

HP HC HELLEDON PARISH COUNCIL

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

Minutes of the Meeting of Hellesdon Parish Council Held on Tuesday 18th May 2021 at Hellesdon Community Centre

PRESENT:

Cllr D King, Chair	Cllr Bush Trivett
Cllr B Johnson, Vice Chair	Cllr S Gurney
Cllr K Avenell	Cllr G Britton
Cllr U Franklin	Cllr Fahy
Cllr L Douglass	Cllr R Potter
Cllr G Diffey	Cllr R Sears
Cllr R Forder	Cllr D Britcher
Cllr P Sparkes	

In attendance: Mrs N Carver, Clerk
District Cllr Prutton
1 Member of the public

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

- Election of Chairman of the Council and Declaration of Acceptance of Office**
One nomination was received for Cllr King to continue as Chairman from Cllr Gurney, Seconded by Cllr Johnson and was **unopposed**.
Cllr King ACCEPTED the role as Chairman to the Parish Council for the coming year
- Nominations for and Election of Vice Chairman**
One nomination was received for Cllr Johnson to continue as Vice Chairman from Cllr King, Seconded by Cllr Britton and was **unopposed**.
Cllr Johnson ACCEPTED the role as vice Chairman to the Parish Council for the coming year
- Apologies and acceptance for absence**
Apologies of absence were received from Cllr Fulcher these were **ACCEPTED**.
Following the recent By elections held in both Wards for Hellesdon, it was at this point the Councillors each introduced themselves.
- Declarations of Interest and Dispensations**
No further declarations or dispensations received.
- To receive a written report for 2019/2020 and 2020/2021 from the Outgoing Chairman**
Unfortunately a written report was unable to be submitted due to reasons out of the Chairman's control. The Councillors agreed for a hard copy to be sent to them all and attached to the minutes.

Approved.....

Date.....
HPC Full Council Mins 18th May 2021

6. To appoint signatories to orders of payment

Current signatories are Cllr Gurney, Cllr Britton and Cllr Johnson, Cllr Douglass agreed to be the fourth signatory, seconded by Cllr King. It was

RESOLVED UNOPPOSED

A report from the Clerk was previously circulated to Councillors to add Clerk/RFO and the Finance Officer to the banking mandate to allow access to the online banking facility only. It was proposed to **ACCEPT** the recommendation from Chair Seconded by Cllr Forder. It was

RESOLVED UNOPPOSED

7. To resolve to use the General Power of Competence in accordance with the Localism Act 2011.

It was confirmed that the Parish Council meets the minimum requirement of elected members and a CiLCA qualified Clerk. It was

RESOLVED TO ACCEPT PROPOSED BY CLLR KING SECONDED BY CLLR BUSH-TRIVETT AND UNOPPOSED

8 Committees/Working Groups/Panels

Attached to the minutes is a tabled copy of all appointed members of the below Committees, Groups and Panels. These were **RESOLVED TO APPOINT UNOPPOSED**

- a) The members and chairman to Standing Committees were appointed for
 - I. Hellesdon Community Centre
 - II. Playing Fields, Allotments & Amenities
 - III. Staffing
 - IV. Planning
 - V. As the functions of the Media and Communications committee can be incorporated into the other Council run Committees, it was proposed by Cllr King for the Media and Communications committee to be dissolved. This was **AGREED**
- b) The Membership of Property, Policy & Resources Committee were appointed
- c) The Members to Working Groups & Panels were appointed for
 - I. Events
 - II. Acquisition of Land
 - III. Community Apiary and Orchard
 - IV. Staff Appeals Panel
 - V. Complaints Panel
 - VI. Staff Interview Panel
 - VII. Grievance, Capability and Disciplinary Panel
- d) Members to local bodies/groups were appointed for
 - I. Norwich Airport Consultative Committee
 - II. Safer Neighbourhood Action Panel
 - III. Western Link Project
- e) Details of each Committees' next meeting as required by Standing Order 5kxi are as follows
 - I. Planning – 2nd at (6:15pm) & 4th (at 6:30pm) Tuesdays monthly
 - II. Playing Fields Amenities & Allotments as directed minimum of 4 times a year
 - III. Property Policy & Resources as directed minimum of 4 times a year
 - IV. Hellesdon Community Centre as directed minimum of 4 times a year
 - V. Staffing as directed minimum of 4 times a year

Approved.....

Date.....

HPC Full Council Mins 18th May 2021

9. To review the following policies:

- a) Standing Orders – Amended page 11, last paragraph changed to second from first.
- b) Financial Regulations – Amended Item 4.1 to £10000 Proposed by Cllr Britcher and seconded Cllr Bush-Trivett it was **RESOLVED UNANIMOUSLY**
- c) Members’ Code of Conduct
- d) Scheme of Delegation to the Clerk and Responsible Financial Officer including Emergency Delegation
- e) Full Council Functions
- f) Statement of Internal Controls
- g) Financial Reserves Management

It was

RESOLVED TO ACCEPT THE ABOVE POLICIES WITH THE AMENDMENTS NOTED BY CLLR BRITCHER AGREED BY ALL

10. Minutes from Full Council meeting held 13th April 2021

The Minutes of the Full Council zoom meeting held on 13th April 2021 were circulated, proposed by Cllr Gurney and seconded by Cllr Johnson that they are accepted as a true record of the meeting held, and it was

RESOLVED TO ACCEPT Cllr Britcher Abstained

11. Public Participation

David Southgate asked for an update on the Community Centre works to be carried out, Cllr King gave a verbal updated as to where we are in the process.

Cllr Prutton updated that the District Council are due to meet in the coming weeks, holding first face to face meeting since start of COVID. There were no further updates.

12. Reports from

a) Parish Clerk

The Parish Clerk’s report was previously circulated. It was **RESOLVED TO ACCEPT THE REPORT**

b) County and District Councillor

Cllr Britcher verbally updated on new District Council website which is more interactive and user friendly. The Waste contract is progressing to be awarded shortly

Cllr Gurney verbally updated on County Council matters. Following the large number of responses for the proposed bus lane on Cromer Road, over 71% strongly disliked it. There will be a meeting on 10th June with Transporting Cities to discuss how this is to go forward. Cllr Gurney has asked for further research on the bus service for local residents, and also further traffic flow counts.

Cllr Gurney will continue Opposing the proposal put forward.

The consultation for the new zebra crossing on Middletons Lane to be situated outside Firside school, has now come to an end, and the plans have been agreed. The new crossing will be constructed during summer holidays will be a flatbed crossing, the proposed plan had a very positive response from both the school and the residents.

Persimmon have proposed to build as part of their plans on the former Golf Club site, a new school. The running of the new school will be open to any trust via a bidding process. Cllr Gurney firmly believes this should be managed and run by Wensum Trust along with all of the other school sites in Hellesdon. Cllr Gurney asked that this is brought as an agended item in the future to look to support this as a Council or take a neutral view with further detail to be provided.

Approved.....

Date.....

c) Chairman's Report

The Chairman gave a verbal report. Now having to Conduct meetings face to face at the Parish Council, has meant a number of measures have had to be put in place, including social distancing. This has meant that the meetings are being held in the main hall of the community center to ensure social distancing can be maintained. The Government plans are to lift the restrictions on the 21st June, with that in mind the Chair proposed that the next Full Council meeting should be on 22nd June, Cllr King noted the letter from the Minister of State to Parish Councils regarding this decision, did not give sufficient time or options for Parish Councils to meet in a safer way, Cllr King noted his dissatisfaction in the recent decision for Councils to go back to face to face meetings, and would encourage those who wish to send a letter not supporting this discission to do so.

It was **AGREED** by all that the meeting date should change to 22nd June

d) Police Report

The report was previously circulated to all Councillors and **NOTED**

13. Financial Matters

It was **RESOLVED TO NOTE THE FOLLOWING REPORTS**

- a) Bank Reconciliation – April 2021.
- b) Earmarked reserves summary.
- c) Approval of Payments – April 2021.
- d) Approval of Receipts – April 2021.

14. Planning

- a. The recent planning decisions made by the Planning Committee on 13th and 27th April 2021 were **NOTED**.

15. Playing Fields, Allotments and Amenities

- a) The draft minutes of the Playing Fields, Allotments and Amenities Committee meeting on 29th April 2021 were previously circulated and **NOTED**
- b) Cllr Gurney gave a verbal update on agenda Item 5 . The allocated plot for the apiary has now been fully fenced in and thanked the caretakers and grounds staff on for erecting it. There is also a shed on site which has been donated by Mr Haines who is spearheading the project and thanks were also given for this. Cllr Gurney updated that they have registered with Broadland Pest Control for collection of swarms of honey bees. This year they hope to have 4/5 small growing hives. A donation has been received for equipment along with support from a group in the city. Anyone who would be interested is encouraged to contact Cllr Gurney. The Working Group will be meeting week commencing 31st May.

16. Property, Policy and Resources

The next Committee meeting is planned for Tuesday 25th May at 7pm.

Cllr Gurney thanked both Cllr Potter and Cllr Diffey for attending the parish offices on Saturday 15th May for the tender opening.

There were 5 tenders received one of which has since been withdrawn.

Cllr Sears asked for estimated date for completion on the works, there will be a better understanding of the project time frame once the tenders are reviewed at the upcoming Committee meeting.

17. Community Centre Committee

No matters arising

Approved.....

Date.....

18. 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 the Chair Seconded by Cllr Britton and agreed by all.

19. Staffing Update

To consider Staffing matters. This item was moved to after agenda item 21.

20. Exchange of information only

Cllr Sears had a number of complaints regarding the recent road resurfacing, Cllr King asked that this is sent formally to the County Councillor and for the Clerk to bring to next Full Council meeting.

21. Time and Venue of next Council meeting

The next meeting of the Full Council was proposed to take place on June 22nd with the hope that some of the current restrictions are lifted. This was accepted by all. Cllr Franklin gave apologies for the meeting.

The following item was discussed following the resolution to exclude the press and public.

19. Staffing Update

Cllr Gurney gave a verbal update following the staffing meeting held on Monday 17th May. With the planned works they would look to adjust working hours of staff. The locking of the park gates will now be at a set time 7 days a week, 4 days to an outsourced contractor, this had a cost saving to the Council. Concerns were raised by Cllr Britcher with regards to the outsourcing of the park locking, the Clerk will speak with the contractor to alleviate these concerns and this will be monitored. The Clerk will include this on the agenda at the next Full Council meeting.

The meeting closed at 20:56

Approved.....

Date.....
HPC Full Council Mins 18th May 2021

Hellesdon Parish Council

2021 to 2022

CHAIRMAN	David King
VICE CHAIRMAN	Bill Johnson

HELLESDON COMMUNITY CENTRE COMMITTEE	
Chairman	Bill Johnson
Vice Chairman	TBC
Members	Shelagh Gurney
	Roy Forder
	David Fahy
	Ursula Franklin
	Paula Sparkes

STAFFING COMMITTEE	
Chairman	Shelagh Gurney
Vice Chairman	TBC
Members	Bill Johnson
	Greg Britton
	Ursula Franklin
	David King
	Gemma Diffey

PLAYINGFIELDS, ALLOTMENTS AND AMENITIES COMMITTEE	
Chairman	David King
Vice Chairman	TBC
Members	Lacey Douglass
	Kingsley Avenell
	Shelagh Gurney
	Ursula Franklin
	Gemma Diffey

PLANNING COMMITTEE	
Chairman	Greg Britton
Vice Chairman	Marlon Fulcher
Members	Bill Johnson
	Richard Potter
	Ursula Franklin
	Robin Sears
Substitutes	Kingsley Avenell
	Shaun Bush-Trivett
	Paula Sparkes
	VACANCY

PROPERTY, POLICY AND RESOURCES COMMITTEE	
Chairman	Shelagh Gurney
Vice Chairman	Bill Johnson
Members	David Britcher
	Marlon Fulcher
	Richard Potter
	David King
	Roy Forder

EVENTS	
Members	Shelagh Gurney
	Bill Johnson
	David King
	Shaun Bush-Trivett
	Lacey Douglass
	Gemma Diffey
	David Britcher

Panels	
Staff Appeals Panel	
David Fay, Lacey Douglass, Bill Johnson	
Complaints Panel	
Shelagh Gurney, David King, Shaun Bush-Trivett	
Richard Potter, Roy Forder, David Britcher	
Staff Interview Panel	
Shelagh Gurney, David King, Greg Britton	
Grievance, Capability and Disciplinary Panel	
Kingsley Avenell, Ursula Franklin, Richard Potter	
Shaun Bush-Trivett, David King	
Outside Bodies/Groups:	
Airport Consultative Committee	
Robin Sears	
Safer Neighbourhood Action Panel (TBC)	
Shelagh Gurney	
Western Link Project	
David Britcher	

Working Groups	
Acquisition of Land	David King
	Shelagh Gurney
	Marlon Fulcher
	David Britcher
Community Apairy and Orchard	Shaun Bush-Trivett
	Ursula Franklin
	Lacey Douglass

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING 22.06.21

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	The planned works to the community centre roof are to start 30 th June 2021
Car Park – Community Centre	Whilst the work to the roof is taking place the community centre car park will have a limited capacity, a sign will be put on the gates to ask only those using the facilities are to use the car park. Staff will park in the overflow carpark during the duration of the works.
Parish Council Offices Diamond Jubilee Lodge	
Recreation Ground including Children's Play areas	Next PA&A meeting is on 29 th June 2021
Skate Park & MUGA	
Meadow Way	
Mountfield Park	
Cottinghams Park	
Allotments	Currently a deer has resided on the allotment site. We have checked the perimeter fence and have found no holes. I have contacted, RSPCA, Suffolk Pest Control, Millennium Pest Control and Norfolk Deer Management. Unfortunately none are able to help to remove the deer. Now looking for alternative options
Community Orchard	
Community Apiary	AGENDA ITEM
Cemetery Car Park	
Persimmons Homes	
Public Toilets	The toilets will be closed during the work on site for the roof.
Litter & Dog Waste Bins	
Bus Shelters	One of the bus stops on Reepham Road was recently graffitied. Due to the nature of the work and police request this was removed promptly.
Benches	the keyworkers bench should be installed in the next week, NCC have confirmed the concrete plinth will be laid WC 17 th may
War Memorial	
Highway Rangers	The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them
Highway Verges	A request by a number of residents to have the verges put to wildflower is being looked into and agreed for next PA&A meeting
Staffing	Lateral flow work place testing is now being carried out AGENDA ITEM
Mobile Phones	
Street Lighting	
Parish Partnership	




Cromer Road/Aylsham Road Transport for Norwich Consultation	AGENDA ITEM
Gas Works Allotment Site	No current update
Events	
Meeting Dates	Community Centre – Meeting to be scheduled PP&R – Next meeting to be scheduled PA&A – 29 th June 2021 Staffing – Next meeting to be scheduled Annual Parish Meeting – Date to be confirmed for 2022

Items for Parish Council to consider/note –

COMMUNITY UPDATE

HELLEDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLEDON WARD

   www.norfolk.police.uk

MAY 2021



WE ARE YOUR SAFER NEIGHBOURHOOD TEAM – WANT TO GET IN TOUCH?

CONTACT US – E: SNTHelldonandHorsford@norfolk.police.uk TEL: 101

FOLLOW US ON SOCIAL MEDIA

FACEBOOK: /BroadlandPolice

TWITTER: @BroadlandPolice

YOUR LOCAL BEAT MANAGERS



PC 230 JADE WEEKS
& PC 151 FELIX WOODCOCK

UPDATE FROM YOUR ENGAGEMENT OFFICER

What is currently the biggest concern for you in your area?

Your Local Policing Neighbourhood Team are keen to hear from as many people as possible – we want to focus our policing around your concerns and issues where you live, work or visit.

Would you like to be a part of this process and have a say about the policing in your area? If so, please complete the poll below by emailing SNTHelldonandHorsford@norfolk.police.uk with what's currently the biggest concern for you in your area.

- Vehicle ASB and vehicle noise
- Speeding
- ASB in parks & public places
- School parking
- Concerns around drug dealing and use
- High visibility Police patrols
- Burglary
- Road safety
- Rural crime
- No - I am happy with where I live

We'll publish the results of the poll at our virtual Priority Setting Meeting for Helledon and the surrounding parishes on Wednesday 9th June at day 3rd June at 6.30pm.

Regards, Vicky

CURRENT NEIGHBOURHOOD PRIORITIES

- Speeding (incorporating road safety)
- Fraud / Scam awareness

WHAT'S HAPPENING IN YOUR AREA?

I hope this latest edition of the newsletter finds you well. This month, a prime focus of mine has been regularly patrolling parks, recreational grounds and open spaces in my parish areas. This is in response to the lighter evenings and easing of Covid related restrictions which has coincided with reports of anti-social behaviour. Most of my patrols have been undertaken on foot which maximises visibility and provides an opportunity to positively engage and invite conversation with members of the local community. I welcome this type of interaction whilst I am out on patrol, so please do feel free to come and speak to me if you have any local issues.

I have also been working closely with the local schools and have visited classes to assist with internet safety presentations led by our Safer Schools Department. I am still receiving reports of inconsiderate parking around the schools, so please can I reiterate your responsibility to ensure that you park in a safe and sensible manner to keep the roads safe for everyone. Thank you for your co-operation.

With the easing of Covid related restrictions, I am keen to start up some engagement events/surgeries at various locations across the area. Please do come along and speak to a member of your Local Policing Neighbourhood Team to discuss your policing concerns in the area. The dates/venue will be confirmed in due course.

The next Priority Setting Meeting is set for Wednesday 9th June @ 6.30pm via Teams - email SNTHelldonandHorsford@norfolk.police.uk for the link. I hope to see you there.

Regards

Jade

DATES FOR YOUR DIARY

Priority Setting Meeting – Wednesday 9th June @ 6.30pm via Teams.

Local Engagement Surgery—Date TBC



CONTACT US THROUGH OUR
SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN
AN EMERGENCY




TALK TO YOUR LOCAL
BEAT MANAGER

COMMUNITY UPDATE

HELLESDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLESDON WARD

   www.norfolk.police.uk

MAY 021



CRIME UPDATES 1st to 30th April

Offence	Numbers	What could this entail
Arson	1	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	1	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	1	Entry and theft in a building or a structure that is lived in.
Criminal Damage	7	A person destroys or damages property belonging to someone else.
Domestic	5	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	0	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	2	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	1	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	3	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	0	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	2	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.



CONTACT US THROUGH OUR
SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN
AN EMERGENCY



TALK TO YOUR LOCAL
BEAT MANAGER

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

28/05/2021	Active Saver 4401	346,056.86	
28/05/2021	Business Current Account 2077	500.00	
25/05/2021	Petty Cash	50.12	
31/05/2021	Active Saver 7702	337,827.30	
31/05/2021	Active Saver 4503	81,397.33	
31/05/2021	Number 2 account 0958	759,478.70	
			1,525,310.31

Other Cash & Bank Balances

20.00

1,525,330.31

Receipts not on Bank Statement

0.00

1,525,330.31

Closing Balance

All Cash & Bank Accounts

1	Current Bank Account	346,556.86	
2	Petty Cash	50.12	
3	Active Saver 7702	337,827.30	
4	Active Saver Emergency 4503	81,397.33	
5	Number 2 account	759,478.70	
	Other Cash & Bank Balances	20.00	
	Total Cash & Bank Balances		1,525,330.31

08/06/2021
16:03

Hellesdon Parish Council Current Year

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Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Play Equipment	7,490.71		7,490.71
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	10,400.00		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	576.00		576.00
326 EMR Elections	2,903.70		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	43,026.99		43,026.99
332 EMR Good Causes in Hellesdon	5,770.00	-1,500.00	4,270.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	54,910.14	-1,782.90	53,127.24
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	1,203.62		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	323.00		323.00
346 Green Grid	5,340.00	-200.00	5,140.00
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
350 EMR Community Apiary & allotme	0.00	1,500.00	1,500.00
	295,154.41	-1,982.90	293,171.51

Payments May 2021

Agenda Item 6

Date	Payee	Amount	Expenditure
04/05/2021	Public Works Loan Board	8945.2	repayment DJL loan
04/05/2021	Broadland D C	£ 147.00	business rates stores
04/05/2021	Broadland D C	£ 1,010.00	business rates community centre
04/05/2021	Broadland D C	£ 314.00	business rates groundsmen shed
04/05/2021	TV Licence	£ 159.00	TV licence
05/05/2021	UK Fuels	£ 133.38	fuel card Apr
05/05/2021	J Henderson	£ 25.00	transport ex M R Ellis to allotments
05/05/2021	M R Ellis Timber	£ 1,131.21	panel/gravel boards allotments
06/05/2021	Barclays	£ 7.70	charges 15 Mar - 12 Apr
07/05/2021	Entanet	£ 54.30	broadband
07/05/2021	Westcotec	£ 90.00	SAM program
07/05/2021	Ben Burgess Groundscare	£ 14.14	trailer light cover
07/05/2021	Glasdon UK Ltd	£ 17.27	litter picker hand grips
07/05/2021	DD Health & Safety	£ 71.76	safety boots/black sacks
07/05/2021	Mayday Office Equipmnt	£ 240.11	p/copies 23 Feb - 30 Apr
07/05/2021	Osiris Technologies	£ 254.28	IT support May
07/05/2021	Garden Guardian	£ 1,669.80	grass verge cutting instalment
10/05/2021	Taverham Nursery Centre	£ 61.12	roses memorial garden
10/05/2021	DIY Dan	£ 100.00	delivery from Ellis Timber
10/05/2021	Pips Skips	£ 270.00	skip hire 5 May
12/05/2021	Allotment hire	£ 10.00	overcharge
13/05/2021	The Helping Hand Co.	£ 137.99	litter collection cart
13/05/2021	Unity Occupational	£ 210.00	employee referral
13/05/2021	TT Jones Electrical	£ 386.69	suuply/fit LED lamps Bull R/bout
17/05/2021	Entanet	£ 15.00	office telephones
17/05/2021	HAGS Smp	£ 21,011.14	new play equipmnt Meadow Way
17/05/2021	Cash ex Post Office	£ 100.00	top up petty cash
18/05/2021	Just Regional	£ 420.00	advert Just Hellesdon
18/05/2021	CNC Building	£ 135.00	fees HCC roofing project
18/05/2021	Anglian Water	£ 245.19	HCC water 3 Feb - 5 May
18/05/2021	A C Leigh	£ 34.57	lock for outside toilet HCC
20/05/2021	Net salaries	£ 13,702.42	May payroll
24/05/2021	Norfolk Pension Fund	£ 3,599.03	May employer/employee conts
24/05/2021	HMRC	£ 3,878.78	PAYE/EER NI May
24/05/2021	Total Gas & Power	£ 1,041.36	gas Apr 21 HCC/DJL
25/05/2021	Total Gas & Power	£ 30.81	electricity allotments Apr 21
25/05/2021	Broadland D C	£ 624.00	business rates DJL
27/05/2021	BNP Paribas Leasing	£ 278.00	HP repymnt Wessex mower
28/05/2021	BT	£ 163.36	Apr - 31 July 2021 charges
28/05/2021	Hitachi Capital Finance	£ 540.00	lease tractor & hedgecutter

Date	Income	Amount	Notes
04/05/2021	Netball hire	£ 25.50	Netball court hire
04/05/2021	Tennis court hire	£ 233.28	commercial hire
04/05/2021	Football pitch misc	£ 10.00	replacement keys
05/05/2021	Netball hire	£ 1.50	balance amount due 4 May
06/05/2021	Tennis court hire	£ 28.00	community hire
06/05/2021	Barclays	£ 0.36	monthly loyalty reward
07/05/2021	Football pitch hire	£ 42.00	junior matches
07/05/2021	Tennis court hire	£ 77.76	commercial hire
10/05/2021	Netball hire	£ 25.50	Netball court hire
10/05/2021	Football training	£ 229.00	community hire
10/05/2021	Allotment hire	£ 63.59	rent, admin fee & deposit
12/05/2021	Longwater Construction	£ 1,513.45	refund fencing apiary not in stock
17/05/2021	Netball hire	£ 25.50	Netball court hire
17/05/2021	Football pitch hire	£ 147.60	junior matches
20/05/2021	Allotment hire	£ 8.56	transfer to another plot
24/05/2021	Netball hire	£ 25.50	Netball court hire
26/05/2021	Anglian Water	£ 631.36	refund credit on account

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Detailed Income & Expenditure by Budget Heading 31/05/2021

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								
1410 Community Centre Inc ML Room	605	864	0	(864)			0.0%	
								0
Community Centre :- Income	605	864	0	(864)				
4150 Utilities	1,802	2,817	23,000	20,183		20,183	12.2%	
4195 Keys/Locks	29	29	40	11		11	72.0%	
4250 Sanitary Waste Disposal	0	0	2,180	2,180		2,180	0.0%	
4295 Equipment - New/Replacement	0	0	1,000	1,000		1,000	0.0%	
4300 Equipment-Repair/Maintenance	0	0	585	585		585	0.0%	
4416 Water dispenser	0	11	345	334		334	3.3%	
4435 Contingencies	143	143	1,300	1,157		1,157	11.0%	
4450 Inspections	0	0	526	526		526	0.0%	
4480 Memberships & Subscriptions	0	0	1,600	1,600		1,600	0.0%	
4560 Property Maintain/Replacement	0	188	0	(188)		(188)	0.0%	
4630 Consumables	0	0	625	625		625	0.0%	
4635 cleaning agents/materials	139	139	2,310	2,171		2,171	6.0%	
4695 community centre redevelopment	2,368	7,118	0	(7,118)		(7,118)	0.0%	
Community Centre :- Indirect Expenditure	4,481	10,445	33,511	23,066	0	23,066	31.2%	0
Net Income over Expenditure	(3,876)	(9,581)	(33,511)	(23,930)				
110 Administration								
1076 Precept	0	257,105	0	(257,105)			0.0%	
1085 Grants received	0	12,000	0	(12,000)			0.0%	
								0
Administration :- Income	0	269,105	0	(269,105)				
4065 councillor training	0	0	1,000	1,000		1,000	0.0%	
4465 External Audit	0	0	1,325	1,325		1,325	0.0%	
4470 Internal Audit	940	940	2,380	1,440		1,440	39.5%	
4475 Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480 Memberships & Subscriptions	0	1,105	1,200	95		95	92.1%	
4550 Insurance	0	9,687	9,668	(19)		(19)	100.2%	
Administration :- Indirect Expenditure	940	12,232	20,573	8,341	0	8,341	59.5%	0
Net Income over Expenditure	(940)	256,873	(20,573)	(277,446)				
120 Staff								
4000 Admin Staff	5,653	11,307	90,916	79,609		79,609	12.4%	
4010 Groundstaff	4,105	8,210	64,663	56,453		56,453	12.7%	
4020 Care Takers	3,944	8,479	81,042	72,563		72,563	10.5%	
4040 PAYE	2,627	5,543	0	(5,543)		(5,543)	0.0%	
4045 Pension Scheme	3,599	7,479	40,841	33,362		33,362	18.3%	

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Hellesdon Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/05/2021

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	0	0	4,000	4,000		4,000	0.0%	
4070 Profess Fees/Agency Personnel	210	210	0	(210)		(210)	0.0%	
4080 Employer NI	1,252	2,634	17,510	14,876		14,876	15.0%	
4090 Protective clothing/workwear	0	40	3,050	3,010		3,010	1.3%	
Staff :- Indirect Expenditure	<u>21,390</u>	<u>43,903</u>	<u>302,022</u>	<u>258,119</u>	<u>0</u>	<u>258,119</u>	<u>14.5%</u>	<u>0</u>
Net Expenditure	<u>(21,390)</u>	<u>(43,903)</u>	<u>(302,022)</u>	<u>(258,119)</u>				
130 Council Office								
1360 Electricity FIT	0	0	500	500			0.0%	
Council Office :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	798	1,419	12,365	10,946		10,946	11.5%	
4195 Keys/Locks	0	0	50	50		50	0.0%	
4250 Sanitary Waste Disposal	0	0	50	50		50	0.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4400 Chairman's Budget	0	30	1,500	1,470		1,470	2.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	0	100	100		100	0.0%	
4415 Catering for Meeting	30	41	200	159		159	20.4%	
4420 Telephone and Broadband	325	655	3,000	2,345		2,345	21.8%	
4425 IT Support and Maintenance	212	424	2,900	2,476		2,476	14.6%	
4430 Photocopier	0	651	2,260	1,609		1,609	28.8%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	30	30	670	640		640	4.5%	
4445 Postage	0	0	150	150		150	0.0%	
4450 Inspections	0	0	166	166		166	0.0%	
4485 Other Licences/Fees	199	870	2,670	1,800		1,800	32.6%	
4500 PWLB	8,945	8,945	43,826	34,881		34,881	20.4%	
4560 Property Maintain/Replacement	49	192	2,000	1,808		1,808	9.6%	
4565 Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570 Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4635 cleaning agents/materials	0	0	20	20		20	0.0%	
Council Office :- Indirect Expenditure	<u>10,587</u>	<u>13,257</u>	<u>78,112</u>	<u>64,855</u>	<u>0</u>	<u>64,855</u>	<u>17.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(10,587)</u>	<u>(13,257)</u>	<u>(77,612)</u>	<u>(64,355)</u>				
150 Investment								
1080 Bank Interest Received	0	0	2,000	2,000			0.0%	
1090 Monthly Loyalty Rewards	0	1	35	34			1.7%	
Investment :- Income	<u>0</u>	<u>1</u>	<u>2,035</u>	<u>2,034</u>			<u>0.0%</u>	<u>0</u>

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Detailed Income & Expenditure by Budget Heading 31/05/2021

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
4060 Bank Charges	14	28	600	572		572	4.7%	
Investment :- Indirect Expenditure	14	28	600	572	0	572	4.7%	0
Net Income over Expenditure	(14)	(28)	1,435	1,463				
160 Planning								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	0	0	300	300	0	300	0.0%	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	0.0%	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	350	800	5,000	4,200		4,200	16.0%	
4110 Website and Emails	0	851	1,000	149		149	85.1%	
4155 IT Reserve	0	0	2,000	2,000		2,000	0.0%	
4460 CCTV	0	0	1,450	1,450		1,450	0.0%	
4685 Noticeboards	0	0	4,000	4,000		4,000	0.0%	
Media and Communications :- Indirect Expenditure	350	1,651	14,950	13,299	0	13,299	11.0%	0
Net Expenditure	(350)	(1,651)	(14,950)	(13,299)				
190 Stores								
4150 Utilities	147	296	1,500	1,204		1,204	19.7%	
Stores :- Indirect Expenditure	147	296	1,500	1,204	0	1,204	19.7%	0
Net Expenditure	(147)	(296)	(1,500)	(1,204)				
195 Tractor Shed								
4150 Utilities	314	632	3,213	2,581		2,581	19.7%	
4450 Inspections	0	0	166	166		166	0.0%	
4560 Property Maintain/Replacement	0	0	550	550		550	0.0%	
Tractor Shed :- Indirect Expenditure	314	632	3,929	3,297	0	3,297	16.1%	0
Net Expenditure	(314)	(632)	(3,929)	(3,297)				

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Detailed Income & Expenditure by Budget Heading 31/05/2021

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
200 Residents' Parties								
4115 Consumable- Food/Beverage	0	0	655	655		655	0.0%	
4120 Over 65 Entertainment	0	0	300	300		300	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Residents' Parties :- Indirect Expenditure	0	0	1,005	1,005	0	1,005	0.0%	0
Net Expenditure	0	0	(1,005)	(1,005)				
205 Events								
4122 Events	0	0	2,500	2,500		2,500	0.0%	
Events :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
210 Grounds								
1200 Football Hire Charges	210	358	1,050	692			34.1%	
1210 Football Training Area Hire	223	544	3,000	2,456			18.1%	
1215 Grass cutting agreement	13,213	13,213	13,057	(156)			101.2%	
1270 Floodlights Income	3	20	750	730			2.7%	
Grounds :- Income	13,649	14,136	17,857	3,722			79.2%	0
4195 Keys/Locks	0	0	30	30		30	0.0%	
4205 Replacement Bins	0	0	1,000	1,000		1,000	0.0%	
4210 Emptying Bins/Fresheners	0	0	3,520	3,520		3,520	0.0%	
4215 Seats - Repair/Replacement	0	0	1,000	1,000		1,000	0.0%	
4220 Signage - New/Replacement	90	90	0	(90)		(90)	0.0%	
4225 Floodlights Maintenance/Repair	0	0	500	500		500	0.0%	
4245 Highway grass verge cutting	1,392	2,783	13,057	10,274		10,274	21.3%	
4255 Green Waste Removal	225	225	2,700	2,475		2,475	8.3%	
4260 Shrub/Tree/Hedge	0	0	1,556	1,556		1,556	0.0%	
4270 Fertilisers/Weed & Moss Killer	0	0	1,394	1,394		1,394	0.0%	
4295 Equipment - New/Replacement	115	167	500	333		333	33.3%	
4320 Small tools	0	0	500	500		500	0.0%	
4325 fence repairs	0	0	4,000	4,000		4,000	0.0%	
4385 Pegs & Bolts Purchase	0	0	90	90		90	0.0%	
4390 Materials	0	0	2,590	2,590		2,590	0.0%	
4435 Contingencies	0	0	4,335	4,335		4,335	0.0%	
4630 Consumables	0	20	575	555		555	3.4%	
4635 cleaning agents/materials	0	0	100	100		100	0.0%	
Grounds :- Indirect Expenditure	1,821	3,284	37,447	34,163	0	34,163	8.8%	0
Net Income over Expenditure	11,827	10,851	(19,590)	(30,441)				

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Detailed Income & Expenditure by Budget Heading 31/05/2021

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
220 Machinery and Vehicles								
4160 Repairs/Maintenance	52	64	680	616		616	9.4%	
4265 Fuel	129	240	1,200	960		960	20.0%	
4290 Servicing	0	1,436	5,500	4,064		4,064	26.1%	
4310 Hire of Machinery	675	1,350	9,098	7,748		7,748	14.8%	
4680 Depreciation	0	0	2,250	2,250		2,250	0.0%	
Machinery and Vehicles :- Indirect Expenditure	<u>856</u>	<u>3,091</u>	<u>18,728</u>	<u>15,637</u>	<u>0</u>	<u>15,637</u>	<u>16.5%</u>	<u>0</u>
Net Expenditure	<u>(856)</u>	<u>(3,091)</u>	<u>(18,728)</u>	<u>(15,637)</u>				
230 Trees								
4240 Emergency Work	0	0	1,500	1,500		1,500	0.0%	
4450 Inspections	380	380	2,000	1,620		1,620	19.0%	
4455 Work following Inspections	345	345	5,000	4,655		4,655	6.9%	
Trees :- Indirect Expenditure	<u>725</u>	<u>725</u>	<u>8,500</u>	<u>7,775</u>	<u>0</u>	<u>7,775</u>	<u>8.5%</u>	<u>0</u>
Net Expenditure	<u>(725)</u>	<u>(725)</u>	<u>(8,500)</u>	<u>(7,775)</u>				
240 Allotments								
1100 Allotment Income	14	45	2,500	2,455			1.8%	
1105 Allotment administration fee	13	38	0	(38)			0.0%	
1110 Water Charge	0	0	750	750			0.0%	
1115 Pest control charge	0	0	735	735			0.0%	
Allotments :- Income	<u>27</u>	<u>83</u>	<u>3,985</u>	<u>3,902</u>			<u>2.1%</u>	<u>0</u>
4145 Landowner Rent	0	857	1,900	1,043		1,043	45.1%	
4150 Utilities	(489)	(489)	1,700	2,189		2,189	(28.8%)	
4170 Pest Control	0	0	735	735		735	0.0%	
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	430	430		430	0.0%	
4560 Property Maintain/Replacement	(112)	1,783	500	(1,283)		(1,283)	356.6%	4,305
Allotments :- Indirect Expenditure	<u>(601)</u>	<u>2,151</u>	<u>5,395</u>	<u>3,244</u>	<u>0</u>	<u>3,244</u>	<u>39.9%</u>	<u>4,305</u>
Net Income over Expenditure	<u>628</u>	<u>(2,068)</u>	<u>(1,410)</u>	<u>658</u>				
6000 plus Transfer from EMR	1,149	3,044						
6001 less Transfer to EMR	1,261	1,261						
Movement to/(from) Gen Reserve	<u>516</u>	<u>(285)</u>						

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Detailed Income & Expenditure by Budget Heading 31/05/2021

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	2,750	2,750		2,750	0.0%	
4450 Inspections	0	0	250	250		250	0.0%	
Play Areas :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	0	(3,000)	(3,000)				
255 Hard Courts and Car Park								
1220 Tennis Hire Charges	23	35	650	615			5.4%	
1230 Netball Hire Charges	40	133	760	627			17.5%	
Hard Courts and Car Park :- Income	63	168	1,410	1,242			11.9%	0
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	0	178	178		178	0.0%	
4390 Materials	0	0	352	352		352	0.0%	
4560 Property Maintain/Replacement	0	0	2,350	2,350		2,350	0.0%	
4580 Car Park/ Pathways	0	0	650	650		650	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	0	4,030	4,030	0	4,030	0.0%	0
Net Income over Expenditure	63	168	(2,620)	(2,788)				
260 Bowling Green								
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%	
4390 Materials	73	73	1,000	927		927	7.3%	
Bowling Green :- Indirect Expenditure	73	73	1,250	1,177	0	1,177	5.9%	0
Net Expenditure	(73)	(73)	(1,250)	(1,177)				
265 Memorials								
4360 Rose Renewal	0	51	25	(26)		(26)	203.7%	
4575 War Memorial	0	0	200	200		200	0.0%	
Memorials :- Indirect Expenditure	0	51	225	174	0	174	22.6%	0
Net Expenditure	0	(51)	(225)	(174)				
270 Traffic Highways/Environment								
4645 Rolling maintenance programme	322	322	0	(322)		(322)	0.0%	
4650 SAM2 Weekly Move	75	150	920	770		770	16.3%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	397	472	1,420	948	0	948	33.3%	0
Net Expenditure	(397)	(472)	(1,420)	(948)				

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Detailed Income & Expenditure by Budget Heading 31/05/2021

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	14,344	284,356	25,787	(258,569)			1102.7%	
Expenditure	41,496	92,290	539,997	447,707	0	447,707	17.1%	
Net Income over Expenditure	(27,152)	192,066	(514,210)	(706,276)				
plus Transfer from EMR	1,149	3,044						
less Transfer to EMR	1,261	1,261						
Movement to/(from) Gen Reserve	(27,264)	193,849						

Hellesdon Parish Council

Regular Payments 2021 - 2022

Supplier	Description	Frequency
Anglian Water Business (National) Ltd	Water Rates Community Centre / Allotments	Quarterly
Barclays Bank PLC	Bank Charges	Monthly
BNP Paribas Leasing Solutions	Hire Purchase - Wessex Lawnmower	Monthly
British Telecommunications plc	Telecommunications	Quarterly
Broadland District Council	Business Rates - / HCC / DJL / Stores / Groundsmen Shed	10 Monthly Instalments
Dazzle	Window Cleaning for Jubilee Lodge & Community Centre	Monthly - Suspended until Autumn
Drayton Farms Ltd	Rent for Allotments	Six Months
EAW Company Limited	Water Cooler	Quarterly - Suspended until Autumn
Entanet	Phone Line / Broadband	Monthly
Garden Guardians	Verges for 11 Months	Monthly
Hitachi Capital	Lease - Tractor & Hedgecutter	Monthly
Information Commissioner	Data Protection	Monthly
Iris	Payroll Licence	Annual
Iris Software	Iris - HR Software	Annual
Just Regional	Advertising	Monthly
Larking Gowen	Audit	Monthly
Mayday	Printing and Cartridges Monthly Service Fee 6 Months	Six Months
Microsoft Office	Office 365	Annual
NALC	Subscription	Annual
Norse	Security - Gates	Annual
Osiris	IT Maintenance	Monthly
Paston Chase	Domain Renewal	Monthly
PHS Group	Nappy Collection / Dust Collection	Annual
PKF Littlejohn LPP	External Audit	Annual - Suspended until Autumn
Play Safety	ROSPA Inspections - Play Areas	Annual
Siemens	Printer - Lease	Annual
SLCC	Subscription	Quarterly
Total Gas & Power	Utilities Gas / Electric / HCC / DJL / Allotments	Annual
UK Fuels	Fuel for Tractor	Monthly / Quarterly
Vodafone	8 Mobile Phone Contracts	Monthly
Westotec	Speed Awareness Monitoring	Monthly
Zoom	Video Conferencing	Monthly
Zurich	Insurance	Annual

Hellesdon Parish Council Current Year
Income and Expenditure Account for Year Ended 31/03/2021

31/03/2020		31/03/2021
	Income Summary	
457,220	Precept	484,516
0	S106 contributions	36,563
109,953	Community Infrastructure	78,993
2,014	Bank Interest Received	902
124	Monthly Loyalty Rewards	19
<u>569,310</u>	Sub Total	<u>600,994</u>
	Operating Income	
65,327	Community Centre	1,167
0	Administration	27,481
423	Council Office	378
1,375	Neighbourhood Plan	0
2,560	Grounds	17,057
3,585	Allotments	4,485
1,029	Hard Courts and Car Park	159
3,000	Bowling Green	0
3,235	Traffic Highways/Environment	3,677
<u>649,844</u>	Total Income	<u>655,398</u>
	Running Costs	
43,624	Community Centre	48,952
21,993	Administration	14,584
298,156	Staff	278,367
56,040	Council Office	64,575
689	Investment	259
844	Health and Safety	59
5,248	Media and Communications	15,514
1,448	Stores	1,472
3,828	Tractor Shed	3,235
952	Residents' Parties	453
18,576	Grounds	37,776
16,667	Machinery and Vehicles	13,198
8,230	Trees	5,066
6,848	Allotments	3,000
19,013	Play Areas	36,046
756	Hard Courts and Car Park	1,001
1,812	Bowling Green	618
84	Memorials	0
8,170	Traffic Highways/Environment	1,349
<u>512,977</u>	Total Expenditure	<u>525,522</u>
	General Fund Analysis	
245,638	Opening Balance	404,487
649,844	Plus : Income for Year	655,398
<u>895,482</u>		<u>1,059,885</u>
512,977	Less : Expenditure for Year	525,522
<u>382,505</u>		<u>534,363</u>
(21,982)	Transfers TO / FROM Reserves	(16,078)
<u>404,487</u>	Closing Balance	<u>550,441</u>

19/04/2021

Hellesdon Parish Council Current Year

11:44

Balance Sheet as at 31/03/2021

31/03/2020		31/03/2021
	Long Term Assets	
0		0
0		0
	Current Assets	
5,606	Debtors	0
15,401	VAT Control Account	10,127
18,152	Prepayments	17,033
268,902	Current Bank Account	166,126
244	Petty Cash	55
337,427	Active Saver 7702	337,827
81,346	Active Saver Emergency 4503	81,397
80	Hello Cafe float	20
0	Number 2 account	259,666
<u>727,158</u>		<u>872,252</u>
727,158	Total Assets	872,252
	Current Liabilities	
0	Debtors	46
6,718	Creditors	23,550
3,999	Accruals	2,767
722	Preapid income	54
0	Allotment deposit	240
<u>11,439</u>		<u>26,657</u>
715,719	Total Assets Less Current Liabilities	845,595
	Represented By	
404,487	General Reserves	550,441
311,232	Earmarked Reserves	295,154
<u>715,719</u>		<u>845,595</u>

19/04/2021

Hellesdon Parish Council Current Year

11:44

Balance Sheet as at 31/03/2021

31/03/2020

31/03/2021

The above statement represents fairly the financial position of the authority as at 31/03/2021 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Hellesdon Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.hellesdon-pc.gov.uk

Annual Internal Audit Report 2020/21

Hellesdon Parish Council

www.hellesdon-pc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and Investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			N/A
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

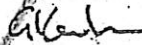
Date(s) internal audit undertaken

09/12/2020 11/05/2021

Name of person who carried out the internal audit

Giles Ker-Khan, Director, Larking Gower

Signature of person who carried out the internal audit



Date

24/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: if the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2020/21 for

Hellesdon Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	578,852	715,719	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	457,220	484,516	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	192,624	170,882	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	266,591	256,318	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	17,890	17,890	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	228,496	251,314	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	715,719	845,595	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	687,999	845,092	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,992,555	3,044,271	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	234,696	224,677	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



Ask for : Emily Lipscomb
Direct Dial : 01603 430425
Email : Emily.lipscomb@broadland.gov.uk
Date : 1st June 2021

Natasha Carver
Clerk, Hellesdon Parish Council
The Parish Council Office,
Diamond Jubilee Lodge, Wood View Road
Hellesdon, Norwich
NR6 0JG

Dear Natasha,

Annual Update of Section 106 Open Space contributions held by Broadland District Council

I am writing to update the Parish Council on the S106 contributions presently held, available for formal open space projects. The total money held presently stands at £1,949.28 (excluding interest), constituted by £1,317.10 from the Carrowbreck House development, and £632.18 from the development at Eversley Road.

I have attached a spreadsheet for your records which details all money currently held, alongside applicable time limits and any parameters on its spending as per the agreement.

Please do not hesitate to get in touch to discuss any projects the Parish would like to pursue using the available funds. I'm more than happy to advise on any projects and allocate the contributions to enhance the open spaces available to the community.

Yours sincerely

Emily Lipscomb,

S106 and Community Infrastructure Officer

Agenda Item 7

REPORT TO FULL COUNCIL**Subject: Full Councillor Training****Author: Natasha Carver****Date: 15th June 2021**

Following our recent Parish Council Byelections and co-option, it is now a good opportunity to have full council training. The training being delivered is to help understand the role of a councillor and become more effective.

There are two options for the full councillor training, to be delivered by either NorfolkALC or NPTS.

Quotations**Option 1**

2 Hour Course

NPTS

Face to face training £300 Evening Session

Online via Zoom £275 Evening Session

Course Contents:

(maximum of six out of the ten topics listed:

- Background to Local Councils (including all tiers of local government)
- Roles and responsibilities – Clerk/RFO, Councillors, The Corporate Body, Chairperson, the Council as an employer
- Powers and duties
- Meetings (including voting and public participation), minutes and agendas
- The two annual meetings, elections and co-option
- Financial management (including transparency rules if relevant)
- Risk management and insurance
- Planning overview
- Data Protection
- The Code of Conduct

Option 2

NorfolkALC

5 Hour Course

Face to face £400/500 (One day 10am to 4pm/two evenings 6:00pm to 8:30pm)

Online Via Zoom £400/£500 (2 mornings/2 Afternoons or Two evenings)

Course Contents: as attached.

Council to agree and resolve on option including preferred date.

Being an effective Councillor

Our induction course can be delivered as a whole council training event. This may be more cost-effective for your council and it provides an ideal opportunity to focus on issues that may be of particular relevance to you and your community.

The aims of this course:

- Introduce the Roles within a Local Council and how their working relationships power the Council's effectiveness
 - The Council in context of Norfolk's local government
 - The Players – responsibilities & expectations
 - Introduce the legal landscape of Local Councils and understand how legislation governs action
 - Powers & Duties
 - General powers and how to maximise them
 - Governance – in administration and finance
 - Explain how Local Councils get business done and how you contribute
 - Agendas, meetings & minutes
 - Explain how Local Councils deliver and explore ways of fostering vibrant and flourishing communities
 - Assessing your community needs
 - Planning - an overview
 - Developing your effectiveness with new ways of working
- ⊗ Training delivered via Zoom in two parts ✓
 - ⊗ A date and venue that suits you ✓
 - ⊗ Make it easier for your clerk and councillors to attend ✓
 - ⊗ Develop together as a council ✓

Options for the course

2 morning sessions 10am to 12.30pm	£400
2 afternoon sessions 2pm to 4.30pm	£400
2 evening sessions 7pm to 9.30pm	£500

e-mail: trainer@norfolcalc.gov.uk

Tel: 07539 909636

HP HELLEDON PARISH COUNCIL

Notes of the Meeting of Hellesdon Community Apiary and Allotment Working Group Held on Thursday 3rd June 2021 at 10:30am at The Community Centre, Wood View Road, Hellesdon

In attendance

Cllr S Bush-Trivett
Cllr U Franklin
Cllr L Douglass
Cllr S Gurney – Vice Chair
K Haines – Chair
S Haines
C Pugh
A Thompson
Mr Jaggard

Also in attendance

N Carver clerk to the Parish Council

Cllr Gurney Welcomed all in attendance, Cllr Gurney explained how the apiary has been set up and at what stage we are at with the site allocation, currently there are 2 nationals on site.

Kieron Haines introduced himself to the group, and his involvement so far with the project.

All others in attendance introduced themselves and the reason for wanting to join the Working Group

1. Election of Chairman, Vice Chairman and secretary for the working group

It was Proposed that K Haines take the role of Chair by Cllr Gurney this was Seconded Cllr Bush-Trivett **AGREED** by all.

It was **AGREED** for Cllr Gurney to take the role of Vice Chair and the Clerk to take the role of secretary.

2. Members of the Working Group

The following residents **AGREED** to be part of the working group

S Haines
 C Pugh
 A Thompson
 Mr Jaggard

3. Friends of the Working Group

No further residents were in attendance, anyone wishing to be part of the Friends Group to contact, the Parish Office or Cllr Gurney.

4. Apologies and acceptance for absence

No Apologies received

5. Update on the Community Apiary

Cllr Gurney and K Haines spoke with regards to the Apiary. The site has been fenced in from funding by the Parish Council £2000. Cllr Gurney has registered the group with Broadland District Council to be added to the list for groups/people who can to look and remove swarms (this is for honey bees only). Cllr Gurney has donated to the group equipment that was her late fathers to help with the initial set up this included some hives, bases and tools.

6. To Agree Financial Costs for the Apiary

The Parish Council allocated £1500 into an earmark reserve for the working group.

To help with the initial set the apiary up K Haines purchased a number of second hand items totalling £329.91.

The working Group **AGREED** to reimburse.

Cllr Gurney purchased ApiLife Var a pest control for Bee Hives totalling £8.22

The working Group **AGREED** to reimburse.

Total amount remaining £1161.87

The working Group agreed the following purchases

First Aid Kit - £200

Pest Treatment £30.00

Clothing and Tools £220.00

Total allocation of Funds £550.00 to be noted by Full Council this was proposed by Cllr Gurney and Seconded by Cllr Douglass. Agreed by all

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

A site meeting will be held on Tuesday 8th at 2pm for those of the working group wishing to attend.



Schofield House,
Spar Road, Norwich,
Norfolk, NR6 6BX

t: 01603 964914
e: Info@OsirisIT.co.uk
w: OsirisIT.co.uk

Natasha Carver,
Hellesdon Parish Council

Wednesday, 15th June 2021

Good afternoon Natasha,

Following my recent audit of the IT hardware at Hellesdon Parish Council, I can inform you of the following.

Current hardware audit:

HPC2 - Finance desktop, currently used by Gavin

HPC2 has been in the organisation for several years, dating prior to Osiris IT taking over the IT support for the council. The specification of this machine is inadequate for use and when tested is very slow. This will act as a hindrance to the user. Only one monitor of inadequate standard.

HPC3 - Admin desktop, currently used by Louise

Similarly to HPC2, this computer has been with the council for a several years, dating prior to us taking over your IT support. The specification of this machine is inadequate for use and when tested is very slow. This will act as a hindrance to the user. Only one monitor of inadequate standard.

HPC7 - Support desktop, currently used by Maureen

HPC7 was replaced by us in 2020. This computer is rated very good for use and can be used for another number of years before replacement. One monitor of good standard.

HPC1 - Clerk desktop, currently used by Natasha

HPC 1 was purchased at the same time as HPC2, and HPC3. These are all the same in specification. This desktop when tested is very slow. This acts as a hindrance to the user. Only one monitor of inadequate standard.

Recommended steps to resolve:

We would recommend replacement of HPC2, HPC3 and HPC1. In the case of HPC2 and 3 these can be straight swaps of the desktops whereas with HPC1 we can procure a docking station and external monitors for use with a laptop. We would also recommend purchasing new monitors, six are needed to allow for two per workstation as desired.

Please find a quote attached for the required hardware and I look forward to hearing from you.

Kind Regards,

Harrison Neave
Solutions Specialist





Quotation

Osiris IT
 Schofield House
 Spar Road
 Norwich
 Norfolk
 NR6 6BX
<https://OsirisIT.co.uk>
 01603 964914

Date: 15/06/2021
Reference: 77-1
Valid until: 29/06/2021
For: Natasha Carver
 Hellesdon Parish Council

Please ensure a PO number or cost code for this order is provided.

Description	Quantity	Unit Price	VAT	Price
Dell Dock WD19 Dell Dock WD19 130W	1	£194.95	£38.99	£233.94
Lenovo V35s 07ADA 11HF Ryzen 5 3500U / 2.1 GHz - RAM 8 GB - SSD 256 GB - NVMe - DVD-Writer - Radeon Vega 8 - GigE - Win 10 Pro 64-bit	2	£399.95	£79.99	£479.94
BenQ GW2475H 23.8" Full HD IPS Monitor	6	£84.95	£16.99	£101.94
Kensington SmartFit Ergo Dual Extended Monitor Arm	3	£39.95	£7.99	£47.94

Sub-total	£1,624.40
VAT	£324.88
TOTAL	£1,949.28

This quotation is presented to the customer above on the date created, and is valid until the quotation expiry date. All prices quoted were correct at the time of quotation creation, and are subject to change due to supply. Any questions regarding your quotation, please speak with your representative. To accept this quotation, in whole or in part, please reply to the sender with your wishes, specifying a valid purchase order number, where possible.
 Thank you for your business. It is very much appreciated.

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

NCC contact number: 0344 800 8020
 Textphone: 0344 800 8011

Your Ref:
 Date: 26 May 2021

My Ref: PRA016/HP1/RA/TRO/002
 Tel No.: 01603 222099
 Email: Richard.austin@norfolk.gov.uk

Dear Ms Carver

A1067 Hellesdon Royal Norwich Golf Club S278 Persimmon Homes Scheme.

I previously wrote to you In June 2020 regarding Norfolk County Council entering into an agreement with Persimmon Homes, to provide highway improvements on the A1067 Drayton High Road and C259 Middleton's Lane in Hellesdon. The previous consultation letter was to gain approval for the following improvements;

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 zebra crossing on C259 Middleton's Lane, located outside of the High School.

As part of the recent reserve matters application, the developer is required to include double yellow line / waiting restriction markings onto the new access road which will service the new development. The double yellow lines are required to prevent vehicles parking inappropriately within the junction, if dropping off children at the proposed school access gate which will be located on this stretch of road. The yellow lines *Continued.../*

will be located from the junction with the A1067 Drayton High Road and proceed North East for approximately 56m.

The double yellow line / waiting restriction proposals are shown on the attached scheme plan, drawing number PRA016-HP1-0100-014.

Please note that these works are being funded by the developer as part of the planning conditions associated with the housing development at Royal Norwich Golf Club.

A full TRO process is required to progress the double yellow lines. 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 25 June 2021. If I do not receive a response by the 25 June 2021, 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:



Viewport Scale 1:500 @ A3

© Crown copyright and database rights 2021. Ordnance Survey 100019340

Key:

- Proposed shared use footway/cycleway
- Proposed Bus Lane
- New Tactile Paving
- New carriageway markings
- New Kerbline

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INITIALS	DATE	DRAWING NO.	PROJECT TITLE
CS	2021	PR2016-HP-0100-014	Helleston, RNCO Phase 2 Works
DA	0521		SZ75 HADBA - Drayton High Road
DA	0521		NTS @ A3
KEB	0521		FILE NO. PR2016

REV.	DESCRIPTION	DRAWN BY	CHECKED BY	DATE

DRAWING TITLE
 Helleston, Royal Norwich Golf Course Phase 2 Works
 SZ75 HADBA - Drayton High Road
 Waiting Restrictions Consultation Plan

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



REPORT TO FULL COUNCIL

Subject: Highways Matters – Highway Parking

Author: Natasha Carver

Date: 15th June 2021

The following correspondence has been received by a resident along with calls into the office. Unfortunately, this is not an isolated problem as it has been raised by residents in other parts of the Parish including Drayton Wood Road and Westwood Drive.

Correspondence received 14th June

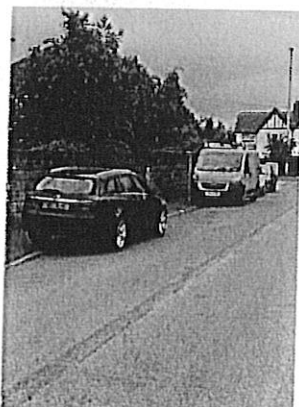
I would like to ask for help from the Parish Council in respect of the parking problems at the end of Brabazon Road/the junction with Cromer Road.

I am a resident of Brabazon Road and frequently find that a long line of cars park far too close to the junction with Cromer Road on the left. Please see attached photo. When the cars are parked so close to the junction it becomes very hazardous to turn into Brabazon Road from Cromer Road, as I often find a car coming towards me on the wrong side of the road trying to exit Brabazon Road. I then find myself nose to nose with another car with nowhere to go. The oncoming car is then forced to reverse back past the long line of cars. I have experienced this from both sides and can say that the situation is even worse when following other traffic out onto Cromer Road.

My concern is that things will only become worse if a bus lane is imposed on Cromer Road, as it will be necessary to cross 2 lanes of traffic in order to exit/enter Brabazon Road. This will be incredibly difficult if cars park so close to the end. Possible future additional traffic from the Jarrolds development would further compound the problem.

Would it be possible to paint double yellow lines along a suitable stretch of Brabazon Road, which would, in my view, greatly improve the situation.

I would be grateful for your response.



Council to consider issue raised.

HP HELLEDON PARISH COUNCIL

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

Minutes of the meeting of the Planning Committee held on
 Tuesday 18th May 2021 at 6.15pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Clr Britton
 Clr Johnson
 Clr Franklin
 Clr Bush-Trivett
 Clr King

Mrs. N Carver – Clerk
 District Cllr Prutton
 District Cllr King

The chair welcomed full and substitute committee members.

1. Apologies and acceptance for absence

Apologies were received from Cllr Fulcher these were accepted.

2. Declarations of Interest and Dispensations

(a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda.**

(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – *Please contact the office should any item need clarification*)

(b) Report of any written requests for dispensation in respect of items on this agenda.

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

Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting.

(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

5. General Matters/Planning Outcomes

Applications Determined and awaiting Decision- This Information provided with the Agenda was noted.

6. **Applications for Consideration**

<p>20210533 24 Hercules Road, NR6 5HH Single storey rear extension.</p>	<p>No Objection – concern over poor quality of drawings</p>
<p>20210732 33 Links Avenue, NR6 5PE Change of use from games room to Hair Salon.</p>	<p>Objection – Concerns over highways increase of on road parking causing obstruction and concerns raised with the location being opposite a busy Junction. Introduction of commercial premises into a residential area, could have an impact on future residential properties requiring change of use, this is also outside commercial development/service center areas as identified in Hellesdon Neighborhood Plan Would ask that there is no commercial advertising in a residential area.</p>
<p>20210647 24 Waldemar Avenue, NR6 6TB Proposed Loft Conversion.</p>	<p>No Objection</p>
<p>20210696 279 Drayton High Road, NR6 5BL First floor side extension under tiled roof</p>	<p>No Objection</p>

6. **Exchange of Information**

None Noted

7. **Date, time and venue of next meeting**

This was confirmed as **Tuesday 8th June at 6.30pm** in the Council Chamber, Diamond Jubilee Lodge.

The meeting closed at 6:25pm.

HP HC HELLEDON PARISH COUNCIL

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

Minutes of the meeting of the Planning Committee held on
Tuesday 8th June 2021 at 6.30pm in
Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Cllr Britton
Cllr Johnson
Cllr Franklin
Cllr Fulcher
Cllr Potter

Mrs. N Carver – Clerk

The chair welcomed full and substitute committee members.

1. **Nominations for and Election of Chairman of the committee**
Cllr Franklin Proposed Cllr Britton, Seconded by Cllr Johnson. It was
RESOLVED FOR CLLR BRITTON TO ACCEPT CHAIR OF THE COMMITTEE

2. **Nominations for and Election of Vice Chairman of the committee**
Cllr Britton, Proposed Cllr Fulcher to continue as vice chair, as there were no other nominations, It was
**RESOLVED FOR CLLR FULCHER TO CONTINUE AS VICE CHAIR OF THE COMMITTEE. CLLR FULCHER TO
CONFIRM ACCEPTANCE AT THE NEXT PLANNING MEETING ON 22ND JUNE 2021**

3. **Apologies and acceptance for absence**
Apologies were received from Cllr Sears these were **ACCEPTED**

4. **Declarations of Interest and Dispensations**
No further declarations of interest or dispensations were made.

5. **Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)**
No public in attendance

6. **General Matters/Planning Outcomes**
Applications Determined and awaiting Decision- This Information provided with the Agenda was
noted.

7. **Applications for Consideration**

20210677 35 Links Avenue, NR6 5PF Erection of a garden office/garden room with a storage area and toilet, existing shed will be removed to accommodate.	No Objection
20210728 128 Hercules Road, NR6 5HJ Conversion of Loft into two bedrooms and bathroom.	No Objection
20210872 24 Dennis Road, NR6 6UB Single storey rear extension and new garage to rear	No Objection
20210371 67 Westwood Drive, NR6 5DF Two storey rear extension	No Objection
20210777 19 Oakwood Drive, NR6 5FE Erection of extension to rear of dwelling.	No Objection

8. **Exchange of Information**

None Noted

9. **Date, time and venue of next meeting**

This was confirmed as **Tuesday 22nd** at 6.15pm in the Community Centre.

The meeting closed at 6:42pm.

Hellesdon Parish Council
Woodview Road
Hellesdon.

Secretary:
Mr Michael Pitcher
134, Middletons Lane
Hellesdon
Norwich
NR65SQ
Tel: 01603 958490
Mobile: 07889468994
E-mail: michael.pitch@talktalk.net

Atten. Full Council.

Date 04/06/2021

Dear Sir / Madam,

Re : Advertising on the Green.

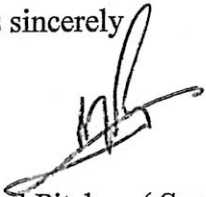
The club is applying for permission to erect advertising boards to the side of the bowling green, adjacent to the tennis courts and where they will be seen from the driveway. We hope to seek sponsors to raise money towards our bowling green fees for next season.

We have tried everything when advertising on local notice boards, in magazines and Hellesdon life. This has resulted in only 6 new members joining us this season. Unfortunately several of our members do not want to play in matches but just come along to roll ups. For this reason, we have had to withdraw from the 3 leagues we normally compete in hence losing vital revenue for the club. We are now just competing in the pensioner's league which require only six players for each match.

If permission was granted, we would then seek sponsors. Having spoken provisionally to two organisations, they may be willing to help us out. We are looking to raise an income shortfall of £1200 prior to the start of next season when the green fees fall due. We will also reluctantly have to suggest that our membership fees for the 2022 season are increased.

If you can advise us as to whether our proposal is possible or any other ideas, we would be most grateful.

Yours sincerely



Michael Pitcher (Secretary)

HP HELLEDON PARISH COUNCIL

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

Minutes of the meeting of the Property, Policy & Resources Committee held on Tuesday 25th May 2021 at 7pm at Hellesdon Community Centre, Woodview Road

Present:

Cllr S Gurney – Chair of the Committee
 Cllr B Johnson – Vice Chair of the Committee
 Cllr D King
 Cllr M Fulcher
 Cllr R Forder
 Cllr R Potter
 Cllr D Britcher

Also in Attendance:

N Carver – Clerk
 M Marshall, DJ Designs

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

1. **Nominations for Chairman of the Committee**
 Cllr King nominated Cllr Gurney as Chair of the committee, seconded by Cllr Johnson. There were no further nominations received. It was
**RESOLVED FOR CLLR GURNEY TO TAKE CHAIR AGREED BY ALL
 CLLR GURNEY ACCEPTED**

2. **Nominations for Vice Chairman of the Committee**
 Cllr King nominated Cllr Johnson as Vice Chair of the committee, seconded by Cllr Fulcher . No further nominations were received. It was
**RESOLVED FOR CLLR JOHNSON TO TAKE VICE CHAIR AGREED BY ALL
 CLLR JOHNSON ACCEPTED**

3. **Apologies and acceptance for absence**
 All Members were present

4. **Declarations of Interest and Dispensations**
 No further declarations of interest made

5. **To Approve the Minutes of the Meeting Held on 30th March 2021**
 Minutes had been circulated from the meeting held on 30th March 2021.
 It was
**RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR KING AND
 SECONDED BY CLLR JOHNSON, AGREED BY ALL Cllr Britcher, Cllr Potter and Cllr Forder
 Abstained**

1

Approved.....

Date.....

4. Committee Terms of Reference

The committee terms of reference were previously circulated. Cllr Britcher brought to the attention that the following Page 3 first paragraph

- *to appoint 3 of its members to the Finance & Operations Working Group*

As this is no longer a working party of the Parish Council the line is to be removed. With the amendment it was proposed By Cllr King and seconded by Fulcher to accept the committee terms of reference. It was

RESOLVED TO ACCEPT THE PROPOSAL AGREED BY ALL

7. Public Participation

No public present at the meeting.

8. 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 THE CHAIR AND AGREED

9. Community Centre

This item was discussed after agenda item 11 following the resolution to exclude press and public in the view of the confidential nature of the business being discussed.

10. Exchange of Information

No further information.

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

Clerk to confirm the next meeting date.

The meeting was closed to press and public and the following items were discussed.

9. Community Centre

a) DJ Designs gave a verbal update on the process followed up to the point of receiving the tenders. 5 tenders were submitted to the Parish Council in agreement with the conditions set. The tenders were opened, recorded and witnessed in accordance to the standing orders. It was agreed at the opening to ask all 5 of the tenders received to be analysed by DJ Designs. DJ Designs confirmed that from the 5 tenders submitted 1 withdrew prior to the meeting. DJ Designs gave an update on the 4 further tenders. The Committee were given an opportunity to ask DJ Designs any questions relating to the tenders.

b) The Committee discussed the tenders with the view to appoint. it was AGREED by the committee to discard one due them amended the final figure from that on the original tender documents opened. The remaining 3 were discussed further, It was proposed by Cllr Gurney to accept the Quote 2 this was seconded by Cllr King. It Was

RESOLVED TO ACCEPT QUOTAION 2 WITH THE VOTE 4 IN SUPPORT OF, 2 AGAINST, 1 ABSTENTION

Approved.....

Date.....

DJ Designs to contact the appointed contractor to confirm a start date for the works to begin inline with the tender. The contractor to provide a Health and Safety plan. Following receipt a letter of intent will be sent.

Following a discussion of the committee, it was confirmed that the windows will be kept as per the tender as Aluminium triple glazed frames, this was AGREED by all.

The meeting closed at 8:25pm

DRAFT

3

Approved.....

Date.....

HPC HELLEDON PARISH COUNCIL

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

Minutes of the meeting of the Property, Policy & Resources Committee held on Tuesday 1st June 2021 at 7pm at Hellesdon Community Centre, Woodview Road

Present:

Cllr S Gurney – Chair of the Committee
 Cllr B Johnson – Vice Chair of the Committee
 Cllr D King
 Cllr M Fulcher
 Cllr D Britcher

Also in Attendance:

N Carver – Clerk

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

1. **Apologies and acceptance for absence**
 Apologies were received from Cllr R Forder and Cllr R Potter these were **ACCEPTED**

2. **Declarations of Interest and Dispensations**
 No further declarations of interest made

3. **To Approve the Minutes of the Meeting Held on 25th May 2021**
 Minutes had been circulated from the meeting held on 25th May 2021.
 It was
**RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR KING AND
 SECONDED BY CLLR FULCHER, AGREED BY ALL**

4. **Public Participation**
 No public present at the meeting.

5. **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 THE CHAIR
 AND AGREED**

6. **Community Centre**
 This item was discussed after agenda item 8 following the resolution to exclude press and
 public in the view of the confidential nature of the business being discussed.

7. **Exchange of Information**
 No further information.

1

Approved.....

Date.....

- 8. **To confirm the date, time and venue of the next meeting**
Clerk to confirm the next meeting date.

The meeting was closed to press and public and the following items were discussed.

6. Community Centre

A discussion was had following correspondence received by DJ Designs in relation to the previous appointed contractor at the meeting held on 25th May. It was Proposed By Cllr King Seconded by Cllr Gurney to now appoint second choice of contractor for the Community Centre Roof and Windows Project. It Was

RESOLVED TO ACCEPT SECOND CHOICE WITH THE VOTE 4 IN SUPPORT, 1 ABSTENTION

The Clerk to contact DJ Designs to appoint the new contractor and to ask for a conformation of start date for the works to begin inline with the tender. The contractor to provide a Health and Safety plan. Following receipt a letter of intent will be sent.

The meeting closed at 7:25pm

DRAFT

Approved.....

Date.....

HPC 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 Monday 17th May 2021 at 2.30pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present: Cllr S Gurney – Chair of the Committee
Cllr G Britton
Cllr B Johnson
N Carver – Clerk

The Chairman welcomed members and opened the meeting at 2:30pm.

1. **Apologies and acceptance for absence**
Apologies were received from Cllr D King, 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 24th November 2020 from those members present at the held meeting**
Minutes had been circulated from the meeting held on 24th November 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 including 2 recent resignations. It was **AGREED** to review the recruitment for these positions once a start/estimated date for the work on the Community Centre roof is confirmed.
A report by the Clerk on staffing hours and park locking was circulated to all committee members. It was **RESOLVED TO APPOINT AN OUTSIDE COMPANY TO LOCK ALL PARK/ CARPARK GATES AND TOILETS ON DAYS CARETAKING STAFF ARE NOT ROTA'D FOR A LATE FINISH, THIS WILL BE DONE AT THE SAME TIME EACH DAY AT 9PM AND TO WILL INCLUDE PARK LOCKING ON A SUNDAY ALLOWING RESIDENTS TO BENEFIT FROM THE USE OF THE FACILITIES FOR A LONGER PERIOD DURING THE SUMMER MONTHS. IT**

Approved.....

Date.....
HPC Staffing Committee Mins 17th May 2021

WAS AGREED ON A TRIAL BASIS AND FOR THE CLERK TO BRING, BACK TO STAFFING COMMITTEE FOR REVIEW.

It was **AGREED** no changes to the Norfolk Pension Fund Policy Statement.

9. Exchange of Information
No information exchanged.

10. Date, Time and Venue of next meeting
Next meeting date and time TBC.

The Meeting closed at 4:05 p.m.

DRAFT