



The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
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**Minutes of the Full Council Meeting of Hellesdon Parish Council
held on Tuesday 11th January 2022 at 7pm
at The Parish Office, Council Chambers, Diamond Jubilee Lodge**

PRESENT:

Cllr D King (Chairman)
Cllr W Johnson
Cllr R Sear
Cllr D Fahy
Cllr S Bush-Trivett
Cllr M Fulcher
Cllr L Douglass
Cllr R Forder

Cllr S Gurney
Cllr R Potter
Cllr P Sparkes
Cllr U Franklin
Cllr G Britton
Cllr D Britcher
Cllr K Avenell

In attendance: Mr R Reeve Locum Clerk
District Cllr S Prutton

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

1. Apologies and Acceptance for Absence

An apology of absence was received from Cllr G Diffey which was **ACCEPTED**.

2. Declarations of Interest and Dispensations

No further declarations or dispensations were received.

3. Minutes from Full Council meeting held 14th December 2021

The Minutes of the Full Council meeting held on 14th December 2021 had been previously circulated. Following a correction being made of those present, these were accepted by all those at the meeting as a true record, it was **RESOLVED TO ACCEPT**

4. Public Participation

None on this occasion

5. Reports

Verbal updates were provided by the District and County Councillors present.

- Cllr Gurney updated on County matters, including that there was a need to lobby to secure improvements to the bus lane on the Cromer Road, which was not operating as intended, due to being too narrow and poor road marking/ signage.
- Cllr Gurney drew attention to the plans for a new pedestrian crossing outside of Hellesdon High School, which would also benefit the hospital staff and patients.
- It was hoped to secure the naming of a road on the Persimmon development as Gerald Batty Crescent, in memory of the former Hellesdon High School headteacher.

- Trees had now been secured for the High School site, with planting on 15th January.
- Cllr Gurney briefly summarized key challenges in the Norfolk CC budget, including in addressing a shortage of car home places/ staff.
- Together with Cllr King, Cllr Gurney had secured funding towards a defibrillator for the Parish Hall on Low Road.

6. Financial Matters

It was **RESOLVED TO ACCEPT THE FOLLOWING REPORTS:**

- Bank Reconciliation – December 2021
- Earmarked reserves summary.
- Payments – December 2021
- Receipts – December 2021
- Detailed Income and Expenditure 1st April 2021 – 31st December 2021

7. Budget Setting 2022/2023

Budget summary papers for 2022/2023 had been circulated to Councillors. Cllr King outlined some of the factors in deciding the budget and advised that some uncertainty remained, including in payroll costs, with the staff pay award for the current year still not settled. Councillors were highly appreciative of the work of the Finance Officer in compiling the budget. The precept for Hellesdon Parish Council for 2022/2023, being the total amount to be requested from Broadland District Council, was determined as being £552,939.00. This level of precept request was proposed by Cllr Gurney and seconded by Cllr King and, with the exception of an abstention by Cllr Britcher, it was **RESOLVED BY ALL** to ratify this precept figure. Cllr Gurney thanked all for efforts with the budget this year.

8. Events Working Group

Christmas hampers had been provided to 27 households, together with 86 bags, following the nominations that had been received. Councillors were made aware of a number of thank you letters from residents who had received hampers or bags. A number of events were now being planned for later in the year, with an Events Working Group meeting to be held soon .

9. Planning

The minutes and decisions arising from the Planning Committee meeting held on 14th December had been previously circulated, and it was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

10. Community Centre

An update was given by Cllr Gurney on the current progress of the roofing installation for the Community Centre, including in dealing with water having leaked into the building. It was hoped to have a clearer picture on completion of works after the project meeting on the 13th.

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

12. Grass Cutting Contract

It was agreed to award the 2022 Highways Verges Grass Cutting contract to Gardenguardian, who had provided the most competitive price for undertaking the 12 cuts expected in the current year. This had been priced at £12,996.00. The option to request up to 4 further cuts, so up to 16 in total, was proposed and agreed, should these be required. Reasons for the constraints on large scale strimmer use were noted, but it was still hoped use of weed killer could be kept at a minimum.

7. Staffing Update

The Minutes from the Committee meeting held on 5th January 2022 had been circulated to all Councillors. An update was provided on the resignation of the previous Clerk and the steps now being taken towards recruiting a replacement person. It was agreed that the interview panel would remain as Cllrs Gurney, King and Britton, with interviews to held on 15th February. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

8. Exchange of Information

Concerns were raised about the actual scale and timeframe for completion of the development of the former golf course site by Persimmon. This would impact on the provision of related infrastructure in the parish, as well as the Parish Council’s finances, so it was agreed to contact Broadland DC to check on expected outcomes. It was RESOLVED that the clerk write to Broadland DC accordingly, with drafting input from Cllrs Fulcher, Douglass, King, Britcher and Gurney.

It was also agreed to look for ways of reducing the length of future meetings, for example by more use of written updates.

9. Time and Venue of Next Council meeting.

Confirmed the time and location of the next meeting of the Full Council as 15th February 2022 at 7.00 pm , in the Council Chamber

Meeting closed at 9.00 pm

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2022

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/01/2022	Active Saver 4401	360,762.94
31/01/2022	Business Current Account 2077	500.00
31/01/2022	Petty Cash	147.33
31/01/2022	Active Saver 7702	337,861.08
31/01/2022	Active Saver 4503	81,405.47
31/01/2022	Number 2 account 0958	503,802.64
		1,284,479.46
 <u>Other Cash & Bank Balances</u>		
		20.00
		1,284,499.46
 <u>Unpresented Payments</u>		
		100.06
		1,284,399.40
 <u>Receipts not on Bank Statement</u>		
		0.00
		1,284,399.40
 Closing Balance		
		1,284,399.40
 <u>All Cash & Bank Accounts</u>		
1	Current Bank Account	361,162.88
2	Petty Cash	147.33
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	503,802.64
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	1,284,399.40

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	7,490.71	4,699.39	12,190.10
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	10,400.00	2,250.00	12,650.00
323 EMR Hard Surface Area	14,000.00	1,000.00	15,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	576.00	1,450.00	2,026.00
326 EMR Elections	2,903.70		2,903.70
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	17,000.00	-7,000.00	10,000.00
329 EMR Com Centre Contingency	15,739.68		15,739.68
330 EMR Parish Poll Provision	6,000.00		6,000.00
331 EMR Mountfield Park	43,026.99		43,026.99
332 EMR Good Causes in Hellesdon	5,770.00	-1,500.00	4,270.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	54,910.14	-1,782.90	53,127.24
335 EMR Car Park/Paths at HCC	0.00		0.00
336 EMR Car Park Soakaway	0.00		0.00
337 EMR Driveway Sinkage	500.00		500.00
338 EMR Grit bins	1,203.62		1,203.62
339 EMR Outreach provision	0.00		0.00
340 EMR PF Ownership signs	2,500.00		2,500.00
341 EMR Precept Shortfall	13,190.00		13,190.00
342 EMR Staff contingency payments	10,000.00		10,000.00
343 EMR Privet Hedge Driveway	500.00		500.00
344 EMR Equipment & Storafe	0.00		0.00
345 EMR Bus shelter	323.00		323.00
346 EMR Green Grid	5,340.00	-200.00	5,140.00
347 EMR Land Acquisition account	69,752.17	-10,000.00	59,752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	5,141.00	100.59	5,241.59
350 EMR Community Apiary & allotme	0.00	485.51	485.51
351 EMR Events	0.00	2,420.01	2,420.01
	295,154.41	-8,077.40	287,077.01

Date	Payee Name	£ Total Amnt	Nature of transaction
04/01/2022	Broadland District Council	£147.00	business rates stores
04/01/2022	Broadland District Council	£314.00	business rates grounds shed
05/01/2022	Petty cash	£100.00	
05/01/2022	Kingspan Water & Energy	£200.52	new rainwater tank sensor
05/01/2022	UK Fuels	£76.60	Dec vehicle fuel
06/01/2022	Barclays Bank Plc	£12.40	charges 15 Nov - 12 Dec
10/01/2022	Screwfix	£38.31	decorating materials
12/01/2022	Huws Gray Ridgeons	£32.66	thinners and paint brushes
12/01/2022	IRIS HR	£48.00	HR monthly support
12/01/2022	Larking Gowen	£1,854.00	mid year internal audit fee
12/01/2022	Mayday Office Equipment Servs	£278.69	copies/prints 29 Oct- 30 Dec
12/01/2022	Milne Marketing	£236.24	black sacks, cleaners & blue rolls
12/01/2022	Norse Commercial Servs Ltd	£1,382.40	lock park x 7/ unlock x 1 29 Nov - 2 Jan
12/01/2022	Osiris Technologies	£286.02	mthly IT supp; anti virus licence; cloud back up & phone system user
12/01/2022	Pest Express Ltd	£420.00	pest control allotments Oct 21 - Apr 22
12/01/2022	Hellesdon Parochial Church Council	£750.00	donation grass cutting
12/01/2022	Norwich & District Beekeepers	£41.25	membership 2022
20/01/2022	Payroll	£10,744.32	Jan net salaries
25/01/2022	Total Gas & Power	£405.92	elec office Oct - Dec 2021
25/01/2022	Total Gas & Power	£1,537.60	elec Oct - Dec 2021
25/01/2022	Broadland District Council	£624.00	business rates office
27/01/2022	BNP Paribas Leasing Solutions	£278.00	HP Wessex mower
28/01/2022	BT	£158.76	phone charges 1 Jan - 31 Mar
28/01/2022	Hitachi Capital	£540.00	lease Boomer & hedge cutter

Invoices due for payment

Invoice date	Payee	Amount	Expenditure
17/12/2021	Broadland District Council	£3,226.60	emptying dog/litter bins annual charge
19/01/2022	Broadland District Council	£3,356.07	Parish by election recharge
10/01/2022	Ben Burgesss Groundscare	£801.55	service John Deere tractor
31/01/2022	Broadland UK Ltd	£21.60	cylinder keys/mortice keys
31/01/2022	Broadland UK Ltd	£44.04	cylinder keys office
31/01/2022	Broadland UK Ltd	£30.72	plaques for roses
31/01/2022	Broadland UK Ltd	£4.90	genuine cylinder key
31/01/2022	Broadland UK Ltd	£15.36	engraved plaque
07/01/2022	DAC Beachcroft Claims	£9.06	vat insurance recovery
31/01/2022	DD Health & Safety Supplies	£99.54	handy wipes, black gloves, gel
31/01/2022	Ernest Doe & Sons	140.55	swing blades major blower
12/01/2022	G & G Fencing Ltd	£186.48	errect noticeboard Middletons Lane
30/01/2022	IRIS HR	£48.00	HR Support
24/01/2022	Just Regional Publishing	£420.00	advert Just Hellesdon 26 Jan
17/01/2022	Kompan Ltd	£506.16	repair nest swing hanger
31/01/2022	Mayday Office Equipment Servs	£24.00	copier/printer maintenance support
31/01/2022	Norse Commercial Services Ltd	£921.60	lock/unlock parks 3 Jan - 30 Jan
27/01/2022	Pips Skips Ltd	£282.00	skip hire
16/01/2022	Siemens Financial Servicves	£356.40	lease copier/printer 16 Feb - 15 May
22/01/2022	Taverham Nursery Centre	£6.79	roses
08/01/2022	Viking Direct	£57.21	photo copy paper, magnets, tape
21/01/2022	Melton Builders of Beetley Ltd	£64,641.13	interim valuation 6

Receipts between 01/01/2022 - 31/01/2022

Date	Income	Amount	Notes
06/01/2022	Allotments	£13.64	water & pest control charges
06/01/2022	Allotments	£13.64	water & pest control charges
06/01/2022	Interest received	£1.17	Monthly loyalty reward
06/01/2022	Football training	£140.40	November training
10/01/2022	Allotments	£13.64	water & pest control charges
13/01/2022	Rose & plaque	£45.00	Memorial Garden
18/01/2022	HM Revenue & Customs	£41,714.59	vat refund
25/01/2022	Allotments	£72.49	deposit, admin fee & rent

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Detailed Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Community Centre								
1410 Community Centre Inc ML Room	0	972	0	(972)			0.0%	
Community Centre :- Income	0	972	0	(972)				0
4150 Utilities	0	11,577	23,000	11,423		11,423	50.3%	
4195 Keys/Locks	0	29	40	11		11	72.0%	
4250 Sanitary Waste Disposal	0	(178)	2,180	2,358		2,358	(8.2%)	
4295 Equipment - New/Replacement	0	0	1,000	1,000		1,000	0.0%	
4300 Equipment-Repair/Maintenance	0	0	585	585		585	0.0%	
4416 Water dispenser	0	11	345	334		334	3.3%	
4435 Contingencies	0	233	1,300	1,067		1,067	17.9%	
4450 Inspections	0	97	526	429		429	18.4%	
4480 Memberships & Subscriptions	0	0	1,600	1,600		1,600	0.0%	
4560 Property Maintain/Replacement	0	449	0	(449)		(449)	0.0%	
4630 Consumables	0	0	625	625		625	0.0%	
4635 cleaning agents/materials	0	239	2,310	2,071		2,071	10.4%	
4695 community centre redevelopment	53,868	366,493	0	(366,493)		(366,493)	0.0%	
Community Centre :- Indirect Expenditure	53,868	378,951	33,511	(345,440)	0	(345,440)	1130.8%	0
Net Income over Expenditure	(53,868)	(377,979)	(33,511)	344,468				
110 Administration								
1076 Precept	0	514,210	0	(514,210)			0.0%	9,200
1085 Grants received	0	12,000	0	(12,000)			0.0%	
1095 S106 contributions	0	2,022	0	(2,022)			0.0%	
1099 Community Infrastructure	0	56,951	0	(56,951)			0.0%	
Administration :- Income	0	585,183	0	(585,183)				9,200
4065 councillor training	0	452	1,000	548		548	45.2%	
4465 External Audit	0	1,300	1,325	25		25	98.1%	
4470 Internal Audit	1,545	2,815	2,380	(435)		(435)	118.3%	
4475 Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480 Memberships & Subscriptions	0	1,394	1,200	(194)		(194)	116.1%	
4550 Insurance	0	9,687	9,668	(19)		(19)	100.2%	
Administration :- Indirect Expenditure	1,545	16,148	20,573	4,425	0	4,425	78.5%	0
Net Income over Expenditure	(1,545)	569,035	(20,573)	(589,608)				
6001 less Transfer to EMR	0	9,200						
Movement to/(from) Gen Reserve	(1,545)	559,835						

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Detailed Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

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
120 Staff								
4000 Admin Staff	4,511	56,793	90,916	34,123		34,123	62.5%	
4010 Groundstaff	3,191	35,820	64,663	28,843		28,843	55.4%	
4020 Care Takers	3,042	33,169	81,042	47,873		47,873	40.9%	
4040 PAYE	0	24,333	0	(24,333)		(24,333)	0.0%	
4045 Pension Scheme	0	30,941	40,841	9,900		9,900	75.8%	
4055 Staff training	0	978	4,000	3,022	3,000	22	99.5%	
4070 Profess Fees/Agency Personnel	0	630	0	(630)		(630)	0.0%	
4080 Employer NI	0	11,325	17,510	6,185		6,185	64.7%	
4090 Protective clothing/workwear	0	275	3,050	2,775		2,775	9.0%	
Staff :- Indirect Expenditure	10,744	194,262	302,022	107,760	3,000	104,760	65.3%	0
Net Expenditure	(10,744)	(194,262)	(302,022)	(107,760)				
130 Council Office								
1360 Electricity FIT	28	264	500	236			52.8%	
Council Office :- Income	28	264	500	236			52.8%	0
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	4,192	11,084	12,365	1,281		1,281	89.6%	
4195 Keys/Locks	37	49	50	1		1	98.4%	
4250 Sanitary Waste Disposal	0	0	50	50		50	0.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4400 Chairman's Budget	0	183	1,500	1,317		1,317	12.2%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	0	100	100		100	0.0%	
4415 Catering for Meeting	12	196	200	4		4	97.8%	
4420 Telephone and Broadband	359	2,951	3,000	49		49	98.4%	
4425 IT Support and Maintenance	143	1,663	2,900	1,237		1,237	57.3%	
4430 Photocopier	167	2,328	2,260	(68)		(68)	103.0%	
4435 Contingencies	0	299	500	201		201	59.7%	
4440 Stationery	41	320	670	350		350	47.8%	
4445 Postage	0	81	150	69		69	53.9%	
4450 Inspections	0	384	166	(218)		(218)	231.5%	
4485 Other Licences/Fees	80	2,348	2,670	322		322	87.9%	
4500 PWLB	0	30,493	43,826	13,333		13,333	69.6%	
4560 Property Maintain/Replacement	167	2,664	2,000	(664)		(664)	133.2%	
4565 Elections/Parish Poll	3,356	3,356	4,500	1,144		1,144	74.6%	
4570 Church Grass Cutting Contribut	750	750	750	0		0	100.0%	
4595 Misc contributions	0	200	0	(200)		(200)	0.0%	200
4635 cleaning agents/materials	0	345	20	(325)		(325)	1725.0%	
Council Office :- Indirect Expenditure	9,304	59,693	78,112	18,419	0	18,419	76.4%	200
Net Income over Expenditure	(9,276)	(59,429)	(77,612)	(18,183)				
6000 plus Transfer from EMR	0	200						

Detailed Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

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
Movement to/(from) Gen Reserve	(9,276)	(59,229)						
<u>150 Investment</u>								
1080 Bank Interest Received	0	78	2,000	1,922			3.9%	
1090 Monthly Loyalty Rewards	1	13	35	22			36.4%	
Investment :- Income	1	91	2,035	1,944			4.5%	0
4060 Bank Charges	20	227	600	373		373	37.9%	
Investment :- Indirect Expenditure	20	227	600	373	0	373	37.9%	0
Net Income over Expenditure	(19)	(136)	1,435	1,571				
<u>160 Planning</u>								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	0	0	300	300	0	300	0.0%	0
Net Expenditure	0	0	(300)	(300)				
<u>170 Health and Safety</u>								
4135 Consultancy Fees	0	300	500	200		200	60.0%	
4140 Defibrillator	0	1,391	300	(1,091)		(1,091)	463.6%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Health and Safety :- Indirect Expenditure	0	1,691	1,000	(691)	0	(691)	169.1%	0
Net Expenditure	0	(1,691)	(1,000)	691				
<u>180 Media and Communications</u>								
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105 Newsletter-Printing/Distributi	350	3,940	5,000	1,060		1,060	78.8%	
4110 Website and Emails	0	953	1,000	47		47	95.3%	
4155 IT Infrastructure	0	1,943	2,000	57		57	97.2%	1,899
4460 CCTV	0	0	1,450	1,450		1,450	0.0%	
4685 Noticeboards	155	3,388	4,000	612		612	84.7%	
Media and Communications :- Indirect Expenditure	505	10,225	14,950	4,725	0	4,725	68.4%	1,899
Net Expenditure	(505)	(10,225)	(14,950)	(4,725)				
6000 plus Transfer from EMR	0	1,899						
Movement to/(from) Gen Reserve	(505)	(8,325)						

Detailed Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

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
<u>190 Stores</u>								
4150 Utilities	147	1,472	1,500	28		28	98.1%	
Stores :- Indirect Expenditure	147	1,472	1,500	28	0	28	98.1%	0
Net Expenditure	(147)	(1,472)	(1,500)	(28)				
<u>195 Tractor Shed</u>								
4150 Utilities	314	3,144	3,213	69		69	97.8%	
4450 Inspections	0	135	166	31		31	81.3%	
4560 Property Maintain/Replacement	0	69	550	481		481	12.5%	
Tractor Shed :- Indirect Expenditure	314	3,348	3,929	581	0	581	85.2%	0
Net Expenditure	(314)	(3,348)	(3,929)	(581)				
<u>200 Residents' Parties</u>								
4115 Consumable- Food/Beverage	0	279	655	376		376	42.6%	
4120 Over 65 Entertainment	0	0	300	300		300	0.0%	
4630 Consumables	0	81	50	(31)		(31)	161.1%	
Residents' Parties :- Indirect Expenditure	0	359	1,005	646	0	646	35.8%	0
Net Expenditure	0	(359)	(1,005)	(646)				
<u>205 Events</u>								
4122 Events	0	186	2,500	2,314		2,314	7.4%	80
Events :- Indirect Expenditure	0	186	2,500	2,314	0	2,314	7.4%	80
Net Expenditure	0	(186)	(2,500)	(2,314)				
6000 plus Transfer from EMR	0	80						
Movement to/(from) Gen Reserve	0	(106)						
<u>210 Grounds</u>								
1200 Football Hire Charges	70	915	1,050	135			87.1%	
1210 Football Training Area Hire	0	1,447	3,000	1,553			48.2%	
1215 Grass cutting agreement	0	13,213	13,057	(156)			101.2%	
1270 Floodlights Income	0	20	750	730			2.7%	
Grounds :- Income	70	15,596	17,857	2,261			87.3%	0
4195 Keys/Locks	4	4	30	26		26	13.6%	
4200 Locking parks	768	6,192	0	(6,192)		(6,192)	0.0%	
4205 Replacement Bins	0	9	1,000	991		991	0.9%	

Detailed Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

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	3,227	3,227	3,520	293		293	91.7%	
4215 Seats - Repair/Replacement	0	12	1,000	988		988	1.2%	
4220 Signage - New/Replacement	0	90	0	(90)		(90)	0.0%	
4225 Floodlights Maintenance/Repair	0	0	500	500		500	0.0%	
4245 Highway grass verge cutting	0	11,132	13,057	1,925		1,925	85.3%	
4255 Green Waste Removal	235	1,810	2,700	890		890	67.0%	
4260 Shrub/Tree/Hedge	0	725	1,556	831		831	46.6%	
4270 Fertilisers/Weed & Moss Killer	0	161	1,394	1,233		1,233	11.5%	
4295 Equipment - New/Replacement	0	2,131	500	(1,631)		(1,631)	426.3%	1,555
4320 Small tools	81	140	500	360		360	27.9%	
4325 fence repairs	0	2,790	4,000	1,211		1,211	69.7%	
4385 Pegs & Bolts Purchase	0	0	90	90		90	0.0%	
4390 Materials	0	790	2,590	1,800		1,800	30.5%	
4435 Contingencies	0	0	2,982	2,982		2,982	0.0%	
4630 Consumables	83	285	575	290		290	49.5%	
4635 cleaning agents/materials	0	112	100	(12)		(12)	111.8%	
Grounds :- Indirect Expenditure	4,397	29,608	36,094	6,486	0	6,486	82.0%	1,555
Net Income over Expenditure	(4,327)	(14,013)	(18,237)	(4,224)				
6000 plus Transfer from EMR	0	1,555						
Movement to/(from) Gen Reserve	(4,327)	(12,458)						
220 Machinery and Vehicles								
4160 Repairs/Maintenance	117	314	680	366		366	46.2%	
4265 Fuel	91	1,460	1,200	(260)		(260)	121.6%	
4290 Servicing	668	3,808	5,500	1,692		1,692	69.2%	
4310 Hire of Machinery	675	6,748	9,098	2,350		2,350	74.2%	
4680 Depreciation	0	0	2,250	2,250		2,250	0.0%	
Machinery and Vehicles :- Indirect Expenditure	1,551	12,330	18,728	6,398	0	6,398	65.8%	0
Net Expenditure	(1,551)	(12,330)	(18,728)	(6,398)				
230 Trees								
4240 Emergency Work	0	0	1,500	1,500		1,500	0.0%	
4450 Inspections	0	380	2,000	1,620		1,620	19.0%	
4455 Work following Inspections	0	345	5,000	4,655		4,655	6.9%	
Trees :- Indirect Expenditure	0	725	8,500	7,775	0	7,775	8.5%	0
Net Expenditure	0	(725)	(8,500)	(7,775)				

Detailed Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

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
240 Allotments								
1100 Allotment Income	23	3,212	2,500	(712)			128.5%	
1105 Allotment administration fee	13	138	0	(138)			0.0%	
1110 Water Charge	15	489	750	261			65.2%	
1115 Pest control charge	19	643	735	92			87.4%	
Allotments :- Income	70	4,481	3,985	(496)			112.5%	0
4145 Landowner Rent	0	1,243	1,900	657		657	65.4%	
4150 Utilities	36	337	1,700	1,363		1,363	19.8%	
4170 Pest Control	0	350	735	385		385	47.6%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4195 Keys/Locks	18	27	30	3		3	90.6%	9
4295 Equipment - New/Replacement	0	24	0	(24)		(24)	0.0%	24
4390 Materials	0	428	430	2		2	99.5%	
4560 Property Maintain/Replacement	0	2,826	500	(2,326)		(2,326)	565.3%	5,294
4635 cleaning agents/materials	0	15	0	(15)		(15)	0.0%	
Allotments :- Indirect Expenditure	54	5,250	5,395	145	0	145	97.3%	5,328
Net Income over Expenditure	16	(769)	(1,410)	(641)				
6000 plus Transfer from EMR	0	4,067						
6001 less Transfer to EMR	0	1,261						
Movement to/(from) Gen Reserve	16	2,037						
250 Play Areas								
4295 Equipment - New/Replacement	0	11,350	0	(11,350)		(11,350)	0.0%	10,738
4300 Equipment-Repair/Maintenance	422	1,654	2,750	1,096		1,096	60.2%	
4450 Inspections	0	244	250	6		6	97.6%	
Play Areas :- Indirect Expenditure	422	13,248	3,000	(10,248)	0	(10,248)	441.6%	10,738
Net Expenditure	(422)	(13,248)	(3,000)	10,248				
6000 plus Transfer from EMR	0	10,738						
Movement to/(from) Gen Reserve	(422)	(2,511)						
255 Hard Courts and Car Park								
1220 Tennis Hire Charges	0	304	650	346			46.8%	
1230 Netball Hire Charges	0	233	760	527			30.7%	
Hard Courts and Car Park :- Income	0	537	1,410	873			38.1%	0
4195 Keys/Locks	0	9	0	(9)		(9)	0.0%	
4340 Surface - Repair	0	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2022

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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
4345 Surface Clean Chemicals	0	270	178	(92)		(92)	151.7%	
4390 Materials	0	0	352	352		352	0.0%	
4560 Property Maintain/Replacement	0	(1)	2,350	2,351		2,351	0.0%	
4580 Car Park/ Pathways	0	0	650	650		650	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	279	4,030	3,751	0	3,751	6.9%	0
Net Income over Expenditure	0	259	(2,620)	(2,879)				
<u>260 Bowling Green</u>								
1240 Bowls Hire Charges	0	1,800	0	(1,800)			0.0%	
Bowling Green :- Income	0	1,800	0	(1,800)				0
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%	
4390 Materials	0	665	1,000	335		335	66.5%	
Bowling Green :- Indirect Expenditure	0	665	1,250	585	0	585	53.2%	0
Net Income over Expenditure	0	1,135	(1,250)	(2,385)				
<u>265 Memorials</u>								
1280 Memorial Garden Income	38	75	0	(75)			0.0%	
Memorials :- Income	38	75	0	(75)				0
4360 Rose Renewal	54	110	25	(85)		(85)	440.7%	
4575 War Memorial	0	292	200	(92)		(92)	145.8%	
Memorials :- Indirect Expenditure	54	402	225	(177)	0	(177)	178.6%	0
Net Income over Expenditure	(16)	(327)	(225)	102				
<u>270 Traffic Highways/Environment</u>								
4645 Rolling maintenance programme	0	430	0	(430)		(430)	0.0%	
4650 SAM2 Weekly Move	75	750	2,273	1,523		1,523	33.0%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	75	1,180	2,773	1,593	0	1,593	42.6%	0
Net Expenditure	(75)	(1,180)	(2,773)	(1,593)				
<u>300 Community Cafe</u>								
1500 Community Café Income	0	1	0	(1)			0.0%	
Community Cafe :- Income	0	1	0	(1)				0
Net Income	0	1	0	(1)				

Detailed Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

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	206	609,001	25,787	(583,214)			2361.7%	
Expenditure	83,001	730,250	539,997	(190,253)	3,000	(193,253)	135.8%	
Net Income over Expenditure	(82,795)	(121,249)	(514,210)	(392,961)				
plus Transfer from EMR	0	18,539						
less Transfer to EMR	0	10,461						
Movement to/(from) Gen Reserve	(82,795)	(113,172)						

**Minutes of the meeting of the Planning Committee held on
 Tuesday 11th January 2022 at 6:00pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr Britton
 Cllr Fulcher
 Cllr Johnson
 Cllr Franklin
 Also In Attendance
 Ms L Pointin – Senior Admin

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
 There were apologies from Cllr Potter which were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 14th December 2021 from those members present at the held meeting.**
 Minutes were previously circulated and **AGREED** by those present at the meetings held
4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
 No public in attendance
5. **General Matters/Planning Outcomes**
 Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED**.

6. **Applications Considered**

20212163 16 Sutherland Avenue, NR6 5LW Single storey side and rear extension.	No objection - subject to adequate parking.
20212166 39 Meadow Way, NR6 5NN Single storey rear and side extension.	No objection - subject to adequate parking.
20212173 19 Hamond Road, NR6 5RR Single storey rear extension and first floor addition including new dormer to west elevation.	Object - Overdevelopment of site as well as inadequate parking for a five bedroomed property.
20212176 98 Reephams Road, NR6 5PD Single storey side extension and first floor rear extension.	No objection.

<p>20212181 140 Reepham Road, NR6 5NY Demolish old shed and build timber frame extension for office (retrospective).</p>	<p>Developed over building line, out of character of existing area, size of building could lead to commercial use.</p>
<p>20212204 93 Cromer Road, NR6 6XW Change of use from guest house to a residential dwelling.</p>	<p>Extension requested.</p>
<p>20212030 49 Hamond Road, NR6 5RR Single storey side extension.</p>	<p>Object, overdevelopment of the site. Previous rejection remains. 23/11/2021 Object. Overdevelopment of the site with inadequate parking for no. of bedrooms and limitations to street parking.</p>
<p>20212220 Hellesdon Lane, High School, Middletons Lane, NR6 5SB Proposed 4 classroom first floor extension with staircase block.</p>	<p>No objection providing the tree screening at the rear and side remains.</p>
<p>20212254 14 Brandon Close, NR6 5SE Front Extension.</p>	<p>Supported.</p>
<p>20211327 87 Reepham Road, NR6 5LQ 6ft timber fence with concrete posts and gravel boards to front, side and rear.</p>	<p>No objection.</p>
<p>20212222 2A Windsor Road, NR6 5NP Formation of annexe within existing dwelling, single and two storey extensions on south elevation and side extension to north elevation with external staircase and associated internal and external alterations.</p>	<p>Object, the annexe presents a long term solution for a short term problem, cannot be easily absorbed into house when no longer required as an annexe. Design is out of character with existing scale and area.</p>

7. Exchange of Information

No further information exchanged

8. Date, time and venue of next meeting

If there are any planning applications the next meeting will be held on **Tuesday 25th January 2022 at 6.30 pm** via Zoom.

The meeting closed at 6.47 pm.

Minutes of the meeting of the Planning Committee held on Tuesday 25th January 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Cllr Britton
 Cllr Fulcher
 Cllr Johnson
 Cllr Franklin
 Cllr Sear
 Also In Attendance
 Ms L Pointin – Senior Admin

The Chair welcomed all to the meeting.

1. Apologies and acceptance for absence

There were apologies from Cllr Potter which were **ACCEPTED**.

2. Declarations of Interest and Dispensations

No declarations made

3. To receive approval of minutes of the committee meeting held on 11th January 2022 from those members present at the held meeting.

Minutes were previously circulated and **AGREED** by those present at the meetings held

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

No public in attendance

5. General Matters/Planning Outcomes

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

6. Applications Considered

20212068 31 Middletons Lane, NR6 5NQ Erection of a single storey rear extension and new roof to garage.	Over development, would have an adverse effect on neighbouring properties.
20212297 77 Hawthorne Avenue, NR6 6LF Rear Extension.	Lack of detail and over development of site. Could potentially lead to lack of parking spaces.
20212311 16 Pinewood Close, NR6 5LX New single storey rear extension and detached garage	No objection.
20220056 32 Harlington Avenue, NR6 5LJ	No objection.

Demolition of conservatory and erection of single storey extension	
20212204 93 Cromer Road, NR6 6XW Change of use from guest house to a residential dwelling	Supported.

7. **Exchange of Information**

No further information exchanged

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

If there are any planning applications the next meeting will be held on **Tuesday 15th February 2022 at 6.15 pm.**

The meeting closed at 6.30 pm.

**Minutes of the Meeting of Hellesdon Events Working Group
Held on Monday 17th January at 3pm in the Council Chamber**

Present at the Meeting

Cllr Douglass

Cllr Forder

Cllr Gurney

L Pointin – Admin Officer

1. Welcome

The Chair welcomed the members present

2. Apologies and acceptance for absence

Apologies were received from Cllr Johnson these were **ACCEPTED**.

3. To note the minutes from last Working Group Meeting 4th November 2021

The minutes from last Working Group Meeting 4th November 2021 were **NOTED**

4. Easter 2022 (Hellesdon 2022 Easter Trail)

It has been proposed that the Parish runs an Easter Egg Trail similar to the Scarecrow Trail, any of the following can be displayed at the front windows of home addresses / businesses, it will be Easter themed:

- A picture (A3 size)
- Decorated eggs, chicks or rabbits
- Can be either an image or papier-mache ([how to make a papier mache easter egg](#))

Residents and businesses will be invited to take part and will need to register for this by the 1st April 2022.

A map will be available via Facebook, HPC website or can be collected from the Parish Office.

The event will run from Saturday 9th April to Monday 18th April 2022.

5. Platinum Diamond Jubilee Community Fair 2022

It has been agreed that this will be now advertised with the initial view of getting stall holder's / businesses onboard.

There will be 3 areas of activities:

The ~~Community Centre~~ café Parish Office will be open for refreshments and cakes, there will be an exhibition in the Council Chamber, one part will be old Hellesdon (residents will be invited to provide images of Hellesdon in the past). There will also be a section for 'Meeting the Royals in Hellesdon', these could be images with a brief description of how and when? Cllr Gurney will be in charge of the Parish Office.

There will also be an area for flower arrangements to commemorate the Platinum Diamond Jubilee, '70 Years in Colour'.

Cllr Forder will be in charge the arena as well and supplying a PA for the event.

Programme of activities for the arena:

- Fancy Dress for children and adults (royal themed), there will be a prize for the winners.
- Children's egg and spoon race (under 10's and over 10's) this will be in heats and there will be commemorative cups for the winners.
- 3 legged races for parents and children (mum and child and dad and child) this will be in heats and there will commemorative cups for the winners.
- Tug of War – by street.
- Cutest puppy and handsomest hound, LP see if Fido's will provide prizes.
- Bonny baby competition.

There will be 2 children's rides at the entrance of the Recreation Ground and 2 sets of 6 toilets which would be placed in the car park.

Awaiting prices for toilets and the Coconut Shy.

Splat the Rat can be hired for £30 from Bounce Back Castles, they are based in Thorpe St Andrew. They would not be able to deliver but it can be collected from them.

St John's Ambulance can provide 2 first aiders for £96 + VAT, if they provide a gazebo there would be an additional cost of £130 + VAT.

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

Tuesday 1st February January 2022.

**Minutes of the Meeting of Hellesdon Events Working Group
Held on Tuesday 1st February at 11.30 am in the Council Chamber**

Present at the Meeting

Cllr Douglass

Cllr Franklin

Cllr Johnson

Cllr Gurney

L Pointin – Admin Officer

K Sage – Head Groundsman

1. Welcome

The Chair welcomed the members present

2. Apologies and acceptance for absence

No apologies received.

3. To note the minutes from last Working Group Meeting 17th January 2022

The minutes from last Working Group Meeting 17th January 2022 were **NOTED**

4. Platinum Diamond Jubilee Community Fair 2022

Kevin Sage attended the meeting to discuss the layout of the recreation ground as he has had previous experience of setting up the grounds for Hellesdon Carnivals. Through the discussions it was agreed that it should scale back the size of the event as currently we are limited with resources to help on the day.

- For the cutest puppy, handsomest hound and bonny baby competition, residents will be invited to submit an image of their chosen subject. Photo's will be placed on an exhibition board, this will allow residents to vote on their favourite.
- Cllr Douglass and Hellesdon Parish Council will publish appeals for volunteers on relevant Facebook pages, inviting residents to actively be involved on the 4th June 2022. An Open Evening is to be held on the 17th February 2022 @7pm, this will enable the Parish Council to gauge whether or not it will be possible to run the event, sadly without the additional support of at least 20 helpers it cannot go ahead.
- It is hoped that the outside public toilets will be available to use, as well as the toilets in the Parish Office.
- For the café to be run out of the Parish Office at least one person would be required to hold a Food Hygiene certificate. Options are currently being explored.
- Cllr Forder is looking at sourcing the PA system as well as a teacup ride.
- Office to make enquiries regarding insurance and music licence, also to contact the local scouts group to see if they wish to have a coconut shy and crockery stall, free of charge.

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

Thursday 17th February January 2022 @7pm, public participation.

Work	Gross Spend		Payments		Outstanding
Melton Builders variation sheet 9 running total	£619,387.00	Less payments so far	£341,186.00	Balance due	£278,201.00
Empower running total 28/01/2022 M & E work	£425,989.00	Less payments so far	£0.00	Balance due	£425,989.00
Additional cost for changing rooms & toilets					
Melton Builders	£93,510.00				
Empower	£37,150.00				
	£130,660.00	Less payments so far	£0.00	Balance due	£130,660.00
Total expected spend	£1,176,036.00	Total payments so far	£341,186.00	Total balance due	£834,850.00

Above includes a project contingency (£50k), there will also be some project savings, but possibly being offset by any unmet claim for water damage

Funds set aside:

PWLB	£500,000.00
CIL	£259,666.00
EMR HCC contingency	£15,740.00
Sub total	£775,406.00

Less payments made

Melton Bldrs 12/08 - 15/12	£341,186.00
Prof fees	£25,252.83
	£366,438.83

Remaining funds set aside for project: £408,967.17

Extra funds required:

Total balance due	£834,850
Less remaining funds set aside for project	£408,967
Extra funds required	£425,883 *

*** Funds potentially available:**

General Reserves	£437,270
Ear Marked Reserves	£271,337
CIL Apr 2022	£6,171
CIL Oct 2022	£85,425 TBC
CIL Apr 2023	£142,377 TBC