

# **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 12<sup>th</sup> January 2021 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 K Avenell	Cllr G Britton
Cllr U Franklin	Cllr D Fahy
Cllr D Britcher	Cllr M Fulcher
Cllr P Sparks (Joined at item 3)	

**In attendance:** Mrs N Carver, Clerk  
2 Members of the public

**WELCOME** –The Chairman welcomed Councillors and members of the public. The Chairman asked for a minute’s silence to be had for Mr John Browning, former Parish Clerk who passed away recently after being poorly and hospitalised for a while.

Following the minute’s silence

### **1. Apologies and Acceptance for Absence**

Apologies from Cllr Johnson and Cllr Bush-Trivett had been received by the Clerk, these were **ACCEPTED**.

Cllr King announced the Retirement of Cllr Dorothy Attenborough who has made the decision to move to be closer to family in Cardiff and the Chairman asked for flowers to be sent along with a card thanking Dorothy for her time on the Council. It was **AGREED** for the Clerk to action this up to £30 from the Chairman’s allowance.

### **2. Declarations of Interest and Dispensations**

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

All Councillors who pay council tax in Hellesdon have sent written declaration of interest for Agenda item 7.

### **3. Minutes of the Meeting held 8<sup>th</sup> December 2020**

The Minutes of the Full Council zoom meeting held on 8<sup>th</sup> December 2020, were proposed by Chair and seconded by Cllr Gurney, and it was

**RESOLVED TO ACCEPT**

Approved.....

Date.....

HPC Full Council Mins 12<sup>th</sup> January 2021



**4. Public Participation**

David Southgate had a question with regards to CIL payments for the older people's development and Cllr King requested to speak outside of the meeting as this is a matter for the District Council. Cllr King gave thanks to David Southgate and the members of Meadow Way Chapel for their help with the Christmas hamper appeal for the older residents. There were no further questions or comments.

**5. Reports from**

**a) Parish Clerk**

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

The Clerk gave a verbal update on current vandalism of the dog bins and litter bins in the Parish. We have 5 dog bins and 2 green bins that have been vandalised and the lids removed/broken. The cost is between £20-70 per bin to repair/replace.

An increase in litter has been reported during the last week and the clerk and litter warden are currently looking at the routes, including increased visits to key areas.

Cllr Franklin asked for clarification on the office being closed, the Clerk confirmed the office is only closed for the public to enter the building, but members of staff are on site and available.

An e-mail from Broadland District Cllr Riley was NOTED.

**b) County and District Councillor**

- Cllr Gurney updated the Parish Council with regards to County matters. There are a number of projects underway and new ones that have come onboard in the Parish over the last month and these will be reported at a later date. Cllr Gurney spoke with regards to working with transporting cities and the proposed bus route, she is also helping the officer on the circulation of the consultation letter and having this sent to a wider area.

- Broadland District Council, are automatically renewing grant money to businesses which received this previously. The lottery has now been launched and Heather Avenue School which was nominated by Cllr Gurney is currently a beneficiary.

Cllr Gurney appealed for local groups to come forward if they would like to apply as there is still money available from the Broadland grant pot for 2020/2021.

Broadland District Council are currently undertaking a review as to who received the Broadland News, delivered by Royal Mail. Cllr Gurney asked if Councillors could send an e-mail to Johnathan Pile at Broadland as to whether they received it or not, including a postcode.

- Cllr Britcher commented on the passing of John Browning, he would have been 100 this year and was an exceptional clerk. He asked what the Council's standpoint is regarding confidential papers of ex Councillors and it was confirmed that these could be sent back to the Council for shredding.
- Cllr Britcher said he was working on many issues in the Parish which he has received regarding overgrown trees, which front the highways as residents are not wanting them cut back.

Cllr Britcher has received complaints regarding parking on grass verges in Hellesdon and asked for an update on this following, it seems to be mainly anti-social but is also destroying the green space. Cllr King updated that this is held in abeyance as we have been awaiting an update from Westminster on the white papers for street parking laws and he will look into this further. This

Approved.....

Date.....



CONT. AGENDA ITEM 5b.

can be brought back to Council on a future agenda with Cllr Avenell’s report. Cllr Gurney spoke about complaints she has also received regarding the repair which Highways carryout in the Springtime, filling and reseeding the verges. Cllr Britcher suggested that he had spoken to residents on Overbury Road and they were keen to look at having plastic posts installed onto the verges,

Cllr Gurney confirmed these would require a street furniture license from NCC Highways. Cllr Gurney asked for details to be sent to herself so that she can contact NCC Highways Officer to establish if permissible. Cllr Sparks suggested that bushes could be used instead as potentially this would be better for the environment which would stop cars parking on the verges and no grass to cut. Cllr King confirmed that the possibility of trees have also been looked at, however there were issues with cabling and pipework underground.

- Cllr King reported that they are still working with Persimmon on Phase 2 of the development on the old golf course site. Following a meeting with Persimmon, there are still several items to be looked at and we will wait with anticipation as to what the plans will look like.

- c) Cllr King gave a verbal update from the Chair; Thanks were given to Hellesdon Life and Events and Meadow Way Chapel for the support given on the Christmas hamper projects.

Cllr King gave an update on current COVID data and currently Hellesdon South East has 45 confirmed cases and North West 47 confirmed cases, both with a large case rate increase. Cllr King asked that as Councillors, could we remind residents to follow the guidance and to do what we can to keep ourselves safe.

Cllr Gurney reported that Asda have strengthened their checks and have changed their policy and have become stricter regarding this matter. Figures from N&N have increased and they are now looking at cancelling all outpatient appointments due to the increased capacity. Concerns have been raised over nurseries being open to all and Cllr Gurney has written to the Minister regarding her concerns and feels that nurseries should only be open for children of key workers and awaits a response.

Cllr King updated that Hellesdon Helping Hands is still operating.

- d) The Police Crime Report was **Noted**

PC Weeks is currently carrying out additional checks of the play areas and open spaces following on from the current lockdown guidance.

**6. Financial Matters**

- a) Bank Reconciliation – 1<sup>st</sup> April to 31<sup>st</sup> December 2020.

The document previously circulated was discussed  
it was

**RESOLVED TO ACCEPT**

- b) Earmarked Reserves summary.

The document previously circulated was discussed  
it was

**RESOLVED TO ACCEPT**

Approved.....

Date.....



CONT. AGENDA ITEM 6

c) Approval of Payments – December 2020.  
The document previously circulated was discussed,  
It was  
**RESOLVED TO ACCEPT**

d) Approval of Receipts – December 2020.  
The document previously circulated was discussed.  
It was  
**RESOLVED TO ACCEPT**

e) Detailed Income and Expenditure Report - 1<sup>st</sup> April to 31<sup>st</sup> December 2020.  
The document previously circulated was discussed.  
It was  
**RESOLVED TO ACCEPT THE REPORT**

**7. Budget Setting 2021/2022**

Budget summary papers for 2021/2022 were previously circulated to all Councillors. The Clerk updated that all Committees had met and discussed the budget for the coming year and these were taken to Property Policy and Resources Committee with the finalised budget being put to the Council. The precept for Hellesdon Parish Council for 2021/2022, total amount requested from Broadland District Council £514,210.00 was proposed by Cllr King and seconded by Cllr Gurney, it was

**RESOLVED TO ACCEPT BY ALL**

Cllr Gurney thanked all for efforts with the budget this year, these were difficult circumstances to work with.

**8. CCTV and Flood Light Emergency Replacement**

A report from the Clerk was previously circulated to all Councillors and the Clerk gave a verbal update with recommendations. After a discussion it was proposed by Cllr King and seconded by Cllr Fulcher to accept the officer’s recommendation to carry out quoted electrical works by TT Jones and replace all CCTV cameras by E Fire. It was

**RESOLVED TO ACCEPT**

It was proposed by Cllr King and seconded by Cllr Britton to use Ear Marked Reserves 325 for the CCTV replacement, it was

**RESOLVED TO ACCEPT**

It was proposed by Cllr Gurney and seconded by Cllr Avenell to pay for the electrical works by TT Jones using General Reserves. It was

**RESOLVED TO ACCEPT**

**9. Planning**

To note recent planning decisions made by the Planning Committee on 8<sup>th</sup> and 22<sup>nd</sup> December 2020. It was

**NOTED**

It was **NOTED** that there are currently only 3 active members of this Committee. Cllr King asked for this to be taken to February’s meeting to reconstitute the Planning Committee.

Approved.....

Date.....



**10. Community Center Committee**

- a) The Minutes of the Community Centre meeting on 14<sup>th</sup> December 2020 were previously circulated. It was  
**RESOLVED TO NOTE**

**11. Property, Policy and Resources**

- a) Cllr Gurney gave a verbal update on the meeting held on 15<sup>th</sup> December. The Minutes of the meeting were previously circulated. It was  
**RESOLVED TO NOTE**

Cllr Gurney spoke with regards to the re-roofing of the Community Centre and the need to consult the public, this being one of the largest projects the Parish will be undertaking. It is proposed to implement a consultation early February, publishing this in the Just Hellesdon.

CONT. AGENDA ITEM 11

Cllr Britcher asked if this would also be published elsewhere and it was confirmed that this would also go on Website, noticeboards, social media and survey monkey. Cllr Britcher ask if it would be possible to send out an additional leaflet directly to all residents.

It was proposed the methodology for the consultation on the Community Centre roof would be via Website, noticeboards, social media, survey monkey, Just Hellesdon and our own leaflet 2 weeks after a Just Hellesdon article. This was proposed by Cllr King, seconded by Cllr Britcher. It was

**RESOLVED TO ACCEPT**

- b) Cllr King spoke regarding the forming of a Working Group to look at the refurbishment of the Community Centre. Terms of Reference for the working group were previously circulated to all Councillors. A discussion was held and Cllr Franklin commented that this was a great way to get the residents involved. Cllr Britcher asked if the meeting would be open to the public, it was confirmed that the working group would be made up of 5 members of Council and 5 members of the public. The Clerk confirmed that such a group is not a decision-making group and would bring back recommendations to Full Council/Committee. The Clerk confirmed that the public could attend and would be able to listen to the meeting, the agenda for the meeting would be available 5 clear days prior to the meeting date of the working party.

Cllr Britcher proposed the following amendments to the terms of reference ‘meeting would be open to the public to attend and would be notified 5 clear days prior to the meeting.’

Cllr Britcher proposed to change end paragraph ‘terms of reference may be altered by agreement of the Full Council’.

Clerk confirmed that the Clerk to the Council will be Clerk to the working group as stated in the terms of reference.

Cllr King proposed the terms of reference are accepted with the two amendments. The was seconded by Cllr Franklin. It was

**RESOLVED TO AGREE**

**12. Playing Fields, Allotments and Amenities**

- a) Cllr King gave a verbal update of the Playing Fields, Allotments and Amenities matters held on 5<sup>th</sup> January 2021.

The Committee have arranged for additional signage to be put in the play areas, encouraging safe use of the equipment at a cost of around £90.

Approved.....

Date.....



CONT. AGENDA ITEM 12

Broadland tree wardens will be planting an additional 18 fruit trees on the allotment site in the existing orchard area. The tree wardens are also working with the Council on a new project. 'Hellesdon Green project' where 100 saplings are being offered to parishioners, details will be sent to Just Hellesdon and the Clerk confirmed that the project will be open to all parishioners who are able to plant at the front of their property.

Allotment holders who have not yet returned their Tenancy Agreement, have been contacted by the office and asked to return using a SAE.

The Clerk has instructed a water company to come to investigate the water leak at the allotments and this will be carried out over the next few weeks, findings will be taken back to the Committee.

- b) The Committee met and discussed the replacement of the large square climbing frame at Meadow Way Play area and the Committee put forward their recommendation to the Council. It was proposed by Cllr King and seconded by Cllr Avenell to accept the recommendation approx. cost of £21,000. It was  
**RESOLVED TO ACCEPT**

- c) It was proposed by Cllr King and seconded by Cllr Avenell, to allocate funds from Earmarked Reserves to purchase new play equipment for Meadow Way. It was  
**RESOLVED TO ACCEPT**

13. **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 King and seconded by Cllr Gurney, CARRIED

14. **Staffing Update**  
The Item was discussed after agenda item 16. A verbal update was given on the current working hours for all staff.

15. **Exchange of information only**  
No further information exchanged.

16. **Time and Venue of next Council meeting.**  
The next meeting of the Full Council will be 9<sup>th</sup> February 2021 via Zoom

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

14. **Staffing Update**  
Cllr Gurney gave an update on the staff workings for the Council due to the recent Covid guidance.

The meeting closed at 21:03pm

Approved.....

Date.....



# **HPC HELLEDSON 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 Extra-Ordinary Meeting of Hellesdon Parish Council Held on Thursday 28<sup>th</sup> January 2021 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 B Johnson – Vice Chair	Cllr S Gurney
Cllr K Avenell	Cllr G Britton
Cllr U Franklin	Cllr D Fahy
Cllr D Britcher	Cllr M Fulcher
Cllr S Bush-Trivett	

**In attendance:** Mrs N Carver, Clerk  
District Cllr S Prutton  
9 Members of the public

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

### **1. Apologies and Acceptance for Absence**

Apologies from Cllr King had been received by the Clerk, these were **ACCEPTED**.

### **2. Declarations of Interest and Dispensations**

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

### **3. Public Participation**

9 members of the public had joined the meeting, 4 of the members spoke with regards to the planning application for the Royal Norwich Golf Club, Drayton High Road. The residents all spoke with the same concerns over the planning application; Loss of green space in the parish, felling of a large number of trees on site, this will lead to a destruction in habitat and reduced wildlife. No consideration that the removal of trees would lead to further issue of flooding for nearby properties. The concerns over removal of the trees along the school perimeter was highlighted, the school would like to keep these as they are a barrier for safeguarding of the children. The area has also incurred fly tipping, this has been reported to Persimmon.

### **4. Planning**

The Council members discussed the amended planning application 20201679. Cllr Fulcher previously circulated a table highlighting the inaccuracies and differences between the two tree reports submitted by Persimmon, first survey completed in 2015, second survey in 2020. Cllr Johnson confirmed that the golf course is subject to flooding when heavy rain is experienced. Cllr Gurney reported that she has called the planning application in if Broadland District Council are minded to approve. She confirmed at this point the application will then go to Broadland Planning committee to be discussed. The public are then given the opportunity to speak at this

Approved.....

Date.....  
HPC Full Council Mins 28th January 2021



CONT. AGENDA ITEM 4

meeting raising their concerns. The meeting would be held via zoom on a Wednesday morning, Cllr Gurney would encourage all residents to attend and speak at the meeting regarding their concerns and objections to the application, information on how to do this would be put on the Parish website. Cllr Britcher endorsed what Cllr Gurney had said. Following the discussion, it was **AGREED** by all to respond the planning application reiterating concerns previously submitted, highlighting the following.

1. Tree Survey Accuracy
2. Wildlife corridor/Boundary with the school
3. Removal of 2 areas of mature woodland (G37 and G40) and Mature row in G26
4. Lack of renewable Technology
5. Long Term Maintenance of Green Spaces
6. Car parking spaces provision.
7. School Access.
8. Drainage
9. LEAP play facility access

Cllr Fulcher will draft the response and email to all councillors for comments, the clerk will email the agreed final response to the planning officer at Broadland by Tuesday 2<sup>nd</sup> February.

**5. Time and Venue of next Council meeting.**

The next meeting of the Full Council will be 9<sup>th</sup> February 2021 via Zoom

The meeting closed at 21:03pm

DRAFT

Approved.....

Date.....



**AGENDA ITEM 5a**

**CLERK'S REPORT FOR COUNCIL MEETING 09.02.21**

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	The centre is closed following government lock down restrictions. AGENDA ITEM
Car Park – Community Centre	No current updates
Parish Council Offices Diamond Jubilee Lodge	The emergency lighting is tested weekly as part of office tasks, in the main office the emergency lighting failed and has now been replaced. The backup batteries in the main electrical unit for the electronic internal doors has stopped charging, these have been replaced.
Recreation Ground including Children's Play areas	The new signs for the play area encouraging children to be mindful of others is now up. Caretakers continue to sanitise the equipment each day along with the benches. Increase amount of dog mess on the field, signs have been put up to remind owners to pick up after their dogs. A request to have hand sanitisers on the recreation ground has been received, currently we sanitise daily all key touch points and there are entrances in all corners of the park which do not require the resident to touch any gates. The public toilets are open to provide handwashing facilities. All this is in the risk management for the recreation ground.
Skate Park & MUGA	No Updates
Meadow Way	Currently waiting on a confirmed date for the new play equipment to be installed.
Mountfield Park	All replacement trees have now been planted along with the mulsh matting. The matting however has been pulled up in areas, this could be from dogs being off the lead.
Cottinghams Park	No Updates
Allotments	Agenda Item
Community Orchard	Planting of the additional 18 trees is due in March. Since January we have had one allotment given up and two new ones allocated. The toilets are being cleaned daily.
Cemetery Car Park	
Persimmons Homes	Response to the latest planning application has been submitted to the planning officer on 2 <sup>nd</sup> February following the Extra-Ordinary meeting.
Public Toilets	
Litter & Dog Waste Bins	We have had still a number of bin lids broken in Hellesdon, repeatedly at Meadow Way, the replacement lids have been ordered.
Bus Shelters	
Benches	We are still awaiting a date from NCC for the concrete plinth to be installed for the keyworkers bench. NCC chased on 29 <sup>th</sup> January
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 no of any such areas and we will add it to the schedule we send them
Highway Verges	Currently there is a white paper going through government on verge parking. Consultation took place in November, information relating to this will be released 3 months after.
Staffing	
Mobile Phones	
Street Lighting	Col. On walkway from Woodview Road and Cressener Close has been reported to Broadland District Council and is in the process to be replaced, an updated has been requested.
Parish Partnership 21/22	No update
Meeting Dates	Community Centre – Next meeting 8 <sup>th</sup> March PP&R – Next meeting to be scheduled PA&A – Next meeting to be scheduled Staffing – Next meeting to be scheduled Note: Following guidelines all meetings where possible to be held via Zoom

***Items for Parish Council to consider/note –***



# COMMUNITY UPDATE

## COVID-19



15/01/2021



There's been much coverage and commentary this week about lockdown rules when it comes to travel, the definition of local and the do's and don'ts for daily exercise outside.

Under current lockdown measures, people are required to stay at home and only leave for a reasonable excuse. People are being asked to stay at home to help stop the spread of the virus, save lives and protect the NHS. You should only leave your house for a valid reason such as food shopping, getting medicine or seeking medical help and caring for a vulnerable person, among other exceptions which are fully listed on the government website. People are also permitted to leave their homes for one form of exercise a day and the government guidance is for people to stay local when leaving their home for any of these reasons.

When making any decision to leave the house, our first question should be; do I need to make this trip? If I am leaving my home for any of the permitted reasons, can this be done locally? It is only by reducing the number of journeys we make that we reduce opportunities, through choice or chance, of contact with others. For example, the more we travel, the chances of contact increases through the need to purchase fuel or the possibility of breaking down or

being involved in a collision. While critics might suggest this is a far-fetched position and the chance unlikely, we must all consider the necessity of our journeys for the benefit of our public services. Services which are already stretched under existing pressures, particularly our colleagues in the NHS. The more we avoid these situations, the more we can reduce the risk of transmission and support the collective effort.

The government defines local as your village, town or part of the city where you live. The question of imposing a legal ruling on the distance you can travel wouldn't be practical. Some people may have to travel outside of their village for work or to access basic necessities. Any limitations could penalise those in our rural communities.

For me though, local means if you can walk or take exercise near to your house and without needing a car journey this is what you should be doing. I think we would all agree that it's hard not having the freedoms we're used to. But, however tempting a trip to the coast or woodland might be for a change of scene, we must stay local. As I've said, we know lockdown is tough and we're all making sacrifices to adhere to the rules and guidelines, however, it's important to remember we all have a part to play in helping to stop the spread and support public services.

Last weekend alone, we issued 31 fines and 96 warnings for breaches of health protection regulations. This included fines for a man who had five other people from different households in his car, a woman who had driven from Colchester to Norwich to deliver a birthday present, a man who travelled from Peterborough to Wells for a walk and three friends who had travelled from Thetford to Great Yarmouth for a day out. There still seems to be a degree of non-compliance, with 13 fines issued yesterday, which included a father and son who had travelled from London to stay at their second home on the North Norfolk coast, a woman who invited a friend round to her house for drinks and a man who picked his girlfriend up from a friend's house to take her back home.

Officers will continue with their dedicated COVID-19 patrols this weekend, targeting the city and town centres along with beauty spots and coastal areas. We will assess cases on their merit and officers will of course use their discretion and take account of individual circumstances but blatant disregard for the regulations will result in enforcement.

In a week where death rates reached new records and hospitals are reaching their limits, working together to keep to the rules is more important than ever and I would encourage everyone to act like they've got the virus - stay home and save lives.

Many thanks - Temporary Assistant Chief Constable , Julie Wwendth



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](http://www.norfolk.police.uk)

JANUARY 2021



## CRIME UPDATES 1st to 31st DECEMBER

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	2	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	8	A person destroys or damages property belonging to someone else.
Domestic	4	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	1	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	4	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	1	Any motor vehicle including those abandoned.
Theft of pedal cycle	1	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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AN EMERGENCY



TALK TO YOUR LOCAL  
BEAT MANAGER







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**Hellesdon Parish Council Current Year**

**Bank - Cash and Investment Reconciliation as at 31 January 2021**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/01/2021	Active Saver 4401	248,545.28
31/01/2021	Business Current Account 2077	518.00
31/01/2021	Petty Cash	200.72
31/01/2021	Active Saver 7702	337,827.30
31/01/2021	Active Saver 4503	81,397.33
31/01/2021	Number 2 account 0958	259,677.95

**928,166.58**

Other Cash & Bank Balances

**20.00**

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**928,186.58**

Unpresented Payments

**20.00**

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**928,166.58**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**928,166.58**

All Cash & Bank Accounts

1	Current Bank Account	249,043.28
2	Petty Cash	200.72
3	Active Saver 7702	337,827.30
4	Active Saver Emergency 4503	81,397.33
5	Number 2 account	259,677.95
	Other Cash & Bank Balances	20.00
	<b>Total Cash &amp; Bank Balances</b>	<b>928,166.58</b>

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## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
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	-345.00	43,026.99
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	-405.00	54,910.14
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 & Storafe	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
	<b>311,231.93</b>	<b>6,678.77</b>	<b>317,910.70</b>







<b>Date</b>	<b>Payee</b>	<b>Expenditure type</b>	<b>Amount</b>
04/01/2021	Broadland District Council	business rates stores	£ 147.00
04/01/2021	Broadland District Council	business rates community centre	£ 1,010.00
04/01/2021	Broadland District Council	business rates tractor shed	£ 314.00
04/01/2021	Screwfix Direct Ltd	repair indoor toilet HCC	£ 59.49
06/01/2021	UK Fuels Ltd	Fuel card Dec 20	£ 59.03
07/01/2021	Barclays Bank	commission 13 Nov - 13 Dec	£ 10.87
11/01/2021	Petty cash	top up petty cash	£ 150.00
11/01/2021	Hellesdon Parochial Church Council	grass cutting contribution	£ 750.00
11/01/2021	Staff reimbursement	reimburse for face masks purchased	£ 34.47
11/01/2021	Number 2 account	funds transfer PWLB underspend	£ 25,936.00
11/01/2021	Larking Gowen	internal audit	£ 1,296.00
11/01/2021	Mayday Office Equipment	Nov & Dec photo copies	£ 261.91
11/01/2021	Custance & Son Ltd	pressurisation unit replacement	£ 1,182.68
11/01/2021	Iris HR	HR support Feb	£ 48.00
11/01/2021	Osiris Technologies	IT support Jan	£ 224.28
11/01/2021	Ernest Doe & Son	lawnmower servce/ hedgecutter sleeve	£ 176.02
11/01/2021	Viking Direct	headsets & brief case	£ 46.75
11/01/2021	DD Health & Safety Supplies	hand wipes, protective gloves, workwear	£ 140.82
15/01/2021	Entanet	phone rental 4 Jan - 3 Feb	£ 15.00
20/01/2021	Staff net pay Jan	Jan payroll	£ 14,276.51
22/01/2021	Entanet	Broadband 23 Dec - 22 Jan	£ 54.30
25/01/2021	HMRC	Jan 2021 PAYE & EER NI	£ 4,315.91
25/01/2021	Norfolk Pension Fund	Jan contributions	£ 3,821.21
25/01/2021	Serenata Flowers	Cllr Attenborough flowers	£ 29.99
25/01/2021	Agrovista	fertil'sr/wetting agent/grass treatment	£ 547.20
25/01/2021	Custance & Son Ltd	boiler service office	£ 96.00
25/01/2021	DD Health & Safety Supplies	workwear litter warden/ caretakers	£ 261.37
25/01/2021	E Fire	investigate CCTV faults	£ 204.00
25/01/2021	Pips Skips	skip hire 13 Jan	£ 264.00
25/01/2021	Rigby Taylor	rock salt car park	£ 191.40
25/01/2021	Siemens Financial	photo copier lease 16 Feb - 15 May	£ 356.40
25/01/2021	Total Gas & Power	elec Oct - Jan 21 office & community centre	£ 1,304.16
25/01/2021	Total Gas & Power	elec Oct - Jan 21 office & groundsmen shed	£ 1,412.88
25/01/2021	Total Gas & Power	gas Dec community centre & office	£ 1,372.23
25/01/2021	Broadland District Council	business rates office	£ 624.00
26/01/2021	Total Gas & Power	elec allotments Dec 2020	£ 30.80
27/01/2021	BNP Paribas	HP repayment Wessex mower	£ 278.00
28/01/2021	Hitachi Capital Finance	lease tractor & hedgecutter	£ 540.00







<b>Date</b>	<b>Description</b>	<b>Amount</b>
06/01/2021	Allotments	£ 75.94
07/01/2021	Allotments	£ 75.94
07/01/2021	Interest received	£ 0.88
11/01/2021	Allotments	£ 18.13
11/01/2021	Football training	£ 50.00
11/01/2021	Local Restrictions Support Grants	£ 1,714.29
18/01/2021	Vat refund	£ 2,810.13
20/01/2021	Allotments	£ 72.50
20/01/2021	closed business lockdown paymnt	£ 6,000.00
21/01/2021	Local Restrictions Support Grants	£ 2,000.00
26/01/2021	Football training	£ 84.00
27/01/2021	Football training	£ 70.00
29/01/2021	Comm centre hire o/s paymnt	£ 18.00







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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>100 Community Centre</b>							
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	0	766	0	(766)			0.0%
1415 Community Centre Inc SW Room	0	260	0	(260)			0.0%
1420 Community Centre Inc OH Room	0	18	0	(18)			0.0%
1425 Community Centre Inc Spr Room	0	36	0	(36)			0.0%
1435 Community Centre Inc SWB Room	0	(77)	0	77			0.0%
<b>Community Centre :- Income</b>	<b>0</b>	<b>1,303</b>	<b>65,600</b>	<b>64,298</b>			<b>2.0%</b>
4150 Utilities	2,794	17,070	19,305	2,235		2,235	88.4%
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	41	208	375	167		167	55.4%
4435 Contingencies	0	36	2,300	2,264		2,264	1.6%
4450 Inspections	226	286	500	214		214	57.2%
4480 Memberships & Subscriptions	(592)	719	1,600	881		881	44.9%
4560 Property Maintain/Replacement	(226)	2,700	15,420	12,720		12,720	17.5%
4630 Consumables	0	270	500	230		230	54.0%
4635 cleaning agents/materials	74	1,143	1,600	457		457	71.4%
4645 Rolling maintenance programme	0	0	1,000	1,000		1,000	0.0%
4695 community centre redevelopment	0	13,478	0	(13,478)		(13,478)	0.0%
<b>Community Centre :- Indirect Expenditure</b>	<b>2,317</b>	<b>39,288</b>	<b>46,420</b>	<b>7,132</b>	<b>0</b>	<b>7,132</b>	<b>84.6%</b>
<b>Net Income over Expenditure</b>	<b>(2,317)</b>	<b>(37,986)</b>	<b>19,180</b>	<b>57,166</b>			
<b>110 Administration</b>							
1076 Precept	0	484,516	0	(484,516)			0.0%
1085 Grants received	9,714	24,338	0	(24,338)			0.0%
1095 S106 contributions	0	36,563	0	(36,563)			0.0%
1099 Community Infrastructure	0	78,993	0	(78,993)			0.0%
<b>Administration :- Income</b>	<b>9,714</b>	<b>624,411</b>	<b>0</b>	<b>(624,411)</b>			
4465 External Audit	0	1,300	1,300	0		0	100.0%
4470 Internal Audit	1,080	2,270	2,370	100		100	95.8%
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	(170)		(170)	101.8%
<b>Administration :- Indirect Expenditure</b>	<b>1,080</b>	<b>14,572</b>	<b>19,897</b>	<b>5,325</b>	<b>0</b>	<b>5,325</b>	<b>73.2%</b>
<b>Net Income over Expenditure</b>	<b>8,634</b>	<b>609,839</b>	<b>(19,897)</b>	<b>(629,736)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>120 Staff</b>							
4000 Admin Staff	5,648	48,225	99,923	51,698		51,698	48.3%
4010 Groundstaff	4,119	41,174	62,705	21,531		21,531	65.7%
4020 Care Takers	4,510	45,413	82,373	36,960		36,960	55.1%
4040 PAYE	2,921	28,182	0	(28,182)		(28,182)	0.0%
4045 Pension Scheme	3,821	35,352	41,353	6,001		6,001	85.5%
4055 Staff training	0	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	1,395	13,195	17,857	4,662		4,662	73.9%
4090 Protective clothing/workwear	427	1,306	3,050	1,744		1,744	42.8%
Staff :- Indirect Expenditure	<b>22,840</b>	<b>233,436</b>	<b>325,811</b>	<b>92,375</b>	<b>0</b>	<b>92,375</b>	<b>71.6%</b>
<b>Net Expenditure</b>	<b>(22,840)</b>	<b>(233,436)</b>	<b>(325,811)</b>	<b>(92,375)</b>			
<b>130 Council Office</b>							
1260 Hire Facilities Sundries	0	(0)	0	0			0.0%
1360 Electricity FIT	23	332	550	218			60.4%
Council Office :- Income	<b>23</b>	<b>332</b>	<b>550</b>	<b>218</b>			<b>60.4%</b>
4112 Advertising	0	0	200	200		200	0.0%
4150 Utilities	2,247	10,012	10,500	488		488	95.4%
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	39	158	150	(8)		(8)	105.5%
4305 Parts- Repair/Replace/Spare	0	0	100	100		100	0.0%
4400 Chairman's Budget	30	105	1,500	1,395		1,395	7.0%
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	10	155	380	225		225	40.7%
4420 Telephone and Broadband	233	2,423	2,860	437		437	84.7%
4425 IT Support and Maintenance	187	1,794	2,500	706		706	71.8%
4430 Photocopier	147	1,945	3,350	1,405		1,405	58.1%
4435 Contingencies	0	156	500	344		344	31.3%
4440 Stationery	0	459	500	41		41	91.8%
4445 Postage	0	4	300	296		296	1.4%
4480 Memberships & Subscriptions	0	294	260	(34)		(34)	113.2%
4485 Other Licences/Fees	40	3,610	3,400	(210)		(210)	106.2%
4500 PWLB	0	17,890	43,826	25,936		25,936	40.8%
4560 Property Maintain/Replacement	92	1,753	2,500	747		747	70.1%
4570 Church Grass Cutting Contribut	750	750	750	0		0	100.0%
4595 Misc contributions	0	109	0	(109)		(109)	0.0%

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## 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	24	100	76		76	23.6%
4635 cleaning agents/materials	4	6	30	24		24	21.6%
<b>Council Office :- Indirect Expenditure</b>	<b>3,779</b>	<b>45,773</b>	<b>74,106</b>	<b>28,333</b>	<b>0</b>	<b>28,333</b>	<b>61.8%</b>
<b>Net Income over Expenditure</b>	<b>(3,756)</b>	<b>(45,441)</b>	<b>(73,556)</b>	<b>(28,115)</b>			
6000 plus Transfer from EMR	0	4,100					
<b>Movement to/(from) Gen Reserve</b>	<b>(3,756)</b>	<b>(41,341)</b>					
<b>150 Investment</b>							
1080 Bank Interest Received	0	902	475	(427)			190.0%
1090 Monthly Loyalty Rewards	1	19	125	106			15.0%
<b>Investment :- Income</b>	<b>1</b>	<b>921</b>	<b>600</b>	<b>(321)</b>			<b>153.5%</b>
4060 Bank Charges	17	230	0	(230)		(230)	0.0%
<b>Investment :- Indirect Expenditure</b>	<b>17</b>	<b>230</b>	<b>0</b>	<b>(230)</b>	<b>0</b>	<b>(230)</b>	
<b>Net Income over Expenditure</b>	<b>(16)</b>	<b>691</b>	<b>600</b>	<b>(91)</b>			
<b>160 Planning</b>							
4130 Hire of Rooms	0	0	300	300		300	0.0%
<b>Planning :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>			
<b>170 Health and Safety</b>							
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%
<b>Health and Safety :- Indirect Expenditure</b>	<b>0</b>	<b>59</b>	<b>1,000</b>	<b>941</b>	<b>0</b>	<b>941</b>	<b>5.9%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(59)</b>	<b>(1,000)</b>	<b>(941)</b>			
<b>180 Media and Communications</b>							
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%
4105 Newsletter-Printing/Distributi	450	2,585	5,000	2,415		2,415	51.7%
4110 Website and Emails	0	377	1,000	623		623	37.7%
4155 IT Reserve	0	615	2,000	1,385		1,385	30.7%
4460 CCTV	170	759	1,450	691		691	52.3%
4685 Noticeboards	0	5,046	5,000	(46)		(46)	100.9%
<b>Media and Communications :- Indirect Expenditure</b>	<b>620</b>	<b>9,382</b>	<b>15,950</b>	<b>6,568</b>	<b>0</b>	<b>6,568</b>	<b>58.8%</b>
<b>Net Expenditure</b>	<b>(620)</b>	<b>(9,382)</b>	<b>(15,950)</b>	<b>(6,568)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>190 Stores</b>							
4150 Utilities	147	1,472	1,480	8		8	99.5%
4195 Keys/Locks	0	0	10	10		10	0.0%
Stores :- Indirect Expenditure	<b>147</b>	<b>1,472</b>	<b>1,490</b>	<b>18</b>	<b>0</b>	<b>18</b>	<b>98.8%</b>
<b>Net Expenditure</b>	<b>(147)</b>	<b>(1,472)</b>	<b>(1,490)</b>	<b>(18)</b>			
<b>195 Tractor Shed</b>							
4150 Utilities	314	3,144	3,163	19		19	99.4%
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	<b>314</b>	<b>3,235</b>	<b>3,294</b>	<b>59</b>	<b>0</b>	<b>59</b>	<b>98.2%</b>
<b>Net Expenditure</b>	<b>(314)</b>	<b>(3,235)</b>	<b>(3,294)</b>	<b>(59)</b>			
<b>200 Residents' Parties</b>							
4115 Consumable- Food/Beverage	0	439	1,000	561		561	43.9%
4120 Over 65 Entertainment	0	0	500	500		500	0.0%
4630 Consumables	5	15	200	185		185	7.3%
Residents' Parties :- Indirect Expenditure	<b>5</b>	<b>453</b>	<b>1,700</b>	<b>1,247</b>	<b>0</b>	<b>1,247</b>	<b>26.7%</b>
<b>Net Expenditure</b>	<b>(5)</b>	<b>(453)</b>	<b>(1,700)</b>	<b>(1,247)</b>			
<b>205 Events</b>							
4122 Events	0	0	2,000	2,000		2,000	0.0%
Events :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,000)</b>	<b>(2,000)</b>			
<b>210 Grounds</b>							
1200 Football Hire Charges	0	715	3,015	2,300			23.7%
1210 Football Training Area Hire	0	1,896	210	(1,686)			902.6%
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	0	451	255	(196)			176.7%
Grounds :- Income	<b>0</b>	<b>17,093</b>	<b>3,480</b>	<b>(13,613)</b>			<b>491.2%</b>
4195 Keys/Locks	0	80	100	20		20	79.7%
4205 Replacement Bins	0	466	1,000	534		534	46.6%
4210 Emptying Bins/Fresheners	0	3,827	3,450	(377)		(377)	110.9%
4215 Seats - Repair/Replacement	0	603	1,000	397		397	60.3%



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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## 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	0	10,868	0	(10,868)		(10,868)	0.0%
4255 Green Waste Removal	220	1,320	2,360	1,040		1,040	55.9%
4260 Shrub/Tree/Hedge	0	283	0	(283)		(283)	0.0%
4270 Fertilisers/Weed & Moss Killer	262	2,022	3,844	1,822		1,822	52.6%
4295 Equipment - New/Replacement	0	2,260	400	(1,860)		(1,860)	565.0%
4320 Small tools	0	288	300	12		12	96.0%
4325 fence repairs	0	3,091	3,000	(91)		(91)	103.0%
4390 Materials	89	431	4,000	3,569	3,500	69	98.3%
4480 Memberships & Subscriptions	0	0	200	200		200	0.0%
4630 Consumables	0	123	100	(23)		(23)	122.8%
4635 cleaning agents/materials	4	52	50	(2)		(2)	103.8%
<b>Grounds :- Indirect Expenditure</b>	<b>575</b>	<b>26,682</b>	<b>21,579</b>	<b>(5,103)</b>	<b>3,500</b>	<b>(8,603)</b>	<b>139.9%</b>
<b>Net Income over Expenditure</b>	<b>(575)</b>	<b>(9,589)</b>	<b>(18,099)</b>	<b>(8,510)</b>			
<b>220 Machinery and Vehicles</b>							
4160 Repairs/Maintenance	0	347	0	(347)		(347)	0.0%
4265 Fuel	0	989	1,450	461		461	68.2%
4290 Servicing	147	2,496	4,500	2,004		2,004	55.5%
4310 Hire of Machinery	675	6,748	8,097	1,349		1,349	83.3%
4435 Contingencies	0	285	3,270	2,985		2,985	8.7%
4680 Depreciation	0	0	2,200	2,200		2,200	0.0%
<b>Machinery and Vehicles :- Indirect Expenditure</b>	<b>822</b>	<b>10,866</b>	<b>19,517</b>	<b>8,651</b>	<b>0</b>	<b>8,651</b>	<b>55.7%</b>
<b>Net Expenditure</b>	<b>(822)</b>	<b>(10,866)</b>	<b>(19,517)</b>	<b>(8,651)</b>			
<b>230 Trees</b>							
4240 Emergency Work	0	384	1,500	1,116		1,116	25.6%
4450 Inspections	0	0	1,500	1,500		1,500	0.0%
4455 Work following Inspections	0	4,442	9,500	5,058		5,058	46.8%
<b>Trees :- Indirect Expenditure</b>	<b>0</b>	<b>4,826</b>	<b>12,500</b>	<b>7,674</b>	<b>0</b>	<b>7,674</b>	<b>38.6%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(4,826)</b>	<b>(12,500)</b>	<b>(7,674)</b>			
6000 plus Transfer from EMR	0	750					
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(4,076)</b>					

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>240 Allotments</b>							
1100 Allotment Income	74	3,299	2,750	(549)			120.0%
1105 Allotment administration fee	38	90	0	(90)			0.0%
1110 Water Charge	0	623	500	(123)			124.6%
1115 Pest control charge	0	473	0	(473)			0.0%
Allotments :- Income	<b>112</b>	<b>4,485</b>	<b>3,250</b>	<b>(1,235)</b>			<b>138.0%</b>
4145 Landowner Rent	0	1,305	1,900	595		595	68.7%
4150 Utilities	29	1,096	1,700	604		604	64.5%
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%
4195 Keys/Locks	0	105	30	(75)		(75)	350.1%
4390 Materials	0	395	429	34		34	92.1%
4560 Property Maintain/Replacement	0	0	100	100		100	0.0%
Allotments :- Indirect Expenditure	<b>29</b>	<b>2,901</b>	<b>4,259</b>	<b>1,358</b>	<b>0</b>	<b>1,358</b>	<b>68.1%</b>
<b>Net Income over Expenditure</b>	<b>83</b>	<b>1,584</b>	<b>(1,009)</b>	<b>(2,593)</b>			
<b>250 Play Areas</b>							
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%
4635 cleaning agents/materials	206	206	0	(206)		(206)	0.0%
Play Areas :- Indirect Expenditure	<b>206</b>	<b>18,354</b>	<b>6,023</b>	<b>(12,331)</b>	<b>0</b>	<b>(12,331)</b>	<b>304.7%</b>
<b>Net Expenditure</b>	<b>(206)</b>	<b>(18,354)</b>	<b>(6,023)</b>	<b>12,331</b>			
6000 plus Transfer from EMR	0	6,060					
<b>Movement to/(from) Gen Reserve</b>	<b>(206)</b>	<b>(12,294)</b>					
<b>255 Hard Courts and Car Park</b>							
1220 Tennis Hire Charges	0	642	275	(367)			233.3%
1230 Netball Hire Charges	0	(483)	750	1,233			(64.4%)
Hard Courts and Car Park :- Income	<b>0</b>	<b>159</b>	<b>1,025</b>	<b>866</b>			<b>15.5%</b>
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	160	163	400	237		237	40.7%
Hard Courts and Car Park :- Indirect Expenditure	<b>160</b>	<b>748</b>	<b>1,511</b>	<b>763</b>	<b>0</b>	<b>763</b>	<b>49.5%</b>
<b>Net Income over Expenditure</b>	<b>(160)</b>	<b>(590)</b>	<b>(486)</b>	<b>104</b>			



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>260 Bowling Green</u>							
1240 Bowls Hire Charges	0	0	1,800	1,800			0.0%
Bowling Green :- Income	<u>0</u>	<u>0</u>	<u>1,800</u>	<u>1,800</u>			<u>0.0%</u>
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%
4390 Materials	105	618	1,550	932		932	39.9%
Bowling Green :- Indirect Expenditure	<u>105</u>	<u>618</u>	<u>1,800</u>	<u>1,182</u>	<u>0</u>	<u>1,182</u>	<u>34.3%</u>
<b>Net Income over Expenditure</b>	<b><u>(105)</u></b>	<b><u>(618)</u></b>	<b><u>0</u></b>	<b><u>618</u></b>			
<u>265 Memorials</u>							
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>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(645)</u></b>	<b><u>(645)</u></b>			
<u>270 Traffic Highways/Environment</u>							
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	450	920	470		470	48.9%
4655 Bus Shelters	0	199	0	(199)		(199)	0.0%
Traffic Highways/Environment :- Indirect Expenditure	<u>75</u>	<u>649</u>	<u>1,020</u>	<u>371</u>	<u>0</u>	<u>371</u>	<u>63.7%</u>
<b>Net Income over Expenditure</b>	<b><u>(75)</u></b>	<b><u>3,028</u></b>	<b><u>(1,020)</u></b>	<b><u>(4,048)</u></b>			
<b>Grand Totals:- Income</b>	<b>9,851</b>	<b>652,381</b>	<b>76,305</b>	<b>(576,076)</b>			<b>855.0%</b>
<b>Expenditure</b>	<b>33,090</b>	<b>413,545</b>	<b>560,822</b>	<b>147,277</b>	<b>3,500</b>	<b>143,777</b>	<b>74.4%</b>
<b>Net Income over Expenditure</b>	<b><u>(23,240)</u></b>	<b><u>238,836</u></b>	<b><u>(484,517)</u></b>	<b><u>(723,353)</u></b>			
plus Transfer from EMR	0	10,910					
<b>Movement to/(from) Gen Reserve</b>	<b><u>(23,240)</u></b>	<b><u>249,746</u></b>					





## Norfolk Citizens Advice – Norwich

The Forum, Millennium Plain, Norwich, NR2 1TF

*A local charity for the whole community*

To the Parish Clerk

2 February 2021

Dear Sir/Madam

I am writing to ask if you would consider supporting Norfolk Citizens Advice with a financial contribution. We have needed to adapt our service considerably over the last 12 months and have been able to provide our accredited advice to local people via phone, email and webchat as we rapidly scaled up our digital services. During August, some of our offices (where there was sufficient space for social distancing), re-opened to enable those who cannot access digital advice to meet with an advisor face to face once again. However, since the introduction of the latest lockdown we have had to revert to providing our support remotely and we can see that the need for this level of digital support will not drop over the coming months.

**Over the full year of 2020, of which the nine months since the end of March have been severely impacted by the pandemic, we have supported 17,828 local people with 60,178 issues.**

Over the last six months, we have seen a significant shift in the types of people who are wanting support, and the issues that they need help with. Our clients are now in the main people of working age – 75% are between the ages of 19 and 65, with a peak in need between the ages of 25 – 35. Almost a third of those contacting us need support with Universal Credit, with other common issues as employment and debt. It is also significant that by far the biggest need for help with all benefit queries is around making an initial claim.

**We have been able to make a significant difference to our clients during the pandemic - of the clients helped during 2020 we have enabled local people to gain over £3.6 million in income and helped to write off over £755,000 of debt.**

I would like to ask for your support whilst we continue to not only provide vital accredited advice but also consistently expand and adapt our work as circumstances evolve. If you would be able to support us we would be very grateful.

If you wish to receive a brief report on how many people we have supported within the Parish, please let us know.

With many thanks for your time and consideration.



Jon Cheyette, Chief Executive

Norfolk Citizens Advice

01603 273110 / 07715 653585

Email: [j.cheyette@ncab.org.uk](mailto:j.cheyette@ncab.org.uk)

**Adviceline:** 0800 144 88 48

**Admin:** 01603 273 120

**Business Email:** [public@ncab.org.uk](mailto:public@ncab.org.uk)

 [@CAB\\_Norfolk](https://twitter.com/CAB_Norfolk)

 [@NorfolkCAB](https://www.facebook.com/NorfolkCAB)

 <https://www.ncab.org.uk/>

Norfolk CAB has a complaints handling procedure. To request a complaints leaflet please email [public@ncab.org.uk](mailto:public@ncab.org.uk).

*Norfolk Citizens Advice*

*A charitable company limited by guarantee and registered in England & Wales*

*R/O: The Forum, Millennium Plain, Norwich, Norfolk, NR2 1TF*

*Company Registration No. 3617412 Charity Registration No.1071297 OISC No. N201400325 VAT No: 688 8997 22*

*Authorised and regulated by the Financial Conduct Authority FRN: 617678*





## Information for Hellesdon Parish Council

### Report on GNLP

During 2020 the GNLP met, during late Autumn they put forward new proposals which are found in the draft GNLP proposals regulation 19. Regulation 18 was based on the housing projections from 2014, whereas regulation 19 is based upon housing needs projections from 2018 and the Central Government's White Paper 'Planning for the Future.' This equates to a further 5,000 homes being built in the Greater Norwich area by 2038.

**Regulation 19 in respect of Hellesdon.** There are no additional site allocations for housing identified in Hellesdon. However, there are two which are carried forward, allocations providing open space, burial ground, employment land and a total of 1,300 homes plus a total of 51 additional dwellings with planning permission on smaller sites. This gives a total deliverable housing commitment for Hellesdon of 1,351 homes between 2018 – 2038.

#### The Regulation 19 stage

It is important to note that, as the Regulation 18 consultation stage informed the content of the plan, **the Regulation 19 stage is not a general consultation.**

**The purpose is to seek comments on soundness and legal compliance to assist:**

1. members in deciding whether to submit the GNLP for examination in summer this year.
2. the government appointed Planning Inspector to decide on the content of that examination.

#### Changes to the Strategy

The key change between the Regulation 18 draft plan consulted on early in 2020 and the Regulation 19 draft plan is that **the site proposal by both Hellesdon Parish Council and Jarrolds for the land to the rear of Heath Crescent, has been removed. The decision was taken not to allocate either proposal and to leave the site as white land.**

#### **Issues with the revised GNLP**

- There are significant problems which indicate that the document does not take a sound approach. It could be challenged in respect of the failure to consider the long-term impact of COVID-19, the implications of changing work patterns which may will lead to many office blocks being empty, in turn they could be converted into housing. This could be both in the City Centre, the suburbs as well as market Towns. It also fails to take into consideration how the Central Business Centre of Norwich, and other cities will change significantly with the closure of many large retail outlets. It is probable that UK cities will start to mirror cities in Europe, finding there are significant areas of housing alongside commercial properties.
- A second area where the GNLP has fallen short is their failure to consult over significant changes which includes the removal of our proposal which highlighted an area for open space. Given that the GNLP acknowledge their shortfall of open space within Hellesdon, they declined to allocate the Jarrolds site due to an objection from the landowner along with associated concerns regarding deliverability; then allocate 11.08ha of open space in the Parish whilst at the same time receiving an objection from the landowner.
- There has been no consultation with the county councillor or district councillors for Hellesdon along with the Parish Council, again a failure to have a sound approach. This is also true of other parishes in respect of consultation.

- The Panel and the GNLP board appear overly concerned with the Government White Paper. A consideration should be made for the impact of COVID-19.

### **The Way Forward**

- A formal response to GNLP regulation 19 with regards to the above points.
- For Chair of the Parish Council and Chair of PP&R Committee to speak with Broadland District Council
- It might also be appropriate that the MP for Broadland will be contacted to highlight the failure of the GNLP Board and follow a sound approach in meeting the Government's housing targets.



**From:**

**Sent:** 03 February 2021 11:28

**To:** Hellesdon Parish Council - Clerk <clerk@hellesdon-pc.gov.uk>

**Subject:** RE: Cadent Gas Works near Holt Road

Good Morning Natasha

I hope you are keeping well and safe and a belated Happy New Year to you!

Sorry for the delay in coming back to you, but I have now received the final design plan from Cadent's designers and engineers. I have attached the design plan and then again overlaid it with Land registry titles.

The good news is that they have confirmed the main can be laid tight to the southern boundary of the allotments and will connect with existing mains to the east and west outside of your title. The section of main in your title will be approximately 76 metres in length. Once installed, the easement width will be 1.2 metres. I have also attached the easement plan.

As Drayton Farms Limited are the freeholder and the party granting the rights to Cadent, I am in the process of finalising a draft HOT for an easement with them. That said, As the Parish Council have a long leasehold, registered on title, the easement will need to be Tripartite between yourselves, Drayton Farms Limited and Cadent Gas. Cadent Gas will cover your legal fees for entering into such easement and as such if you could please confirm who your solicitor would be, that would be great?

Along with your legal fees, Cadent Gas will also pay the Council proper compensation for any damages and losses suffered as a result of the works to install the main and access to do the works and the land will also be reinstated to your satisfaction. For clarity, the recognition payment for the pipe itself will be paid to Drayton Farms limited as they are the ones granting the rights.

If there is a need for a temporary laydown area for the duration of the works this will be dealt with separately via a licence between yourselves and Cadent and Cadent will pay you a licence fee for this.

I understand the works will take approximately 3-4 weeks and will commence after the easement has been entered, but there will be a few weeks lead in time whilst Cadent instruct their chosen contractors.

Once Drayton Farms limited are happy in principle with the HOT, it may be beneficial to arrange a site meeting with yourselves and Cadent to discuss how the works may impact the allotments? A further site meeting can then take place with the chosen contractors nearer to the start time of the works and once the easement has been completed as greater detail of the methodology of the works etc will be known at this stage.

I will come back to you once the HOT have been agreed in principle and can circulate accordingly, but in the meantime, if you have any questions for me please do not hesitate to contact me.

Many thanks

Kind regards

For and on behalf of Fisher German LLP





CP & ED Bdy

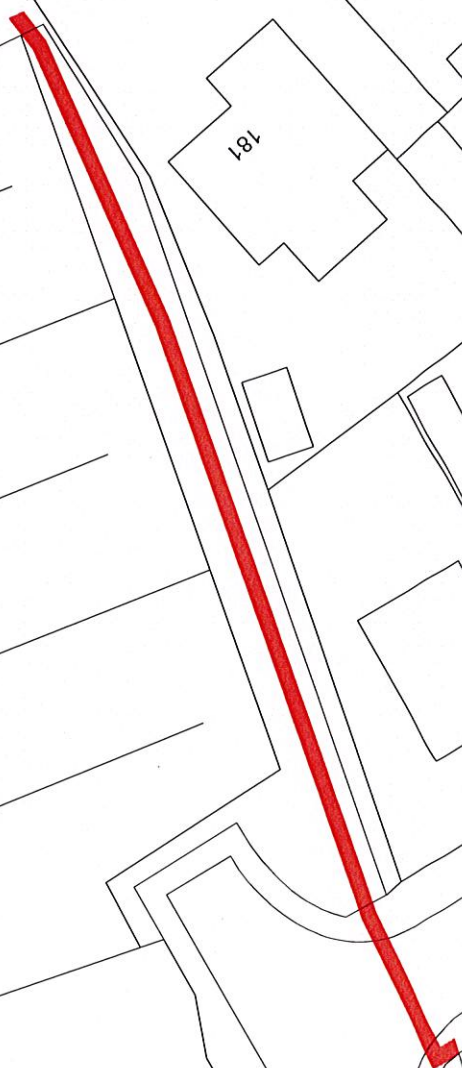
HOLT ROAD CR

181

124

116

98

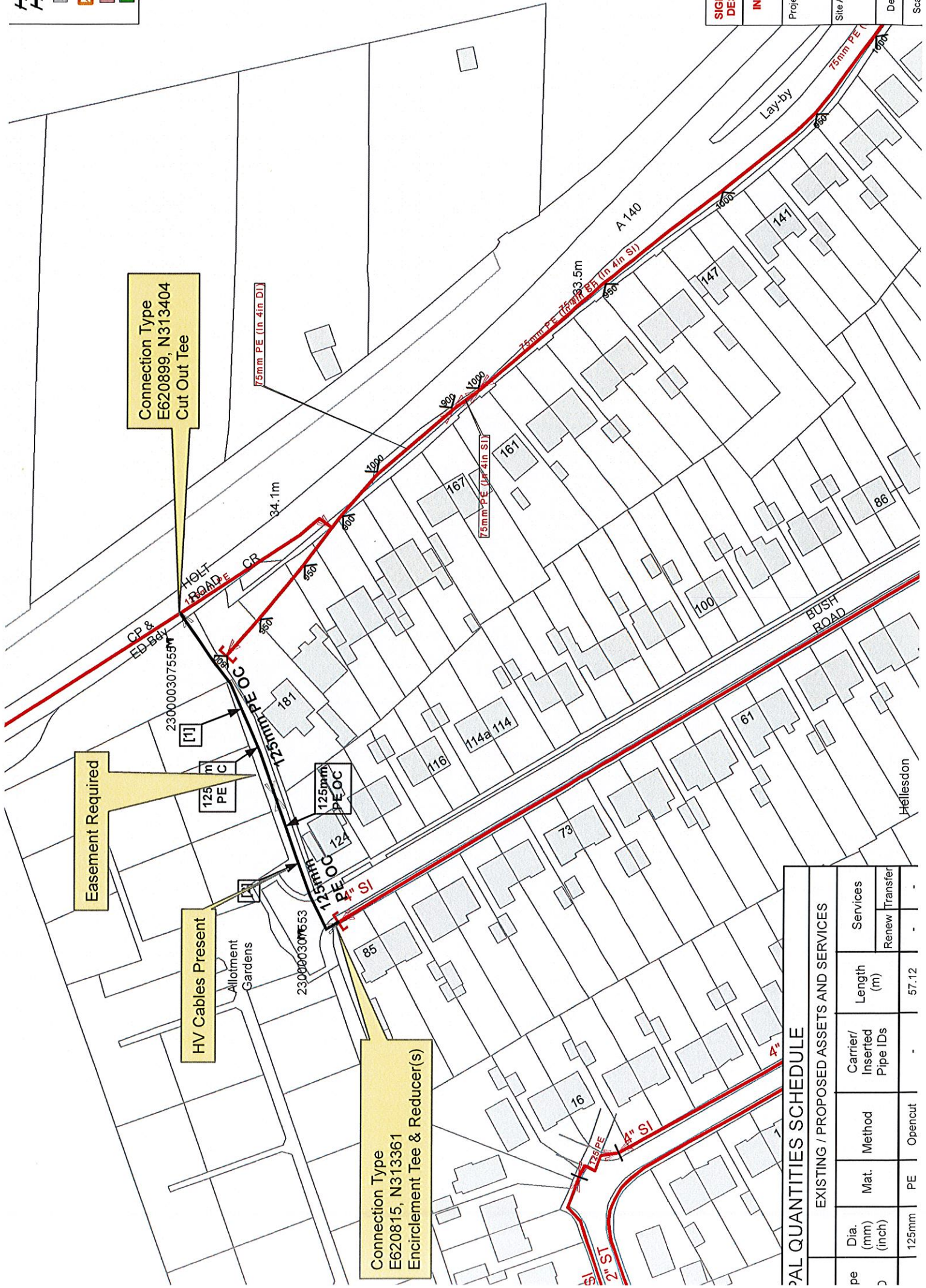








<b>SIGNIFICANT DESIGN</b>	<b>IN THE FIELD</b>	Project Ref	Site Address	Designer	Scale :-
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TOTAL QUANTITIES SCHEDULE					
EXISTING / PROPOSED ASSETS AND SERVICES					
pe	Dia. (mm) (inch)	Mat.	Method	Carrier/ Inserted Pipe IDs	Services
					Length (m)
	125mm	PE	Opencut	-	57.12

Connection Type  
E620899, N313404  
Cut Out Tee

Easement Required

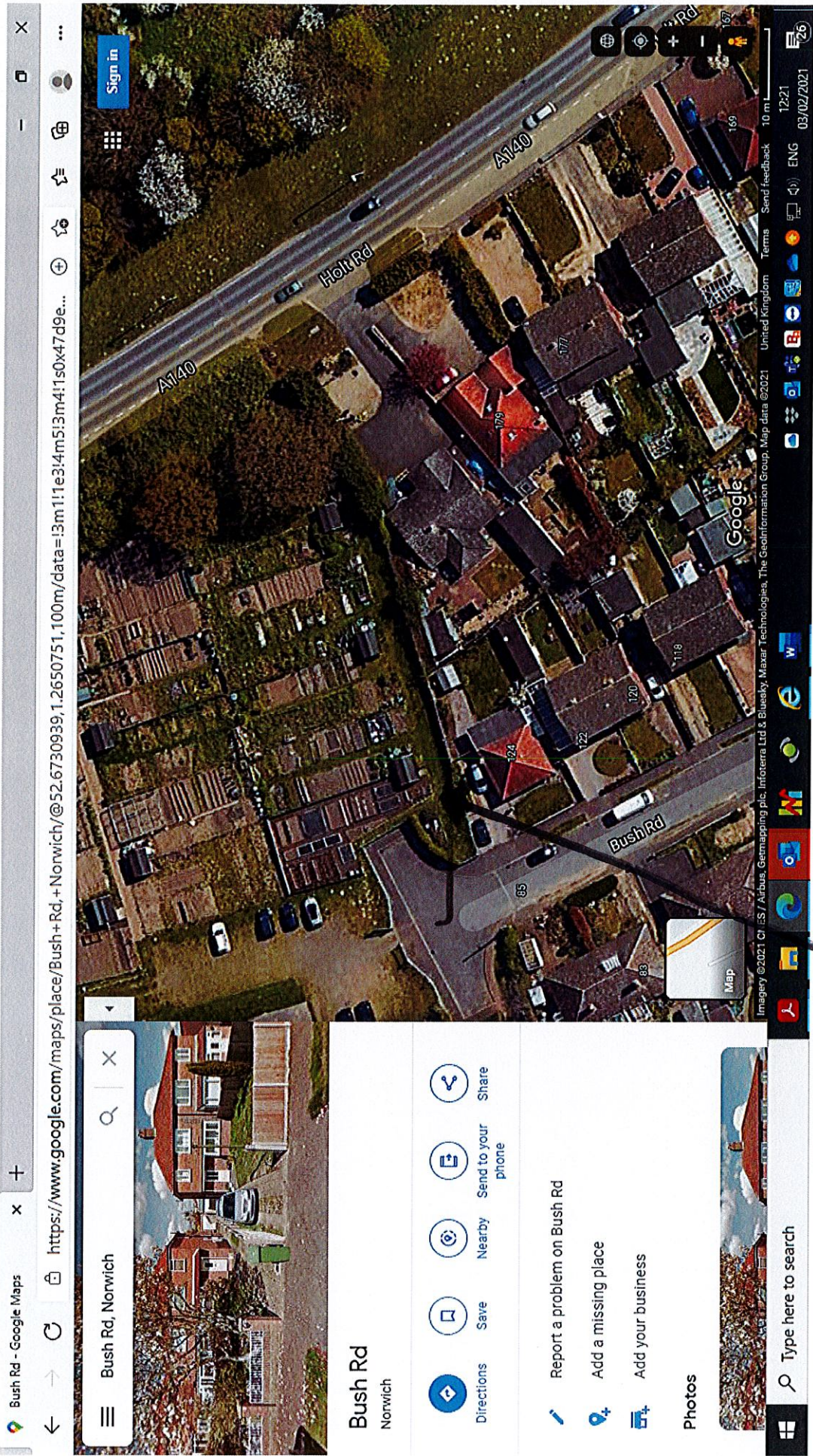
HV Cables Present

Connection Type  
E620815, N313361  
Encirclement Tee & Reducer(s)

Hellesdon







Area effected.



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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](mailto:clerk@hellesdon-pc.gov.uk)

**Responses of the Planning Committee for  
 12<sup>th</sup> January 2021**

**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><b>20202385</b>          Car Storage Yard,          Vulcan Road South          Hellesdon          NR6 6AG</p>	<p>Change of Use of the site to car sales (Sui Generis use class) siting of a temporary building &amp; external works comprising of hard surfacing &amp; hard landscaping</p>	<p>No objection subject to the use not being allowed to spill out on the adjacent highway and the parish council being consulted on any future advertising proposals.</p>
<p>20202418          297 Drayton High Road          Hellesdon          NR6 5BL</p>	<p>A single storey and partial second storey extension to rear of property</p>	<p>No objection but note that the single storey element could be used as a separate dwelling unit.</p>

**Date of next Agenda**

19th January 2021





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](mailto:clerk@hellesdon-pc.gov.uk)

**Responses of the Planning Committee for  
 26<sup>th</sup> January 2021**

**Committee members commenting:**

Cllr Britton  
 Cllr Fulcher  
 Cllr Franklin  
 Cllr Bush-Trivett

**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><b>20210006</b>                  253 Reepham Road, NR6 5QH                  Rear extension and minor alterations to existing roof</p>	<p>No objection subject to adequate onsite parking being retained.</p>
<p><b>20210040</b>                  287 Drayton High Road, NR6 5BL                  1) Garage conversion and new first floor extension over the existing garage.                  2) Single storey rear extension.</p>	<p>No Objection</p>
<p><b>20210047</b>                  40 Woodland Road, Hellesdon, NR6 5RW                  Demolition of existing conservatory and ground floor rear extension &amp; erection of new single storey and 2 storey rear extension.</p>	<p>Objection there is inadequate parking provision within the site boundary to accommodate the extra vehicles which will be generated by this proposal. There is already significant on road parking at this point and the increase could cause danger by pushing the verge parking up to the junction with Coppice Avenue.</p>
<p><b>20210048</b>                  1 Heath Crescent, NR6 6XD                  Change of use from a small HMO to larger HMO of up to 11 persons.</p>	<p>Strong Objection - There is already a lack of safe on site and on road parking here. The proposal would lead to an increase of on road and verge parking with potential safety concerns due to the proximity of the Cromer Road junction. The result in overcrowded dwelling would be out of keeping with the neighbouring properties and would impact on the neighbourhood thus contradicting Policy 3 of the Local Neighbourhood Plan (Policy 3 High Quality Neighbourhoods)</p>

**Date of next Agenda**

2<sup>nd</sup> February 2021





**Minutes of the meeting of the Playing fields, Allotments and Amenities Committee held on  
Tuesday 5<sup>th</sup> January 2021 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 D King– Chair of the Committee  
Cllr S Gurney  
Cllr K Avenell  
Cllr M Franklin  
Cllr Fultcher  
N Carver – Clerk  
1 member of the public

The Chairman welcomed members and wished them all a happy new year and opened the meeting at 6:30pm. The chairman asked to add in after agenda item 3, item 3a public participation, it was **Agreed**.

1. **Apologies and acceptance for absence**  
No apologies received all committee members in attendance.
2. **Declarations of Interest and Dispensations**  
No additional items noted.
3. **To Approve the Minutes of the Meeting 16<sup>th</sup> September 2020**  
Minutes had been circulated from the meeting of 12<sup>th</sup> November 2020, Cllr Gurney proposed to accept the minutes seconded by Cllr Avenell.  
It was  
**RESOLVED TO ADOPT THE MINUTES**
- 3a. **Public Participation**  
A resident spoke with regards to anti-social behavior she has witnessed on the play area at the community centre. Older children were continually misusing the equipment designed for the under 6's, there was also a lack of social distancing and the use of inappropriate language. Cllr King asked the clerk for additional signage to be put up in the play area. The clerk will speak with PC Weeks to ask for extra policing of the area. Cllr Gurney offered to speak to head teacher at Hellesdon High School with regards to behavior of potential students of the school.
4. **Parish Grass Cutting 2021**  
a) The verge grass cutting quotation for 2021 season was previously circulated to all. After a discussion on the number of cuts received, it was  
**AGREED FOR THE CLERK TO GO BACK TO THE CONTRACTOR TO CLARIFY COSTINGS AND PRICE ON A REDUCTION OF CUTS RECEIVED.**



5. **Meadow Way Play Area**

a) A report including quotations to replace the current square climbing frame, was previously circulated. The committee discussed the options, Cllr King proposed and seconded by Cllr Gurney to go with the quotation from HAGS – Uniplay Cixtona Plus totaling £23,000 funded from EMR for playareas. It was **RESOLVED TO APPROVE. Clerk will contact HAGS to clarify final price and installation date.**

6. **Allotment**

a) A verbal update was given by the clerk on total number of outstanding tenancy agreements for Bush Road allotments, residents had been contacted early December to ask for any outstanding agreements to be sent back by 4<sup>th</sup> January. Total of 7 still outstanding, it was, **AGREED FOR THE OFFICE TO ALL EACH ONE AND SEND OUT A COPY OF THE AGREEMENT TO BE SIGNED ALONG WITH A STAMPED ADDRESSED ENVELOPE.**

b) A verbal update was given by the clerk on the pest control on site. The contractor had rebated in December and will be visiting the site again in January, further update will be given then.

c) The clerk gave a verbal update on the water leak at the Busjh Road allotmtnets. The local company contacted have not been out to site following telephone conversations. Two companies who specialize in leak detection have provided quotes. One has come back with at cost £189 to look at the site. It was **AGREED FOR THE CLERK TO HAVE IT INVESTIGATED BEFORE THE WATER IS TURNED ON IN APRIL**

7. **Playing Fields**

a) The clerk gave a verbal update to the committee, currently the play equipment is being sanitized once to twice a day including all benches. The access gates to the recreation ground from Woodview Road and Nursery close remain open 24 hours whilst we remain in lockdown and guidance from the government encourages use of public open spaces for daily exercise.

8. **Grounds Large Equipment Report**

a) A report from head Grounds man on recommendations for large machinery was previously circulated. The report was **Noted**. And after a lengthy discussion it was **AGREED TO TAKE NO ACTION. THE BOOMER LEASE WILL BE LOOKED AT IN SEPTEMBER 21**

b) A report from head Grounds man on replacement of the roller mower was previously circulated. The report was **Noted**. And after a lengthy discussion it was **AGREED TO TAKE NO ACTION. COMMITTEE ASKED FOR A FULL REPORT ON CURRENT EQUIPMENT HELD AND SCHEDULE OF WORKS TO BE REPORTED BACK AT NEXT COMMITTEE MEETING.**

9. **Broadland Tree Warden – Proposal Planting**

a) A proposal for Community Orchard at Bush Road Allotments was preciously circulated. The proposal was to add an addition 18 trees to the already allocated site. Cllr King proposed to accept the proposal from Broadland Tree Wardens, seconded by Cllr Avenell. It was, **RESOLVED TO APPROVE**

b) A proposal for Hellesdon Green Project was preciously circulated. The proposal given is to offer 100 saplings to parishioners who can plant at the front of their property, the trees would be provided late February early March for immediate planting, the project would be advertised in Just Hellesdon and on the Website and Notice Boards, this is a trial project and if successful will be rolled out in other areas. Cllr King proposed, seconded by Cllr Avenell to accept the proposal from Broadland Tree Wardens. It was, **RESOLVED TO APPROVE**

10. **Exchange of Information**

Cllr Gurney updated the committee on the proposed Apiary at the Bush Road Allotments. She has been in contact with an allotment holder to discuss options for this. Cllr Gurney will continue to investigate this and bring it back to a future meeting.



- 11. To confirm the date, time and venue of the next meeting**  
The clerk will confirm the next meeting date

**MEETING CLOSED AT 21:20**

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](mailto:clerk@hellesdon-pc.gov.uk)  
Parish Clerk: Natasha Carver

**Minutes of the meeting of the Property, Policy & Resources Committee held on  
Tuesday 26<sup>th</sup> January 2021 at 7pm 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 B Johnson  
Cllr M Fulcher  
Cllr D King  
N Carver – Clerk  
M Marshall, DJ Designs (Left after agenda Item 6)

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

**1. Apologies and acceptance for absence**

Apologies were received from Cllr Britcher these were **ACCEPTED**

**2. Declarations of Interest and Dispensations**

No additional items noted.

**3. To Approve the Minutes of the Meeting Held on 15<sup>th</sup> December 2020**

Minutes had been circulated from the meeting held on 15<sup>th</sup> December 2020.

It was

**RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR GURNEY AND  
SECONDED BY CLLR JOHNSON.**

Following the meeting held on December 15<sup>th</sup> 2020 item 4, the clerk was asked to contact the relevant bodies on the competency of the Severe Weather Policy. It was noted the Councils insurance company are not able to advise on this as they are not health and safety advisors or legal advisors, but to contact our Local Council Advisory Group. The clerk contacted both SLCC and Norfolk ALC who advised the policy was well written and the most in depth they had seen. The policy has now been updated with the amendments made at the meeting of the 15<sup>th</sup> December and accepted.

**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**
  
- 6A. **Community Centre**  
The item was moved under the line.
  
- 6B. **Parish Land**  
The item was moved under the line.
  
7. **Exchange of Information**  
No further information.
  
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.

- 6A. **Community Centre**
  - a) A verbal update was given at the meeting by Mike Marshall from DJ Designs the project Architect. Mike Marshall updated on the options to replace the roof with associated works including costings. This included the option to replace with a steel roof, a pitched tiled roof or new build. Cllr Fulcher asked for feasibility costings report to help look at the options given; this included the longevity of the work against the cost of the options given. Mike Marshall agreed to look at pathological report along with additional drawing for the steel roof. Following further discussions, it was proposed by Chair that going with the option to replace the existing steel agricultural roof with the pitched tiled roof would give it the longevity needed and value for money, Cllr King supported this, it was, **AGREED THAT THIS WAS THE RECOMMENDED OPTION TO GO WITH.** Mike Marshall informed the committee if they were to choose this option the project can be split into 3 stages 1) Replacement roof, 2) Replacement Windows, 3) M&E report which can be broken down further. All of these can be tendered for separately, the tender process is approx. 6- 8 weeks. The clerk confirmed total amount currently allocated including the public works loan had been put in a separate account for the project.
  - b) The written report from DJ Designs was previously circulated and **Noted.**
  - c) The workings of the agreed community centre working group were discussed and to be noted at Februarys full council.

Approved.....

Date.....



**6B. Parish Land**

- a) A discussion was held on the Greater Norwich Local Plan (GNLP), the plan has now gone to the next stage 'Regulation 19' consultation. At this stage the Jarrolds site GNLP1021 and GNLP2173 had not been included as a site for either provision of new housing or openspace. The committee discussed the options for the site and it was, **AGREED TO PROPOSE TO FULL COUNCIL, FOR CLLR GURNEY AND CLLR KING TO SPEAK WITH BROADLAND DISTRICT COUNCIL, AND FOR A FORMAL SUBMISSION TO REGULATION 19 CONSULTATION TO BE PREPARED FOR THE PARISH COUNCIL WITH FEES OF UP TO £1000.**

The meeting closed at 21:05

DRAFT

Approved.....

Date.....





# **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](mailto:clerk@hellesdon-pc.gov.uk)  
Parish Clerk: Natasha Carver

## **Minutes of Hellesdon Community Centre Committee meeting held on Monday 1<sup>st</sup> February 2021 at 6:30pm 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 D Fahy  
Cllr U Franklin (Joined at the end of the meeting 19:20)  
Also In Attendance:  
Natasha Carver (Parish Clerk)

### **Welcome**

The Chairman welcomed and thanked all those in attendance and opened the meeting at 6:30pm

#### **1. Apologies and acceptance for absence**

No apologies received.

#### **2. Declarations of Interest and Dispensations**

None received.

#### **3. Approval of minutes of meeting dated 14<sup>th</sup> December 2020.**

The minutes of the committee meeting held via Zoom dated 14<sup>th</sup> December 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. 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, Agreed by all.**

#### **6. Community Centre Updates**

a) The clerk gave a verbal update on the current finances for the Community Centre. A third of the loss incurred has been received in grants from Broadland. The clerk recommended any underspend at the end of the financial year to go towards the redevelopment of the centre.

1

Approved.....

Date.....  
Hellesdon Community Centre Committee Mins 1<sup>st</sup> February 2021



A report on VAT implications of the community centre was previously circulated with the committee members. After a discussion on the options and recommendations the following was proposed by Cllr Johnson and seconded by Cllr Fahy for recommendation to full council

1. THAT HELLEDON COMMUNITY CENTER OPT TO TAX, ENSURING ALL VAT INCURRED CAN BE RECOVERED.
2. THE CURRENT HIRE RATES CHARGED FOR THE COMMUNITY CENTER TO BE REDUCED BY 10% EXCLUDING VAT

It was

**RESOLVED TO TAKE THE PROPOSAL TO FEBRUARYS FULL COUNCIL**

- b) Prior to the meeting a report on the current property maintenance was circulated to all committee members. It is now apparent the condition of the roof is far more serious than initially thought. There is clear evidence of serious water ingress from the rusted roof, which is now tracking down interior walls in the rooms of the centre, which is noticeable in the main Marjory Lewis room. The water is also soaking into the tiles of the suspended ceilings, especially in the Sylvia Watling. The severity of this was only noted on Friday prior to the meeting of the Community Centre Committee, when the clerk carried out a full check of the building looking at areas previously highlighted to the committee needing attention. The members of the committee felt that we could not follow the consultation pathway as originally agreed as the situation had become more acute than previously anticipated and that action to resolve the leakages needed expedient action to salvage and protect the building.

After discussions and looking at the outcomes of a recent PP&R meeting, where Mike Marshall, project architect had been in attendance the following decision was proposed by Cllr Johnson and seconded by Cllr Fahy, this is to take the following proposal as a matter of urgency to full council.

It was proposed to,

1. To instruct Mike Marshall to proceed to go out to tender as soon as possible on the construction of a tiled pitched roof to replace the existing agricultural roof of the Community Centre with urgency. Noted that planning permission has been sort and approved for a pitched roof.
2. To await the tenders in line with our own standing orders and appoint a contractor.
3. To continue with a public consultation regarding the services and activities residents of Hellesdon would like to see based at the Centre in the future, including improvement to facilities to bring them to modern standards, ensuing they are accessible by all.

It was

**RESOLVED TO TAKE THE PROPOSAL TO FEBRUARYS FULL COUNCIL**

- c) The clerk updated that the COVID restrictions currently in place has meant the centre remains closed, currently there is no guidance as to when these will be lifted.

**7. Exchange of Information**

No

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

It was confirmed the next meeting will be held on 8<sup>th</sup> March 2021 at 6:30pm via zoom

Meeting closed at 19:30



**Subject: Community Centre Roof**

**Author: Natasha Carver**

**Date: 2<sup>nd</sup> February 2021**

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Below are pictures taken in the community centre, on Friday 29<sup>th</sup> January 2021 prior to the Community Centre Meeting held on Monday 1<sup>st</sup> February 2021. There is clear evidence of serious water ingress from the rusted roof, which is now tracking down interior walls in the rooms of the centre, which is noticeable in the main Marjory Lewis room (Figure 8). The water is also soaking into the tiles of the suspended ceilings (Figure 1-7), especially in the Sylvia Watling. Speaking with Mike Marshall of DJ Designs, we discussed possibility of covering the roof with tarpaulin, he clarified that this would not be a safe option to do, as the tarpaulin would act as a sail and the roof could lift off causing further damage to the building. Temporary repairs would also not be cost effective at this point.

The following decision was proposed at the Community Centre Committee meeting by Cllr Johnson and seconded by Cllr Fahy

The proposal to the council is as follows;

1. To instruct Mike Marshall to proceed to go out to tender as soon as possible on the construction of a tiled pitched roof to replace the existing agricultural roof of the Community Centre with urgency. Noted that planning permission has been sort and approved for a pitched roof.
2. To await the tenders in line with our own standing orders and appoint a contractor.
3. To continue with a public consultation regarding the services and activities residents of Hellesdon would like to see based at the Centre in the future, including improvement to facilities to bring them to modern standards, ensuing they are accessible by all.



Fig.1



Fig.2



Fig.3



Fig.4

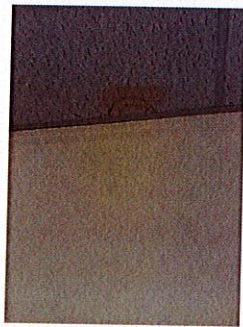


Fig.5



Fig.6



Fig.7

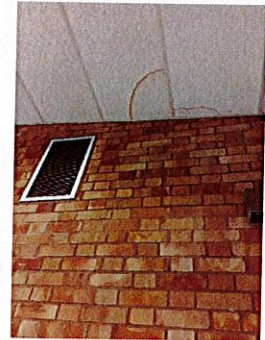


Fig.8