1,550	0.0%	
Bowling Green :- Indirect Expenditure	0	0	1,800	1,800	0	1,800	0.0%	0
Net Income over Expenditure	0	0	0	0				
265 Memorials								
4360 Rose Renewal	0	0	25	25		25	0.0%	
4575 War Memorial	0	0	620	620		620	0.0%	
Memorials :- Indirect Expenditure	0	0	645	645	0	645	0.0%	0
Net Expenditure	0	0	(645)	(645)				
270 Traffic Highways/Environment								
4645 Rolling maintenance programme	0	0	100	100		100	0.0%	
4650 SAM2 Weekly Move	75	150	920	770		770	16.3%	
Traffic Highways/Environment :- Indirect Expenditure	75	150	1,020	870	0	870	14.7%	0
Net Expenditure	(75)	(150)	(1,020)	(870)				

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

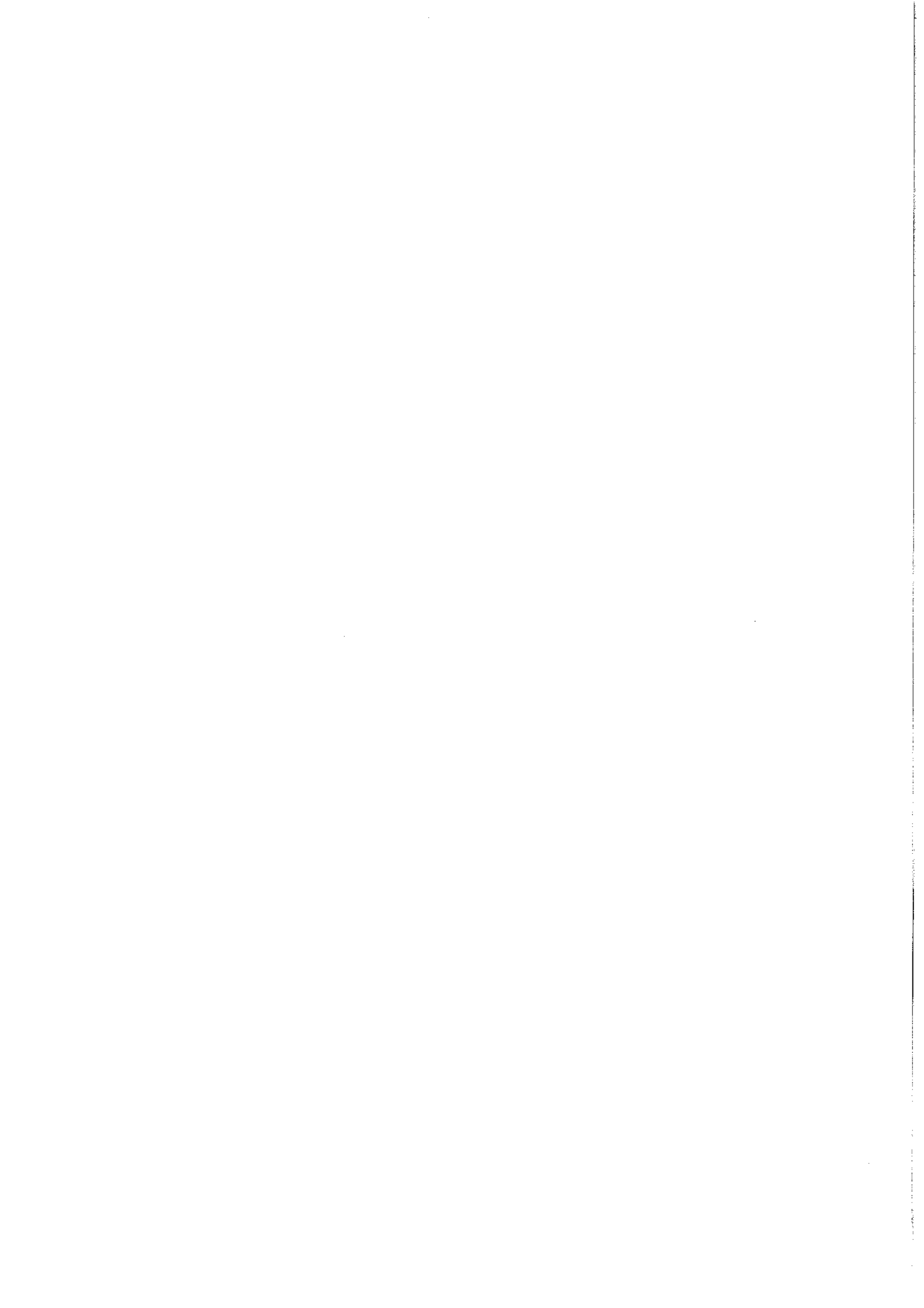
Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	3,180	261,103	76,305	(184,798)			342.2%	
Expenditure	53,034	83,405	560,822	477,417	0	477,417	14.9%	
Net Income over Expenditure	(49,854)	177,697	(484,517)	(662,215)				
Movement to/(from) Gen Reserve	(49,854)	177,697						



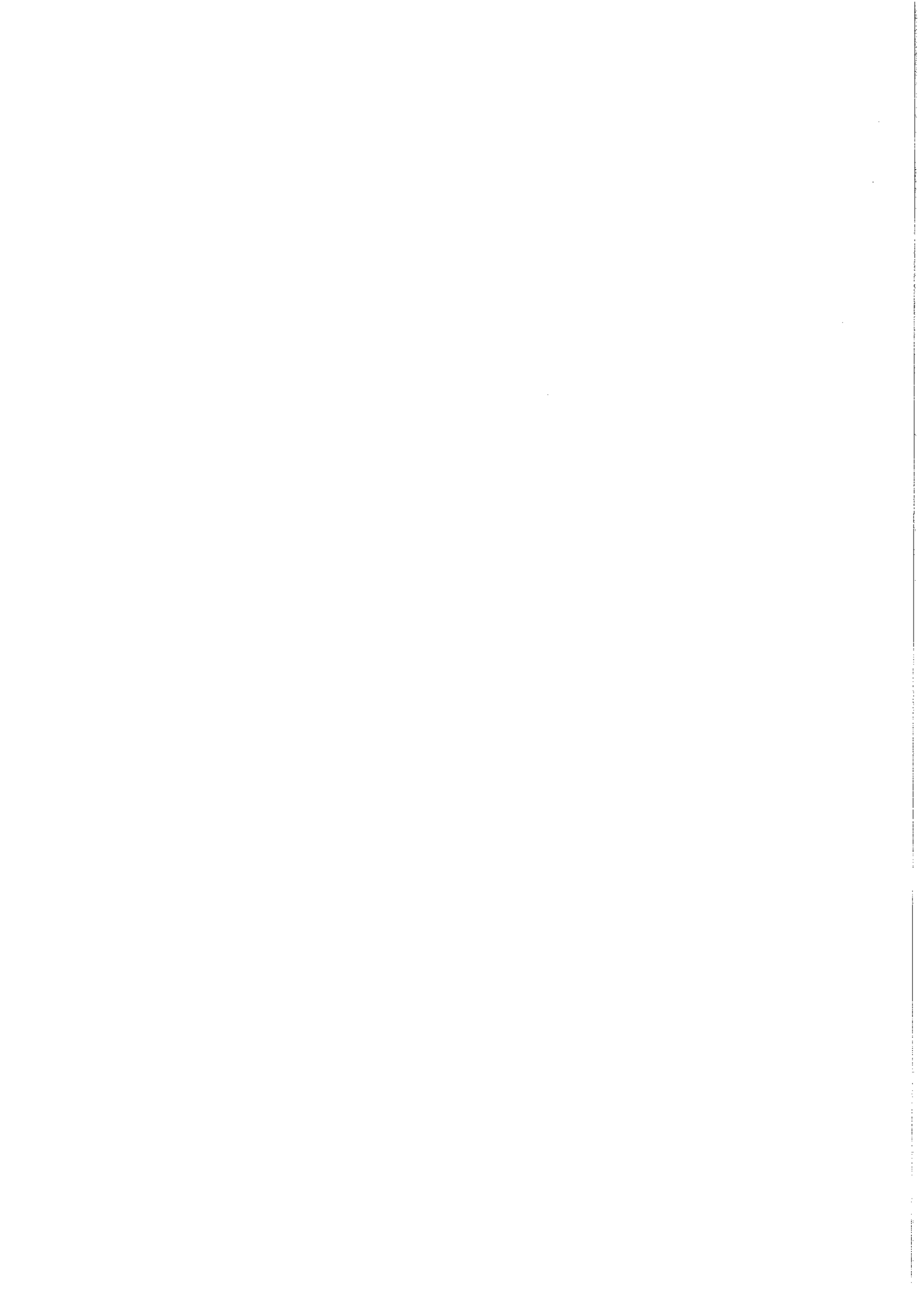
Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Play Equipment	6,060.33		6,060.33
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	16,400.00		16,400.00
323 EMR Hard Surface Area	14,000.00		14,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	4,573.00		4,573.00
326 EMR Elections	5,945.22		5,945.22
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	17,000.00		17,000.00
329 EMR Com Centre Contingency	15,739.68		15,739.68
330 EMR Parish Poll Provision	6,000.00		6,000.00
331 EMR Mountfield Park	43,371.99		43,371.99
332 EMR Good Causes in Hellesdon	12,870.00		12,870.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	55,315.14		55,315.14
335 EMR Car Park/Paths at HCC	0.00		0.00
336 EMR Car Park Soakaway	0.00		0.00
337 EMR Driveway Sinkage	500.00		500.00
338 EMR Grit bins	1,500.00		1,500.00
339 EMR Outreach provision	0.00		0.00
340 EMR PF Ownership signs	2,500.00		2,500.00
341 EMR Precept Shortfall	13,190.00		13,190.00
342 EMR Staff contingency payments	10,000.00		10,000.00
343 EMR Privet Hedge Driveway	500.00		500.00
344 EMR Equipment & Storage	0.00		0.00
345 EMR Bus shelter	-3,354.00		-3,354.00
346 Green Grid	5,340.00		5,340.00
347 Land Acquisition account	69,752.17		69,752.17
348 Community Engagement Reserve	2,350.00		2,350.00
349 IT Reserve	5,141.00		5,141.00
	311,231.93	0.00	311,231.93



**Hellesdon Parish Council Current Year
Annual Budget - By Centre
Note: Budget 2020/2021**

	<u>2019/2020</u>		<u>2020/2021</u>			<u>2021/2022</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100 Community Centre									
Total Income	68,000	65,327	65,600	0	0	0	0	0	0
Overhead Expenditure	44,859	43,624	46,570	4,404	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>23,141</u>	<u>21,703</u>	<u>19,030</u>	<u>(4,404)</u>	<u>0</u>		<u>0</u>		
Total Budget Income	68,000	65,327	65,600	0	0	0	0	0	0
Expenditure	44,859	43,624	46,570	4,404	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>23,141</u>	<u>21,703</u>	<u>19,030</u>	<u>(4,404)</u>	<u>0</u>		<u>0</u>		



Hellesdon Parish Council Current Year
Annual Budget - By Centre

Note: Budget 2020/2021

	2019/2020		2020/2021			2021/2022			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
255	Hard Courts and Car Park								
1220		269	275	0	0	0	0	0	0
1230		760	750	0	0	0	0	0	0
		1,352	1,025	0	0	0	0	0	0
4295		5,995	0	0	0	0	0	0	0
4340		368	500	0	0	0	0	0	0
4345		300	159	0	0	0	0	0	0
4390		0	452	0	0	0	0	0	0
4560		0	400	0	0	0	0	0	0
4580		1,227	0	0	0	0	0	0	0
		7,890	1,511	0	0	0	0	0	0
		(6,538)	(486)	0	0				
260	Bowling Green								
1240		3,000	1,800	0	0	0	0	0	0
		3,000	1,800	0	0	0	0	0	0
4160		0	0	0	0	0	0	0	0
4330		164	250	0	0	0	0	0	0
4350		109	0	0	0	0	0	0	0
4390		1,635	1,550	0	0	0	0	0	0
		1,908	1,800	0	0	0	0	0	0

Continued on next page

Hellesdon Parish Council Current Year
Annual Budget - By Centre

Note: Budget 2020/2021

	2019/2020		2020/2021			2021/2022			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	1,092	1,188	0	0	0		0	0	0
Total Budget Income	4,352	4,029	2,825	0	0	0	0	0	0
Expenditure	9,798	2,568	3,311	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(5,446)	1,461	(486)	0	0		0	0	0

Date: Tuesday, 20 May 2020

Ref: Air Conditioning

Quote number: 101092

Hellesdon Parish Council

Diamond Jubilee Lodge

Wood View Road

Hellesdon

Norwich

NR6 5QB

Hellesdon Parish Council Offices.

Parish Council Main Meeting room.

To supply and install two ceiling cassette units into the ceiling.

To include all builders work. (Ceiling hole forming and joist cutting, with reinforcing noggins installed) The units will be 2x compact cassettes (600mm x 600mm) a Mitsubishi FDTC35VF which will provide 7KW of cooling and heating. With 2x fixed wired wall controller.

These cassettes will have individual controls (they can be linked if required)

This will enable you to use the room as two separate areas if required, one can be on while the other is off.

There will be one outside unit. (Twin split multi system)

Total cost fully installed including electrical work £ 4,400.00 + VAT

All the above, the outside unit will be situated on the ground to the front of the building to allow for a proposed extension to the side.

Parish Council Main Office.

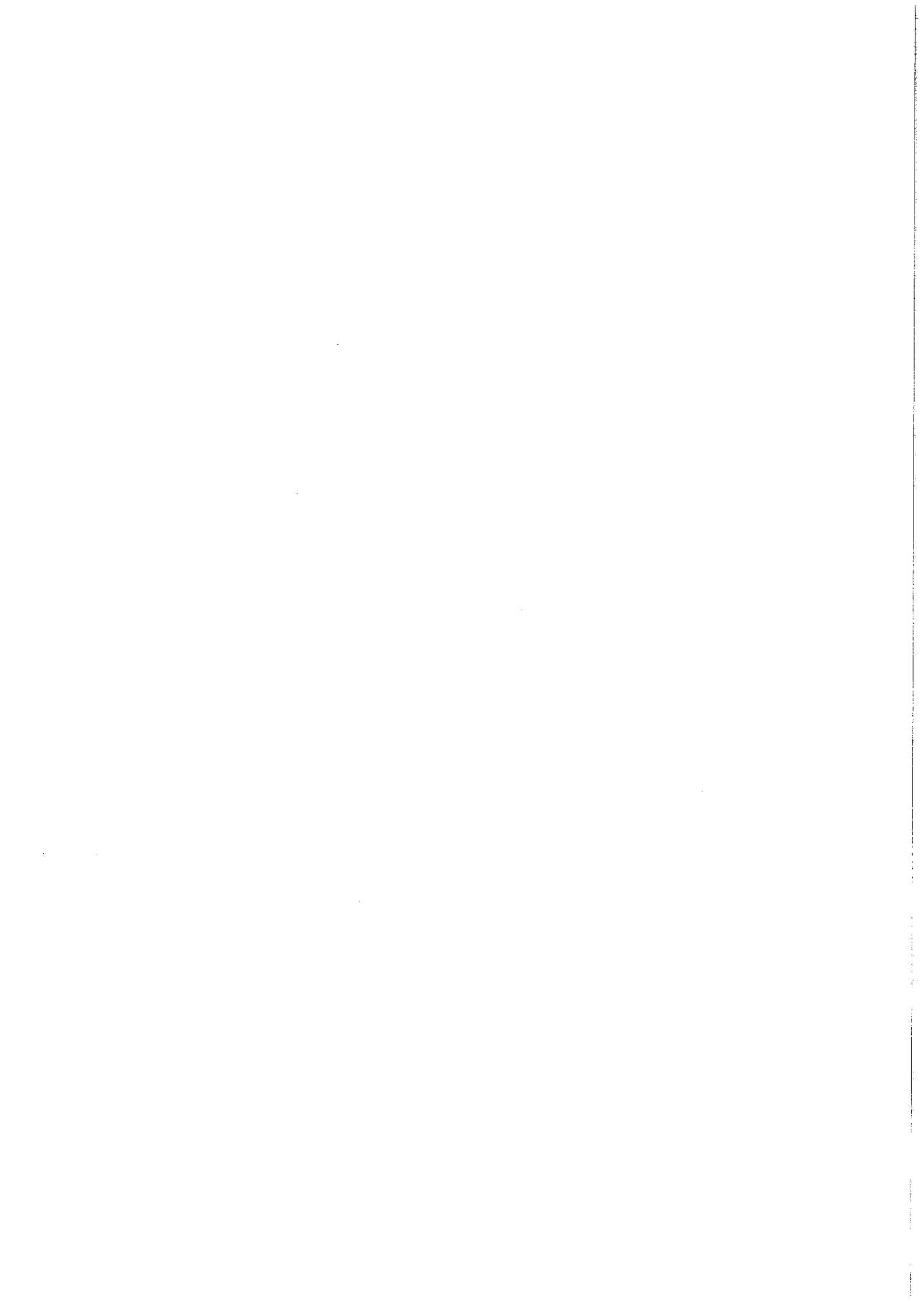
To supply and install two ceiling cassette units into the ceiling.

To include all builders work. (Ceiling hole forming and joist cutting, with reinforcing noggins installed) The units will be 2x compact cassettes (600mm x 600mm) a Mitsubishi FDTC25VF which will provide 5KW of cooling and heating. With 2x fixed wired wall controller.

These cassettes will have individual controls.

Outside unit to be installed on a slab on the ground.

Total cost fully installed including electrical work £ 4,200.00 + VAT



Clerks Office.



To supply and install a wall unit, onto the internal wall.

The unit to be a wall unit, a Mitsubishi SRK20ZS-S which will provide 2.0KW of cooling and heating. With a infra red remote controller.

Total cost fully installed including electrical work (from a fused spur) £ 1,410.00 + VAT

Outside unit to be installed on a slab on the ground.

All Mitsubishi units come with a 7 years manufacturers parts warranty.

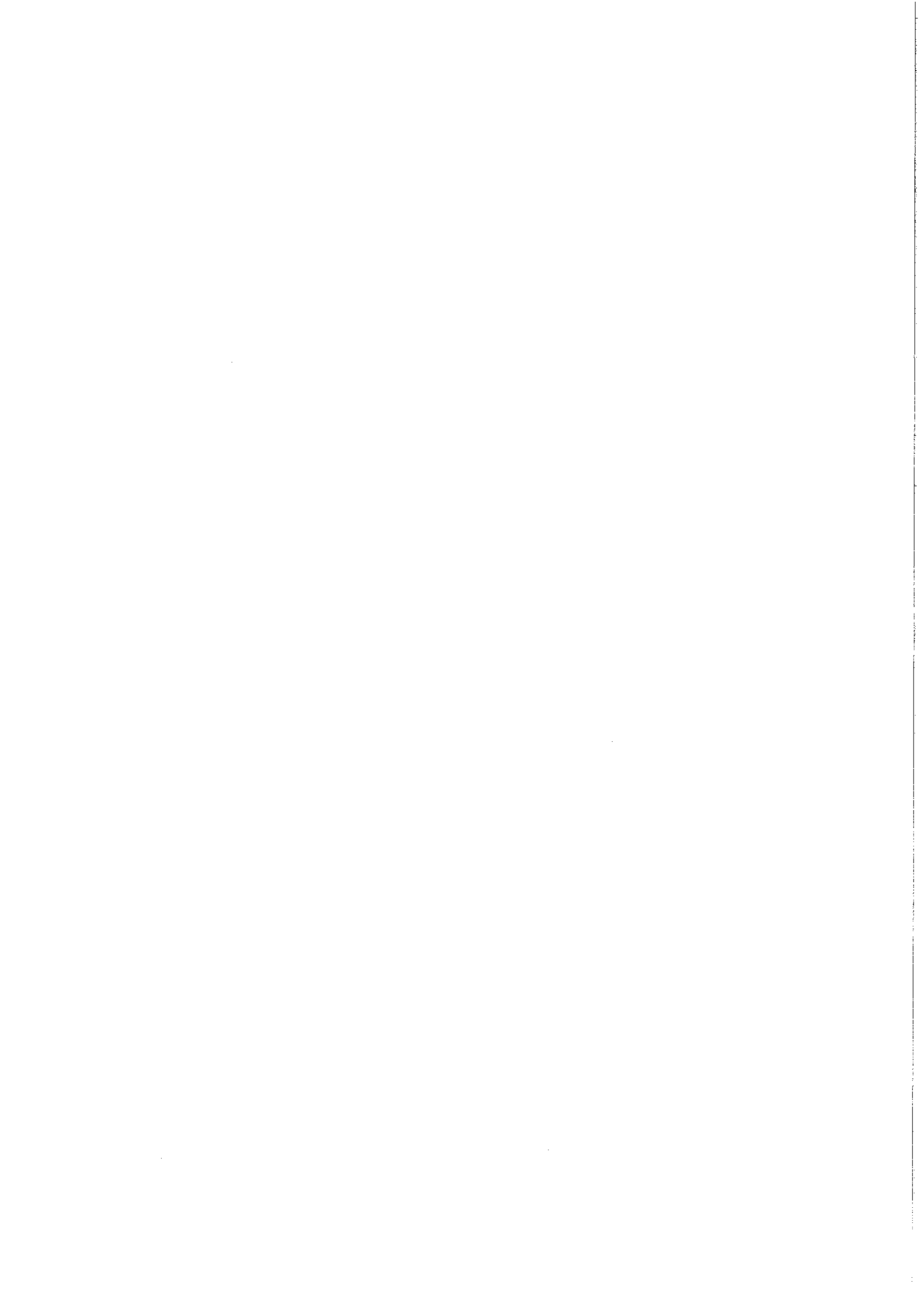
A Annual major service is required once a year.

Cost for 1st Air Conditioning system is £ 130.00 + VAT then a extra £70.00 + VAT for each additional inside unit. For example to service all of the above units would cost £ 410.00 + VAT per year. This will bring the units to `as new` standards every year. With internal coil cleaning and sanitising.

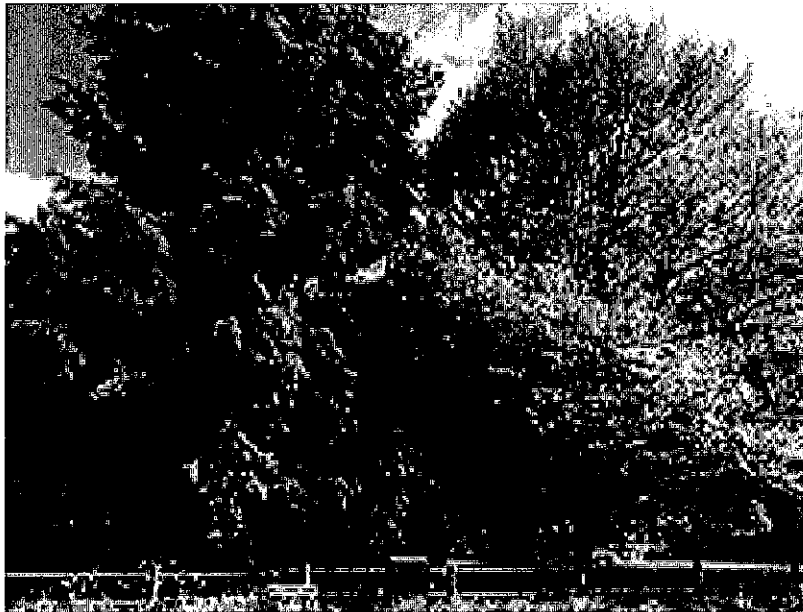
Service work also includes electronic refrigerant leak detection to comply with F-Gas laws.

To have all the work carried out at the same time please deduct 2% from the overall cost.





Tree Management Policy



Someone is sitting in the shade today because someone planted a tree a long time ago

Warren Buffett

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INTRODUCTION

Hellesdon Parish Council has adopted parts of Norfolk County Council's Tree Management Policy which are relevant in order to maintain a consistent approach to tree management in the Parish of Hellesdon.

Trees are a highly-valued feature of the landscape of Hellesdon; they make an enormous contribution to the character and beauty of our Parish and create /maintain environments rich in biodiversity. Hellesdon Parish Council values its trees and recognises both the human and environmental benefits of having a healthy and sustainable tree population.

We also recognise that although trees are a positive feature, they can be the cause of a range of problems, from being a nuisance or inconvenience to potentially causing serious injury or even death. As a tree owner, we have a direct responsibility for ensuring our trees do not pose a danger to the public or property and are managed appropriately. This policy sets out our approach to tree management.

We aim to inspect our tree stock at an appropriate frequency, depending upon number of pedestrians, vehicles and other targets either passing beneath or within falling distance of the tree, to ensure continued public safety. Following inspection, the trees will be assigned a risk classification which will inform their prioritisation for maintenance works.

POLICY SCOPE

This policy applies to all trees under Hellesdon Parish Council ownership / management, regardless of their location, this policy links in to Hellesdon Parish Councils Neighbourhood plan: Policy 1- Green Grid, it is Hellesdon Parish Councils policy to look to expand the trees in Hellesdon where possible. The Parish Council know and understand the benefit of trees and hedgerows offering additional wildlife benefits of continuous cover instead of isolated pockets.

Although, we believe this policy to be as comprehensive as possible, we acknowledge it does not cover every situation. We reserve the right to exercise discretion in application of this policy when to do so would be in the best interests of the Council and its residents.

THE IMPORTANCE OF TREES IN THE URBAN AND RURAL LANDSCAPE

Trees are important features in the landscape. They help to create an attractive environment, making the town a better place to live, work, study and visit. They bring colour and contrast, screen unsightly structures, give privacy and soften the hard lines of streets and landscapes. Not only do trees have a visual quality, but they also enhance the environment in less obvious ways:

- they improve air quality by filtering airborne dust, smoke and fumes;
- they absorb traffic noise in built-up areas and can help limit noise pollution;
- they reduce temperature extremes by providing shelter in hot weather and insulation in cold weather; trees adjacent to buildings can reduce air conditioning and heating costs;

- they act as a screen, increasing privacy in residential roads and gardens;
- they convert carbon dioxide to oxygen, increasing the quality of the air locally and helping to reduce the 'greenhouse effect';
- they provide food and habitat for birds and other wildlife, thus supporting nature conservation value and biodiversity;
- research has shown that trees provide many psychological and health benefits and have been shown to reduce stress significantly.

LEGISLATION

There is a range of legislation which has been considered during the development of this policy, for example:

The Parish Council recognizes that Tree Preservation Orders (TPOs), in respect of trees or woodland, which is considered to have a significant impact on the amenity of a local area.

In addition to those trees protected by a Tree Preservation Order, the Town & Country Planning Act (1990) also makes special provision for trees in conservation areas.

The Wildlife & Countryside Act (1981, as amended CROW Act 2000) states that it is illegal to intentionally or recklessly damage or destroy the nest of a wild bird while that nest is in use or being built.

Bats are a European Protected Species and are protected by the Conservation of Habitats and Species Regulations 2010 and the Wildlife & Countryside Act 1981 (as amended). Causing damage to a roosting / nesting site is a criminal offence which can lead to imprisonment.

The Hedgerow Regulations (1997) introduced powers allowing important rural native hedgerows to be protected.

TREES ON HELLESDON PARISH COUNCIL OWNED / MANAGED LAND

We have a responsibility to maintain trees within our ownership/management to ensure they are in a safe condition and not causing an unreasonable danger or actionable nuisance. All enquiries regarding trees on Hellesdon Parish Council land should be directed to the Council on 01603 301751 or clerk@hellesdon-pc.gov.uk.

INSPECTION OF TREES

We work to a risk-based approach to tree management: a programme of inspection identifying and prioritising potential hazards. The cycle of inspection for trees will be set according to their location and area of risk.

Highways trees are considered to be highest priority. The inspection cycle is determined by a number of factors including road category, traffic use, incident history, local knowledge and the presence and frequency of trees. Tree defects likely to cause a hazard are identified and the appropriate work is undertaken to remove the hazard.

TREE MAINTENANCE

Tree maintenance is currently mostly ‘reactive’ in nature and conducted in response to reports received by the council concerning specific trees. In future, a greater level of tree maintenance work will be conducted as a result of information gathered during pro-active tree inspections. However, reactionary tree maintenance will always form a key element of overall tree maintenance operations and normally originates from the following:

- programmed and routine inspections by a qualified tree inspector/consultant.
- ad-hoc inspections by a member of Parish Council staff following enquiries, reports and service requests;
- reports from Residents;
- enquires from Parish Councillors;
- reports from utility companies;
- cyclic maintenance;
- emergency works (e.g. resulting from high winds)

The following categories will be used when prioritising tree works

Priority	Response
Priority 1: Urgent Public Safety	From within 24 hours to one week depending upon the risk
Priority 2: Non-urgent but essential work	Between 1 to 6 months depending upon risk and time of year
Priority 3: Desirable	12 months where possible
Non-priority	No action proposed

A tree could warrant immediate attention if, for example:

- it has snapped or blown over;
- it is rocking (roots are damaged)
- it is uprooted but held up by another tree or building;
- a large branch has broken off or is hanging off the tree;
- it or its branch is blocking the road or footpath;
- it or its branch is blocking access to property;
- it has fallen on to a structure, such as a building or car.

A tree may be a risk to people or property but does not require immediate attention if: for example

- it is dying (few leaves in summer or dieback in the crown);
- its bark is loose and falling off;

- mushrooms or fungi are growing on or near the tree;
- old splits and cracks are in the trunk or large branches;
- smaller branches or twigs are falling from the tree.

Trees will be made safe via pruning or felling and we would use the most cost effective approach. However, for certain High Value trees we would consider other options to reduce the risk to an acceptable level. This would include options to reduce the likelihood of the tree failing or the likelihood of persons being close to the tree if it did fail.

PUBLICISING TREE FELLING/PRUNING

Where works are minor such as pruning (including repeat cyclical pruning of trees) or involve removing trees that are less than 15 cm diameter (6 inches) at a height of 1.3 meters (just over 4 foot), we will not publicise the works.

Where works are more impacting, for example, felling larger trees, carrying out works to a veteran tree or a tree with a Tree Protection Order (TPO), we will erect an informative site notice on or very close to the affected tree. If more than one tree at the same location are affected it may be more appropriate to erect a site notice including a map / schedule. We will also tell houses opposite and either side by letter (if applicable). We will also publicise the proposed work through social media

If a tree scheme (felling, pruning or planting) is judged to be more impacting on the local area we will consider more publicity as appropriate.

Where a competent officer has determined that the tree should be felled on public safety grounds there will be no public consultation and no right of objection.

DEALING WITH TREE CARE

While works are sometimes necessary to ensure that trees are in a safe and healthy condition. We receive many requests and complaints regarding trees. It is important that individual issues are dealt with consistently and that decisions are balanced against the positive contribution that trees make to the environment and enjoyment of the town by local residents and visitors. Many of the complaints received involve minor or seasonal issues that are generally considered to be foreseeable or social problems associated with living near trees, which can often be minimised through careful pruning and careful species selection when planting.

In all cases, consideration will be given as to whether the tree in question meets the necessary criteria for protection.

To ensure that requests for works to trees are dealt with efficiently, consistently and fairly, our policy in relation to the more common types of request is outlined below.

Obstructing/Overhanging Tree Branches

Tree branches can cause obstructions to public footpaths, roadways/signs, streetlights and open spaces. Appropriate pruning to eliminate hazards caused by obstructive branches will normally be acceptable, providing efforts are made to retain the shape of the tree.

We will undertake work to trees in Council ownership/management to maintain a minimum 5 meters clearance over roads and 2.4 meters over formal footpaths.

We will not prune trees that overhang neighbouring properties unless the trees are dangerous or causing an actionable nuisance (i.e. touching the walls, roofs, windows, gutters, garage etc.). This will ensure that damage to property such as aerials, tiles or gutters is avoided.

Adjacent Landowners do have a common law right to prune back tree branches **to their boundary**, providing that this would not lead to tree death and providing that the tree in question is not protected by a Tree Preservation Order (TPO) or situated within a Conservation Area.

Shading and Loss of Light

Trees are often perceived to block light to nearby properties. However, pruning or removal of trees will often have a negligible impact on the amount of light reaching a house or garden. Therefore, tree works to improve light levels will not normally be considered. However, we will consider taking action (pruning or felling) in the following circumstances:

- if the height of the tree is more than 12 metres and the distance between the base of the tree and the window of the nearest habitable room is less than 5 metres;
- if the height of the tree is less than 12 metres and the distance between the base of the tree and the window of the nearest habitable room is less than half the height of the tree (where the separation between the edge of the tree canopy and a vertical line through that window is less than 2 metres).

A 'habitable room' is a dining room, lounge, kitchen, study or bedroom but not a WC, bathrooms, utility room, landing or hallway.

Where elderly, infirm or disabled persons who spend a significant amount of time within their home are affected by loss of light, or it can be established that the presence of trees is detrimental to the health of such residents, further consideration will be given to the management approach to trees. This consideration will also take into account the quality and importance of the tree in question, as well as the benefits to the wider community.

Loss of View

Trees will only be pruned or removed to restore views when necessary to retain important public viewpoints or there is potential to bring about significant public benefit and/or enhance the local landscape or townscape. Historical records may be used to determine the level of management required. Pruning of trees for highway sight-line requirements will be dealt with on a case by case basis.

Tress affecting reception (Television/Satellite/Solar Panels)

Pruning in the short term may help improve television reception. However, in the long term the flush of quick, extra growth associated with pruning can exacerbate the problem. In most cases the problem can be resolved by relocating the aerial or satellite dish, or alternatively using a booster. Residents are advised to contact their satellite or TV provider for specialist advice. Removal or pruning of trees to enable a clear television reception would only be considered in exceptional circumstances.

Similarly, we will not prune or fell a tree in our ownership/management to improve natural light to a solar panel. Whilst we recognise the need for renewable energy sources, trees are also important in tackling climate change.

Overhead Cables / Telephone Wires

Utility companies have certain legal rights to carry out works to public or privately owned trees to address health and safety problems and to maintain a clearance between trees and their apparatus to ensure continuity of supply. This may sometimes involve the loss of trees. Where works to trees are necessary as a result of proximity or conflict, we will encourage utility operators to adopt the most appropriate long term solution, giving consideration to tree health, local tree cover and visual amenity.

Problems caused by branches interfering with privately owned telephone wires can usually be eliminated through appropriate pruning and tree removal would not usually be considered.

We will not prune or fell a tree in our ownership/management to prevent or reduce interference with telephone wires. We would recommend contacting the telephone service provider in such circumstances.

General/Minor Nuisances

We will not fell or prune trees solely to alleviate problems caused by natural and/or seasonal phenomena, which are largely outside of our control. There are a variety of potential nuisances associated with trees, most of which are minor or seasonal and considered to be normal and acceptable consequences of living near trees. Examples of such problems are:

- falling leaves, sap, blossom, fruit, nuts, bird and insect droppings;
- insects associated with trees (spiders, wasps, flies etc.);
- reduction or increase of moisture to gardens;
- suckers or germinating seedlings in gardens;
- leaves falling into gutters, drains or onto flat roofs;
- the build-up of algae on fences, paths or other structures.

Clearing of leaves from gutters and pathways and weeding of set seeds are considered to be normal routine seasonal maintenance which property owners are expected to carry out.

Falling leaves, sap, blossom, fruit, nuts, bird and insect droppings are not readily controllable by pruning and cleaning of affected surfaces can be considered to be routine maintenance. Pruning will not normally be considered solely as a way of alleviating problems with these issues alone.

We would not normally prune or fell a tree under our ownership/management that bears poisonous fruit/foilage (such as laburnum or yew).

However, where it is known that unsupervised young children are likely to be exposed to berries or foliage that will make them ill if eaten, we will investigate and take action, where appropriate.

Trees considered too big/too tall

We will not prune or fell a tree under council ownership/management because it is considered to be 'too big' or 'too tall' for its surroundings.

Personal Medical Complaint

We will normally not prune or fell a tree under our ownership/management where a request has been made to do so because of a personal medical complaint. However, where it can be established that the presence of a tree is causing a detriment to the health of residents further consideration will be given to the management approach of trees.

DAMAGE AND TREE ROOTS

Many tree conflicts arise because of the presence of tree roots and the perception that they are causing damage. Where damage is alleged, each complaint will be investigated on an individual basis. The following guidance will be used in assessing levels of nuisance and identifying appropriate action.

Root invasion in gardens Tree roots in gardens are a natural occurrence and root presence is unlikely to be affected by tree pruning or removal. Landowners do have a common law right to prune back tree roots to their boundary, providing that this would not lead to tree death and providing that the tree in question is not protected by a Tree Preservation Order (TPO) or situated within a Conservation Area.

Most species of deciduous tree will re-sprout from the stump when cut down. Many species will produce a new growth shoot from a root if it becomes exposed to sunlight through ground erosion. Some species readily produce shoots from their buried roots as a way to

regenerate and this is often stimulated by stresses, such as heavy pruning or felling. Numerous tree species (including Cherry and Poplar) are therefore likely to produce vigorous root suckers as a response to being felled. Poisoning a stump to prevent such suckering is not always successful since application of herbicide onto a stump face often only affects the stump and the upper roots.

Tree felling or branch pruning in response to root invasion in gardens would not normally be appropriate, as such works are likely to worsen existing problems. The pure encroachment of roots into adjoining land is not considered to amount to actionable nuisance.

Damage to walls and fences

It is often possible to rebuild or repair garden walls and fences to take account of adjacent trees. This can be achieved in a number of ways (for example installing a section of railing or bridging foundations around the base of a tree). Therefore, where trees are considered to be causing damage to walls or fences, we will only consider tree removal if the walls or fence is irreplaceable and of exceptional importance e.g. a retaining wall or of historical interest, or if there is a risk to public health in leaving the tree which cannot otherwise be mitigated. If a damaged wall or fence was constructed after planting of the tree, it may mean that the design or construction has failed to take the presence of nearby trees into account.

Damage to paths

It is often possible to repair paths to take account of adjacent trees and tree roots. Where roots protrude, they can be root pruned, or the path relayed around the tree with flexible materials such as asphalt to provide a smooth surface. Where trees are considered to be causing damage to paths or footpaths, we will not normally consider tree removal except where there is a risk to public health which cannot otherwise be mitigated.

Damage to drains or water pipes

There is no evidence to suggest that the tree roots can actively penetrate an intact pipe or drain, but they can find their way into drains by any existing fault and increase damage. In these situations, the owner of the drain should seek to get the drain repaired at their own expense. Tree removal will not normally be considered.

Trip Hazards

We will make safe an unacceptable trip hazard in a street, road or highway which is caused by a tree in our ownership/management.

Installation of drop kerbs

We will consider felling or pruning the roots of a tree under our ownership/ management to allow the installation of a drop kerb. Each case will be considered on an individual basis.

Subsidence

While we recognise our responsibilities for the trees in our ownership/ management, we will expect any claim against our own trees to be supported by sufficient evidence to show that the tree in question is a contributory factor in the subsidence. Where this evidence is provided, we will obtain expert specialist advice to verify submitted evidence as necessary.

We will therefore require the following information in order to consider a claim associated with tree related subsidence:

- description of type of damage;
- indication of seasonal movement;
- levels and distortion survey;
- visual evidence of damage;
- depth of foundations demonstrated from excavated trial holes;
- analysis of soil type under foundation;
- presence and identification of trees roots.

We will not normally subject our trees to regular heavy pruning to deal with suspected damage. Instead we will where feasible opt for removal and replacement planting with an alternative species that is less likely to cause future problems.

Heave

When a tree is removed in a clay sub-soil, the soil will rehydrate and swell in volume. The expansion may lift the foundations and cause cracking to the property. This is known as 'heave'. This is more likely to occur if the removed tree was mature and had a high-water demand such as an oak tree. No liability, at present, falls upon a local authority for damage due to heave resulting from tree removal where this is requested by the third party.

PROTECTED TREES

Tree Preservation Orders (TPO's)

A TPO is a legal document made, administered and enforced by the local planning authority, to protect specified trees and woodlands with public amenity value.

A TPO prevents cutting down, uprooting, topping, lopping, willful damage or destruction of trees (including cutting roots) without permission.

The Parish Council recognises its responsibilities in regard to its trees that are protected by TPOs.

Trees in Conservation Areas

It is an offence to cut down, prune, lop, top, uproot or willfully damage or destroy a tree in a conservation area without getting prior written permission from Broadland District Council.

The Town Council recognizes its obligations when undertaking works to trees in conservation areas.

OTHER FACTORS CONSTRAINING WORK TO TREES

Birds

Under the Wildlife & Conservation Act 1981 (as amended) it is an offence to kill, injure or take wild birds, their young, their eggs or nests. Non-urgent major tree work involving tree removal/reduction and hedge cutting operations should not normally be undertaken during bird nesting/breeding season, which is considered to be from 1st March to 31st July.

Bats

Bats are a European Protected Species and are protected by the Conservation of Habitats and Species Regulations 2010 and the Wildlife & Countryside Act 1981 (as amended). Causing damage to a roosting/ nesting site is a criminal offence which can lead to imprisonment. Trees displaying signs of roosting bats will be referred to an Ecologist before any work commences. Any trees supporting roosting bats will not be worked on until Natural England is consulted.

Restrictive Covenants

Occasionally, restrictive covenants attached to the deeds for a property may restrict what work can be undertaken to trees.

VANDALISM AND DAMAGE TO COUNCIL OWNED/MANAGED TREES

Vandalism is an increasing pressure on trees. Usually it is young newly planted trees that are damaged; however, mature trees are often damaged too. There are various ways in which vandalism can be counteracted, but none of these is 100% effective against determined attack.

The main methods of deterring vandals are to plant large numbers of very young trees, known as whips, or to plant larger robust trees depending on the site. Another method is

to put guards or fencing around trees, but these have to be large enough and strong enough to offer real protection.

This latter approach tends to be the most expensive method and only appropriate in very high profile positions. In the long run, increasing environmental awareness within schools and communities should help reduce vandalism. There are cases where trees we own/manage have been irrevocably damaged or removed without permission. We will investigate any reports of vandalism/damage to trees in our ownership/management, and try to repair any damage where we can.

Where possible, we will take legal action against the person(s) causing the damage.

BIOSECURITY / PEST & EPIDEMIC MANAGEMENT

Biosecurity is a set of precautions that aim to prevent the spread of pests, pathogens or invasive species. The threat to trees from these has never been greater and as a large landowner we undertake to follow best practice and specific advice which is regularly published by the Forestry Commission.

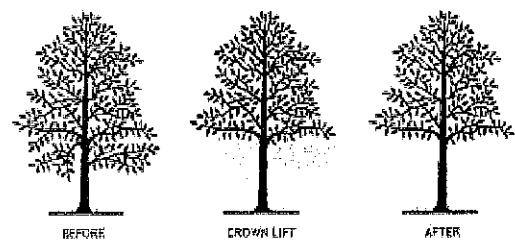


TREE PRUNING TECHNIQUES

We will seek to ensure that tree works are carried out to the highest standards. In carrying out tree works, we and any third party working on trees over which we have a responsibility, will ensure that pruning conserves the overall amenity value, form and shape of the tree and all tree works must be carried out in accordance with British Standard 3998 — Recommendations for Tree Work. Particular pruning specifications may or may not be appropriate for trees of different ages, species, health and condition, or even between trees of the same species depending on their condition, age and environment. Clear and acceptable pruning objectives are necessary in advance of approval of a pruning specification. The pruning objectives may require implementation of one or more of the following operations:

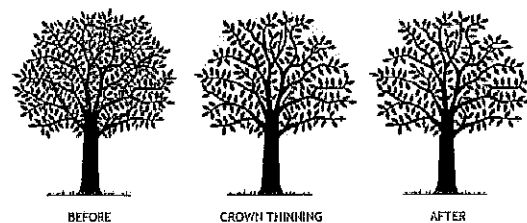
Crown lifting

The removal of the lowest branches of a tree so that the remaining lowest branches are at a specified height, usually 2.4m over a footpath and 5m over a road. This operation is undertaken for a number of reasons, such as to allow access under a tree; to clear branches from low structures; or to allow light under the canopy.



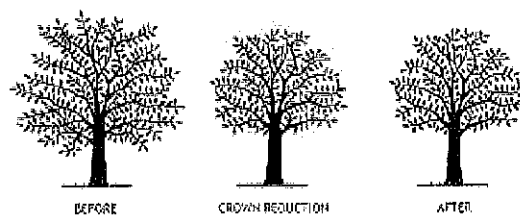
Crown thinning

The removal of a specified proportion of branch material from the interior of the crown without affecting the shape of the tree. This operation is usually undertaken to reduce crown density; form a healthy branch structure by removing dead; diseased, damaged, crossing and rubbing branches, and allow more light through the canopy. Many tree species evolve a canopy density for adaptive reasons and crown-thinning can increase turbulence and cause drought stress and branch failures. For this reason, crown thinning is usually only acceptable when carried out as part of crown cleaning or balancing works.



Crown Reduction

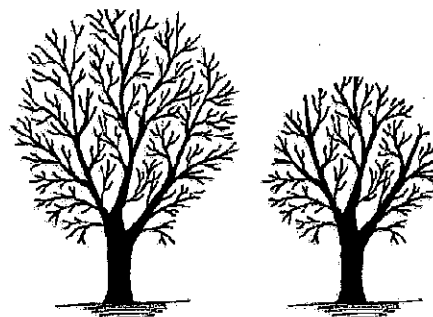
Reducing the overall size of the crown area by a specified percentage by pruning back the leaders and branch terminals to lateral branches that are large enough to assume the terminal roles (at least one third the diameter of the cut stem). Crown reduction up to a maximum of 15-20% may be acceptable to semi-mature trees providing cuts do not exceed 5-7cm and where shaping and restricting



size and spread is essential. Crown reduction of mature or older trees is not normally acceptable as it can severely affect tree health and may lead to the death or decline of the tree and is generally only acceptable as management of last resort.

Topping

This entails cutting at a certain height to reduce the height of the tree. Topping is not acceptable as it severely affects the public amenity and health of the tree, sometimes leading to death. Topping can also lead to future problems due to a flush of weak re-growth that can represent a danger and also exacerbate existing problems. If height reduction is considered essential and unavoidable, crown reduction (see above) is preferred.



Pollarding

This severe operation entails the removal of the entire tree's branch structure back to the trunk. Pollarding is an ancient way of maintaining trees that is sometimes necessary, particularly on trees that have been pollarded previously. Only certain species will tolerate this degree of pruning, and new growth may be weak and prone to tearing off. This method of management is not therefore normally acceptable.



Dead Wooding or Crown Clean

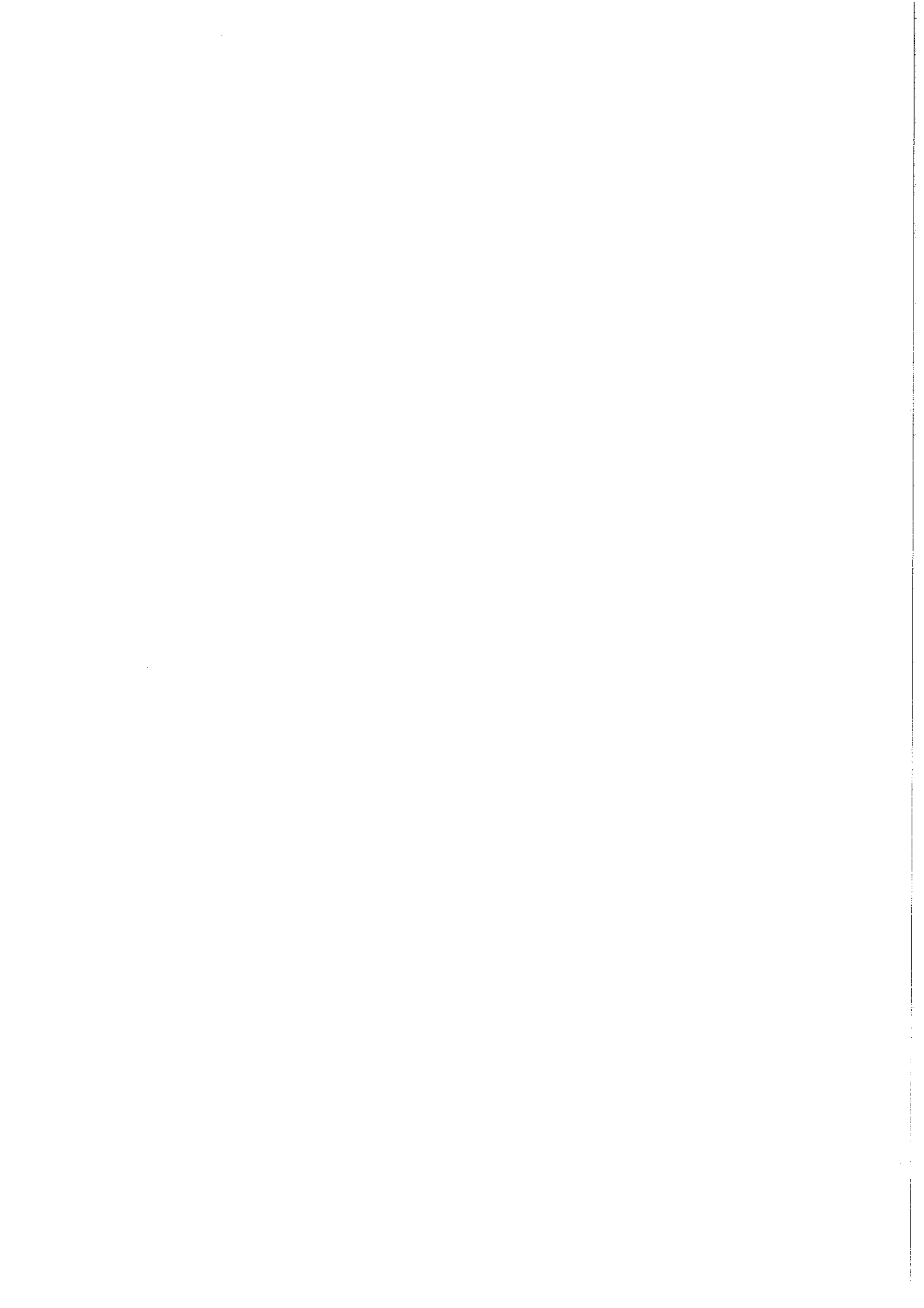
This operation is similar to a crown thin except that only dead, diseased, crossing and rubbing branches are removed to tidy up the appearance of the tree. No healthy, sound wood is removed. This operation is recommended to help maintain a healthy, safe tree.

Formative Pruning

The removal of problematic or potentially problematic branches, ensuring good tree development.

Stump Grinding

Stump Grinding is the practice of removing a tree stump to below ground level by mechanical means. We will carry out stump grinding where necessary to enable new trees to be planted or to remove a significant hazard. Where stump removal is not necessary tree stumps will be removed close to ground level so as not to leave a trip hazard



The Council Office, Diamond Jubilee Lodge, Wood view Road, Hellesdon, Norwich, NR6 5QB
 Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Responses of the Planning Committee for Agenda dated
 16th June 2020

Committee members commenting:

Cllr Britton
 Cllr Fulcher
 Cllr Bush-Trivett
 Cllr Franklin

Public Comments received and acknowledged by

District Councillor Prutton

Response sent to Broadland District council by:

Mrs. N Carver – Clerk

Planning Applications for Consideration

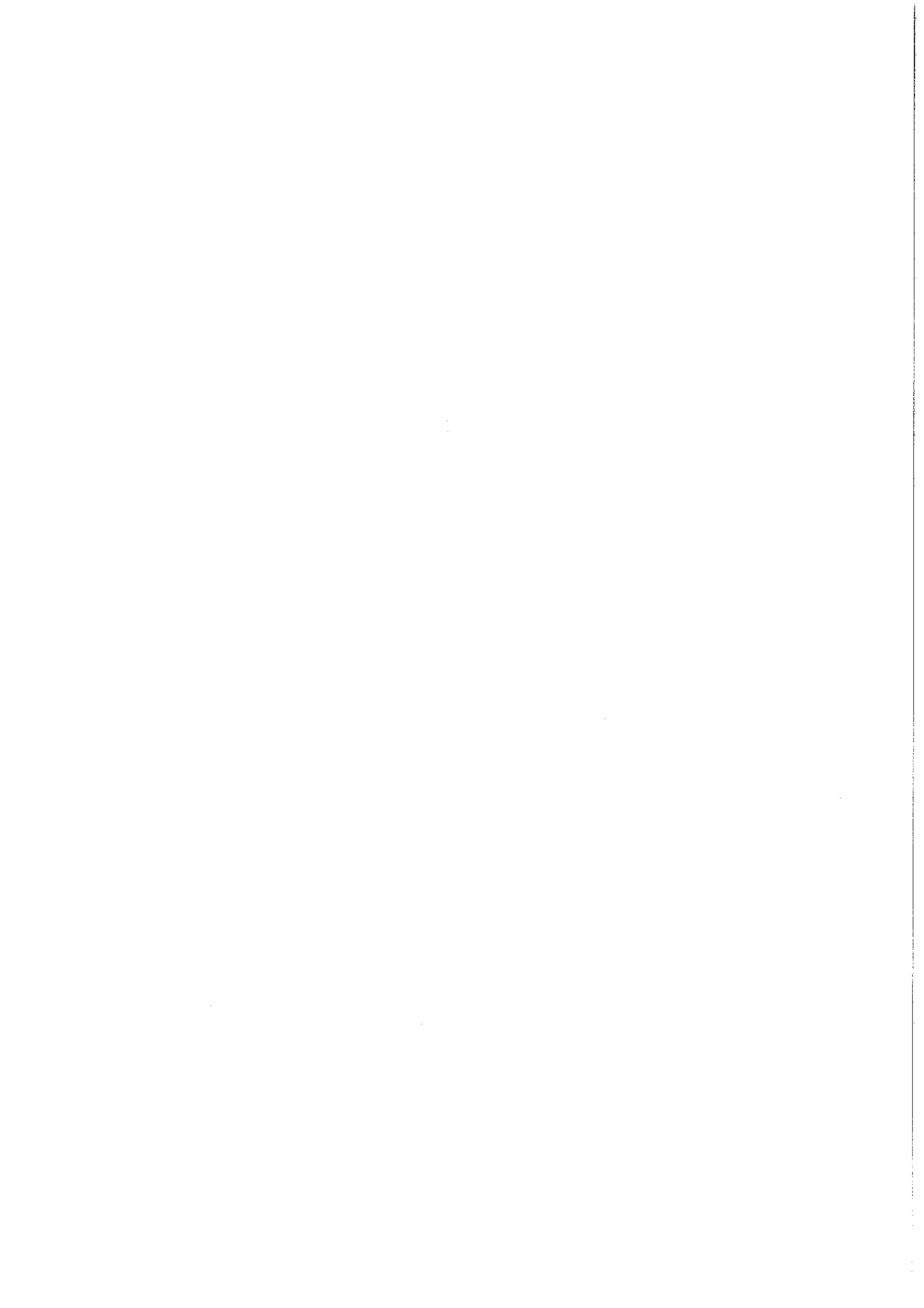
<p>20201105 29 Links Avenue, Hellesdon, NR6 5PE Single storey front extension</p>	<p>Support</p>
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Late application was discussed

<p>20201017 Hellesdon Hospital, Drayton High Road, NR6 5BE 5no. 16 bed en-suite non-secure wards (C2) one of which is a potential transition ward for 18-25 years. The total number of beds proposed is increased to 80 from 65 (Outline)</p>	<p>Object The planning committee object to this application for the following reasons:-</p> <ol style="list-style-type: none"> 1. Detrimental to the amenity of local residents due to increased activity and lighting on the site. 2. Loss of important green open space contrary to the policies of the Hellesdon Neighbourhood Plan. 3. There is no evidence to show that alternative sites, including the reuse of the original hospital building (not its demolition) have been investigated.
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Date of next Agenda

Plans received before 30th June 2020 will be discussed by the committee and comments made by 07th July 2020.



NCC contact number: 0344 800 8020

Textphone: 0344 800 8011

Ms Natasha Carver
Clerk to Parish Council
The Parish Council Office
Diamond Jubilee Lodge
Wood View Road
Hellesdon
Norwich
NR6 5QB

Your Ref:
Date: 24th June 2020

My Ref: PRA016/HP1/RA/TRO/001
Tel No.: 01603 222099
Email: Richard.austin@norfolk.gov.uk

Dear Ms Carver

A1067 Hellesdon Royal Norwich Golf Club S278 Persimmon Homes Scheme.

Norfolk County Council has entered into an agreement with Persimmon Homes to provide highway improvements on the A1067 Drayton High Road and C259 Middleton's Lane in Hellesdon. These works are being funded by the developer and are part of the planning conditions associated with the housing development at Royal Norwich Golf Club.

I am therefore writing to you, to inform you of these proposed improvements which are as follows;

1. Footway widening on the northern side of A1067 Drayton High, converting to a 3m wide shared use pedestrian and cycle facility. The extents of this facility are from the junction with the Asda Store, heading north for approximately 115m.
2. Construction of a new signalised junction on the A1067 Drayton High Road and an access road to facilitate the new proposed development on the northern side of the A1067, located approximately 360m south of the Junction with Middleton's Lane.
3. Widen the A1067 Drayton High Road to facilitate the new junction and to provide a new Bus Lane on both sides of the A1067.
4. Realign the junction between the A1067 Drayton High Road and the C259 Middleton's Lane / U5722 Hospital Lane and install new pedestrian and cycle crossing facilities.
5. Widen the U5722 Hospital Lane on the north bound approach to its junction with the A1067.
6. Construct a new raised table zebra crossing on C259 Middleton's Lane, located outside of the High School.

These proposals are shown on the attached scheme plan, drawing

Continued.../

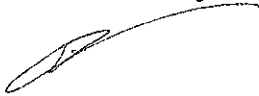
number PRA016-HP1-0100-012 & PRA016-HP1-0100-013.

The cycleway conversion (note 1), zebra crossing (Note 6) and toucan crossings (Note 4) can be progressed via an official notice on site, but still require statutory consultation. A full TRO process is required to progress the bus lanes (Note 3), and to amend the location of the No Entry signs as part of the realignment of the Junction between the A1067 Drayton High Road / C259 Middleton's Lane / U5722 Hospital Lane (Note 4).

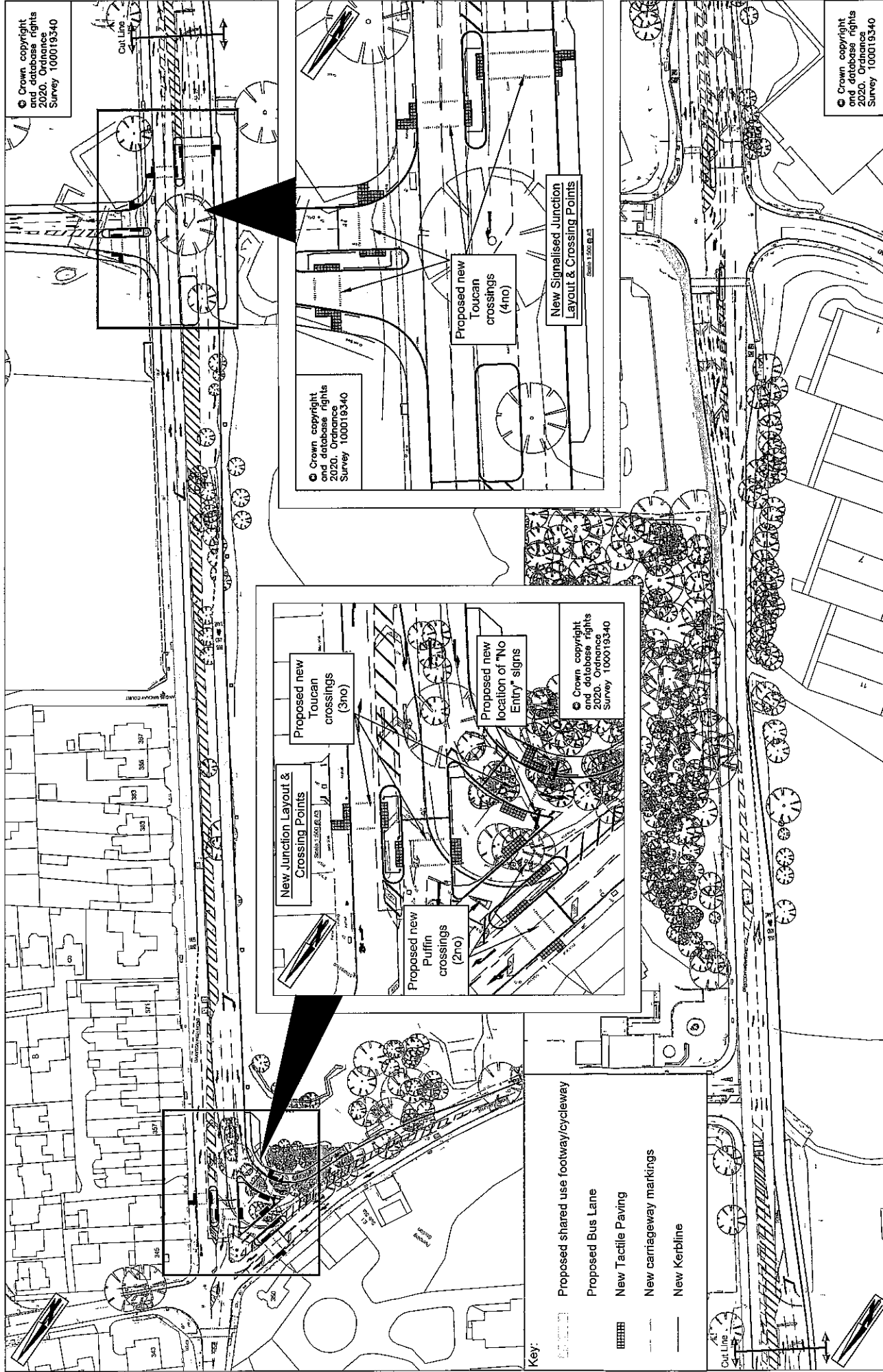
I therefore seek any comments or views you may have regarding the above proposals and would ask for you to respond to this letter by 07 August 2020. If I do not receive a response by the 07 August 2020, I will assume that you are happy with the proposals for the scheme.

If you require any further information regarding these proposals, please do not hesitate to contact me either by telephone, e-mail or by writing to the above address.

Yours sincerely



Richard Austin
Engineer (Highway Projects)
Encl:



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Proposed new Toucan crossings (4no)

New Signalised Junction Layout & Crossing Points

Proposed new Toucan crossings (3no)

Proposed new location of 'No Entry' signs

New Junction Layout & Crossing Points

Proposed new Puffin crossings (2no)

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- Key:
- Proposed shared use footway/cycleway
 - Proposed Bus Lane
 - New Tactile Paving
 - New carriageway markings
 - New Kerblines

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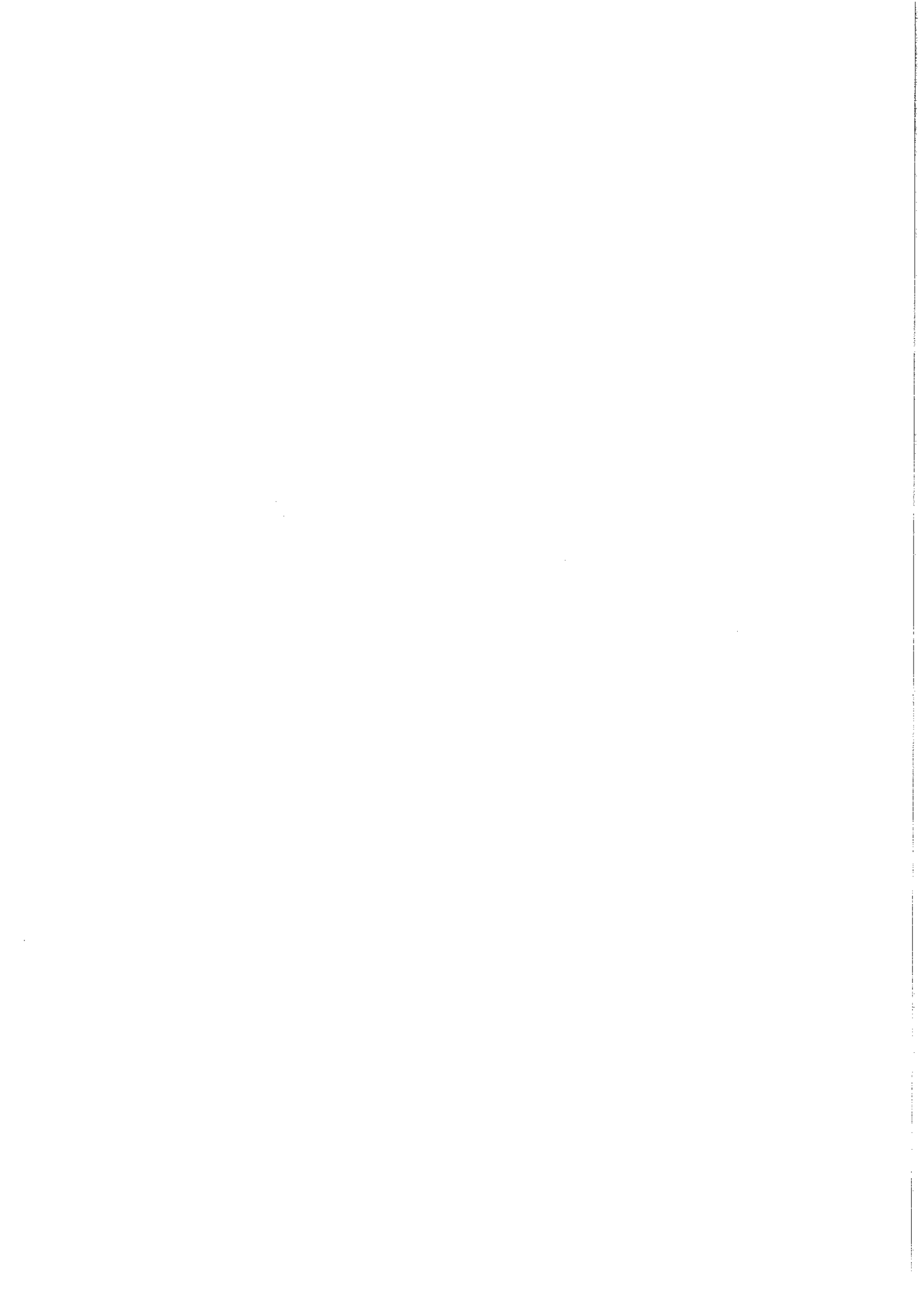
INITIALS	DATE	DRAWING No.
DS	2020	100019340-01
RA	0920	100019340-02
KEB	0920	100019340-03

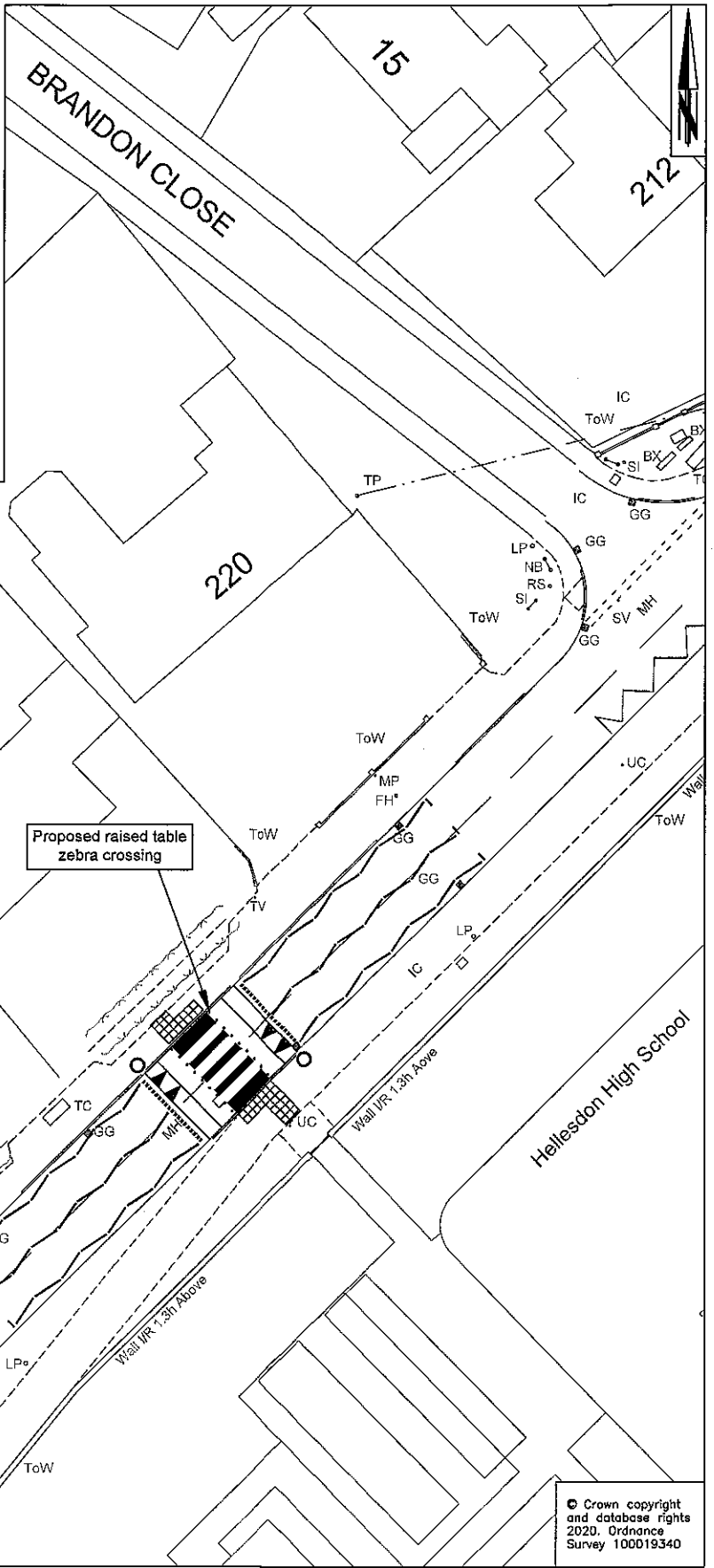
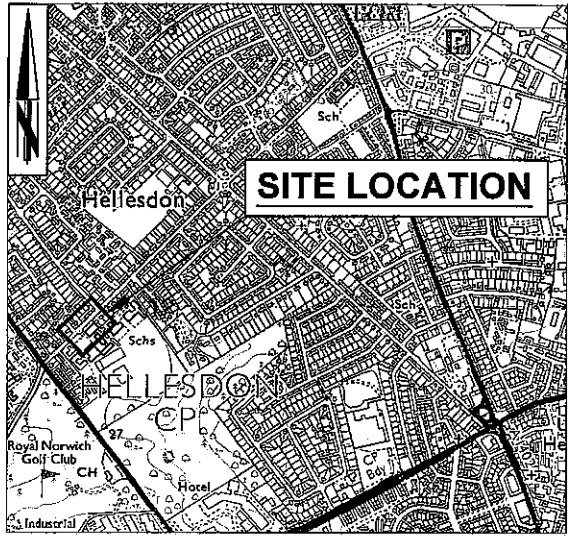
RES	DESCRIPTION	DRAWN BY	CHECKED BY	DATE

DRAWING TITLE
 Halesden, Royal Norwich Golf Course Phase 2 Works
 S278 HADBA - Drayton High Road
 Consultation Plan

Tom McCabe
 Executive Director of
 Community and Environmental Services
 Norfolk County Council
 Norfolk Hall, Fratton Lane
 Norwich NR1 2FS







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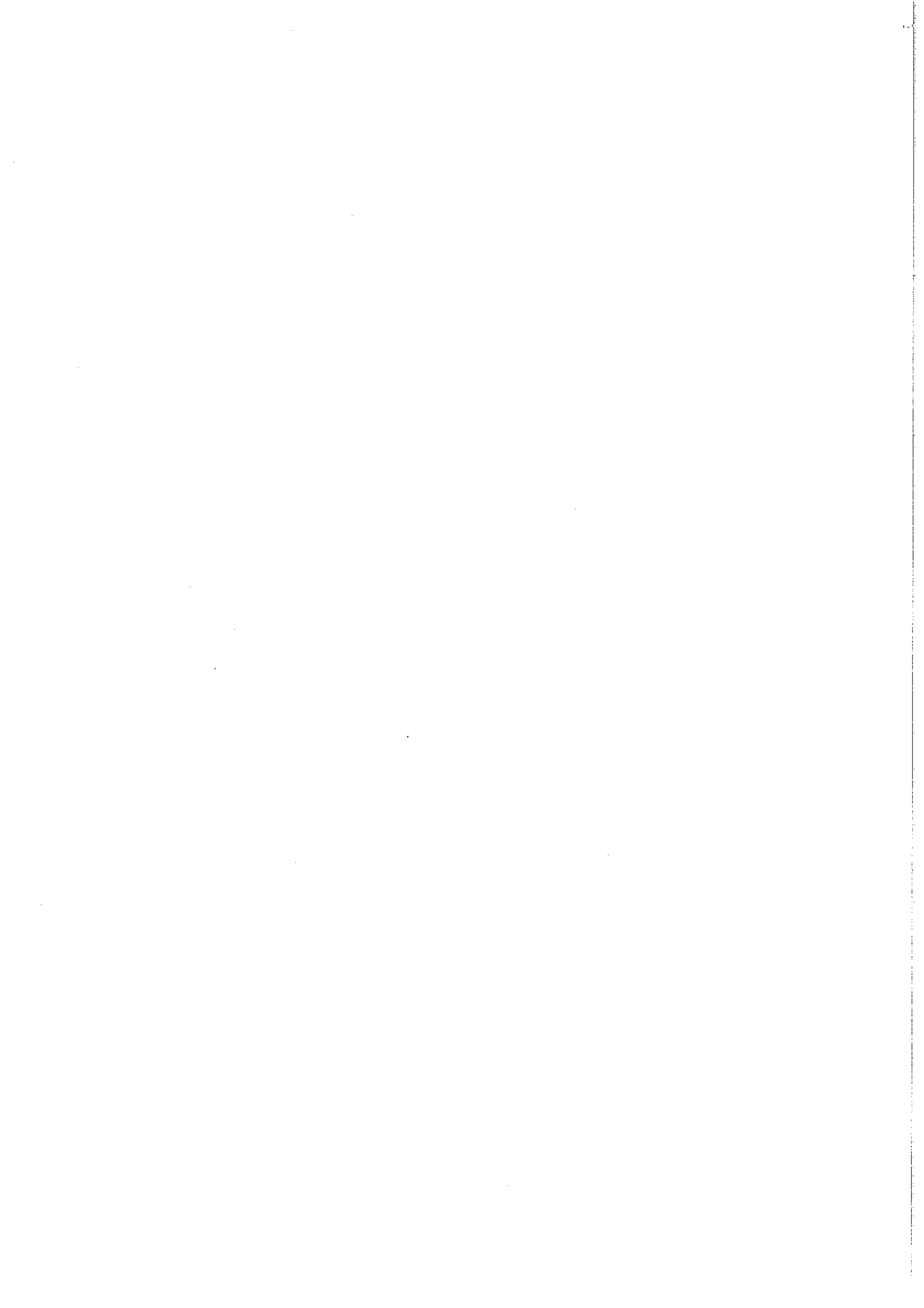


DRAWING TITLE
 Hellesdon, Royal Norwich Golf Club Phase 2 Works
 S278 HADBA - Proposed Zebra Crossing
 Consultation Plan

Tom McCabe
 Executive Director of
 Community and Environmental Services
 Norfolk County Council
 County Hall
 Martineau Lane
 Norwich NR1 2SG

REV.	DESCRIPTION	DRAWN	CHECKED	DATE

	INITIAL	DATE	DRAWING No.
SURVEYED BY	OS	2020	PRA016-HP1-0100-012
DESIGNED BY	RA	08/20	PROJECT TITLE
DRAWN BY	RA	08/20	Hellesdon, RNGC Phase 2 Works
CHECKED BY	KEB	08/20	S278 HADBA
			SCALE
			NTS @ A3
			FILE No.
			PRA016



The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk
Parish Clerk: Natasha Carver

**Minutes of Hellesdon Community Centre Committee meeting held on
Wednesday 10th June 2020 at 10am Via Zoom**

Meeting held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

Present

Cllr Johnson (Chair of committee)
Cllr. S. Gurney
Cllr. U Franklin
Also In Attendance: Natasha Carver (Parish Clerk)

Welcome

The Chairman welcomed and thanked all those in attendance and opened the meeting at 10am.

1. Apologies and acceptance for absence

No apologies received

2. Declarations of Interest and Dispensations

None received

3. Approval of minutes of meeting dated 25th November 2019.

The minutes of the committee meeting dated 25th November 2019, were previously circulated and were
RESOLVED TO ACCEPT

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

No public present

5. Financial Update

a) To receive a financial update on Community Centre Accounts

The clerk gave a verbal update on the accounts, current expenditure year to date £3938.33, current fees received year to date £39.00.

b) To receive an update on current financial loss incurred from COVID 19

The clerk gave a verbal report on the losses. Due to the closure of the centre there has been a loss of £16,210.00 year to date. Annual budget income £65600.00. This will be reported on a monthly basis to full council.

6. Update on redecorating of Centre

The centre has been undergoing redecoration during the closure due to COVID 19. The main foyer and ML have now been completed. All areas have been painted in a magnolia and gloss work white. The caretakers will continue through all other areas.

7. Re Opening of the Community Centre

a) To discuss the re-opening over the Community Centre following Government Guidelines.

Differed to a future meeting as awaiting further guidance

b) To discuss the room hire costs for the Community Centre.

No change in charges

c) To discuss additional signage for the Community Centre

Differed to a further meeting, further to government clarification

8. Exchange of Information

Shelagh gave an update on the roof of the centre, currently Canhams are performing a structural survey to advise on best suited roof structure.

9. To confirm the date, time and venue of next meeting

To be arranged once further guidance has been given on the reopening of community centres

10. 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 item(s) in view of the confidential nature of the business to be transacted.

None

Meeting closed at 10:46am

DRAFT

**Minutes of the email discussion and decisions of Playing Fields, Amenities & Allotment Committee
On 16th June 2020 and all Comments to be received by 5pm on Friday 19th June 2020**

Comments received by all following committee members:

CLlr D King (Chairman)
CLlr S Gurney,
CLlr U Franklin,
CLlr Fulcher,
CLlr Avenell

1. Declarations of Interest and Dispensations

No declarations made

2. Football Pitch Allocation

A report was circulated to all committee members, the decisions are recorded below from the questions asked:

- a) To agree to terminate Hellesdon Football Club from using facilities – **It was resolved to agree with all equipment and property removed by July 31st 2020. It was also noted that they are able to use the facilities on a pay to play option.**
- b) To agree new teams to use Hellesdon Recreation Ground – **It was resolved to accept the play to play format**
- c) To agree hire charges for use of facilities – **It was resolved to accept the charges**
 - a. **Seniors £55.00 Per Game plus £10 for the changing rooms**
 - b. **Juniors £35.00 Per game plus £10 for the changing rooms**
 - c. **Training £5.00 per hour plus £3.00 per hour for flood lights**
- d) To agree the purchase of new goals up to the value £1000. – **Resolved to purchase new Junior goals with a maximum cost of £1000.**
- e) To agree letter to Hellesdon Football Club including the removal of dugouts and porter cabin and any equipment belonging to Hellesdon Football Club stored at the community center. Any keys to be returned to the Parish Council Offices. – **Resolved to agree**
- f) To consider refund request. – **It was resolved not offer a refund**

3. Location of New Notice Boards

The report which was previously circulated was
Resolved to accept

