

HPC HELLEDON PARISH COUNCIL

The Council Office Diamond Jubilee Lodge Wood View Road Helledon Norwich, NR6 5QB
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Minutes of the Meeting of Helledon Parish Council

Held on Tuesday 10th November 2020 by Zoom Online at 7.00 pm.

Meeting is being 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 D King, Chair
Cllr S Gurney
Cllr G Britton
Cllr U Franklin

Cllr W Johnson
Cllr K Avenell
Cllr D Britcher
Cllr M Fulcher

In attendance: Mrs N Carver, Clerk
District Cllr Prutton
2 Members of the public

WELCOME –The Chairman welcomed Councillors and members of the public.

1. Apologies and acceptance for absence

Apologies from Cllr Attenborough up to April 2021, Cllr Sparks and Cllr Fahy, these were **ACCEPTED**.

2. Declarations of Interest and Dispensations

There were no requests for dispensations, and no additional interests declared.

3. Minutes of the meeting held 13th October 2020

The minutes of the full council zoom meeting held on 13th October, were **RESOLVED TO ACCEPT**

4. Public Participation

David Southgate gave an update on the recently purchased defibrillator which was ordered, however they would like to make a request to the parish to help with the maintenance at a cost of approx. £135.00/£150.00 Cllr King asked for this to be left with the parish as LGA 1894 would not be able to donate to a church organization. David Southgate confirmed this was a separate fund, this can be included in the December’s full parish council meeting.

David also asked if there were any councillors who would like to be trained on the use of this, those interested to contact the clerk.

5. Reports from

a) **Parish Clerk**

No current updates from the clerk

Approved.....

Date.....

Cont. Agenda Item 5.**b) County and District Councillor**

- Cllr Gurney updated on items raised at the last meeting, the highways rangers have been and cleared drains around Hellesdon including blocked soakaways. The report on the Zebra crossing on Middleltons Lane is ongoing.

A lot of work is being put into getting the first set of posts installed at Firside School on Middleton's Lane, this has been paid for by the department of transport. On a site visit, a near miss of a child was witnessed outside the school, the orange barriers were immediately put in place and it has been agreed that 100 posts are to be installed in this area. Over the last two weeks surveys are being conducted with the disbursement of traffic following on from the barriers being erected. The criteria for this decision was due to it being an arterial route. Arden Grove School now has plans for the SEN unit and are working with NPS and intend to speak with local residents, this will be overseen by NCC planning committee.

Posts are now being erected on Meadow Way following accidents at the crossroads.

Cllr Gurney confirmed that she had allocated her Broadland District grant. Broadland will be launching their community lottery after Christmas, Cllr Gurney has already nominated two groups in Hellesdon. There is an additional grant of £300 for charity groups to access at Broadland, details can be found on their website.

- Cllr Prutton spoke with regards to the community heart awards, the awards will be delivered this Thursday by Zoom, the clerk has forwarded details to all the councillors
- Cllr Britcher had no updates regarding the District
- Cllr King updated that the kick start project has stalled due to the current lock down.

- c) Cllr King gave a verbal update on the current lock down, unfortunately the Community Centre is not able to open due to the restrictions. The clerk has put additional practices in place including additional cleaning in and around the open spaces.

Cllr Gurney gave an update on the lunches that were provided over the recent half term from Seasons, the uptake was between 15-20 lunches. Cllr Prutton asked if we thought there is a need in Hellesdon, Cllr Gurney responded that other factors could have been taken into account including free food available at McDonalds at the airport.

We are all in this together and if we are aware of any issues, we can help sign post them to the right area for help. Cllr King confirmed that free lunches for children over the Christmas period will now be centrally funded.

A lengthy discussion was had over signposting families in Hellesdon to the right place for support that may be needed.

- d) The police crime report was **Noted**

6. Financial Matters

- a) Bank Reconciliation – 1st April to 31st October 2020.

The document previously circulated was discussed, it was

RESOLVED TO ACCEPT

- b) Earmarked reserves summary.

The document previously circulated was discussed, the clerk clarified that the £18,000 gone into EMR320 was from S106 claimed back for the play areas, it was

RESOLVED TO ACCEPT

- c) Approval of Payments – October 2020.

The document previously circulated was discussed, Cllr Prutton questioned payments to Square card. Cllr King explained that this was to the card machine now in use, there is a charge for using this service, however the cost is smaller than using one from the bank. The need is due to COVID restrictions in place. Cllr Britcher queried the payment

Approved.....

Date.....

Cont. Agenda Item 6.

for 'Arm Bands, Operation London Bridge'. The clerk confirmed that they were purchased for 'Operation Bridges' the Death of a Monarch. Cllr Britcher asked if we could look at testing the market on products purchased for cleaning. The clerk confirmed that they do check prices on a regular basis. The clerk will arrange to liaise with Cllr Britcher on this. It was

RESOLVED TO ACCEPT

- d) Approval of Receipts – October 2020.

The document previously circulated was discussed, and it was

RESOLVED TO ACCEPT

- e) Detailed Income and Expenditure 1st April to 31st October 2020.

The document previously circulated was discussed, it was

RESOLVED TO ACCEPT THE REPORT

7. To Answer Questions from The Councillors

No questions were received

8. Parish Partnership 2021/2022

Report was previously circulated regarding Parish Partnership 2021/2022. Currently we are looking at budgeting £3000 towards the project for next year. Cllr Britton asked to look at the Bus Stop on the Low Road as this appears to be in back to front, the clerk will investigate this. Following a lengthy discussion, it was

RESOLVED THAT THE CLERK WILL LOOK AT THE BUS STOPS FOR ANY REPLACEMENTS

9. Community Projects over Christmas period

Cllr King gave a verbal report on a recent discussion held with himself, Cllr Gurney, the clerk and Meadow Way Chapel on Zoom. Due to the COVID restrictions both the Parish Council and Meadow Way Chapel have cancelled Christmas events normally taking place for the older more vulnerable residents in December. It was discussed that a small hamper would be an idea and would be delivered to 100 older vulnerable residents. The Parish Council office are also working with Hellesdon Life and Events with organising hampers for families in Hellesdon.

Cllr King proposed to allocate the money in this year's budget 20/21 for the residents party to go towards the cost of providing COVID Support projects in conjunction with Meadow Way Chapel and the Hellesdon Life and Events family hamper, delegate responsibility to officers to support those projects. Seconded by Cllr it was

RESOLVED TO APPROVE

Contact the clerk if you can help support. Cllr Gurney clarified that all data collected for this will be dealt with correctly by the clerk (DPO).

10. Planning

To note recent planning decisions made by the planning committee on 20th October 2020. It was **NOTED**

Thanks, were given to Marlon for the work put into the response for the planning application for Persimmon Homes.

11. Community Center Committee

To consider Community Centre Matters

- a) The clerk updated that the Community Centre is currently closed following government announcement.

Approved.....

Date.....

Cont. Agenda Item 11.

- b) The next Community Centre committee meeting is to be held on 16th November at 10am via Zoom, this was **NOTED**

12. Property, Policy and Resources

- a) Cllr Gurney gave a verbal update on the re-roofing for the Community Centre, planning permission has now been granted. Invasive surveys have been carried out, next step will be a meeting held with DJ Designs and the Parish Council with the PP&R Committee to discuss further.
- b) A report was previously circulated to all councillors on work required to the Community Centre following a M&E report.
- c) The PP&R committee meeting is to be held on 17th November at 6:30pm via Zoom, this was **NOTED**

13. Playing Fields, Allotments and Amenities

- a) No items were raised.
- b) The PA&A committee meeting is to be held on 12th November at 10am via Zoom, this was **NOTED**

14(17). 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 with after the item that confirms details of the next meeting.

Proposed by the chair seconded by Cllr Gurney
RESOLVED TO ACCEPT

16(14). Exchange of information.

No further information to be exchanged

17(16). Time and Venue of next Council meeting.

The next meeting to be held on Tuesday 8th December at 7pm via Zoom

The following item was discussed under the line. It was confirmed that all councillors were alone and not able to be overheard.

15. Staffing Update

To consider Staffing Matters

- a) Meeting was planned for Friday 6th December, unfortunately the committee was not quorate.
- b) The PA&A committee meeting is to be held on 12th November at 10am via Zoom, this was **NOTED**

The meeting closed at 21:15

Approved.....

Date.....

CLERK'S REPORT FOR COUNCIL MEETING 08.12.20

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	<p>The centre is currently closed. We are awaiting further government guidance when a change in tiers could be announced. However, grassroots football has returned, these do not require any access to the centre.</p> <p>The pressurisation unit on the boiler has failed and requires a new unit, there is currently a work around where this can be bypassed but this is not a permanent solution. 3 quotations were obtained, and the cost is £985.57 covered by budget heading 100/4560. A PO has been sent and work will be carried out over the next two weeks.</p>
Car Park – Community Centre	No current updates
Parish Council Offices Diamond Jubilee Lodge	<p>The outside bollard lights and sensor are currently not working and have caused a shortage in the electrics. Waiting on confirmation on price for the works to be completed.</p> <p>The council offices will be closed over the Christmas period from end of business on 23rd December and reopening on Monday 4th January. As remote access has been put into place following covid restrictions the clerk is able to remotely monitor all emails/calls and will do this daily. Calls are able to be forwarded to the clerk's mobile.</p>
Recreation Ground	<p>From 23rd to 28th December all the parks will be open (excluding the play areas these will be closed on Christmas Day and Boxing Day and then open in day light hours) with no closing time to allow access at any point, this is to take into account the government guidance for Christmas allowing families to form a bubble over the 5 days, this will give people the opportunity to go outdoors to aid with social distancing. The parks will then go back to standard closing/opening times. Council to decide whether to extend this until the new year.</p>
Meadow Way	<p>See Recreation ground regarding opening.</p> <p>Currently we are awaiting 3 quotations for the replacement of the climbing unit in the play area. This will be taken to PA&A in January before full council.</p>
Skate Park & MUGA	No Updates
Mountfield Park	There has been a delay in planting the replacement trees and work is hoped to be carried out late December.
Cottinghams Park	Urgent Tree works have been requested for a tree backing onto Arden Grove School. Branches had cracked and hanging over into the play ground. MJ Tree surgeon were called to carry out the works
Allotments	The water has now been turned off, it has been noted that there is a small water leak on the newer section, Anglian water have attended and advised that they

	are unable to assist. 3 companies have been contacted to attend and survey site to detect the location.
Community Orchard	All concrete posts are currently being removed to allow easy maintenance of the area.
Cemetery Car Park	Nothing to report
Persimmons Homes	Planning Application 20201679 was objected to by the Parish Council. Broadland District Council have issued an emergency TPO on the site
Public Toilets	The toilets will be closed over the Christmas period
Litter & Dog Waste Bins	No updates
Bus Shelters	All bus shelters have now been cleaned by the caretakers along with a full audit. One area was highlighted on the stop outside Tesco on the Cromer Road this however is a highways matter and has been forwarded to the ranges. Following on from November's Full Council meeting, Cllr Britton asked with regards to the position of the bus shelter on Low Road. This was installed 2 years ago and the position is due to the DDA requirements as agreed by NCC.
Benches	We are still awaiting a date from NCC for the concrete plinth to be installed for the keyworkers bench. NCC chased on 30 th November
War Memorial	The wreaths from remembrance are now in place and will stay there until end Easter next year. Kevin is currently testing a new chemical from Rigby and Taylor for hard surfaces. If this proves effective, he will use it on the slabs at the memorial.
Highway Rangers	Nothing to report
Highway Verges	No Update
Staffing	AGENDA ITEM 14
Mobile Phones	No further update.
Street Lighting	No further update
Parish Partnership 21/22	A complete audit was carried out on the bus stops in Hellesdon. All are in good condition and no replacements are required. As per meeting No Parish bid will be put forward for replacements.
Meeting Dates	Community Centre – 14 th December 6:30pm PP&R – 15 th December 6:30pm PA&A – 5 th January 6:30pm (Agendas will go out on 23 rd December) Note: Following guidelines all meetings where possible to be held via Zoom

Items for Parish Council to consider/note –

Park operation over Christmas period.

COMMUNITY UPDATE

HELLEDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLEDON



www.norfolk.police.uk

November 2020



WE ARE YOUR SAFER NEIGHBOURHOOD TEAM - WANT TO GET IN TOUCH?
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E: SNHELLEDONANDHORSFORD@NORFOLK.PNN.POLICE.UK TEL: 101

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TWITTER: @BroadlandPolice

YOUR LOCAL BEAT MANAGERS



PC 230 JADE WEEKS PC 151 FELIX WOODCOCK

UPDATE FROM YOUR COMMUNITY ENGAGEMENT OFFICER

PC 1425 VICKY BAILEY

TEL: 07967 820083

E: VICTORIA.BAILEY@NORFOLK.PNN.POLICE.UK



Anti-Bullying Week is an annual UK event, this year is from Mon 16th - 20th October, which aims to raise awareness of bullying of children and young people, in schools and elsewhere, and to highlight ways of preventing and responding to it.

On Thursday 19th November at 2:05pm - 2:40pm, Tory Rush from the Safer Schools Partnership, will be taking part in the NYAB Anti-Bullying Conference and will be delivering a presentation about the law in relation to bullying.

Free Online Anti-Bullying Conference
19/11/20
9 am - 6 pm on Zoom
Reserve your space on Eventbrite

Drop in sessions for young people & professionals across Norfolk

Expert guest speakers & research-based presentations

Multimedia workshops & training

Supporting Anti-Bullying Week 2020

Norfolk County Council

Logos: YAB, WCB, YAB, YAB, YAB, YAB, YAB, YAB

WHAT'S HAPPENING IN YOUR AREA?

This year has seen a very different format for events such as Bonfire Night and Halloween. Despite this, high-visibility patrols were conducted in Helledon, Horsford, Spixworth and St Faiths to target ASB associated with such events. I am pleased to report that no significant ASB related issues were seen at the time or brought to my attention across any of the parishes on these particular occasions.

In keeping with the current SNAP priorities, this month has seen me out and about in the local community providing a policing presence by conducting both foot and mobile patrols. I am pleased to say that there has been a positive response to the latest COVID-19 restrictions in terms of people showing respect for the rules. In addition, consistent with the current SNAP priorities, speed enforcement has been conducted at various locations across the parishes. During this period of enforcement, on the whole, there was a good level of compliance to the speed limit shown which was good to see.

Following previous reports from local residents in regards to inconsiderate/unsafe parking around Firsides School, Helledon, I have worked in conjunction with the school, Council and Highways and this month has seen the installation of a series of bollards and barriers preventing vehicles parking on the verges directly outside the school. With this measure now in place, vehicles will have to find a suitable alternative place to park, so with this in mind, please ensure that when dropping off or picking up children at school times, vehicles are parked safely and sensibly to keep the roads safe for all users. Thank you for your cooperation.

Regards, Jade

CURRENT NEIGHBOURHOOD PRIORITIES

- HIGH VISIBILITY PRESENCE COVERING RECREATIONAL GROUNDS/PUBLIC SPACES IN THE AREAS OF HELLEDON, HORSFORD, SPIXWORTH & ST FAITHS
- SPEED ENFORCEMENT WHEN TIME ALLOWS
- VEHICLE ASB - BRITANNIA ROAD

DATES FOR YOUR DIARY

- S.N.A.P MEETING - DATE TBC



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CALL US ON 101 OR 999 IN
AN EMERGENCY



TALK TO YOUR LOCAL
BEAT MANAGER

COMMUNITY UPDATE

HELLEDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLEDON



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November 2020



CRIME UPDATES FOR OCTOBER 2020

Offence	Numbers	What could this entail
Arson	1	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	4	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	0	A person commits theft in a building or structure that is not lived in.
Burglary residential	2	Entry and theft in a building or a structure that is lived in.
Criminal Damage	10	A person destroys or damages property belonging to someone else.
Domestic	6	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	1	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	0	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	11	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	1	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place, if stolen from a shed or garage this would be a BOTD.
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.



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TALK TO YOUR LOCAL
BEAT MANAGER

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 November 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2020	Active Saver 4401	569,294.33
30/11/2020	Business Current Account 2077	500.00
17/11/2020	Petty Cash	119.60
30/11/2020	Active Saver 7702	337,426.60
30/11/2020	Active Saver 4503	81,346.07
26/11/2020	Number 2 account 0958	-0.52

988,686.08

Other Cash & Bank Balances

20.00

988,706.08

Unpresented Payments

20.00

988,686.08

Receipts not on Bank Statement

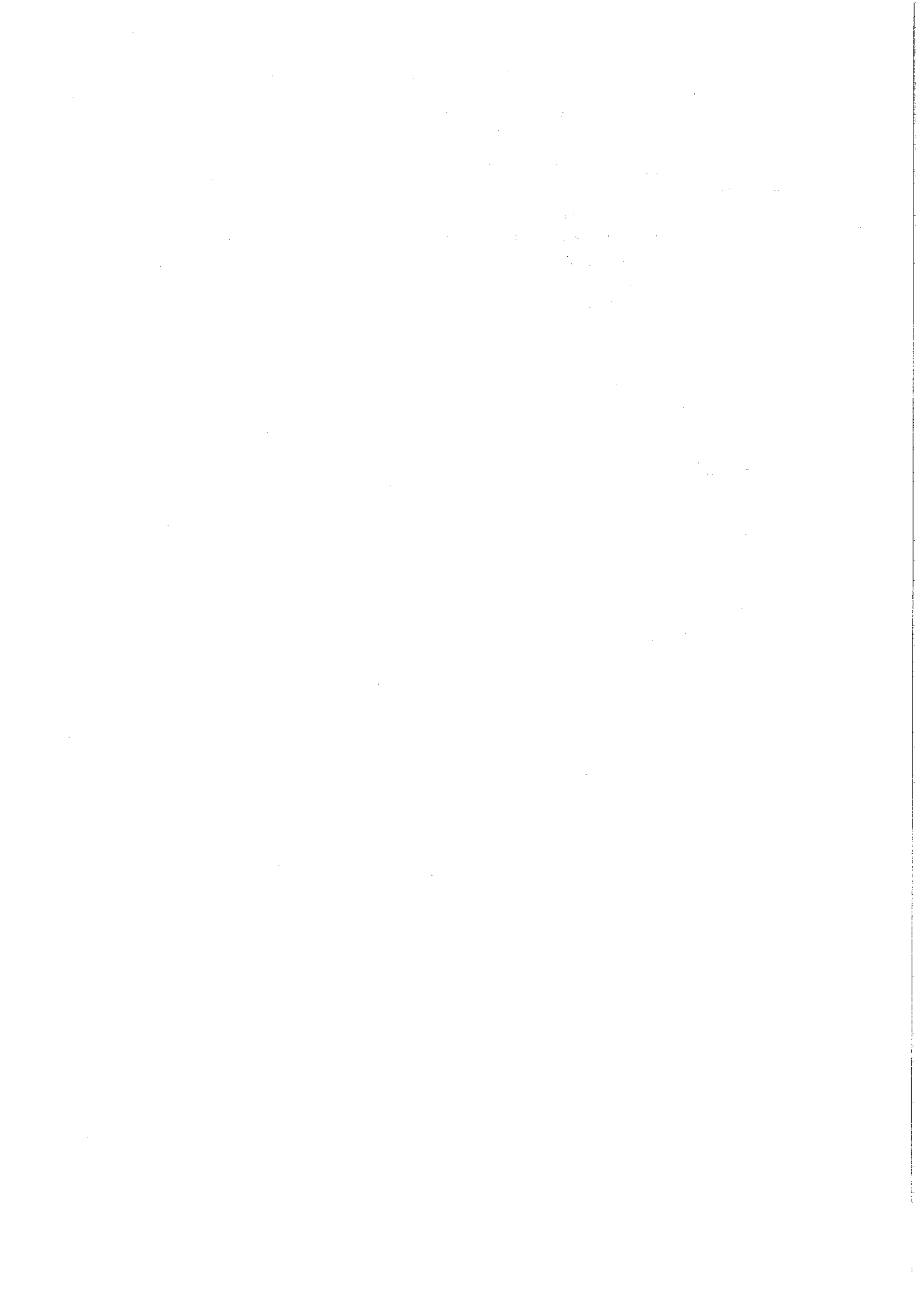
0.00

Closing Balance

988,686.08

All Cash & Bank Accounts

1	Current Bank Account	569,774.33
2	Petty Cash	119.60
3	Active Saver 7702	337,426.60
4	Active Saver Emergency 4503	81,346.07
5	Number 2 account	-0.52
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	988,686.08



Earmarked Reserves

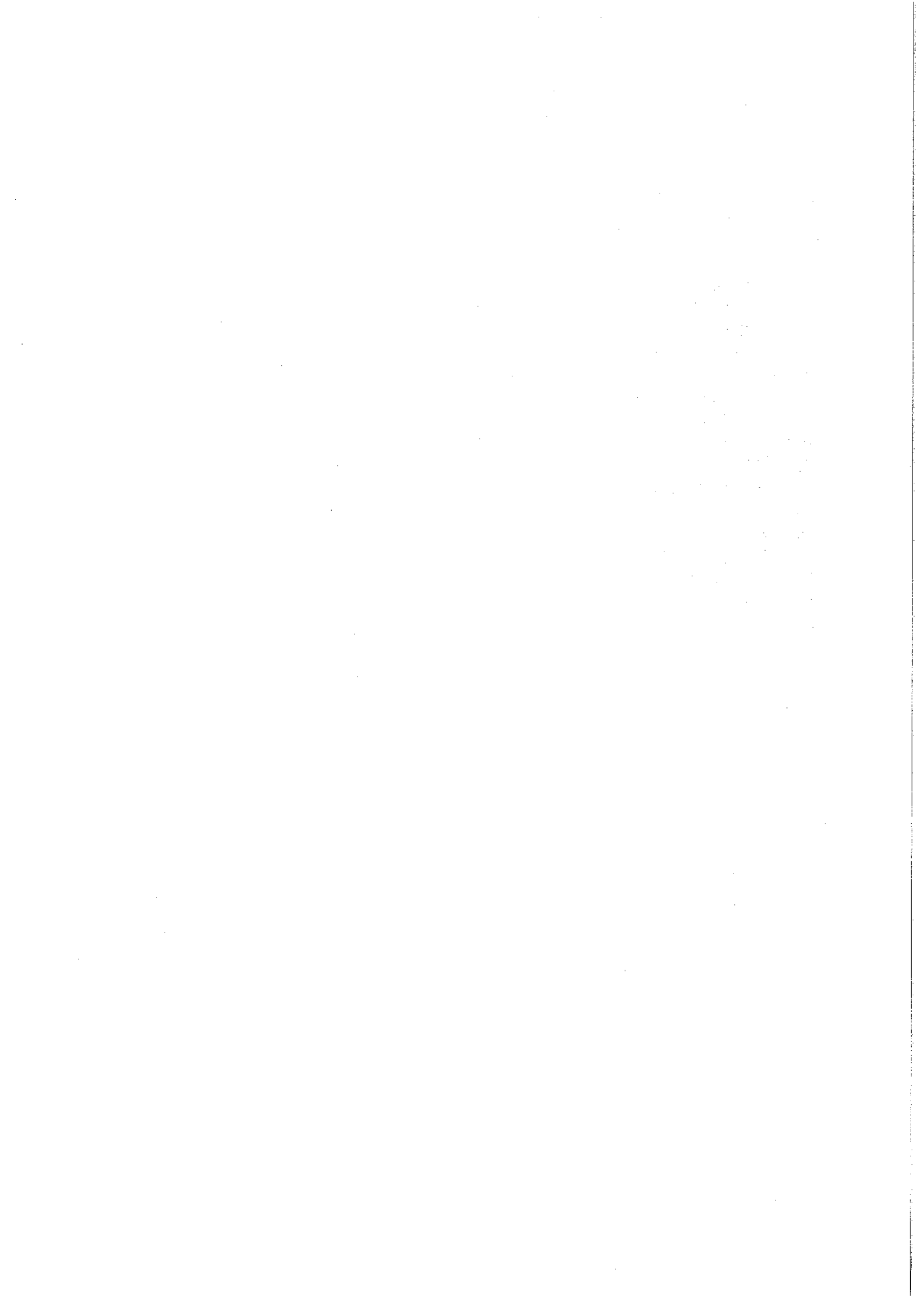
<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Play Equipment	6,060.33	18,939.67	25,000.00
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	16,400.00	-6,000.00	10,400.00
323 EMR Hard Surface Area	14,000.00		14,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	4,573.00		4,573.00
326 EMR Elections	5,945.22	-3,041.52	2,903.70
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	-5,850.00	7,020.00
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	-296.38	1,203.62
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	3,677.00	323.00
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	7,428.77	318,660.70



Date	Payee	Expenditure type	Amount
01/11/2020	Broadland District Council	business rates HCC	£1,010.00
02/11/2020	Trade UK	decorating materials	£53.39
02/11/2020	Broadland District Council	business rates workshop	£314.00
02/11/2020	Broadland District Council	business rates stores	£147.00
02/11/2020	PWLB	loan repayment DJL	£8,945.20
04/11/2020	Ben Burgess Groundscare	service mower & hedgetrimmer	£771.22
04/11/2020	EAW	water cooler rent 20 Oct - 21 Jan	£62.39
04/11/2020	E Fire	install Digi Air Comm & cctv fault	£672.00
04/11/2020	Mayday Office Equipment	p/copies Aug - Oct	£243.98
04/11/2020	Melba Products	dog bin lids and dog bin	£153.22
04/11/2020	Norfolk County Council	concrete pad Middletons Lane	£500.00
04/11/2020	Pip Skips Ltd	12 yrd skip hire	£264.00
04/11/2020	Pure Resourcing Solutions	pay increment agency staff Apr - Sep	£398.74
04/11/2020	SLCC	Op London Bridge webinar	£36.00
04/11/2020	Taverham Nursery Centre	bedding plants and compost	£24.72
04/11/2020	L E Electrical	replace lights community centre	£34.40
04/11/2020	Co op	grounds staff refreshments	£6.45
04/11/2020	Allotment holder	overcharge repaid	£4.50
04/11/2020	Royal British Legion	poppy wreath	£20.00
04/11/2020	UK Fuels	fuel Oct 2020	£87.11
04/11/2020	Petty cash	cash ex bank	£100.00
04/11/2020	Barclays Bank	commission 14 Sep - 12 Oct	£15.31
05/11/2020	Morplan Ltd	Xmas bags	£54.30
05/11/2020	Desira	Van MOT & service	£264.99
06/11/2020	SquareUp	card fee 5 Nov	£1.04
06/11/2020	Entanet	broadband 23 Oct - 22 Nov	£64.30
06/11/2020	Drayton Farms	landowner rent allotments	£972.00
09/11/2020	Canham Consulting	prof fees community centre	£2,475.00
09/11/2020	Ernest Doe & Sons	parts major lawnmower	£215.01
09/11/2020	Ridgeons	sandbags netball stands	£4.08
09/11/2020	IRIS HR	HR software support Dec 2020	£48.00
09/11/2020	Just Regional	advert Just Hellesdon 31 Oct	£360.00
09/11/2020	Osiris Technologies	IT support/cloud back up Nov	£224.28
09/11/2020	The Garden Guardian	highway verge cutting Nov	£1,863.09
13/11/2020	Entanet	phone rental 2 Nov - 1 Dec	£15.00
17/11/2020	Ben Burgess Groundscare	service Stihl strimmer	£51.86
17/11/2020	Creative Lincs	Id cards	£60.50
17/11/2020	Dazzle Cleaning	window cleaning office/centre	£75.00
17/11/2020	DD Health & Safety Supplies	working boots groundsman	£34.20
17/11/2020	E Fire	dual com monitoring fees DJL/HCC	£528.00
17/11/2020	M J Tree Services Ltd	cedar tree bowling green	£384.00
17/11/2020	Pips Skips Ltd	skip hire 10 Nov	£264.00
17/11/2020	PLG Farm Supplies Ltd	tree ties	£7.97
18/11/2020	Anglian Water	HCC charges 3 May - 2 Nov	£918.74
20/11/2020	Total Gas & Power	gas HCC Oct	£835.08
20/11/2020	Payroll	net pay Nov 2020	£14,363.57
23/11/2020	HMRC	PAYE & Employer NI	£4,366.52
23/11/2020	Norfolk Pension Fund	Nov contributions	£3,843.70
23/11/2020	IRIS Business Software	Year end pack & webinar	£190.80

23/11/2020 Co op	refreshments (reimburse EEE 5)	£4.55
24/11/2020 Total Gas & Power	elec allotments Oct 2020	£22.93
25/11/2020 Viking Direct	ink cart/ USB drive/ stationery	£45.56
25/11/2020 Shred Station	confidential waste disposal	£36.00
25/11/2020 Just Regional	advert Just Hellesdon Nov 28	£540.00
25/11/2020 Taverham Nursery Centre	small tools & compost	£219.62
25/11/2020 Broadland District Council	business rates office	£624.00
27/11/2020 BNP Paribas Leasing Sol	HP Wessex mower	£278.00
30/11/2020 Hitachi Capital Finance	rental tractor & hedgecutter	£540.00
30/11/2020 BT	HCC phone charges	£156.02
Total		£48,815.34

Date	Description	Amount
02/11/2020	Allotments	£ 41.25
02/11/2020	Commerical hire HCC	£ 162.00
03/11/2020	Allotments	£ 59.39
03/11/2020	Netball	£ 19.00
03/11/2020	Commerical hire HCC	£ 54.00
03/11/2020	Football training	£ 90.00
03/11/2020	Commerical hire HCC	£ 312.00
03/11/2020	Feed in Tariff solar panels	£ 101.72
03/11/2020	Allotments	£ 118.78
04/11/2020	Allotments	£ 33.44
04/11/2020	community hire HCC	£ 13.50
04/11/2020	Football pitches	£ 282.00
04/11/2020	Allotments	£ 59.39
04/11/2020	Interest received	£ 1.77
04/11/2020	Commerical hire HCC	£ 24.00
05/11/2020	Allotments	£ 59.39
06/11/2020	Commerical hire HCC	£ 24.00
06/11/2020	Allotments	£ 59.39
06/11/2020	Allotments	£ 59.39
09/11/2020	Allotments	£ 59.39
09/11/2020	Allotments	£ 41.25
10/11/2020	Commercial hire HCC	£ 72.00
10/11/2020	Commercial hire HCC	£ 99.00
11/11/2020	Football training	£ 25.00
12/11/2020	Football training	£ 45.00
13/11/2020	Commercial hire HCC	£ 240.00
16/11/2020	Tennis court hire	£ 7.00
16/11/2020	Commercial hire HCC	£ 24.00
16/11/2020	Allotments	£ 41.25
17/11/2020	Allotments	£ 59.39
20/11/2020	Allotments	£ 41.25
23/11/2020	Allotments	£ 59.39
23/11/2020	Grant	£ 2,000.00
23/11/2020	Community hire HCC	£ 54.00
26/11/2020	Football training	£ 15.00
26/11/2020	Football pitches	£ 126.00
30/11/2020	Commercial hire HCC	£ 72.00
Total		£ 4,655.33



Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Community Centre							
1260 Hire Facilities Sundries	0	300	0	(300)			0.0%
1400 Community Centre Income	0	0	65,600	65,600			0.0%
1410 Community Centre Inc ML Room	(36)	766	0	(766)			0.0%
1415 Community Centre Inc SW Room	131	260	0	(260)			0.0%
1420 Community Centre Inc OH Room	0	18	0	(18)			0.0%
1425 Community Centre Inc Spr Room	18	36	0	(36)			0.0%
1435 Community Centre Inc SWB Room	0	(77)	0	77			0.0%
Community Centre :- Income	113	1,303	65,600	64,298			2.0%
4150 Utilities	2,485	12,180	19,305	7,125		7,125	63.1%
4195 Keys/Locks	0	0	100	100		100	0.0%
4250 Sanitary Waste Disposal	0	2,138	2,100	(38)		(38)	101.8%
4295 Equipment - New/Replacement	0	1,003	1,000	(3)		(3)	100.3%
4300 Equipment-Repair/Maintenance	0	239	620	381		381	38.5%
4416 Water dispenser	0	167	375	208		208	44.6%
4435 Contingencies	0	36	2,300	2,264		2,264	1.6%
4450 Inspections	0	60	500	440		440	12.0%
4480 Memberships & Subscriptions	0	1,311	1,600	289		289	81.9%
4560 Property Maintain/Replacement	230	1,502	15,420	13,918		13,918	9.7%
4630 Consumables	0	267	500	233		233	53.5%
4635 cleaning agents/materials	0	1,009	1,650	641		641	61.1%
4645 Rolling maintenance programme	0	0	1,000	1,000		1,000	0.0%
4695 community centre redevelopment	2,063	8,594	0	(8,594)		(8,594)	0.0%
Community Centre :- Indirect Expenditure	4,778	28,507	46,470	17,963	0	17,963	61.3%
Net Income over Expenditure	(4,665)	(27,204)	19,130	46,334			
110 Administration							
1076 Precept	0	484,516	0	(484,516)			0.0%
1085 Grants received	2,000	14,624	0	(14,624)			0.0%
1095 S106 contributions	0	36,563	0	(36,563)			0.0%
1099 Community Infrastructure	0	78,993	0	(78,993)			0.0%
Administration :- Income	2,000	614,697	0	(614,697)			
4465 External Audit	0	1,300	1,300	0		0	100.0%
4470 Internal Audit	0	1,190	2,370	1,180		1,180	50.2%
4475 Legal Fees	0	500	5,500	5,000		5,000	9.1%
4480 Memberships & Subscriptions	0	1,105	1,500	395		395	73.6%
4550 Insurance	0	9,397	9,227	(169)		(169)	101.8%
Administration :- Indirect Expenditure	0	13,492	19,897	6,406	0	6,406	67.8%
Net Income over Expenditure	2,000	601,205	(19,897)	(621,102)			

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Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
120 Staff							
4000 Admin Staff	5,648	36,928	99,923	62,995		62,995	37.0%
4010 Groundstaff	4,158	32,931	62,705	29,774		29,774	52.5%
4020 Care Takers	4,557	36,401	82,373	45,973		45,973	44.2%
4040 PAYE	2,954	22,338	0	(22,338)		(22,338)	0.0%
4045 Pension Scheme	3,844	27,705	41,353	13,648		13,648	67.0%
4055 Staff training	159	1,048	5,100	4,052		4,052	20.5%
4070 Profess Fees/Agency Personnel	0	19,542	13,450	(6,092)		(6,092)	145.3%
4080 Employer NI	1,412	10,405	17,857	7,452		7,452	58.3%
4090 Protective clothing/workwear	89	826	3,050	2,224		2,224	27.1%
Staff :- Indirect Expenditure	22,822	188,125	325,811	137,687	0	137,687	57.7%
Net Expenditure	(22,822)	(188,125)	(325,811)	(137,687)			
130 Council Office							
1260 Hire Facilities Sundries	0	(0)	0	0			0.0%
1360 Electricity FIT	0	309	550	241			56.1%
Council Office :- Income	0	309	550	241			56.1%
4112 Advertising	0	0	200	200		200	0.0%
4150 Utilities	763	6,973	10,500	3,527		3,527	66.4%
4195 Keys/Locks	0	0	50	50		50	0.0%
4250 Sanitary Waste Disposal	0	47	150	103		103	31.2%
4295 Equipment - New/Replacement	0	119	150	31		31	79.5%
4305 Parts- Repair/Replace/Spare	0	0	100	100		100	0.0%
4400 Chairman's Budget	65	75	1,500	1,425		1,425	5.0%
4405 Expense/Mileage Members	0	0	100	100		100	0.0%
4410 Expense/Mileage Staff	0	77	100	23		23	77.4%
4415 Catering for Meeting	14	128	380	252		252	33.8%
4420 Telephone and Broadband	188	1,918	2,860	942		942	67.1%
4425 IT Support and Maintenance	187	1,420	2,500	1,080		1,080	56.8%
4430 Photocopier	0	1,632	3,350	1,718		1,718	48.7%
4435 Contingencies	0	156	500	344		344	31.3%
4440 Stationery	38	434	500	66		66	86.7%
4445 Postage	0	4	300	296		296	1.4%
4480 Memberships & Subscriptions	0	294	260	(34)		(34)	113.2%
4485 Other Licences/Fees	40	3,530	3,400	(130)		(130)	103.8%
4500 PWLB	8,945	17,890	43,826	25,936		25,936	40.8%
4560 Property Maintain/Replacement	79	1,136	2,500	1,364		1,364	45.4%
4570 Church Grass Cutting Contribut	0	0	750	750		750	0.0%
4595 Misc contributions	0	109	0	(109)		(109)	0.0%

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Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4605 Grants awarded	0	4,000	0	(4,000)		(4,000)	0.0%
4630 Consumables	0	13	100	87		87	13.0%
4635 cleaning agents/materials	0	2	30	28		28	7.8%
Council Office :- Indirect Expenditure	10,319	39,961	74,106	34,145	0	34,145	53.9%
Net Income over Expenditure	(10,319)	(39,652)	(73,556)	(33,904)			
6000 plus Transfer from EMR	0	4,100					
Movement to/(from) Gen Reserve	(10,319)	(35,552)					
150 Investment							
1080 Bank Interest Received	0	0	475	475			0.0%
1090 Monthly Loyalty Rewards	2	16	125	109			12.5%
Investment :- Income	2	16	600	584			2.6%
4060 Bank Charges	17	187	0	(187)		(187)	0.0%
Investment :- Indirect Expenditure	17	187	0	(187)	0	(187)	
Net Income over Expenditure	(15)	(172)	600	772			
160 Planning							
4130 Hire of Rooms	0	0	300	300		300	0.0%
Planning :- Indirect Expenditure	0	0	300	300	0	300	
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	42	150	108		108	28.0%
4630 Consumables	0	17	50	33		33	33.2%
Health and Safety :- Indirect Expenditure	0	59	1,000	941	0	941	5.9%
Net Expenditure	0	(59)	(1,000)	(941)			
180 Media and Communications							
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%
4105 Newsletter-Printing/Distributi	750	1,940	5,000	3,060		3,060	38.8%
4110 Website and Emails	0	217	1,000	784		784	21.6%
4155 IT Reserve	0	615	2,000	1,385		1,385	30.7%
4460 CCTV	0	580	1,450	870		870	40.0%
4685 Noticeboards	0	5,046	5,000	(46)		(46)	100.9%
Media and Communications :- Indirect Expenditure	750	8,398	15,950	7,552	0	7,552	52.7%
Net Expenditure	(750)	(8,398)	(15,950)	(7,552)			

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
190 Stores							
4150 Utilities	147	1,178	1,480	302		302	79.6%
4195 Keys/Locks	0	0	10	10		10	0.0%
Stores :- Indirect Expenditure	147	1,178	1,490	312	0	312	79.1%
Net Expenditure	(147)	(1,178)	(1,490)	(312)			
195 Tractor Shed							
4150 Utilities	314	2,516	3,163	647		647	79.5%
4195 Keys/Locks	0	0	30	30		30	0.0%
4560 Property Maintain/Replacement	0	91	101	10		10	90.4%
Tractor Shed :- Indirect Expenditure	314	2,607	3,294	687	0	687	79.1%
Net Expenditure	(314)	(2,607)	(3,294)	(687)			
200 Residents' Parties							
4115 Consumable- Food/Beverage	100	100	1,000	900		900	10.0%
4120 Over 65 Entertainment	0	0	500	500		500	0.0%
4630 Consumables	0	0	200	200		200	0.0%
Residents' Parties :- Indirect Expenditure	100	100	1,700	1,600	0	1,600	5.9%
Net Expenditure	(100)	(100)	(1,700)	(1,600)			
205 Events							
4122 Events	0	0	2,000	2,000		2,000	0.0%
Events :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%
Net Expenditure	0	0	(2,000)	(2,000)			
210 Grounds							
1200 Football Hire Charges	0	535	3,015	2,480			17.7%
1210 Football Training Area Hire	25	1,676	210	(1,466)			797.9%
1215 Grass cutting agreement	0	13,057	0	(13,057)			0.0%
1250 Miscellaneous Activity Hire	0	975	0	(975)			0.0%
1270 Floodlights Income	3	418	255	(163)			164.0%
Grounds :- Income	28	16,660	3,480	(13,180)			478.7%
4195 Keys/Locks	0	0	100	100		100	0.0%
4205 Replacement Bins	0	448	1,000	552		552	44.8%
4210 Emptying Bins/Fresheners	0	670	3,450	2,780		2,780	19.4%
4215 Seats - Repair/Replacement	0	603	1,000	397		397	60.3%

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4220 Signage - New/Replacement	0	0	275	275		275	0.0%
4225 Floodlights Maintenance/Repair	0	500	1,000	500		500	50.0%
4235 grounds alarm system	0	470	500	30		30	94.0%
4245 Highway grass verge cutting	1,553	10,868	0	(10,868)		(10,868)	0.0%
4255 Green Waste Removal	220	1,100	2,360	1,260		1,260	46.6%
4260 Shrub/Tree/Hedge	80	283	0	(283)		(283)	0.0%
4270 Fertilisers/Weed & Moss Killer	0	1,133	3,844	2,711		2,711	29.5%
4295 Equipment - New/Replacement	0	2,227	400	(1,827)		(1,827)	556.7%
4320 Small tools	103	288	300	12		12	96.0%
4325 fence repairs	0	3,091	3,000	(91)		(91)	103.0%
4390 Materials	0	342	4,000	3,658		3,658	8.5%
4480 Memberships & Subscriptions	0	0	200	200		200	0.0%
4630 Consumables	0	123	100	(23)		(23)	122.8%
Grounds :- Indirect Expenditure	1,956	22,146	21,529	(617)	0	(617)	102.9%
Net Income over Expenditure	(1,928)	(5,485)	(18,049)	(12,563)			
220 Machinery and Vehicles							
4160 Repairs/Maintenance	0	334	0	(334)		(334)	0.0%
4265 Fuel	179	792	1,450	658		658	54.7%
4290 Servicing	271	2,350	4,500	2,150		2,150	52.2%
4310 Hire of Machinery	675	5,399	8,097	2,698		2,698	66.7%
4435 Contingencies	0	285	3,270	2,985		2,985	8.7%
4680 Depreciation	0	0	2,200	2,200		2,200	0.0%
Machinery and Vehicles :- Indirect Expenditure	1,125	9,160	19,517	10,357	0	10,357	46.9%
Net Expenditure	(1,125)	(9,160)	(19,517)	(10,357)			
230 Trees							
4240 Emergency Work	320	320	1,500	1,180		1,180	21.3%
4450 Inspections	0	0	1,500	1,500		1,500	0.0%
4455 Work following Inspections	7	3,692	9,500	5,808		5,808	38.9%
Trees :- Indirect Expenditure	327	4,012	12,500	8,488	0	8,488	32.1%
Net Expenditure	(327)	(4,012)	(12,500)	(8,488)			
240 Allotments							
1100 Allotment Income	495	3,129	2,750	(379)			113.8%
1105 Allotment administration fee	0	27	0	(27)			0.0%
1110 Water Charge	102	605	500	(105)			121.0%
1115 Pest control charge	75	461	0	(461)			0.0%
Allotments :- Income	672	4,222	3,250	(972)			129.9%

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

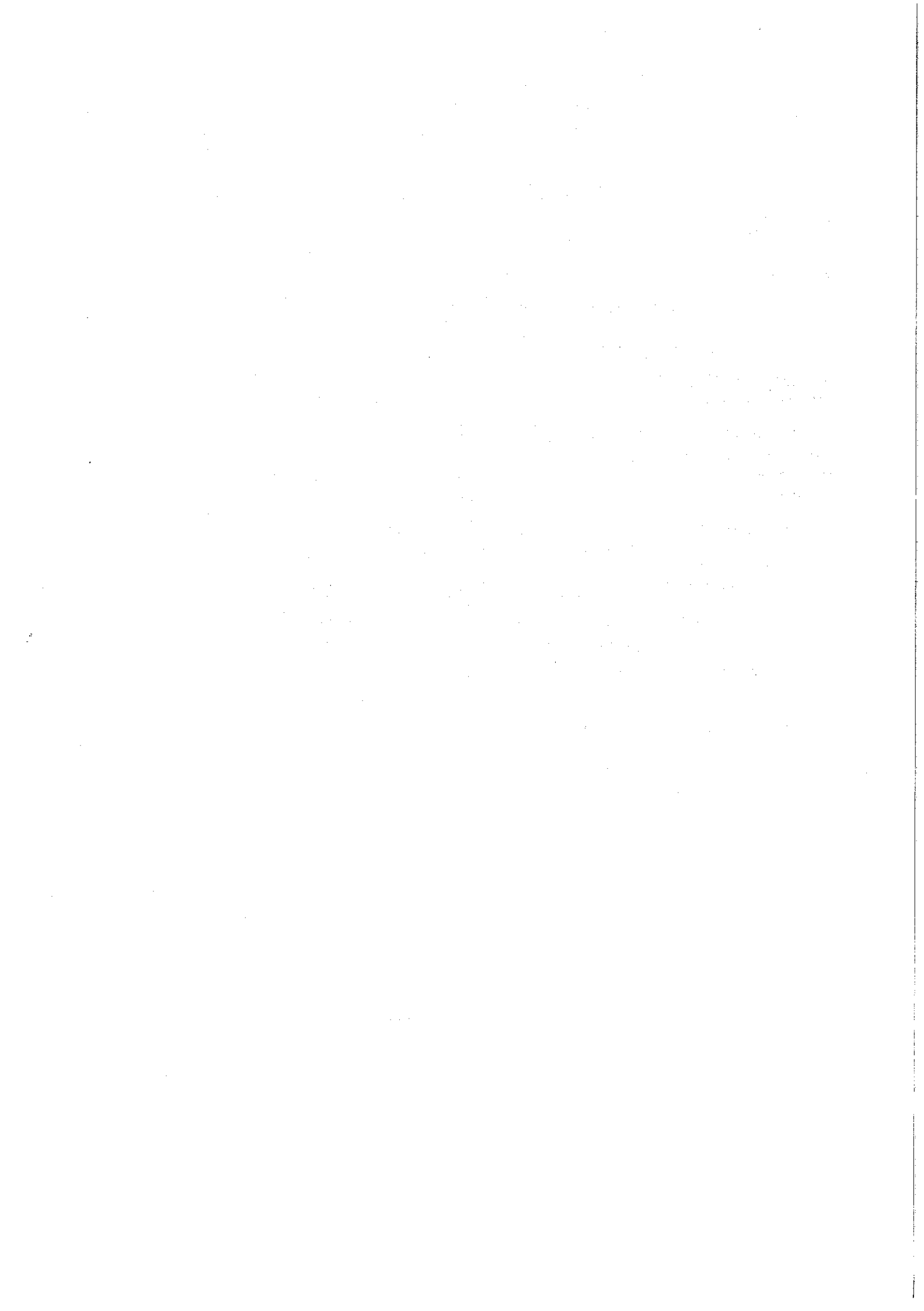
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4145 Landowner Rent	386	1,305	1,900	595		595	68.7%
4150 Utilities	217	1,042	1,700	658		658	61.3%
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%
4195 Keys/Locks	0	0	30	30		30	0.0%
4390 Materials	0	395	429	34		34	92.1%
4560 Property Maintain/Replacement	0	0	100	100		100	0.0%
Allotments :- Indirect Expenditure	603	2,743	4,259	1,517	0	1,517	64.4%
Net Income over Expenditure	69	1,480	(1,009)	(2,489)			
250 Play Areas							
4295 Equipment - New/Replacement	0	17,637	0	(17,637)		(17,637)	0.0%
4300 Equipment-Repair/Maintenance	0	267	5,750	5,483		5,483	4.7%
4450 Inspections	0	244	273	29		29	89.4%
Play Areas :- Indirect Expenditure	0	18,149	6,023	(12,126)	0	(12,126)	301.3%
Net Expenditure	0	(18,149)	(6,023)	12,126			
6000 plus Transfer from EMR	0	6,060					
Movement to/(from) Gen Reserve	0	(12,089)					
255 Hard Courts and Car Park							
1220 Tennis Hire Charges	6	642	275	(367)			233.3%
1230 Netball Hire Charges	13	(503)	750	1,253			(87.0%)
Hard Courts and Car Park :- Income	19	139	1,025	886			13.5%
4340 Surface - Repair	0	451	500	49		49	90.2%
4345 Surface Clean Chemicals	0	135	159	24		24	84.6%
4390 Materials	0	0	452	452		452	0.0%
4560 Property Maintain/Replacement	3	3	400	397		397	0.8%
Hard Courts and Car Park :- Indirect Expenditure	3	589	1,511	922	0	922	39.0%
Net Income over Expenditure	16	(450)	(486)	(36)			
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%
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%
4390 Materials	0	461	1,550	1,089		1,089	29.7%
Bowling Green :- Indirect Expenditure	0	461	1,800	1,339	0	1,339	25.6%
Net Income over Expenditure	0	(461)	0	461			

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	<u>0</u>	<u>0</u>	<u>645</u>	<u>645</u>	<u>0</u>	<u>645</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(645)</u>	<u>(645)</u>			
270 Traffic Highways/Environment							
1350 Bus Shelter Income	0	3,677	0	(3,677)			0.0%
Traffic Highways/Environment :- Income	<u>0</u>	<u>3,677</u>	<u>0</u>	<u>(3,677)</u>			
4645 Rolling maintenance programme	0	0	100	100		100	0.0%
4650 SAM2 Weekly Move	75	300	920	620		620	32.6%
4655 Bus Shelters	0	199	0	(199)		(199)	0.0%
Traffic Highways/Environment :- Indirect Expenditure	<u>75</u>	<u>499</u>	<u>1,020</u>	<u>521</u>	<u>0</u>	<u>521</u>	<u>49.0%</u>
Net Income over Expenditure	<u>(75)</u>	<u>3,178</u>	<u>(1,020)</u>	<u>(4,198)</u>			
Grand Totals:- Income	2,833	641,022	76,305	(564,717)			840.1%
Expenditure	43,335	340,370	560,822	220,452	0	220,452	60.7%
Net Income over Expenditure	<u>(40,502)</u>	<u>300,652</u>	<u>(484,517)</u>	<u>(785,169)</u>			
plus Transfer from EMR	0	10,160					
Movement to/(from) Gen Reserve	<u>(40,502)</u>	<u>310,812</u>					



Subject: Polling Cards for Parish of Hellesdon

Author: Natasha Carver

Date: 27th November 2020

The following motion was received from Cllr Britcher to be added to the December Agenda. Please see full report below.

I David Britcher a member of Hellesdon Parish council proposes

THIS COUNCIL,

NOTING the concerns of residents, who regard the failure to distribute polling cards as a reduction in their democratic rights and also a reduction in their awareness of their ability to vote when a vacancy occurs for Hellesdon Parish Council,

And further,

NOTING that all residents who vote by post will therefore receive an advance notice of such an election, thereby disadvantaging those who vote on the day,

And further,

WISHING to demonstrate it cares for its residents' democratic rights,

AGREES that in order to confirm its desire to improve the democratic rights of members of Hellesdon Parish, for future parish elections, Polling Cards will be distributed to all Hellesdon residents when such an election is called at a different date and time as any election for the District or County,

Seconded by Ursula Franklin a member of Hellesdon Parish council.

Broadland District Council Forthcoming elections
(Information from Broadland District Council Website)

Elections in 2021

On Thursday 6 May 2021 residents in Broadland will go to the polls to have their say on who represents them at Norfolk County Council and as the Norfolk Police and Crime Commissioner. In a small number of parishes there may also be by-elections or Neighbourhood Planning Referendums.

The elections will take place at a time when Covid-19 continues to present risks to public health. Depending on the infection rate, measures taken to control the spread of the virus may change as we approach May. However, we are working on our plans to help ensure you can stay safe when casting your vote in May.

Due to the uncertainty of Covid-19, the Council is alerting residents to the possibility of voting by post, should they prefer, rather than visiting the polling station. An application form can be downloaded from the [Electoral Commission website](#). This must be completed by hand and returned to the Electoral Services Team either by post to Electoral Services Team, Broadland Council, Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0UD or by email as a scanned document to election.services@broadland.gov.uk

Residents need to be registered to vote in order to have a say at the elections. Most residents should already be registered, however, if you have recently moved or not previously registered to vote, you will need to register. The easiest way to register is online at www.gov.uk/register-to-vote

Following on from telephone conversation with the elections team, Linda Mockford confirmed by email:

The Hellesdon parish council election should be held at the same time as the NCC and PCC elections 2021. The poll card will cover the combined elections but wouldn't specifically mention the Hellesdon parish election. Therefore, the parish council would not be charged for poll cards.

Hellesdon Parish Council currently have 2 vacancies in each ward, totalling 4 vacancies these will be included in May 2020 elections. (Date may be revised pending COVID restrictions)

Under the Representation of the People England and Wales, The Local Election (Parishes and Communities) Rules 2006 section 25 it gives provision to a Parish Council with a stand-alone election (such as the by-elections at Hellesdon) the discretion of whether they send out Poll cards.

The Local Elections (Parishes and Communities) (England and Wales) Rules 2006

Issue of official poll cards

25.—(1) Where the poll at a parish or community election is not to be taken together with the poll at some other election, the council of the parish or community may, not later than noon on the nineteenth day before the day of election, request the returning officer to issue official poll cards for that election.

(2) Where the returning officer receives a request under paragraph (1) he must as soon as practicable send to electors and their proxies an official poll card.

(3) An elector's official poll card must be sent or delivered to his qualifying address, and a proxy's to his address as shown in the list of proxies.

(4) The official poll card must be in the appropriate form in the Appendix, or a form to the like effect, and must set out—

(a) the name of the council and, where appropriate, of the ward to which councillors are to be elected;

(b) the elector's name, qualifying address and number on the register;

(c) the date and hours of the poll and the situation of the elector's polling station;

(d) such other information as the returning officer thinks appropriate,

and different information may be provided in pursuance of sub-paragraph (d) to different electors or descriptions of elector.

(5) In the case of an elector with an anonymous entry—

(a) the returning officer must issue an official poll card in the appropriate form in the Appendix to every such elector or to his proxy (if appointed) whether or not the local council of the parish or community make the request mentioned in paragraph (1);

(b) instead of containing the elector's name and qualifying address, the polling card must contain the elector's number on the register and such other matter as is specified in the appropriate form in the Appendix; and

(c) the official poll card must be sent in an envelope or other form of covering so as not to disclose that the elector has an anonymous entry in the register.

(6) Paragraph (7) of rule 6 shall apply for the interpretation of this rule.

Approx. Costings of holding an election in Hellesdon (Based on figures provide by BDC)

South East

Cost of Hiring Polling Station (Meadow Way)	£450
Cost of Delivery of postal votes	£360.86
Cost of return of postal votes	£212.64
Cost of postal vote packs	£570.50
Printing cost of ballot papers	348.00
Printing cost of poll cards	£166.98
Cost of Delivery of poll Cards	£1515.24
Staff Payment	£1136.55
Returning Officers Fee	£154.45
Total Recharge	£4915.22

North West

Cost of Hiring Polling Station (Community Centre)	£192.00
Cost of Delivery of postal votes	£360.86
Cost of return of postal votes	£212.64
Cost of postal vote packs	£570.50
Printing cost of ballot papers	380.00
Printing cost of poll cards	£182.61
Cost of Delivery of poll Cards	£1657.08
Staff Payment	£1136.55
Returning Officers Fee	£154.45
Total Recharge	£4846.69

*please not cost above are approx. due to no. of residents registering for postal votes

Total Cost South East £4915.22

Total Cost North West £4846.69

Total cost for Both Wards £9761.91

Local councils must find these re-charge costs out of their precept or, where they have them, from other sources such as savings or income generated.

Currently we have £2903. In EMR 326

Provisionally £4500 set into 2021/22 Budget

This would give you as total amount **£7403.00 available (No poll cards would be required for planned May elections approx. total amount required £6239.78)**

COUNCIL TO AGREE ON THE FOLLOWING

1. Council to consider the resolution proposed by Cllr Britcher

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
 24th November 2020**

Committee members commenting:

Cllr Britton
 Cllr Fulcher
 Cllr Franklin

Public Comments received and acknowledged by

None received

Response sent to Broadland District and Norwich City Council by:

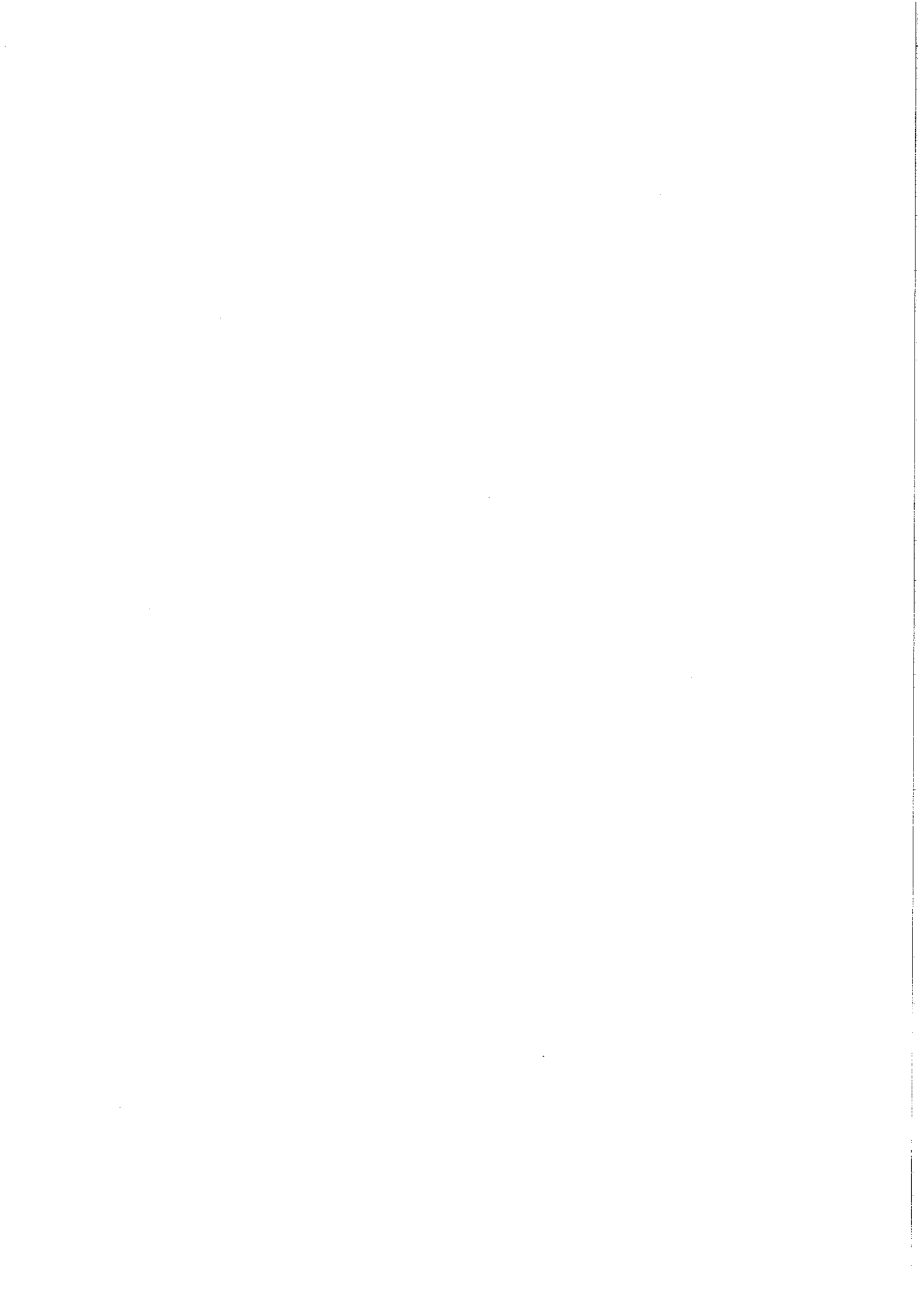
Mrs. N Carver – Clerk

Planning Applications for Consideration

<p>FUL/2020/0083 Arden Grove Infant and Nursery School, NR6 6QA Provision of new stand-alone specialist resource block to provide 2no. classrooms, classroom store cupboards, quiet rooms, practical space, meeting room, staff/admin. room, pupil W.C.'s, DDA/staff W.C, withdrawal room, cleaners cupboard and plant room. External hard play and covered areas, circulation paths, fencing and planting/shrub beds. Provision of 5 new car parking spaces, field access gates and waste bin enclosure.</p>	<p>Although there is no objection the following comment is a request that the new access onto Foxcotte Close be monitored to ensure that there is no danger to children.</p>
<p>20202101 40 Middletons Lane, NR6 5NG Single storey front & rear extension. Demolition of existing verandah.</p>	<p>Support.</p>

Date of next Agenda

8th December 2020 will be discussed by the committee and comments made by 8th December 2020.



**Responses of the Planning Committee for
10th November 2020**

Committee members commenting:

Cllr Britton
Cllr Fulcher
Cllr Franklin

Public Comments received and acknowledged by

None received

Response sent to Broadland District and Norwich City Council by:

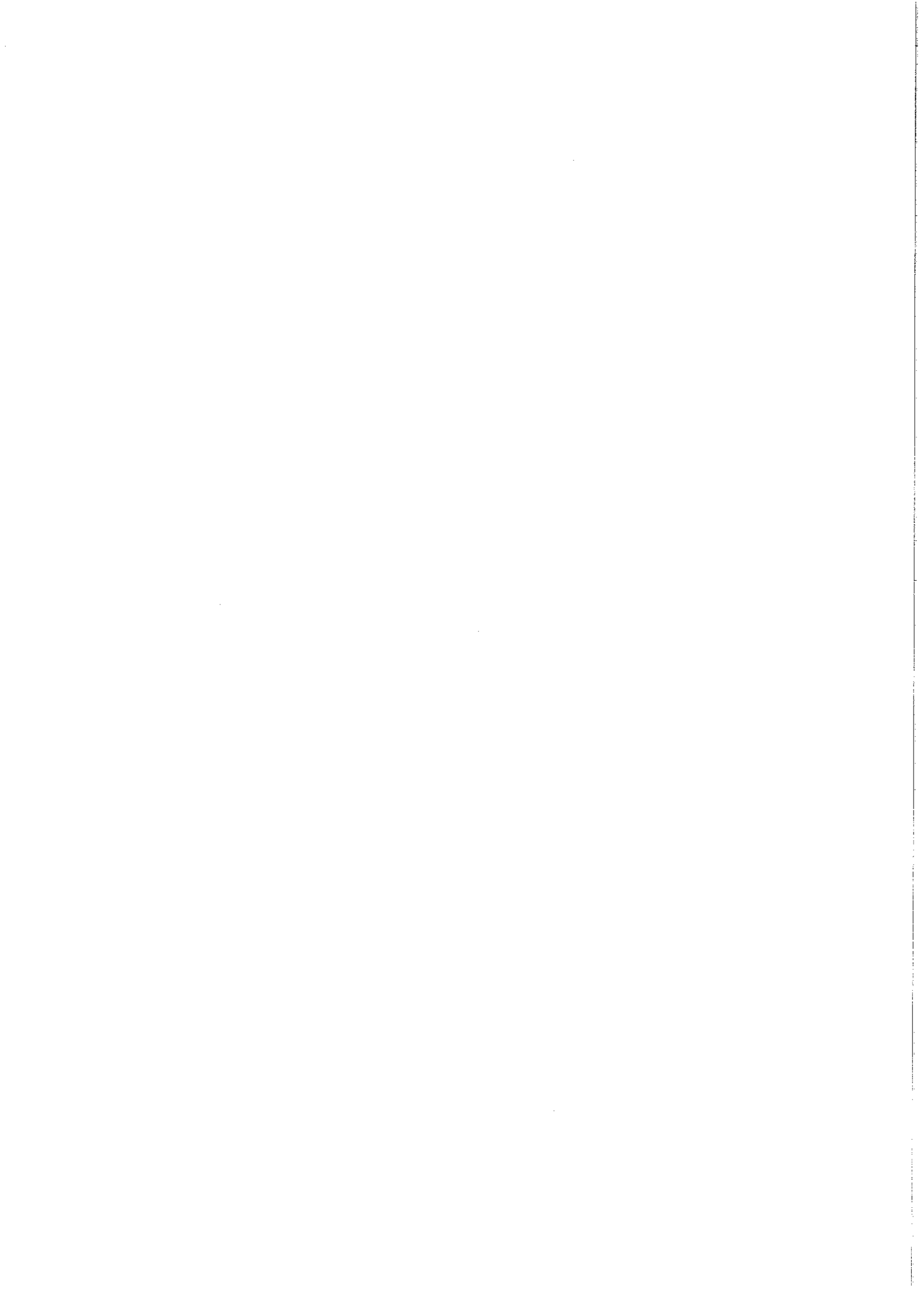
Mrs. N Carver – Clerk

Planning Applications for Consideration

<p>20201948 25 Harlington Avenue, NR6 5LS Single storey rear extension & external wall insulation to existing house.</p>	<p>Support</p>
<p>20201941 96 Links Avenue, NR6 5PG Single storey rear extension and a single storey side extension.</p>	<p>Support</p>
<p>20201997 15 Overbury Road, Hellesdon, NR6 5LB Single Storey Side and Rear Extension</p>	<p>The parish council have concerns that the proposal will result in a loss of on-site parking for what will be a large 3 bed house. The loss could result in an increase in on street parking detrimental to highway safety. 10 Nov 2020</p>
<p>20202056 Sunnybanks, 103 Fifers Lane, NR6 6EF First floor rear extension & ground floor single storey rear extension.</p>	<p>No Objection</p>

Date of next Agenda

17th November 2020 will be discussed by the committee and comments made by 24th November 2020.



HP HC HELLEDON PARISH COUNCIL

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

Minutes of Helledon Community Centre Committee meeting held on Monday 16th November 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)

Gavin Ellis (Finance Officer)

Welcome

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

1. Apologies and acceptance for absence

Apologies were received from Cllr Fahy and Cllr Sparks these were **ACCEPTED**

2. Declarations of Interest and Dispensations

None received

3. Approval of minutes of meeting dated 14th September 2020.

The minutes of the committee meeting held via Zoom dated 14th September 2020, 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. Community Centre Opening

A verbal update was given by the clerk; The centre is currently closed following the government guidelines announced at the end of October taking effect from 5th November to 2nd December. The caretakers are now clearing areas around the community centre.

6. 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.

It was Proposed by the Chair and seconded by Cllr Gurney.

I

Approved.....

Date.....

Helledon Community Centre Committee Mins 16th November 2020

7. Budget Settings

The 2021/2022 budget for the community centre was presented to the committee. It discussed and the following amendments noted.

- i. Cost centre 100 nominal code 4560 set as £0. EMR currently stand at £15,739
- ii. Nominal code 4435 take to £1300

The amendments were preposed by Cllr Gurney and seconded by Cllr Johnson. It was **RESOLVED TO APPROVE THE PROPOSAL**

8. Exchange of Information

The clerk updated the committee that they had applied for a further grant £2000 from Broadland District Council.

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

It was confirmed the next meeting will be held on 14th December 2020 at 6:30pm via zoom
Meeting closed at 10:40am

DRAFT

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 the meeting of the Property, Policy & Resources Committee held on
Thursday 17th November 2020 at 6:30pm Via Zoom**

Meetings are being 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 S Gurney – Chair of the Committee
Cllr D King
Cllr B Johnson
Cllr M Fulcher
Cllr D Britcher
N Carver – Clerk
G Ellis – Finance Officer (Joined meeting Agenda item 6)
M Marshall – DJ Designs (Joined for Agenda item 5)

The Chairman welcomed members and opened the meeting at 6:30pm.

1. **Apologies and acceptance for absence**
No apologies received all committee in attendance.
2. **Declarations of Interest and Dispensations**
No additional items noted
3. **To Approve the Minutes of the Meeting Held on 10th September 2020**
Minutes had been circulated from the meeting held on 10th September 2020.
It was
**RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR JOHNSON AND
SECONDED BY CLLR FULCHER. CLLR BRITCHER ABSTAINED**
4. **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.**
Proposed by Cllr Gurney, Seconded by Cllr Johnson and **AGREED.**
5. **Community Centre**
 - a) Mike Marshall at DJ Designs gave a verbal update on the plans for re-roofing the community centre. There was a lengthy discussion on the various reports.
 - b) The reports previously circulated to the committee members had been received and **NOTED**

c) The committee **RESOLVED** for Mike Marshall to continue to work on the project and to liaise with Broadland Planning.

6. Budget Settings

The 2021/2022 budget for the Playing fields allotments and amenities committee were previously circulated. It discussed and the following items **noted and agreed**.

- i. Cost Centre 130 Nominal Code 4430 reduce by £1000 to £2260
- ii. Cost Centre 180 Nominal Code 4685 reduce 3 notice boards for 21/22 year and replace the last 3 in 22/23 reduce to £4000

The amendments were proposed by Cllr Gurney and seconded by Cllr King. It was **RESOLVED TO APPROVE THE PROPOSAL**

Cllr Britcher proposed the following motion; £3225 to be added to the budget for 5 notice boards and 5 bins, to be placed on the most used bus stops. The motion was **not moved**.

7. Exchange of Information

No further information.

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

Clerk to confirm December's meeting.

The meeting closed at 20:58

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Approved.....

Date.....

**Minutes of the meeting of the Playing fields, Allotments and Amenities Committee held on
Wednesday 12th November 2020 at 10am Via Zoom**

Meetings are being 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 D King– Chair of the Committee
Cllr S Gurney
Cllr K Avenell
Cllr M Franklin
N Carver – Clerk
G Ellis – Finance Office

The Chairman welcomed members and opened the meeting at 10:05am.

1. **Apologies and acceptance for absence**
Apologies were received from Cllr Fulcher these were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
No additional items noted.
3. **To Approve the Minutes of the Meeting 16th September 2020**
Minutes had been circulated from the meeting of 16th September 2020.
It was
RESOLVED TO ADOPT THE MINUTES
4. **Budget Settings**
The 2021/2022 budget for the Playing fields allotments and amenities committee were previously circulated. It discussed and the following items noted.
 - i. Full audit to be completed on the Bus Shelters to gain whether any replacements are required.
 - ii. Cost Centre 270 Nominal Code 4655 reduce to £500
 - iii. Cost Centre 210 nominal code 4225 Floodlight maintenance to be reduced to £500
 - iv. Nominal Code 4325 to check on cost of fence for playing fields possible reduction to budget.
 - v. Cost Centre 230 nominal code 4455 Tree works reduce to £5000
 - vi. Cost Centre 240 Nominal Code Maintenance allotments reduce to £500The amendments were proposed by Cllr King and seconded by Cllr Gurney. It was
RESOLVED TO APPROVE THE PROPOSAL
5. **Allotments**
 - a) The clerk gave a verbal report on the allotments; A water leak has been detected on the allotments in the newer section. The leak is very minor, and water is currently turned off. The clerk is currently looking at having this looked at, council recommended contacting Peter Southgate who look at Mountfield Park. Clerk to contact.

6. Playing fields

A verbal update was given to the committee; following the government guidelines the playing fields and playgrounds remain open during the second lockdown.

7. Sports Fees

The committee discussed the fees for the chargeable sporting activities. It was **RESOLVED TO KEEP THEM THE SAME FOR 2021/2022 SEASON**

8. Tree Planning

a) A verbal report was given by the clerk. Broadland tree wardens have ordered the replacement trees for Mountfield and will be planning these later this year, unfortunately due to guidelines this will be done on their own. The tree wardens would like to plant additional trees in the Allotment Community Orchard. Cllr King asked for a report to be sent to the council with their proposal.

7. Exchange of Information

Cllr King updated that the Government Kick Start Project is currently on hold.

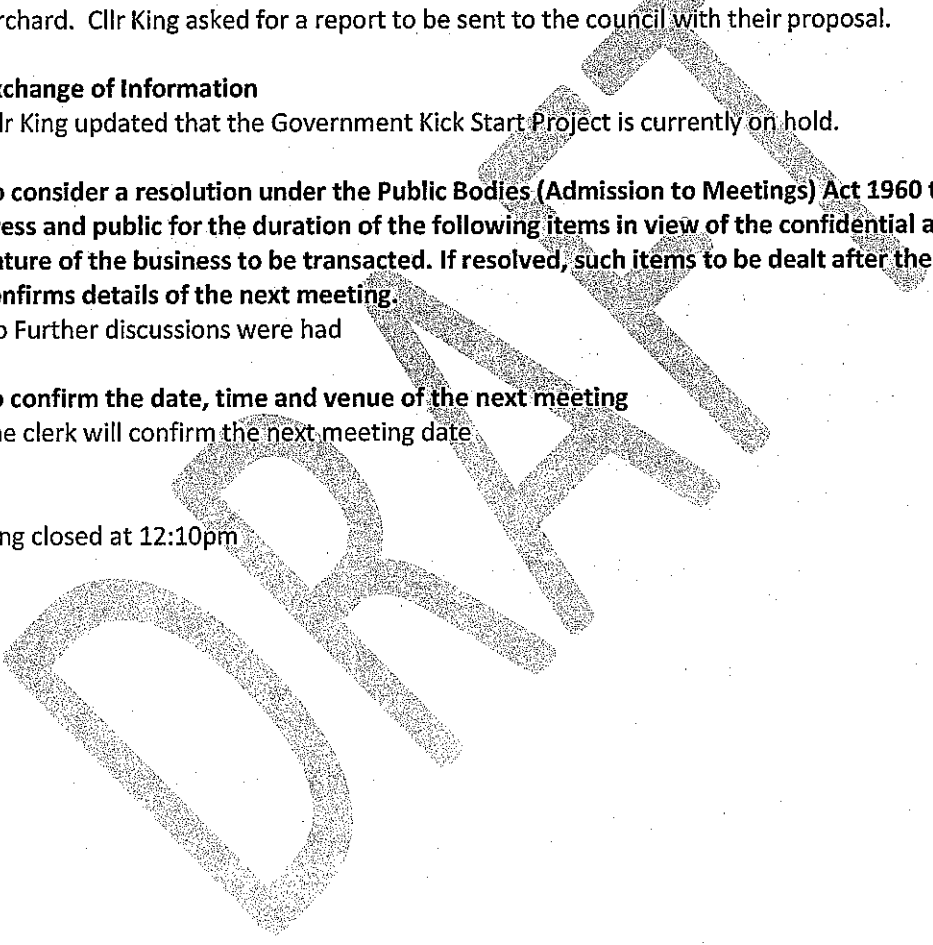
10. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.

No Further discussions were had

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

The clerk will confirm the next meeting date

The meeting closed at 12:10pm



HP HELLEDON PARISH COUNCIL

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

Minutes of the meeting of the Staffing Committee held on
Thursday 24th November 2020 at 6:30pm Via Zoom

Meetings are being 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 S Gurney – Chair of the Committee
Cllr D King
Cllr B Johnson
Cllr U Franklin (Joined agenda Item 8)
N Carver – Clerk

The Chairman welcomed members and opened the meeting at 6:30pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr G Britton, these were **ACCEPTED**

2. Declarations of Interest and Dispensations

No declarations made or dispensations requested

3. Approval of minutes of the Committee meeting held on 10th September 2020 from those members present at the held meeting

Minutes had been circulated from the meeting held on 10th September 2020. It was **RESOLVED TO ADOPT THE MINUTES OF THE MEETING**

4. Public Participation

No members of the public present.

5. Resolution to Exclude the Press & Public

**RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS & PUBLIC FOR THE DURATION OF THE FOLLOWING ITEM IN VIEW OF THE CONFIDENTIAL AND PERSONAL NATURE OF THE BUSINESS TO BE TRANSACTED, SUCH DISCUSSION TO TAKE PLACE AFTER THE ITEM THAT CONFIRMS DETAILS OF THE NEXT MEETING
AGREED BY ALL**

The meeting withdrew into Committee during discussion of the following items related to staffing matters

8. Update on Staffing

A verbal update was given to the committee on the current staffing. Caretakers are currently undertaking additional work on grounds whilst the Community Centre remains closed.

The clerk gave a verbal report on the recent review carried out covering all areas.

9. Budget Setting 2021/2022

Budget papers were shared with the committee and a discussion was had on each item. It was **RESOLVED TO RAISE STAFFING BUDGET by 2% TO COVER PROVISIONAL SALARY RISE AND INCREASE IN NATIONAL INSURANCE A PENSION CONTRIBUTIONS**

10. Exchange of Information

No information exchanged.

10. Date, Time and Venue of next meeting

Next meeting date and time TBC.

The Meeting closed at 9:05 p.m.

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