

# **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: contact@hellesdon-pc.gov.uk

## **Minutes of the Meeting of Hellesdon Parish Council Held on Tuesday 3<sup>rd</sup> December 2019 in the Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.**

**PRESENT:** Cllr W Johnson, Vice-Chairman  
Cllr S Gurney  
Cllr G Britton  
Cllr S Bush-Trivett  
Cllr G Everett  
Cllr M Fulcher  
Cllr S Prutton  
Cllr K Avenell  
Cllr D Buck  
Cllr P Sparkes  
Cllr U Franklin  
Cllr R Grady

In attendance: Mrs N Carver, Clerk

**WELCOME** - The Vice-Chairman welcomed Councillors. He read out the requirements for filming and recording of meetings and the fire evacuation notice.

**1. Apologies and acceptance for absence**

Apologies received from Cllr D King and Cllr D Britcher these were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

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

**3. Approval of minutes of the Parish Council Meeting held on 5<sup>th</sup> November 2019 from those members present at the respective meeting**

Minutes had been circulated.

The following amendments were agreed:

Item 12. (Verge cutting in the parish line 7) Cllr Fulcher had asked that consideration and care would be taken when stumping near to trees.

Item 17.1 date for plating to be amended to date for planting.

Item 19 Comment made by Cllr Prutton regarding the Man Hole Cover on Meadow Way/Links Avenue, to be amended to Cllr Fulcher making the comment.

It was subsequently

**RESOLVED TO ACCEPT THE MINUTES OF 5<sup>th</sup> NOVEMBER 2019 AS AMENDED. THE MINUTES WERE SIGNED BY THE VICE-CHAIRMAN.**

**4. Public Participation**

None present

**5. Report from Police to include Parish Crime Figures**

The Police Newsletter had been circulated.

**RESOLVED TO ACCEPT**

49

1. Approved.....

Date.....  
HPC Full Council Mins 3<sup>rd</sup> December 2019

6. **Report from County Councillor**

Cllr Gurney reported as follows:

- Bollard damaged at Drayton Wood Road will be replaced but with the agreed improvements by Highways to the road layout and to include priority traffic signage.
- The car that was abandoned in the Parish with no Tax or MOT has been removed from site.
- Highways have viewed the damaged pavement on Links Avenue adjacent to no.18 . The grass verge is to be reinstated and pathway repaired.
- The installation of wooden bollards on Meadow Way is still ongoing.
- Highways have agreed to have the Mann Egerton Memorial Plaque on Cromer Road, location still to be decided. The clerk to speak with Mr. Evens on the wording for the plaque and arrange a quotation from local stone mason recommended by Highways.

7. **Reports from District Councillors**

No reports.

8. **Reports from**

a) **Chairman**

No reports from the chairman

b) **Parish Clerk**

The clerks report was previously circulated

**RESOLVED TO ACCEPT. IT WAS AGREED TO RECEIVE 3 QUOTES FOR THE LINES TO BE REPAINTED AT THE ENTRANCE TO THE COMMUNITY CENTRE CAR PARK FROM WOODVIEW ROAD. CLERK TO ACTION**

9. **Financial Matters**

a) **Bank Reconciliation – 1st October to 31<sup>st</sup> October 2019.**

The document previously circulated was discussed, and it was **RESOLVED TO ACCEPT**

b) **Approval of Payments - 1st October to 31<sup>st</sup> October 2019.**

The document previously circulated was discussed. All signatories confirmed payments were in order. It was **RESOLVED TO ACCEPT**

c) **Approval of Receipts - 1st October to 31<sup>st</sup> October 2019.**

The document previously circulated was discussed, and it was **RESOLVED TO ACCEPT**

d) **Detailed Income and Expenditure 1st April to 31<sup>st</sup> October 2019.**

The document previously circulated was discussed, it was

**RESOLVED TO ACCEPT WITH THE FOLLOWING ITEM NOTED:**

**IT WAS ASKED FOR COST CENTRE 4475 TO BE SPLIT INTO SEPARATE AREAS. CLERK TO LOOK AT THIS**

e) **Earmarked reserves summary**

The Council **noted** the document previously circulated

50

1. Approved.....

Date.....

HPC Full Council Mins 3<sup>rd</sup> December 2019

10. **General Matters**

a) Community, Well-being, Environment and Parish and Town Councils

No update, first meeting was due mid-November but no correspondence had been received, clerk to chase.

b) Boundary Commission

It was noted that the consultation for Division Boundaries for Norfolk County Council had been extended to 13<sup>th</sup> January 2020

11. **Planning**

a) Committee meeting

Minutes of meetings held on Tuesday 5<sup>th</sup> November and Tuesday 19<sup>th</sup> November 2019 had been circulated. It was

**RESOLVED TO ADOPT BOTH SETS OF MINUTES**

b) Questions of the meeting

No questions asked.

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

a) Committee meeting

Minutes of meetings held on Thursday 31<sup>st</sup> October 2019 had been circulated. It was **RESOLVED TO ADOPT SET OF MINUTES AND AGREED DECISIONS MADE**

b) Questions of the meeting

Cllr Fulcher gave a verbal update on the Community allotment. John Fleetwood has confirmed there will be no funding available till the new financial year.

13. **Media & Communications**

a) Committee meeting

Minutes of meetings held on Tuesday 19<sup>th</sup> November 2019 had been circulated. It was **RESOLVED TO ADOPT SET OF MINUTES**

b) Confirm decisions made

**RESOLVED TO ACCEPT WITH THE DISCRETION TO THE CLERK TO NEGOTIATE A LOWER PACKAGE PRICE RELATING TO THE MOBILE PHONES.**

14. **Hellesdon Community Centre**

a) Committee meeting

Minutes of meetings held on Thursday 14<sup>th</sup> November 2019 had been circulated. It was **RESOLVED TO ADOPT SET OF MINUTES**

b) Confirm decisions made

These were **AGREED**

15. **Neighbourhood Plan and Green Grid**

17.1 Report of Meeting

Verbal update was given from Cllr Fulcher. Tree planting on Mountfield Park will be on 11<sup>th</sup> December from 10am. No further update

51

1. Approved.....

Date.....  
HPC Full Council Mins 3<sup>rd</sup> December 2019

16. **Resolution to Exclude the Press and Public**

It was

**UNANIMOUSLY RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS AND PUBLIC DURING DISCUSSION OF THE ITEMS RELATED TO STAFFING MATTERS AND PROPERTY, POLICY & RESOURCES DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED; SUCH ITEM TO BE DEALT WITH AFTER THE ITEM THAT CONFIRMED DETAILS OF THE NEXT MEETING**

19. **Exchange of information**

The clerk reported that Broadland District Council is currently working with Mars Wrigley on a campaign for reducing chewing gum Litter. The clerk will look at free of charge campaign materials available.

Clr Franklin informed the Parish Councillors there is a 'Trees and Cribs' festival on 5<sup>th</sup> to 8<sup>th</sup> December at Rosebery Road Methodist Church, donations will be made to The Sepsis Trust.

Clr Buck updated the Councillors that the next History Society Meet and Mardel will be on 7<sup>th</sup> December in the library with festive refreshments.

Clr Fulcher would like to look at setting up a meeting with the local youth, to discuss facilities that the Parish could provide. This can be taken to the community meeting on 16<sup>th</sup> December as a suggestion to looking at anti-social behavior.

Clr Jonson reported that Taverham Parish Councils Neighbourhood Development Plan – Statutory Consultation on Submitted Plan (Reg. 16) will be from Friday 29<sup>th</sup> November to Friday 17<sup>th</sup> January. If anyone would like to view it or make comments please visit Broadland District Councils website. Hard copies are available at Broadlands offices or Taverham Library.

20. **Date, Time & Venue for Next Meeting**

This was confirmed as Tuesday 7<sup>th</sup> January 2020 at 7pm in the Council Chamber, Diamond Jubilee Lodge

**Items discussed under the resolution to exclude public and press**

17. **Staffing**

Clr Gurney updated the meeting on staffing matters

It was noted a member of staff had tendered their resignation, giving 4 weeks' notice. This will be taken to the staffing committee meeting being held on Monday 9<sup>th</sup> December.

18. **Property, Policy & Resources**

16.1 **Committee Meeting**

Minutes of meetings held on Thursday 14<sup>th</sup> November had been circulated. These were discussed, it was

**RESOLVED TO ADOPT THE MINUTES**

b) **Confirm decisions made**

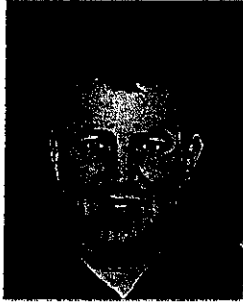
A verbal update was given on the community Centre and the need for it to be re-roofed and possibility of extending. Recommendations made were **AGREED BY ALL**

The meeting closed at 9:10pm.

Date: December 2019

# Newsletter

Welcome to the newsletter for Hellesdon.



Local Policing  
Commander for -  
Reepham, Aylsham,  
Taverham and  
Hellesdon

## Message from Inspector Rob Wicks

Firstly I would like to wish you all a very happy Christmas and healthy 2020. Christmas can be a period of enjoyment for many but also causes people to feel lonely and isolated, please consider your friends and family during this period.

Moving into the New Year my team will be offering a number of evening engagement opportunities, having listened to the feedback that day time surgeries do not suit all of the community we will look to address this issue and look forward to hearing your concerns.

As this year ends I am proud to say that you still live in one of the safest areas in the country with low levels of reported Crime and anti-social behaviour.

## Crime updates 1st - 30th November 2019

Offence	Numbers	What could this entail
Arson	1	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	0	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	2	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	7	A person destroys or damages property belonging to someone else.
Domestic	3	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	1	Any crime determined to have a hate element as per above.
Possession of controlled substance	1	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	6	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	1	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.
Theft from a person	1	Purse being taken from a handbag, or a mobile phone from a shopping basket.

## Broadland Engagement Officer PC Vicky Bailey

I will be hosting the following Drop-in Engagements Surgery "Cuppa with a Copper" where you are invited to join me for a cuppa and you can discuss any local issues or concerns you may have.

Taverham Library, Sandy Lane, Taverham, Norwich, NR8 6JR

06/01/2020 11:00hrs – 13:00hrs

(Occurs the first Monday of every month)

Hellesdon Library, Woodview Road, Hellesdon, Norwich, NR6 5QB

22/01/2020 10:00hrs – 12:00hrs

(Occurs the fourth Wednesday of every month)

Sprowston Library, Recreation Ground Road, Sprowston, Norwich, NR7 8EW

28/01/2020 10:00hrs – 12:00hrs

(occurs the last Tuesday of every month)

## Your local Beat Manager's, PC Felix Woodcock and PC Jade Weeks What is happening in your area

Hi everyone,

This month has seen me wrap up warm and brave the cold weather conducting hi visibility foot patrols across the parishes. Whilst carrying out patrols, I have encountered many local residents who have stopped to have a chat with me, which is something that I actively encourage. If you have not yet had chance to speak to me whilst I have been out and about, all local residents are very welcome to attend the next SNAP meeting at 19:00 hrs on Wednesday 15<sup>th</sup> January 2020 at Spixworth Village Hall. This is an ideal opportunity for residents to talk to police and councillors about local issues. Along with regular patrols, I have provided a police presence in the local community by attending engagement events including: "Cuppa with a Copper" and "Firsides School Christmas Market" where I have discussed winter crime prevention and provided local reassurance. Over the next few weeks, there will also be some upcoming engagement events including: "Coffee with a Copper" at Horsford Methodist Church from 09:00-11:00 hrs on Thursday 19<sup>th</sup> December and an engagement surgery to be held at ASDA, Drayton High Road, Hellesdon from 10:00-14:00 hrs on Monday 23<sup>rd</sup> December.

May I use this opportunity to wish you all a Merry Christmas and a Happy New Year.

## Neighbourhood Priorities

Next SNAP meeting: Weds 15th Jan 2020, 7pm at Spixworth Village Hall

- Hi visibility around the recreational grounds and public spaces in Hellesdon, Horsford, Spixworth and St Faiths
- Speed Monitoring on Church Lane, Horsford
- Inconsiderate parking on main roads, paying particular attention to building site/developers on Holt Road, Horsford

## Point of contact



Follow us on social media

@BroadlandPolice

[www.crimestoppers.co.uk](http://www.crimestoppers.co.uk)

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

Non Emergency: 101

Or

Email: [SNTHellesdon@norfolk.pnn.police.uk](mailto:SNTHellesdon@norfolk.pnn.police.uk)

## Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



AGENDA ITEM 8

CLERK'S REPORT FOR COUNCIL MEETING 07.01.20

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Community Centre		AGENDA ITEM 15
Car Park – Community Centre		3 Companies have been asked to provide quotes for the re painting of the lines at the entrance to the community centre car park from Wood View Road. We are still awaiting one of the quotes.
Parish Council Offices		The Caretaking staff are currently re decorating the offices starting in the Council Chamber
Recreation Ground		Waiting on quotations for the re-sighting and new play equipment of the under 9's play area. (2 have been received)
Meadows Way		Multiplex Playground Equipment – 3 Quotations have now been received to be taken to Playing fields meeting (23 <sup>rd</sup> January)
Mountfield Park		Tree planting took place on 11 <sup>th</sup> December. Thank you was sent from Bex to all staff and councillors for help and support on the day.
Allotments		AGENDA ITEM 13
Cemetery Car Park		Nothing to report
Persimmons Homes		No current Update
Public Toilets		Nothing to report
Litter & Dog Waste Bins		The additional poo bin on Cromer Road, has now been put in place. A complaint has been made by the owner of the shop on the corner. The clerk has responded that the site will be monitored and concerns raised will be addressed.
Bus Shelters		These are looking at being installed week commencing 6 <sup>th</sup> January
Benches		Request from resident to replace seat at the junction of Gowing Road. Item to be taken to the next PA&A meeting
War Memorial		No Update
Highway Rangers		Nothing to report
Highway Verges		Quotation has been received from an external grass cutter, clerk is awaiting written confirmation from NCC on costings

Staffing		AGENDA ITEM 17
Mobile Phones		All staff have been allocated the mobile phones including cases. Thank you to Cllr Bush-Trivett for help in setting these up.
Street Lighting		No further update
Christmas Opening and Closing Times		To be taken to staffing and community centre committee meetings for 2020 Christmas and New Year opening
Meeting Dates		No update

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



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**Hellesdon Parish Council Current Year**

**Bank - Cash and Investment Reconciliation as at 30 November 2019**

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**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

30/11/2019	Active Saver 4401	448,224.73
30/11/2019	Business Current Account 2077	500.00
30/11/2019	Petty Cash	246.68
10/12/2019	Active Saver 7702	328,978.96
10/12/2019	Active Saver 4503	81,183.70

**859,134.07**

**Other Cash & Bank Balances**

**80.00**

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**859,214.07**

**Receipts not on Bank Statement**

**0.00**

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**859,214.07**

**Closing Balance**

**All Cash & Bank Accounts**

1	Current Bank Account	448,724.73
2	Petty Cash	246.68
3	Active Saver 7702	328,978.96
4	Active Saver Emergency 4503	81,183.70
	Other Cash & Bank Balances	80.00
	<b>Total Cash &amp; Bank Balances</b>	<b>859,214.07</b>

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Payments November 2019

Date	Payee Name	£ Total Amnt	Transaction Detail
01/11/2019	Entanet International	£54.30	broadband
01/11/2019	Public Works Loan Board	£8,945.20	loan repayment
01/11/2019	Broadland District Council	£145.00	business rates stores
01/11/2019	Broadland District Council	£994.00	business rates community centre
01/11/2019	Broadland District Council	£309.00	business rates groundsmen shed
01/11/2019	DD Health & Safety	£36.00	protective clothing/workwear
01/11/2019	Syder Plumbing & Heating	£90.00	repairs to waste pipe
01/11/2019	Milne Marketing	£36.60	urinal mats
01/11/2019	Milne Marketing	£57.48	black sacks
01/11/2019	Alpha Electrical	£96.00	van charging point
01/11/2019	Osiris Technologies	£182.34	IT support November
01/11/2019	Pips Skips	£264.00	skip hire 30 Oct
01/11/2019	First Response Training	£330.00	Level 2 award First Aid awareness
01/11/2019	Mayday Office Equipment	£394.46	photo copies Oct 2019
01/11/2019	The Personnel People	£764.64	Agency grounds staff w/e 26 Oct
01/11/2019	Melba Swintex	£238.94	dog bin & litter bin
04/11/2019	Barclays Bank Plc	£54.84	commission 13 Sep - 13 Oct
06/11/2019	UK Fuel	£92.52	Jet fuel card Oct 2019
06/11/2019	Drayton Farms	£972.00	landowner rent y/e Nov 2020
06/11/2019	Desira	£387.99	van MOT & service
07/11/2019	IRIS Business Software	£142.80	Payroll year end pack
08/11/2019	Taverham Nursery	£8.50	pruning knife
08/11/2019	IRIS Business Software	£48.00	IRIS HR Oct 2019
08/11/2019	Milne Marketing	£51.35	cleaning materials
08/11/2019	East Anglian Watercooler	£62.39	water cooler rental
08/11/2019	Milne Marketing	£99.90	consumables
08/11/2019	Ridgeons	£107.17	post & clips for dog bin
08/11/2019	Milne Marketing	£133.26	wipes, bin liners & gloves
08/11/2019	Milne Marketing	£165.48	cleaning materials/consumables
08/11/2019	Milne Marketing	£181.56	consumables
08/11/2019	Milne Marketing	£219.21	consumables
08/11/2019	Custance & Son Ltd	£249.60	service water heater & boiler

Payments November 2019

08/11/2019	PHS Group	£265.54	consumables
08/11/2019	Collier Turf Care	£343.56	goal nets & post hooks
08/11/2019	Dazzle Cleaning	£475.00	window cleaning inc bus shelters
08/11/2019	Contract Electrical	£120.00	new cooker switch
08/11/2019	Contract Electrical	£264.00	install heating sleeve cables
08/11/2019	Contract Electrical	£192.00	glad for cables HCC toilets
08/11/2019	The Personnel People	£764.64	Agency grounds staff w/e 2 Nov
12/11/2019	Entanet International	£15.00	phone rental & calls office
14/11/2019	Wave	£56.18	allotments water Aug - Oct 2019
15/11/2019	DD Health & Safety	£42.60	HI viz jacket
15/11/2019	Viking	£139.08	stamps,p/copy ppr,refil pad,refreshments
15/11/2019	Norfolk County Council	£269.64	Legal fees
15/11/2019	NALC	£360.00	CILCA training
19/11/2019	Wave	£1,796.39	HCC water rates Aug - Oct 2019
20/11/2019	Total Gas & Power	£410.28	gas HCC & office Oct 2019
20/11/2019	Payroll	£15,572.82	November payroll
21/11/2019	Government agency	£151.55	November payment
21/11/2019	Total Gas & Power	£14.80	allotments electricity Oct 2019
22/11/2019	Card charges	£0.99	ATM cash withdrawal petty cash
22/11/2019	Cash withdrawal	£250.00	ATM cash withdrawal petty cash
25/11/2019	Broadland District Council	£614.00	business rates office HCC
25/11/2019	Viking	£80.29	tree planting refreshments
25/11/2019	East Anglian Road Markings	£420.00	repainting driveway lines
25/11/2019	Realise Futures	£723.96	replace bench Recreation Ground
25/11/2019	The Personnel People	£764.64	Agency grds staff w/e 16 Nov
25/11/2019	Norfolk Pension Fund	£4,140.99	November contributions
25/11/2019	HM Revenue & Customs	£5,117.07	PAYE & Employer NI
25/11/2019	Ben Burgess Grounds care	£758.63	scarifier & lawnmower service
27/11/2019	BNP Paribas	£278.00	HP wessex mower
27/11/2019	Wave	£2.98	water allotments 31 Oct - 11 Nov
28/11/2019	Hitachi Capital Finance	£540.00	lease tractor & hedge cutter
28/11/2019	Westcotec	£90.00	SAM program Sep 2019
28/11/2019	Wave	£21.66	water allotments 29 Oct - 12 Nov

Payments November 2019

28/11/2019	BT	£155.63	community centre phone Nov 19 - Jan 2020
29/11/2019	G & G Fencing	£30.00	drill holes to bench concrete pads
29/11/2019	Pure Resourcing Solutions	£287.28	Temp worker 15 Nov
29/11/2019	The Personnel People	£764.64	Agency grds staff w/e 23 Nov
29/11/2019	Contract Electrical	£3,216.00	new heater tractor shed

Receipts November 2019

Date	Commercial Hire	Community Hire	Casual hire	Allotments	Interest	Tennis	Other
01/11/2019	£93.50			£61.25			
04/11/2019					£10.97		
05/11/2019	£198.00						
06/11/2019	£72.00	£288.00	£120.00	£61.25			£599.42
07/11/2019				£41.25			
07/11/2019		£90.00		£61.25			
08/11/2019	£705.50	£99.00		£364.21			
12/11/2019	£59.00						
15/11/2019	£315.50	£662.00	£42.00	£153.15			
18/11/2019	£72.00						
19/11/2019	£144.00			£61.25			
20/11/2019				£30.65			
22/11/2019	£756.00	£788.49	£84.00	£184.00			
25/11/2019		£327.00		£91.90			
28/11/2019							training contribution
29/11/2019	£982.50	£154.00		£61.25			
<b>Total</b>	<b>£3,398.00</b>	<b>£2,408.49</b>	<b>£246.00</b>	<b>£1,171.41</b>	<b>10.97</b>		<b>£749.42</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## 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
<b>100 Community Centre</b>								
1400 Community Centre Income	0	352	68,000	67,648			0.5%	
1410 Community Centre Inc ML Room	2,564	22,346	0	(22,346)			0.0%	
1415 Community Centre Inc SW Room	1,019	7,567	0	(7,567)			0.0%	
1420 Community Centre Inc OH Room	419	4,488	0	(4,488)			0.0%	
1425 Community Centre Inc Spr Room	382	2,267	0	(2,267)			0.0%	
1435 Community Centre Inc SWB Room	803	6,856	0	(6,856)			0.0%	
1445 Community Centre Inc Kit Room	159	1,158	0	(1,158)			0.0%	
1460 Hire of flasks	6	123	0	(123)			0.0%	
1470 Hire of urn	96	648	0	(648)			0.0%	
<b>Community Centre :- Income</b>	<b>5,446</b>	<b>45,806</b>	<b>68,000</b>	<b>22,194</b>			<b>67.4%</b>	<b>0</b>
4150 Utilities	3,064	13,941	19,100	5,159		5,159	73.0%	
4250 Sanitary Waste Disposal	0	2,045	2,050	5		5	99.7%	
4295 Equipment - New/Replacement	0	681	2,945	2,264		2,264	23.1%	
4300 Equipment-Repair/Maintenance	0	71	100	29		29	71.0%	
4416 Water dispenser	52	260	444	184		184	58.6%	
4435 Contingencies	0	8,203	8,250	47		47	99.4%	
4450 Inspections	0	0	100	100		100	0.0%	
4480 Memberships & Subscriptions	0	239	250	11		11	95.7%	
4560 Property Maintain/Replacement	243	4,345	7,750	3,405		3,405	56.1%	
4630 Consumables	502	686	2,166	1,480		1,480	31.7%	
4635 cleaning agents/materials	260	1,010	2,400	1,390		1,390	42.1%	
4645 Rolling maintenance programme	268	969	1,157	189		189	83.7%	
<b>Community Centre :- Indirect Expenditure</b>	<b>4,389</b>	<b>32,449</b>	<b>46,712</b>	<b>14,263</b>	<b>0</b>	<b>14,263</b>	<b>69.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,057</b>	<b>13,357</b>	<b>21,288</b>	<b>7,931</b>				
<b>110 Administration</b>								
1076 Precept	0	457,220	0	(457,220)			0.0%	
1099 Community Infrastructure	0	109,953	0	(109,953)			0.0%	
<b>Administration :- Income</b>	<b>0</b>	<b>567,173</b>	<b>0</b>	<b>(567,173)</b>				<b>0</b>
4465 External Audit	0	1,300	1,455	155		155	89.3%	
4470 Internal Audit	0	1,129	2,370	1,241		1,241	47.6%	
4475 Legal Fees	225	6,343	5,025	(1,318)		(1,318)	126.2%	
4480 Memberships & Subscriptions	0	1,102	3,070	1,968		1,968	35.9%	
4550 Insurance	0	9,227	9,227	0		0	100.0%	
<b>Administration :- Indirect Expenditure</b>	<b>225</b>	<b>19,101</b>	<b>21,147</b>	<b>2,046</b>	<b>0</b>	<b>2,046</b>	<b>90.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(225)</b>	<b>548,072</b>	<b>(21,147)</b>	<b>(569,219)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## 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
<b>120 Staff</b>								
4000 Admin Staff	6,621	44,263	130,871	86,608		86,608	33.8%	
4010 Groundstaff	3,970	32,059	83,960	51,901		51,901	38.2%	
4020 Care Takers	4,982	39,227	99,505	60,277		60,277	39.4%	
4035 Child care vouchers	0	240	0	(240)		(240)	0.0%	
4040 PAYE	3,744	26,885	0	(26,885)		(26,885)	0.0%	
4045 Pension Scheme	4,141	28,071	36,455	8,384		8,384	77.0%	
4050 Staff Expenses	0	8	0	(8)		(8)	0.0%	
4055 Staff training	688	843	8,016	7,173		7,173	10.5%	
4070 Profess Fees/Agency Personnel	2,788	16,722	0	(16,722)		(16,722)	0.0%	
4080 Employer NI	1,524	10,525	30,989	20,465		20,465	34.0%	
4090 Protective clothing/workwear	66	370	3,000	2,630		2,630	12.3%	
4480 Memberships & Subscriptions	0	0	787	787		787	0.0%	
<b>Staff :- Indirect Expenditure</b>	<b>28,524</b>	<b>199,213</b>	<b>393,583</b>	<b>194,370</b>	<b>0</b>	<b>194,370</b>	<b>50.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(28,524)</b>	<b>(199,213)</b>	<b>(393,583)</b>	<b>(194,370)</b>				
<b>130 Council Office</b>								
1260 Hire Facilities Sundries	0	30	0	(30)			0.0%	
1360 Electricity FIT	0	270	550	280			49.0%	
<b>Council Office :- Income</b>	<b>0</b>	<b>300</b>	<b>550</b>	<b>250</b>			<b>54.5%</b>	<b>0</b>
4070 Profess Fees/Agency Personnel	0	0	1,000	1,000		1,000	0.0%	
4112 Advertising	0	180	180	0		0	100.0%	
4150 Utilities	682	6,110	10,500	4,390		4,390	58.2%	
4195 Keys/Locks	0	23	25	2		2	91.7%	
4250 Sanitary Waste Disposal	0	47	215	168		168	21.9%	
4295 Equipment - New/Replacement	0	59	251	192		192	23.4%	
4305 Parts- Repair/Replace/Spare	0	0	162	162		162	0.0%	
4400 Chairman's Budget	50	100	1,500	1,400		1,400	6.7%	
4405 Expense/Mileage Members	0	0	30	30		30	0.0%	
4410 Expense/Mileage Staff	0	0	175	175		175	0.0%	
4415 Catering for Meeting	157	365	462	97		97	79.0%	
4420 Telephone and Broadband	197	872	1,500	628		628	58.1%	
4425 IT Support and Maintenance	152	1,181	2,679	1,498		1,498	44.1%	
4430 Photocopier	327	2,360	3,326	966		966	70.9%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	34	381	1,266	885		885	30.1%	
4445 Postage	61	256	887	631		631	28.9%	
4480 Memberships & Subscriptions	0	0	260	260		260	0.0%	
4485 Other Licences/Fees	40	3,110	3,450	340		340	90.1%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## 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
4500 PWLB	8,945	17,890	17,920	30		30	99.8%	
4560 Property Maintain/Replacement	335	1,414	3,564	2,150		2,150	39.7%	
4565 Elections/Parish Poll	0	0	5,563	5,563		5,563	0.0%	
4570 Church Grass Cutting Contribut	0	750	750	0		0	100.0%	
4595 Misc contributions	0	750	750	0		0	100.0%	250
4630 Consumables	9	39	121	82		82	32.0%	
4635 cleaning agents/materials	0	5	72	67		67	6.7%	
<b>Council Office :- Indirect Expenditure</b>	<b>10,990</b>	<b>35,891</b>	<b>57,108</b>	<b>21,217</b>	<b>0</b>	<b>21,217</b>	<b>62.8%</b>	<b>250</b>
<b>Net Income over Expenditure</b>	<b>(10,990)</b>	<b>(35,591)</b>	<b>(56,558)</b>	<b>(20,967)</b>				
6000 plus Transfer from EMR	0	250						
<b>Movement to/(from) Gen Reserve</b>	<b>(10,990)</b>	<b>(35,341)</b>						
<b>150 Investment</b>								
1080 Bank Interest Received	0	0	140	140			0.0%	
1090 Monthly Loyalty Rewards	11	85	0	(85)			0.0%	
<b>Investment :- Income</b>	<b>11</b>	<b>85</b>	<b>140</b>	<b>55</b>			<b>60.6%</b>	<b>0</b>
4060 Bank Charges	56	425	1,500	1,075		1,075	28.3%	
<b>Investment :- Indirect Expenditure</b>	<b>56</b>	<b>425</b>	<b>1,500</b>	<b>1,075</b>	<b>0</b>	<b>1,075</b>	<b>28.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(45)</b>	<b>(340)</b>	<b>(1,360)</b>	<b>(1,020)</b>				
<b>160 Planning</b>								
4130 Hire of Rooms	0	0	350	350		350	0.0%	
<b>Planning :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>350</b>	<b>350</b>	<b>0</b>	<b>350</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(350)</b>	<b>(350)</b>				
<b>170 Health and Safety</b>								
4135 Consultancy Fees	0	450	500	50		50	90.0%	
4140 Defibrillator	0	139	500	361		361	27.8%	
4295 Equipment - New/Replacement	80	87	250	163		163	34.7%	
4630 Consumables	0	0	75	75		75	0.0%	
<b>Health and Safety :- Indirect Expenditure</b>	<b>80</b>	<b>676</b>	<b>1,325</b>	<b>649</b>	<b>0</b>	<b>649</b>	<b>51.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(80)</b>	<b>(676)</b>	<b>(1,325)</b>	<b>(649)</b>				
<b>180 Media and Communications</b>								
4100 Parish Council Promotion	0	65	1,500	1,435		1,435	4.3%	
4105 Newsletter-Printing/Distributi	0	0	6,816	6,816		6,816	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## 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
4110 Website and Emails	0	165	1,386	1,221		1,221	11.9%	
4155 IT Reserve	0	0	5,436	5,436		5,436	0.0%	
4460 CCTV	0	60	1,567	1,507		1,507	3.8%	
4685 Noticeboards	0	0	2,588	2,588		2,588	0.0%	
Media and Communications :- Indirect Expenditure	0	290	19,293	19,003	0	19,003	1.5%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(290)</b>	<b>(19,293)</b>	<b>(19,003)</b>				
<b>190 Stores</b>								
4150 Utilities	145	1,158	1,448	290		290	80.0%	
4195 Keys/Locks	0	0	10	10		10	0.0%	
Stores :- Indirect Expenditure	145	1,158	1,458	300	0	300	79.5%	0
<b>Net Expenditure</b>	<b>(145)</b>	<b>(1,158)</b>	<b>(1,458)</b>	<b>(300)</b>				
<b>195 Tractor Shed</b>								
4150 Utilities	309	2,475	3,093	618		618	80.0%	
4195 Keys/Locks	0	0	30	30		30	0.0%	
4560 Property Maintain/Replacement	9	629	1,912	1,283		1,283	32.9%	
Tractor Shed :- Indirect Expenditure	318	3,104	5,035	1,931	0	1,931	61.7%	0
<b>Net Expenditure</b>	<b>(318)</b>	<b>(3,104)</b>	<b>(5,035)</b>	<b>(1,931)</b>				
<b>200 Residents' Parties</b>								
4115 Consumable- Food/Beverage	12	12	1,619	1,607		1,607	0.7%	
4120 Over 65 Entertainment	0	0	1,050	1,050		1,050	0.0%	
4630 Consumables	0	0	250	250		250	0.0%	
Residents' Parties :- Indirect Expenditure	12	12	2,919	2,907	0	2,907	0.4%	0
<b>Net Expenditure</b>	<b>(12)</b>	<b>(12)</b>	<b>(2,919)</b>	<b>(2,907)</b>				
<b>210 Grounds</b>								
1200 Football Hire Charges	0	2,055	3,420	1,365			60.1%	
1210 Football Training Area Hire	0	200	228	28			87.9%	
1250 Miscellaneous Activity Hire	0	0	312	312			0.0%	
1270 Floodlights Income	0	305	490	185			62.2%	
Grounds :- Income	0	2,560	4,450	1,890			57.5%	0
4160 Repairs/Maintenance	0	40	654	614		614	6.1%	
4195 Keys/Locks	0	37	82	45		45	45.6%	
4205 Replacement Bins	266	397	568	171		171	70.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## 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
4210 Emptying Bins/Fresheners	0	3,169	5,795	2,626		2,626	54.7%	
4215 Seats - Repair/Replacement	666	4,651	0	(4,651)		(4,651)	0.0%	4,651
4220 Signage - New/Replacement	0	0	538	538		538	0.0%	
4225 Floodlights Maintenance/Repair	0	0	3,307	3,307		3,307	0.0%	
4230 Surface Protection - Repair	0	0	163	163		163	0.0%	
4255 Green Waste Removal	220	1,070	2,360	1,290		1,290	45.3%	
4260 Shrub/Tree/Hedge	0	9	438	429		429	2.0%	
4270 Fertilisers/Weed & Moss Killer	0	655	3,486	2,831		2,831	18.8%	
4275 Contractor Spray	0	523	523	(0)		(0)	100.1%	
4295 Equipment - New/Replacement	29	246	246	(0)		(0)	100.1%	
4300 Equipment-Repair/Maintenance	286	529	1,840	1,311		1,311	28.8%	
4305 Parts- Repair/Replace/Spare	0	0	55	55		55	0.0%	
4320 Small tools	0	159	159	(0)		(0)	100.1%	
4380 Various Equipment	0	21	82	61		61	25.7%	
4385 Pegs & Bolts Purchase	0	86	86	0		0	99.5%	
4390 Materials	0	675	3,585	2,910		2,910	18.8%	
4395 Wetting Agents/Preservatives	0	0	709	709		709	0.0%	
4435 Contingencies	0	149	545	396		396	27.4%	
4450 Inspections	0	241	273	33		33	88.1%	
4480 Memberships & Subscriptions	0	0	218	218		218	0.0%	
4560 Property Maintain/Replacement	2,680	2,680	0	(2,680)		(2,680)	0.0%	2,680
4630 Consumables	247	409	1,336	927		927	30.6%	
4635 cleaning agents/materials	0	100	100	0		0	99.9%	
4645 Rolling maintenance programme	0	0	3,900	3,900		3,900	0.0%	
<b>Grounds :- Indirect Expenditure</b>	<b>4,395</b>	<b>15,848</b>	<b>31,048</b>	<b>15,200</b>	<b>0</b>	<b>15,200</b>	<b>51.0%</b>	<b>7,331</b>
<b>Net Income over Expenditure</b>	<b>(4,395)</b>	<b>(13,288)</b>	<b>(26,598)</b>	<b>(13,310)</b>				
6000 plus Transfer from EMR	3,346	7,331						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,048)</b>	<b>(5,956)</b>						
<b>220 Machinery and Vehicles</b>								
4160 Repairs/Maintenance	0	34	3,511	3,477		3,477	1.0%	
4265 Fuel	77	855	1,622	767		767	52.7%	
4290 Servicing	962	2,399	963	(1,436)		(1,436)	249.1%	
4295 Equipment - New/Replacement	0	0	327	327		327	0.0%	
4305 Parts- Repair/Replace/Spare	0	292	3,095	2,804		2,804	9.4%	
4310 Hire of Machinery	675	5,399	8,097	2,698		2,698	66.7%	
4435 Contingencies	0	0	3,270	3,270		3,270	0.0%	
4630 Consumables	0	2	77	75		75	2.3%	
4680 Depreciation	0	0	4,950	4,950		4,950	0.0%	
<b>Machinery and Vehicles :- Indirect Expenditure</b>	<b>1,714</b>	<b>8,979</b>	<b>25,912</b>	<b>16,933</b>	<b>0</b>	<b>16,933</b>	<b>34.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,714)</b>	<b>(8,979)</b>	<b>(25,912)</b>	<b>(16,933)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## 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
<b>230 Trees</b>								
4240 Emergency Work	0	0	1,000	1,000		1,000	0.0%	
4450 Inspections	0	0	1,000	1,000		1,000	0.0%	
4455 Work following Inspections	0	1,875	9,526	7,651		7,651	19.7%	
<b>Trees :- Indirect Expenditure</b>	<b>0</b>	<b>1,875</b>	<b>11,526</b>	<b>9,651</b>	<b>0</b>	<b>9,651</b>	<b>16.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,875)</b>	<b>(11,526)</b>	<b>(9,651)</b>				
<b>240 Allotments</b>								
1100 Allotment Income	34	2,588	2,999	411			86.3%	
1110 Water Charge	0	1,175	606	(569)			193.8%	
<b>Allotments :- Income</b>	<b>34</b>	<b>3,763</b>	<b>3,605</b>	<b>(158)</b>			<b>104.4%</b>	<b>0</b>
4145 Landowner Rent	972	1,891	1,619	(272)		(272)	116.8%	
4150 Utilities	(505)	4,923	2,029	(2,894)		(2,894)	242.6%	
4160 Repairs/Maintenance	0	0	366	366		366	0.0%	
4175 Best Kept Allotm. Competition	0	74	189	115		115	39.0%	
4195 Keys/Locks	0	27	0	(27)		(27)	0.0%	
4390 Materials	0	0	109	109		109	0.0%	
4435 Contingencies	0	0	2,500	2,500		2,500	0.0%	
4450 Inspections	0	0	300	300		300	0.0%	
4560 Property Maintain/Replacement	0	68	382	314		314	17.8%	
<b>Allotments :- Indirect Expenditure</b>	<b>467</b>	<b>6,983</b>	<b>7,494</b>	<b>511</b>	<b>0</b>	<b>511</b>	<b>93.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(433)</b>	<b>(3,220)</b>	<b>(3,889)</b>	<b>(669)</b>				
<b>250 Play Areas</b>								
4300 Equipment-Repair/Maintenance	0	16	1,520	1,504		1,504	1.1%	
4330 Repair Wooden Shuttering	0	0	87	87		87	0.0%	
4390 Materials	0	57	223	166		166	25.5%	
4435 Contingencies	0	0	4,360	4,360		4,360	0.0%	
4450 Inspections	0	0	310	310		310	0.0%	
<b>Play Areas :- Indirect Expenditure</b>	<b>0</b>	<b>73</b>	<b>6,500</b>	<b>6,427</b>	<b>0</b>	<b>6,427</b>	<b>1.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(73)</b>	<b>(6,500)</b>	<b>(6,427)</b>				
<b>255 Hard Courts and Car Park</b>								
1220 Tennis Hire Charges	0	269	164	(105)			163.8%	
1230 Netball Hire Charges	0	7	1,188	1,181			0.6%	
<b>Hard Courts and Car Park :- Income</b>	<b>0</b>	<b>275</b>	<b>1,352</b>	<b>1,077</b>			<b>20.4%</b>	<b>0</b>
4295 Equipment - New/Replacement	0	0	5,995	5,995		5,995	0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## 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
4340 Surface - Repair	350	350	778	428		428	45.0%	
4345 Surface Clean Chemicals	0	0	300	300		300	0.0%	
4580 Car Park/ Pathways	0	0	2,132	2,132		2,132	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	350	350	9,205	8,855	0	8,855	3.8%	0
<b>Net Income over Expenditure</b>	<b>(350)</b>	<b>(75)</b>	<b>(7,853)</b>	<b>(7,778)</b>				
<b>260 Bowling Green</b>								
1240 Bowls Hire Charges	0	3,000	3,000	0			100.0%	
Bowling Green :- Income	0	3,000	3,000	0			100.0%	0
4330 Repair Wooden Shuttering	0	0	360	360		360	0.0%	
4350 Pathway - Repair	0	0	109	109		109	0.0%	
4390 Materials	0	1,323	1,635	312		312	80.9%	
Bowling Green :- Indirect Expenditure	0	1,323	2,104	781	0	781	62.9%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,677</b>	<b>896</b>	<b>(781)</b>				
<b>265 Memorials</b>								
4355 Resident Rose/Plaque- Purchase	0	(4)	0	4		4	0.0%	
4360 Rose Renewal	0	0	27	27		27	0.0%	
4370 Bedding Plants	0	93	109	16		16	85.5%	
4575 War Memorial	0	0	2,180	2,180		2,180	0.0%	
Memorials :- Indirect Expenditure	0	89	2,316	2,227	0	2,227	3.8%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(89)</b>	<b>(2,316)</b>	<b>(2,227)</b>				
<b>270 Traffic Highways/Environment</b>								
1350 Bus Shelter Income	0	0	10,000	10,000			0.0%	
Traffic Highways/Environment :- Income	0	0	10,000	10,000			0.0%	0
4590 Village Signs	0	0	218	218		218	0.0%	
4645 Rolling maintenance programme	0	0	900	900		900	0.0%	
4650 SAM2 Weekly Move	75	525	900	375		375	58.3%	
4655 Bus Shelters	400	800	800	0		0	100.0%	
4670 Parish Partnership Scheme	0	0	24,747	24,747		24,747	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	475	1,325	27,565	26,240	0	26,240	4.8%	0
<b>Net Income over Expenditure</b>	<b>(475)</b>	<b>(1,325)</b>	<b>(17,565)</b>	<b>(16,240)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## 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	5,492	622,961	91,097	(531,864)			683.8%	
Expenditure	52,140	329,163	674,100	344,937	0	344,937	48.8%	
<b>Net Income over Expenditure</b>	<b>(46,648)</b>	<b>293,798</b>	<b>(583,003)</b>	<b>(876,802)</b>				
plus Transfer from EMR	3,346	7,581						
<b>Movement to/(from) Gen Reserve</b>	<b>(43,302)</b>	<b>301,380</b>						

## Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Play Equipment	25,000.00		25,000.00
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	16,400.00		16,400.00
323 EMR Hard Surface Area	14,000.00		14,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	4,573.00		4,573.00
326 EMR Elections	382.22		382.22
327 EMR War Memorial	2,200.00		2,200.00
328 EMR Burial Ground Land	17,000.00		17,000.00
329 EMR Com Centre Contingency	19,086.04	-3,346.36	15,739.68
330 EMR Parish Poll Provision	6,000.00		6,000.00
331 EMR Mountfield Park	50,042.09	-3,985.10	46,056.99
332 EMR Good Causes in Hellesdon	14,120.00	-250.00	13,870.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	55,315.14		55,315.14
335 EMR Car Park/Paths at HCC	0.00		0.00
336 EMR Car Park Soakaway	0.00		0.00
337 EMR Driveway Sinkage	500.00		500.00
338 EMR Grit bins	1,500.00		1,500.00
339 EMR Outreach provision	0.00		0.00
340 EMR PF Ownership signs	2,500.00		2,500.00
341 EMR Precept Shortfall	13,190.00		13,190.00
342 EMR Staff contingency payments	10,000.00		10,000.00
343 EMR Privet Hedge Driveway	500.00		500.00
344 EMR Equipment & Storage	0.00		0.00
345 EMR Bus shelter	-3,354.00		-3,354.00
346 Green Grid	10,000.00		10,000.00
347 Land Acquisition account	69,752.17		69,752.17
348 Community Engagement Reserve	2,350.00		2,350.00
	<b>333,214.06</b>	<b>-7,581.46</b>	<b>325,632.60</b>

**REPORT TO COUNCIL**

**Subject: Donation Request**

**Author: Natasha Carver**

**Date: 7<sup>th</sup> January 2020**

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The following email request has been made by Broadland Tree Warden Network:

Good Morning,

As the time for you to prepare your budgets for 2020-2021 fast approaches, the Broadland Tree Warden Network asks your councils to consider making a donation towards our important and valuable work. Many of your parishes will have benefitted from that work this year and we hope to help even more next year.

Many parishes kindly made donations for 2019-2020 and without those we would not have been able to operate as effectively as we have. So, may I please ask you all to consider making a minimum donation of £25 for the year 2020-2021.

Kindest regards,

John



**John Fleetwood**  
**Network Co-ordinator**  
**Broadland Tree Warden Network**  
**4 Oakhill, Brundall, Norwich NR13 5AQ**

**Action**

The Parish Council to consider the request for a donation.

To confirm amount for donation.

## Summary

Cost centre	Precept	Precept
	2019/2020	2020/2021
Community centre	-£30,258.00	-£19,030.00
Administration	£14,449.37	£19,897.37
Council Office	£51,087.00	£73,556.00
Investment	£798.00	-£600.00
Planning	£350.00	£300.00
Health & Safety	£1,325.00	£1,000.00
Media & Communications	£17,006.00	£15,950.00
Stores	£1,501.00	£1,490.00
Tractor shed	£3,301.00	£3,193.00
Resident's Party	£2,250.00	£1,700.00
Events	£0.00	£2,000.00
Grounds	£16,678.00	£18,048.60
Machinery & Vehicles	£24,253.00	£19,517.00
Trees	£10,000.00	£12,500.00
Allotments	£2,890.00	£1,009.00
Play Areas	£5,543.00	£6,023.00
Hard Courts & car park	£6,388.00	£486.00
Bowling Green	-£1,092.00	£0.00
Memorials	£636.00	£645.00
Traffic Highways	£12,818.00	£1,020.00
Staff	£317,296.55	£325,811.20
Hello Café	£0.00	£0.00
<b>Total</b>	<b>£457,219.92</b>	<b>£484,516.17</b>

$£484,516/3731 = £129.86$  per annum (£123.31)

$£129.86/52 = £2.50$  per week

Weekly increase £0.13 (£2.50 - £2.37)



# **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: [contact@hellesdon-pc.gov.uk](mailto:contact@hellesdon-pc.gov.uk)

Minutes of the meeting of the Planning Committee held on  
Tuesday 03<sup>rd</sup> December 2019 at 6.30pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**PRESENT:**

Cllr G Britton  
Cllr S Bush-Trivett  
Cllr R Grady  
Cllr S Prutton  
Cllr M Fulcher  
Mrs. N Carver – Clerk

The welcomed Committee members

1. **Apologies and acceptance for absence**

No Apologies were received.

2. **Declarations of Interest and Dispensations**

No additional items noted.

3. **Approval of minutes of the committee meeting held on 19<sup>th</sup> November 2019**

Minutes had been circulated.

It was

**RESOLVED TO ADOPT THE MINUTES WHICH WERE THEN SIGNED BY THE CHAIRMAN OF THE MEETING**

4. **Public Participation**

None Present

5. **General Matters**

5.1 **Applications Determined and awaiting Decision**

Information provided with the Agenda was noted.

5.2 **Applications for Consideration**

**20190580**

Revised Plans showing realigned highway, repositioned bus stop and island crossing point for pedestrians re proposed Residential Development (Outline)

296 Drayton High Road, NR6 5BJ

Little Melton Property Services

**RESOLVED TO OBJECT WITH THE FOLLOWING RESPONSE**

**Impact on road safety: Poor vehicle visibility due to the location of the bus stop and the number of trees in the location, Non-standard vehicle would have difficulties accessing.**

**20191833**

Single Storey Rear Extension  
32 Hercules Road, NR6 5HH  
Mr Marcus Quantrell

**RESOLVED TO SUPPORT**

**18/01621/VC**

Updated Plans re Variation of Conditions re Planning Permission 16/00965/VC and 20161133  
Norwich Airport, NR6 6JA

**RESOLVED TO SUPPORT WITH THE FOLLOWING RESPONSE**

**Subject to all access only via the A1270 and No Access to site from A140**

**6. Exchange of Information**

Cllr Prutton updated the committee regarding the Drayton Wood Road Bollard that was knocked down earlier

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

This was confirmed as **Tuesday 17<sup>th</sup> December 2019 at 6.30pm** in the Council Chamber, Diamond Jubilee Lodge.

The meeting closed at 6:41p.m.

# **HP C 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: [contact@hellesdon-pc.gov.uk](mailto:contact@hellesdon-pc.gov.uk)

Minutes of the meeting of the Planning Committee held on  
Tuesday 17<sup>th</sup> December 2019 at 6.30pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**PRESENT:**

Cllr S Bush-Trivett  
Cllr R Grady  
Cllr M Fulcher  
Mrs. N Carver – Clerk

The vice chair welcomed Committee members.

1. **Apologies and acceptance for absence**

Apologies were received from Cllr Prutton, Cllr Britton

2. **Declarations of Interest and Dispensations**

No additional items noted.

3. **Approval of minutes of the committee meeting held on 03<sup>rd</sup> December 2019**

Minutes had been circulated:

It was

**RESOLVED TO ADOPT THE MINUTES WHICH WERE THEN SIGNED BY THE CHAIRMAN OF THE MEETING**

4. **Public Participation**

None Present

5. **General Matters**

5.1 **Applications Determined and awaiting Decision**

Information provided with the Agenda was noted.

5.2 **Applications for Consideration**

20191848

Display of 2 Illuminated Fascia signs, 1 Illuminated Freestanding Entrance Gate Sign, 1 Illuminated Freestanding Totem Sign, 1 Non-Illuminated Directional Totem Sign and 3 Flag Poles with Flags  
Motorvogue Hyundai, Cromer road, NR6 6NA

Mr Jon Ponchin, Motorvogue Hyundai

**Resolved to Support, subject to the signage giving low illumination to prevent adverse impact on residents and drivers**

**20191843**

Single Storey Rear & Side Extensions  
110 Reepham Road, NR6 5PD  
Mrs D Patel

**Resolved to support**

**20191847**

Two Storey Side Extension Comprising Retail Unit and Flat above  
112 Boundary road, NR6 5JE  
Mr J Lawrence (1 Braymeadow Lane, Little Melton)

**Resolved to object on the following**

- 1) SHCR 09 The proposal would lead to an intensification in the use of an access onto the Boundary Road, which is a busy principle route and would cause undue interference with the safe and free flow of traffic on this important traffic route.
- 2) SHCR17 – Limited onsite Parking and maneuvering facilities
- 3) SHCR11 Unsatisfactory Right Turn Movement
- 4) Poor quality housing space provided as per the government national described space standard March 2015 37 Square Meters

**20191840**

Refurbishment of Unit A to include the installation of New Palisade Fence to the main entrance, replacement of windows and door, repainting cladding and removal of Oil Tank Enclosure  
Unit A, Frenbury Estate, Hellesdon Park Road, Hellesdon, NR6 5DP  
C/O Agent, Threadneedle Property Unit Trust

**Resolved to support, on the condition the ground is decontaminated from oil tank**

**20191900**

**Resolved to support, on the grounds that the neighboring properties are consulted**

**6. Exchange of Information**

Letter received from Clarke Telecom Ltd regarding proposed base station installation at Land at Royal Norwich Golf Club, Drayton High Road, Hellesdon This was noted.

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

This was confirmed as Tuesday 7<sup>th</sup> January 2020 at 6.15pm in the Council Chamber, Diamond Jubilee Lodge.

The meeting closed at 6:41p.m.

# **HP HC HELLEDON PARISH COUNCIL**

The Council Office, Diamond Jubilee Lodge, Woodview Road, Helledon, Norwich, NR6 5QB  
Tel: 01603 301751 www.helledon-pc.gov.uk email: [contact@helledon-pc.gov.uk](mailto:contact@helledon-pc.gov.uk)

Minutes of the meeting of the Playing Fields Amenities &  
Allotments Committee held on  
Thursday 28<sup>th</sup> November 2019 at 4pm in  
The Council Chamber, Diamond Jubilee Lodge, Helledon

**PRESENT:**

Cllr D King (Chairman)  
Cllr S Gurney,  
Cllr U Franklin,  
Cllr M Fulcher  
Cllr K Avenell  
Cllr S Prutton  
Mrs N Carver – Clerk  
Mr G Ellis – Financial Officer

The Chairman welcomed Members

1. **Apologies and acceptance for absence**  
No apologies received all in attendance
2. **Declarations of Interest and Dispensations**  
None noted
3. **Public Participation**  
None present
4. **Minutes of the Meeting held on 31<sup>st</sup> October 2019**  
Draft Minutes had been circulated, and it was

**RESOLVED TO ADOPT THE MINUTES WHICH WERE SIGNED BY THE CHAIRMAN**

5. **To discuss and recommend budget settings 2020/2021**  
The report previously circulated was **NOTED**. There was still money available in 2019/2020 budget for replacement equipment; this would cover the following items Hedge Cutter, Lawn Mower and Line Marker. The members **agreed** that the items could be purchased this financial year, and asked that three quotes were obtained to ensure best price. It was **agreed** to get three prices for the Swing Trim and look to purchase this from general reserves. The clerk to confirm the usage of the roller mower before look at replacement of this item.

The members went through the budget presented and made recommendations to be taken to the next PP&R meeting.

6. **Allotments**

A written update was handed to all members regarding pest control on the allotments. It was **RESOLVED TO ACCEPT QUOTE D. A LETTER TO BE SENT OUT TO ALL ALLOTMENT HOLDERS ASKING FOR A VOTE ON HAVING PEST CONTROL ON SITE AT A CHARGE TO EACH AND ALL HOLDERS OF £7.50 PER YEAR. ALL RESPONSES TO BE RECEIVED BY 16<sup>TH</sup> DECEMBER 19. THE DECISION TO GO AHEAD WITH PEST CONTROL WILL BE TAKEN FROM THE MAJORITY VOTE**

7. **SPORTS FEES**

The report previously circulated was **NOTED**. It was Agreed to charge the bowls club £1800 for the 2020 season, payable in 2 equal instalments.

8. **Exchange of Information**

No further information

9. **Date, Time and Venue of Next Meeting**

Next meeting date to be confirmed.

The meeting closed at 18:29

**DRAFT**

**REPORT TO COUNCIL**

**Subject: Media and Communications – Just Hellesdon**

**Author: Natasha Carver**

**Date: 7<sup>th</sup> January 2020**

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The next addition of Just Hellesdon is January 22<sup>nd</sup>, Deadline 14<sup>th</sup> January.

2 Pages (Centre two pages) cost £375

1 Page cost £196

Information to go on Parish Pages to include: (This would fit on 1 Page)

- Councilor List including ward/contact information
- Parish Council Information including contact details and how to contact
- Dates for upcoming meetings
- Wishing Hellesdon a Happy New Year

½ to 1 Page for Hellesdon Residents Senior Citizens Christmas Party Thank you to all that helped including photos from the day.

**Action**

The Parish Council to confirm number of pages in January Edition Just Hellesdon

To confirm any other information to be included.

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

Minutes of the meeting of the Property, Policy & Resources Committee held on  
Thursday 18<sup>th</sup> December 2019 at 9am in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**Present:** Cllr S Gurney – Chair of the Committee  
Cllr D King  
Cllr B Johnson  
Cllr M Fulcher  
N Carver – Clerk  
G Ellis – Finance Officer

The Chairman welcomed members and opened the meeting at 9am.

**01 Apologies and Acceptance for Absence**

Apologies Received from Cllr S Prutton and Cllr D Britcher, these were **ACCEPTED**.

**02 Declarations of Interest and Requests for Dispensations**

No additional items noted.

**03 Approval of minutes of the committee meeting held on 14<sup>th</sup> November 2019**

Minutes had been circulated

It was

**RESOLVED TO ADOPT THE MINUTES WHICH WERE THEN SIGNED BY THE CHAIRMAN OF THE MEETING**

**04. 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.**

**05. Finance**

The 2020/2021 budget proposal was previously circulated and updates were made, these were presented and explained by the Finance Officer and the Parish Clerk.

The budget proposal was discussed and the following changes made:

Cost Centre 130 Council Offices

the following changes made:

4400 Increase Budget from £500 to £1500

4420 Decrease of £800 due to the savings made on the new contract

Approved.....

Date.....



4425 Increase budget from £1100 to £2500

4595 £750 to £0

4565 Move £5563 underspend to Ear Marked Reserve for Elections

Cost Centre 210 Grounds

the following changes made:

4635 Decrease Budget from £5000 to £3000

Cost Centre 220 Machinery and Vehicles

the following changes made:

4290 Decrease Budget from £5500 to £4500

4310 Decrease Budget from £9097 to £8097

Cost Centre 265 Memorials

the following changes made:

4575 Increase budget from £525 to £620

Cost Centre 110 Administration

The following changes made:

Increase total budget to £32897.37

The committee asked for the Parish Clerk and the Finance Officer to look at the costings of the photocopier and postage and to report back to this committee.

**IT WAS THEN RESOLVED BY CLLR GURNEY AND SECONDED BY CLLR KING TO RECOMMEND TO THE FULL PARISH COUNCIL THAT THAT THE PRECEPT FOR 2020/21 SHOULD BE SET AT £484,516.17**

06. **Exchange of Information**  
None

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

The meeting closed at 12:20pm.

# **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: [contact@hellesdon-pc.gov.uk](mailto:contact@hellesdon-pc.gov.uk)

## **Minutes of the meeting of Staffing Committee held on Monday 9<sup>th</sup> December 2019 at 6.30pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**PRESENT:** Cllr S Gurney (Chairman)  
Cllr D King  
Cllr G Britton  
Cllr W Johnson  
Cllr U Franklin

Mrs N Carver – Clerk

The Chairman welcomed Members and opened the meeting at 6.30pm.

1. **Apologies and acceptance for absence**  
All present.
2. **Declarations of Interest and Dispensations**  
Cllr Gurney made a declaration of interest in training. No requests for dispensations had been made.
3. **Approval of minutes of the Committee meeting held on 17<sup>th</sup> October 2019 from those members present at the held meeting**  
Minutes had been circulated, and it was unanimously

### **RESOLVED TO ADOPT THE MINUTES**

4. **Public Participation**  
No members of the public present.
5. **Finance**  
a) The budget monitoring report for 2019/2020 was **noted**  
b) The draft budget for staffing 2020/2021 was previously circulated; the committee unanimously **RECOMMEND** the draft document with one change to the Property, Policy and Resources Committee.
6. **Resolution to Exclude the Press & Public**  
It was unanimously

**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**

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

7. **Training**

Cllr Gurney left the room.

The clerk gave a verbal update on a request made for funding.

It was RESOLVED to financial support the cost of a Councilors CilCA Training. This was proposed by Cllr King seconded by Cllr Johnson and agreed by all. It was agreed that future requests would be considered if other Parish Councillors of Hellesdon would like to study for the qualification.

Cllr Gurney rejoined the meeting

The clerk gave a verbal update on training courses available in the New Year. It was RESOLVED for the clerk to attend the courses and to email all councilors with the list of courses available, councilors to contact the clerk by Friday 13<sup>th</sup> to book.

It was RESOLVED to have full in-house council training by NPTS on being an effective councilor. Clerk to contact NPTS for dates for the New Year.

8. **Staffing Update**

The chair gave a verbal update on recent staffing matters

Phase Return - An update was given from the chair

Grievance - The grievance panel are currently arranging a meeting to report back.

The recent resignation of a member of staff was received and accepted. It was RESOLVED to advertise the post of Administrator/Assistant clerk. Closing date for applicants January 31<sup>st</sup> Noon.

9. **Exchange of Information**

Cllr Gurney addressed an email received regarding staffing matters, this would be forwarded to the clerk to respond.

10. **Date, Time and Venue of next meeting**

The date of the next meeting to be confirmed at the start of January.

The Meeting closed at 8.52 p.m.

