

HP HELLEDON PARISH COUNCIL

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

Minutes of the Meeting of Hellesdon Parish Council Held on Tuesday 13th July 2021 in Council Chambers at Diamond Jubilee Lodge

PRESENT:

Cllr W Johnson, Vice Chair	Cllr D Britcher
Cllr K Avenell	Cllr R Potter
Cllr L Douglass	Cllr G Diffey
Cllr R Sear	Cllr R Forder
Cllr U Franklin	Cllr P Sparkes
Cllr S Bush-Trivett	Cllr G Britton

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

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

1. Apologies and acceptance for absence

Apologies of absence were received from Cllr King, Cllr Fulcher, Cllr Gurney, and Cllr Fahy these were **ACCEPTED**.

2. Declarations of Interest and Dispensations

No further declarations or dispensations were received.

3. Minutes from Full Council meeting held 22nd June 2021

The Minutes of the Full Council meeting held on 22nd June 2021 were circulated, proposed by Vice Chair and seconded by Cllr Douglass that they are accepted as a true record of the meeting held, and it was

RESOLVED TO ACCEPT Abstentions from Cllr Britcher, Cllr Franklin, Cllr Britton, Cllr Potter

4. Public Participation

No public present

5. Reports from

a) Parish Clerk

The Parish Clerk's report was previously circulated. It was

RESOLVED TO ACCEPT THE REPORT

Cllr Franklin asked the Clerk to report the broken street sign on Meadow Close.

b) County and District Councillor

Cllr Britcher reported that the Waste contract at Broadland District Council is still ongoing. They are going through the full process and there will be a full members briefing on 27th July.

Approved.....

Date.....

HPC Full Council Mins 13th July 2021

- c) A verbal update from Vice Chairman was given, as the COVID restrictions are lifting on the 19th July. Cllr Johnson asked the Councillors who were present if they are happy to continue with face coverings at future meetings, the Councillors were all in agreement that this should continue. Cllr Britcher asked how this would be policed with members of the public, the Clerk confirmed that we would continue to ask and encourage anyone attending meetings or the Council offices to wear a face mask, but would not be able to enforce as it is no longer legislation.

6. Financial Matters

It was RESOLVED TO NOTE THE FOLLOWING REPORTS

- a) Bank Reconciliation – June 2021
The document was previously circulated, it was agreed by Cllr Johnson, seconded by Cllr Franklin
RESOLVED TO ACCEPT
- b) Earmarked reserves summary.
The document was previously circulated, it was agreed by Cllr Johnson, seconded by Cllr Sear
RESOLVED TO ACCEPT
- c) Approval of Payments – June 2021
The document was previously circulated, it was agreed by Cllr Johnson, seconded by Cllr Sear
RESOLVED TO ACCEPT
- d) Approval of Receipts – June 2021
The document was previously circulated, it was agreed by Cllr Johnson, seconded by Cllr Douglass
RESOLVED TO ACCEPT
- e) Detailed Income and Expenditure 1st April 2021 – 30th June 2021
The document was previously circulated, it was agreed by Cllr Johnson, seconded by Cllr Douglass
RESOLVED TO ACCEPT
- f) To Note and External Auditors Report
The document was previously circulated, it was agreed by Cllr Britton, seconded by Cllr Johnson
RESOLVED TO ACCEPT

7. Events Working Group

- a) The Minutes of the Working Group meeting on 29th June were previously circulated It was
RESOLVED TO ACCEPT
- b) Cllr Douglass gave a verbal update on the planned event for Norfolk Day on 27th July 21
A community Litter Pick will take place from 10am to 3pm at the recreation ground, anyone taking part will receive an Ice lolly and certificate as a thank you for helping take pride in the Parish. The working group asked Full Council for funds to be allocated to the event. It was proposed by Cllr Bush-Trivett and Seconded By Cllr Potter to use £200 from the budget allocated for events. It was
RESOLVED TO ACCEPT THE PROPOSAL BY ALL
The Clerk updated the Council that we had been approached by Body Works to look to support community training on Defib machines. The Clerk asked for the Council to support this by using the Recreation Ground as a location for the event on 8th August 1pm to 2pm. Refreshments would be provided and donations received to go to the charity Heart 2 Heart who are providing the training. The only cost to the council would be for the refreshments provided. It was
RESOLVED TO SUPPORT THIS EVENT

8. Planning

The recent planning decisions made by the Planning Committee on 22nd June 2021 were **NOTED**.

Approved.....

Date.....

9. Playing Fields, Allotments and Amenities

- a) The Minutes of the Playing Fields, Allotments and Amenities committee meeting held on 29th June 2021 were previously circulated and it was

RESOLVED TO NOTE

- b) The recommendations by the Committee were discussed

i). The proposal from the Committee to purchase a youth shelter and nest swing for the Yard totaling Approx. £12,000 was proposed by Cllr Johnson, seconded by Cllr Britton to accept. It was agreed and

RESOLVED TO ACCEPT BY FULL COUNCIL

ii). The Proposal from the Committee to Full Council for the funds to be allocated from the EMR 320 £7490 towards the cost of the equipment. To move £7000 from EMR 328 to EMR 320 and £10,000 of EMR 347 to EMR 320 was Proposed by Cllr Johnson Seconded by Cllr Britton to accept. It was agreed and

RESOLVED TO ACCEPT BY FULL COUNCIL

10. Property, Policy and Resources

A verbal update was given on the works to the Community Centre roof. The works have now started with the main roof being removed in the coming week. There will be an onsite progress meeting on Thursday 15th for Councillors to attend, those who do wish to attend must inform the clerk by Wednesday 14th.

11. Community Center Committee

No matters to consider

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

The following agenda items were discussed after the meeting was closed to the public.

13. Staffing Update

The Clerk updated the Council on the current staffing matters. Currently have 2 members of staff off, the number of days for the security company to lock the parks has been increased to 7 on a temporary measure to accommodate this and the planned staff holidays.

14. Exchange of information only.

Cllr Forder reported that there was an excess amount of weeds along the curb sides in Hellesdon, the Clerk confirmed these had in the last week been sprayed by Norfolk County Council.

Cllr Forder reported a number of properties in Hellesdon have fences to the front of their properties in excess of 1m high. The Clerk asked for Cllr Forder to email over the details so that they can be reported to Broadland District Council Planning Enforcement.

Cllr Douglass updated the council on the recent Facebook post relating to the 'Ice cream wars', Cllr Douglass confirmed the incident was reported to the police.

Cllr Douglass also spoke with regards to the lack of support from the Police on a local incident that has escalated over the past few months, it was agreed that the Clerk reports this to a senior policing officer.

Approved.....

Date.....

15. Time and Venue of next Council meeting.

The next scheduled meeting of the Full Council will be on 10th August 2021 at 7pm in the Council Chambers. Cllr Avenell has confirmed his apologies for this meeting.

The meeting closed at 7:59pm

DRAFT

Approved.....

Date.....

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING 10.08.21

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	AGENDA ITEM
Car Park – Community Centre	Whilst the work to the roof is taking place the community centre car park will have a limited capacity, a sign has been put on the gates to ask only those using the facilities are to use the car park.
Parish Council Offices Diamond Jubilee Lodge	
Recreation Ground including Children’s Play areas	The recreation ground has become
Skate Park & MUGA	
Meadow Way	
Mountfield Park	Tree Wardens have now planted more sunflowers on the park
Cottinghams Park	
Allotments	The deer on the allotments are still on site, allotment holders are taking extra precautions to cover produce. We are continuing to check each day to help move them on.
Community Orchard	
Community Apiary	
Cemetery Car Park	
Persimmons Homes	AGENDA ITEM – Street Naming
Public Toilets	The toilets are now closed during the work on site for the Community Centre. We have requested a temporary toilet on site, though due to there high demand there is a delay to getting one. We are allowing access to the public to use the Parish Office toilets via the back door during office hours as an interim measure.
Litter & Dog Waste Bins	Following a request from a councillor to Broadland District Council, they have agreed to place a litter bin at the Bus Stop near to Asda on the Drayton with no charge to the parish council for the emptying.
Bus Shelters	
Benches	
Notice Boards	The 3 new notice boards on the rolling program have now been delivered and will be installed mid August, the new boards are on Gowing Road, Middletons Lane junction with the Cromer Road and Mountfeild Park. These are the next 3 in most need of repair.
War Memorial	
Highway Rangers	The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office no of any such areas and we will add it to the schedule we send them We have sent a number of requests to the
Highway Verges	
Staffing	

Mobile Phones	
Street Lighting	
Cromer Road/Aylsham Road Transport for Norwich Consultation	As per Full Council agreement a letter been sent to Andrew Proctor and attached to this report
Gas Works Allotment Site	No current update
Events	Our Norfolk Day event took place on 27 th July, this was well received by all those who attended. Next event Defib training on 8 th August 1 – 2pm at the rec.
Meeting Dates	Community Centre – 9 th August at 7pm PP&R – 3 rd August 7pm PA&A – 7 th September and 19 th October 2021 Staffing – Next meeting to be scheduled Annual Parish Meeting – Date to be confirmed for 2022
Parish Partnership Funding 2022/2023	We have now been contacted by Norfolk County Council who will be offering the Parish Partnership Scheme again for 2022 and 2023, letter attached to report. This will be discussed at Full Council in September. Could councillors give thought as to a proposal for this.

Items for Parish Council to consider/note –

COMMUNITY UPDATE

HELLESDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLESDON WARD

   www.norfolk.police.uk

JULY 2021



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

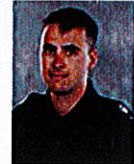
CONTACT US – E: SNHELLESDONANDHORSFORD@NORFOLK.POLICE.UK TEL: 101

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FACEBOOK: /BroadlandPolice

TWITTER: @BroadlandPolice

YOUR LOCAL BEAT MANAGERS



PC 230 JADE WEEKS
& PC 151 FELIX WOODCOCK

UPDATE FROM YOUR ENGAGEMENT OFFICER

PC 1425 VICKY BAILEY

TEL: 07967 820083

E : Victoria.Bailey@norfolk.police.uk



The Community Speed Watch team are looking to bolster their existing the Taverham team and to set up a new team in the Drayton area.

Community Speed Watch was launched in 2007 and is a project working across Norfolk empowering communities to play an active part, alongside the Police and the Safety Camera Partnership, in tackling the problem of speeding vehicles in their neighbourhoods. Volunteers are given full training, and only carry out speed checks at sites that have been risk assessed by the Police.

Checks are carried out in 30mph and 40mph speed limit locations around the Town. The volunteers monitor and record the details of speeding vehicles. The recorded data is then forwarded onto the Safety Camera Partnership Team. The S.C.P.T will then send warning letters to the registered keeper of offending vehicles; persistent offenders are visited by Police.

The Safer Neighbourhood Teams priority setting meeting, held back in March, and June have highlighted that the community have concerns regarding speeding vehicles and road safety issues. Community Speed Watch plays a key role in assisting with the promotion of speed reduction and road safety. C.S.W really does assist in reduction of local speeding issues.

Please contact me if you wish to get involved and support this worth while project. Regards Vicky

WHAT'S HAPPENING IN YOUR AREA?

The warmer weather appears to have finally arrived and with this more of us are venturing out and about. With this in mind Norfolk Police have a new initiative which we are calling Park, Walk and Talk #ParkWalkTalk.

We are repeatedly told by the community that they want to see more of the police and a mere 'drive through' does not result in the same outcomes as meaningful engagement. Getting out of the car and speaking to the public can act to reassure but also lead to us better understanding community concerns and even gaining valuable information.

#ParkWalkTalk will see officers driving out to their parishes and towns, parking up and walking around the local community, taking advantage to stop and chat with local residents and business owners.

If you see me out on foot beat, give me a wave, or even better, walk with me and have a chat!

Stay Safe, Felix

#ParkWalkTalk.

CURRENT NEIGHBOURHOOD PRIORITIES

- Speeding and road safety
- Anti-social behaviour in parks and green spaces

DATES FOR YOUR DIARY

Priority Setting Meeting – Wednesday 8th September 2021 @ 6pm online via Teams.

[Click here to join the meeting](#) Right-click on this link and select 'Open Link'



CONTACT US THROUGH OUR
SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN
AN EMERGENCY



TALK TO YOUR LOCAL
BEAT MANAGER

COMMUNITY UPDATE

HELLEDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLEDON WARD

   www.norfolk.police.uk

JULY 2021



CRIME UPDATES 1st to 30th JUNE

Offence	Numbers	What could this entail
Arson	1	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	4	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	0	A person commits theft in a building or structure that is not lived in.
Burglary residential	0	Entry and theft in a building or a structure that is lived in.
Criminal Damage	3	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	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	2	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	2	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	0	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	1	From a public place, if stolen from a shed or garage this would be a BOTD.
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.



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TALK TO YOUR LOCAL
BEAT MANAGER

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 28 July 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

28/07/2021	Active Saver 4401	305,185.10
28/07/2021	Business Current Account 2077	500.00
28/07/2021	Petty Cash	40.23
28/07/2021	Active Saver 7702	337,827.30
28/07/2021	Active Saver 4503	81,397.33
28/07/2021	Number 2 account 0958	752,484.20

1,477,434.16

Other Cash & Bank Balances

20.00

1,477,454.16

All Cash & Bank Accounts

1	Current Bank Account	305,685.10
2	Petty Cash	40.23
3	Active Saver 7702	337,827.30
4	Active Saver Emergency 4503	81,397.33
5	Number 2 account	752,484.20
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	1,477,454.16

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	7,490.71	17,000.00	24,490.71
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	276.09	5,417.09
350 EMR Community Apiary & allotme	0.00	642.36	642.36
351 EMR Events	0.00	2,460.01	2,460.01
	295,154.41	4,595.56	299,749.97

Payments July 2021

Agenda Item 6

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/07/2021	Broadland District Council	£147.00	business rates stores & premis
01/07/2021	Broadland District Council	£1,010.00	business rates HCC
01/07/2021	Broadland District Council	£314.00	business rates groundsman shed
01/07/2021	Trade UK	£97.86	apiary fencing bolts, locks
02/07/2021	Archant Community Media Ltd	£39.99	Norfolk Day flags & bunting
05/07/2021	Harkness Roses	£36.94	Captain Tom Moore rose
05/07/2021	Barclays Bank Plc	£9.01	charges 13 May - 13 Jun 21
05/07/2021	Westcotec Ltd	£90.00	SAM program
07/07/2021	UK Fuels Ltd	£217.56	diesel & unleaded fuel Jun
08/07/2021	Milne Marketing Ltd	£82.20	microtech sanitiser 25ltrs
08/07/2021	DD Health & Safety Supplies Lt	£65.40	bomber jacket caretaker
08/07/2021	Osiris Technologies	£96.88	broadband & PSTN from 15 Jun
08/07/2021	Broadland Group Ltd	£594.00	asbestos survey HCC
08/07/2021	Darren Gotts Electrician	£51.00	reset button disabled alarm
08/07/2021	Play Safety Ltd	£292.80	play areas inspection
08/07/2021	Mayday Office Equipment Servis	£187.60	photocopies/print Apr - Jun
08/07/2021	mha Larking Gowen	£396.00	internal y/e audit final bill
14/07/2021	Entanet International	37.34	broadband cessation charges
14/07/2021	Huws Gray Ridgeons	£151.14	post x 4 dog/litter bins
14/07/2021	Iris Software	£48.00	Iris HR monthly support
14/07/2021	Norse Commercial Services	£604.80	lock poarks 27 May - 27 Jun
14/07/2021	Osiris Technologies	£2,384.72	new monitors, desk tops & USB
14/07/2021	Rialtas Business Suite	£198.00	Asset inventory annual support
14/07/2021	The Garden Guardian	£1,669.80	grass verge cutting instalment
20/07/2021	Net salaries	£13,063.03	Payroll Jul
21/07/2021	Total Gas & Power	£959.83	electricity HCC Apr - Jun
21/07/2021	Total Gas & Power	£197.69	gas HCC Jun
21/07/2021	Total Gas & Power	£16.52	elec allotments Jun 21
26/07/2021	HM Revenue & Customs	£3,992.73	PAYE Jul
26/07/2021	Norfolk Pension Fund	£3,349.51	Pension conts Jul
26/07/2021	Total Gas & Power	£337.13	electricity Apr - Jun office
26/07/2021	Broadland District Council	£624.00	business rates office
27/07/2021	Cooks Blinds & Shutters	£82.80	repair shuuters grounds shed
27/07/2021	Just Regional	£420.00	advert Just Hellesdon 14 Jul
27/07/2021	Viking Direct	£52.78	keyboard/desk top/line extn
27/07/2021	Nch & Dist Beekeepers Assocn	£35.00	2021 membership fees
27/07/2021	BNP Paribas	£278.00	HP Wessex mower
28/07/2021	Hitachi Capital	£540.00	lease tractor & hedgecutteer
28/07/2021	BT	£107.86	usage 14 May -13 Jul

To be paid:

Payments July 2021

Agenda Item 6

Invoice date	Supplier	Amount due	Expenditure type
21/07/2021	Custance & Son Ltd	£132.00	boiler inspection office
14/07/2021	DRC Doors	£162.00	repair office sliding doors
15/07/2021	Heart 2 Heart	£1,410.00	defibrillator & cabinet
16/07/2021	Siemens Financial Services Ltd	£356.40	p/copier lease 16 Aug - 15 Nov
26/07/2021	Viking Direct	£23.14	holiday planner/dividers/diary
14/07/2021	Rialtas Business Solutions	£30.00	Move software to new computer

Receipts July 2021

Agenda Item 6

Date	Income	Amount	Notes
01/07/2021	Football training	£32.40	community hire
01/07/2021	Tennis court hire	£77.76	commercial hire
05/07/2021	Football training	£16.20	community hire
05/07/2021	Monthly Loyalty reward	£0.76	Barclays interest
09/07/2021	Netball court hire	£25.50	net ball
13/07/2021	Tennis court hire	£7.00	tennis
13/07/2021	Vat refund	1613.62	q/e 30 Jun
15/07/2021	Tennis court hire	£7.00	tennis
20/07/2021	Allotment key charge	£10.00	replacement key plot 131

Detailed Income & Expenditure by Budget Heading 28/07/2021

Month No: 4

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	929	0	(929)			0.0%	
Community Centre :- Income	<u>0</u>	<u>929</u>	<u>0</u>	<u>(929)</u>				<u>0</u>
4150 Utilities	1,801	6,132	23,000	16,868		16,868	26.7%	
4195 Keys/Locks	0	29	40	11		11	72.0%	
4250 Sanitary Waste Disposal	0	0	2,180	2,180		2,180	0.0%	
4295 Equipment - New/Replacement	0	0	1,000	1,000		1,000	0.0%	
4300 Equipment-Repair/Maintenance	0	0	585	585		585	0.0%	
4416 Water dispenser	0	11	345	334		334	3.3%	
4435 Contingencies	0	143	1,300	1,157		1,157	11.0%	
4450 Inspections	0	0	526	526		526	0.0%	
4480 Memberships & Subscriptions	0	0	1,600	1,600		1,600	0.0%	
4560 Property Maintain/Replacement	0	231	0	(231)		(231)	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	0	7,613	0	(7,613)		(7,613)	0.0%	
Community Centre :- Indirect Expenditure	<u>1,801</u>	<u>14,397</u>	<u>33,511</u>	<u>19,114</u>	<u>0</u>	<u>19,114</u>	<u>43.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,801)</u>	<u>(13,469)</u>	<u>(33,511)</u>	<u>(20,042)</u>				
110 Administration								
1076 Precept	0	257,105	0	(257,105)			0.0%	9,200
1085 Grants received	0	12,000	0	(12,000)			0.0%	
Administration :- Income	<u>0</u>	<u>269,105</u>	<u>0</u>	<u>(269,105)</u>				<u>9,200</u>
4065 councillor training	0	0	1,000	1,000		1,000	0.0%	
4465 External Audit	0	0	1,325	1,325		1,325	0.0%	
4470 Internal Audit	0	1,270	2,380	1,110		1,110	53.4%	
4475 Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480 Memberships & Subscriptions	0	1,105	1,200	95		95	92.1%	
4550 Insurance	0	9,687	9,668	(19)		(19)	100.2%	
Administration :- Indirect Expenditure	<u>0</u>	<u>12,562</u>	<u>20,573</u>	<u>8,011</u>	<u>0</u>	<u>8,011</u>	<u>61.1%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>256,543</u>	<u>(20,573)</u>	<u>(277,116)</u>				
6001 less Transfer to EMR	0	9,200						
Movement to/(from) Gen Reserve	<u>0</u>	<u>247,343</u>						
120 Staff								
4000 Admin Staff	5,653	22,614	90,916	68,302		68,302	24.9%	
4010 Groundstaff	4,297	16,612	64,663	48,051		48,051	25.7%	

Detailed Income & Expenditure by Budget Heading 28/07/2021

Month No: 4

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
4020 Care Takers	3,112	14,735	81,042	66,307		66,307	18.2%	
4040 PAYE	2,720	10,942	0	(10,942)		(10,942)	0.0%	
4045 Pension Scheme	3,350	14,178	40,841	26,663		26,663	34.7%	
4055 Staff training	0	25	4,000	3,975		3,975	0.6%	
4070 Profess Fees/Agency Personnel	0	210	0	(210)		(210)	0.0%	
4080 Employer NI	1,273	5,150	17,510	12,360		12,360	29.4%	
4090 Protective clothing/workwear	0	66	3,050	2,984		2,984	2.2%	
Staff :- Indirect Expenditure	<u>20,405</u>	<u>84,533</u>	<u>302,022</u>	<u>217,489</u>	<u>0</u>	<u>217,489</u>	<u>28.0%</u>	<u>0</u>
Net Expenditure	<u>(20,405)</u>	<u>(84,533)</u>	<u>(302,022)</u>	<u>(217,489)</u>				
<u>130 Council Office</u>								
1360 Electricity FIT	0	141	500	359			28.1%	
Council Office :- Income	<u>0</u>	<u>141</u>	<u>500</u>	<u>359</u>			<u>28.1%</u>	<u>0</u>
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	1,143	3,311	12,365	9,054		9,054	26.8%	
4195 Keys/Locks	0	12	50	38		38	25.0%	
4250 Sanitary Waste Disposal	0	0	50	50		50	0.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4400 Chairman's Budget	0	30	1,500	1,470		1,470	2.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	0	100	100		100	0.0%	
4415 Catering for Meeting	10	85	200	115		115	42.5%	
4420 Telephone and Broadband	341	1,252	3,000	1,748		1,748	41.7%	
4425 IT Support and Maintenance	143	779	2,900	2,121		2,121	26.9%	
4430 Photocopier	297	1,104	2,260	1,156		1,156	48.9%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	19	49	670	621		621	7.4%	
4445 Postage	5	5	150	145		145	3.2%	
4450 Inspections	0	0	166	166		166	0.0%	
4485 Other Licences/Fees	205	1,602	2,670	1,068		1,068	60.0%	
4500 PWLB	0	8,945	43,826	34,881		34,881	20.4%	
4560 Property Maintain/Replacement	246	437	2,000	1,563		1,563	21.9%	
4565 Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570 Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4595 Misc contributions	0	200	0	(200)		(200)	0.0%	200
4635 cleaning agents/materials	0	0	20	20		20	0.0%	
Council Office :- Indirect Expenditure	<u>2,409</u>	<u>17,813</u>	<u>78,112</u>	<u>60,299</u>	<u>0</u>	<u>60,299</u>	<u>22.8%</u>	<u>200</u>
Net Income over Expenditure	<u>(2,409)</u>	<u>(17,673)</u>	<u>(77,612)</u>	<u>(59,939)</u>				
6000 plus Transfer from EMR	0	200						
Movement to/(from) Gen Reserve	<u>(2,409)</u>	<u>(17,473)</u>						

Detailed Income & Expenditure by Budget Heading 28/07/2021

Month No: 4

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
150 Investment								
1080 Bank Interest Received	0	0	2,000	2,000			0.0%	
1090 Monthly Loyalty Rewards	1	3	35	32			7.4%	
Investment :- Income	<u>1</u>	<u>3</u>	<u>2,035</u>	<u>2,032</u>			<u>0.1%</u>	<u>0</u>
4060 Bank Charges	15	60	600	540		540	10.0%	
Investment :- Indirect Expenditure	<u>15</u>	<u>60</u>	<u>600</u>	<u>540</u>	<u>0</u>	<u>540</u>	<u>10.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(14)</u>	<u>(57)</u>	<u>1,435</u>	<u>1,492</u>				
160 Planning								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(300)</u>	<u>(300)</u>				
170 Health and Safety								
4135 Consultancy Fees	0	0	500	500		500	0.0%	
4140 Defibrillator	1,410	1,410	300	(1,110)		(1,110)	470.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Health and Safety :- Indirect Expenditure	<u>1,410</u>	<u>1,410</u>	<u>1,000</u>	<u>(410)</u>	<u>0</u>	<u>(410)</u>	<u>141.0%</u>	<u>0</u>
Net Expenditure	<u>(1,410)</u>	<u>(1,410)</u>	<u>(1,000)</u>	<u>410</u>				
180 Media and Communications								
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105 Newsletter-Printing/Distributi	350	1,345	5,000	3,655		3,655	26.9%	
4110 Website and Emails	0	851	1,000	149		149	85.1%	
4155 IT Reserve	1,768	1,768	2,000	232		232	88.4%	1,724
4460 CCTV	0	0	1,450	1,450		1,450	0.0%	
4685 Noticeboards	0	0	4,000	4,000		4,000	0.0%	
Media and Communications :- Indirect Expenditure	<u>2,118</u>	<u>3,963</u>	<u>14,950</u>	<u>10,987</u>	<u>0</u>	<u>10,987</u>	<u>26.5%</u>	<u>1,724</u>
Net Expenditure	<u>(2,118)</u>	<u>(3,963)</u>	<u>(14,950)</u>	<u>(10,987)</u>				
6000 plus Transfer from EMR	1,724	1,724						
Movement to/(from) Gen Reserve	<u>(394)</u>	<u>(2,240)</u>						
190 Stores								
4150 Utilities	147	590	1,500	910		910	39.3%	
Stores :- Indirect Expenditure	<u>147</u>	<u>590</u>	<u>1,500</u>	<u>910</u>	<u>0</u>	<u>910</u>	<u>39.3%</u>	<u>0</u>
Net Expenditure	<u>(147)</u>	<u>(590)</u>	<u>(1,500)</u>	<u>(910)</u>				

Detailed Income & Expenditure by Budget Heading 28/07/2021

Month No: 4

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
195 Tractor Shed								
4150 Utilities	314	1,260	3,213	1,953		1,953	39.2%	
4450 Inspections	0	0	166	166		166	0.0%	
4560 Property Maintain/Replacement	69	69	550	481		481	12.5%	
Tractor Shed :- Indirect Expenditure	383	1,329	3,929	2,600	0	2,600	33.8%	0
Net Expenditure	(383)	(1,329)	(3,929)	(2,600)				
200 Residents' Parties								
4115 Consumable- Food/Beverage	0	0	655	655		655	0.0%	
4120 Over 65 Entertainment	0	0	300	300		300	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Residents' Parties :- Indirect Expenditure	0	0	1,005	1,005	0	1,005	0.0%	0
Net Expenditure	0	0	(1,005)	(1,005)				
205 Events								
4122 Events	172	172	2,500	2,328		2,328	6.9%	40
Events :- Indirect Expenditure	172	172	2,500	2,328	0	2,328	6.9%	40
Net Expenditure	(172)	(172)	(2,500)	(2,328)				
6000 plus Transfer from EMR	40	40						
Movement to/(from) Gen Reserve	(132)	(132)						
210 Grounds								
1200 Football Hire Charges	0	358	1,050	692			34.1%	
1210 Football Training Area Hire	54	773	3,000	2,227			25.8%	
1215 Grass cutting agreement	0	13,213	13,057	(156)			101.2%	
1270 Floodlights Income	0	20	750	730			2.7%	
Grounds :- Income	54	14,365	17,857	3,492			80.4%	0
4195 Keys/Locks	0	0	30	30		30	0.0%	
4200 Locking parks	504	504	0	(504)		(504)	0.0%	
4205 Replacement Bins	0	0	1,000	1,000		1,000	0.0%	
4210 Emptying Bins/Fresheners	0	0	3,520	3,520		3,520	0.0%	
4215 Seats - Repair/Replacement	12	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	1,392	5,566	13,057	7,491		7,491	42.6%	
4255 Green Waste Removal	0	450	2,700	2,250		2,250	16.7%	

Detailed Income & Expenditure by Budget Heading 28/07/2021

Month No: 4

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
4260 Shrub/Tree/Hedge	37	114	1,556	1,442		1,442	7.3%	
4270 Fertilisers/Weed & Moss Killer	0	0	1,394	1,394		1,394	0.0%	
4295 Equipment - New/Replacement	265	576	500	(76)		(76)	115.3%	
4320 Small tools	0	18	500	482		482	3.6%	
4325 fence repairs	0	0	4,000	4,000		4,000	0.0%	
4385 Pegs & Bolts Purchase	0	0	90	90		90	0.0%	
4390 Materials	126	126	2,590	2,464		2,464	4.9%	
4435 Contingencies	0	0	4,335	4,335		4,335	0.0%	
4630 Consumables	5	25	575	550		550	4.3%	
4635 cleaning agents/materials	0	0	100	100		100	0.0%	
Grounds :- Indirect Expenditure	2,341	7,482	37,447	29,965	0	29,965	20.0%	0
Net Income over Expenditure	(2,287)	6,883	(19,590)	(26,473)				
220 Machinery and Vehicles								
4160 Repairs/Maintenance	0	64	680	616		616	9.4%	
4265 Fuel	0	422	1,200	778		778	35.1%	
4290 Servicing	0	1,436	5,500	4,064		4,064	26.1%	
4310 Hire of Machinery	675	2,699	9,098	6,399		6,399	29.7%	
4680 Depreciation	0	0	2,250	2,250		2,250	0.0%	
Machinery and Vehicles :- Indirect Expenditure	675	4,622	18,728	14,106	0	14,106	24.7%	0
Net Expenditure	(675)	(4,622)	(18,728)	(14,106)				
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)				
240 Allotments								
1100 Allotment Income	8	54	2,500	2,446			2.1%	
1105 Allotment administration fee	0	50	0	(50)			0.0%	
1110 Water Charge	0	0	750	750			0.0%	
1115 Pest control charge	0	0	735	735			0.0%	
Allotments :- Income	8	104	3,985	3,881			2.6%	0
4145 Landowner Rent	0	857	1,900	1,043		1,043	45.1%	
4150 Utilities	16	(446)	1,700	2,146		2,146	(26.3%)	

Detailed Income & Expenditure by Budget Heading 28/07/2021

Month No: 4

Cost Centre Report

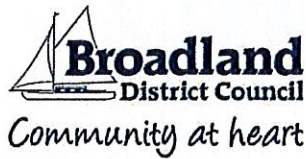
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Pest Control	0	0	735	735		735	0.0%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4195 Keys/Locks	0	9	30	21		21	30.6%	9
4295 Equipment - New/Replacement	0	24	0	(24)		(24)	0.0%	24
4390 Materials	0	56	430	374		374	13.0%	
4560 Property Maintain/Replacement	54	2,607	500	(2,107)		(2,107)	521.4%	5,130
Allotments :- Indirect Expenditure	70	3,107	5,395	2,288	0	2,288	57.6%	5,163
Net Income over Expenditure	(62)	(3,003)	(1,410)	1,593				
6000 plus Transfer from EMR	54	3,902						
6001 less Transfer to EMR	0	1,261						
Movement to/(from) Gen Reserve	(7)	(363)						
250 Play Areas								
4300 Equipment-Repair/Maintenance	0	0	2,750	2,750		2,750	0.0%	
4450 Inspections	0	244	250	6		6	97.6%	
Play Areas :- Indirect Expenditure	0	244	3,000	2,756	0	2,756	8.1%	0
Net Expenditure	0	(244)	(3,000)	(2,756)				
255 Hard Courts and Car Park								
1220 Tennis Hire Charges	12	140	650	510			21.5%	
1230 Netball Hire Charges	40	233	760	527			30.7%	
Hard Courts and Car Park :- Income	52	373	1,410	1,037			26.5%	0
4195 Keys/Locks	9	9	0	(9)		(9)	0.0%	
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	0	178	178		178	0.0%	
4390 Materials	0	0	352	352		352	0.0%	
4560 Property Maintain/Replacement	0	0	2,350	2,350		2,350	0.0%	
4580 Car Park/ Pathways	0	0	650	650		650	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	9	9	4,030	4,021	0	4,021	0.2%	0
Net Income over Expenditure	42	364	(2,620)	(2,984)				
260 Bowling Green								
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	73	1,000	927		927	7.3%	
Bowling Green :- Indirect Expenditure	0	73	1,250	1,177	0	1,177	5.9%	0
Net Income over Expenditure	0	1,727	(1,250)	(2,977)				

Detailed Income & Expenditure by Budget Heading 28/07/2021

Month No: 4

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>265 Memorials</u>								
4360 Rose Renewal	0	51	25	(26)		(26)	203.7%	
4575 War Memorial	0	0	200	200		200	0.0%	
Memorials :- Indirect Expenditure	0	51	225	174	0	174	22.6%	0
Net Expenditure	0	(51)	(225)	(174)				
<u>270 Traffic Highways/Environment</u>								
4645 Rolling maintenance programme	0	322	0	(322)		(322)	0.0%	
4650 SAM2 Weekly Move	75	300	920	620		620	32.6%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	75	622	1,420	798	0	798	43.8%	0
Net Expenditure	(75)	(622)	(1,420)	(798)				
Grand Totals:- Income	115	286,819	25,787	(261,032)			1112.3%	
Expenditure	32,029	153,763	539,997	386,234	0	386,234	28.5%	
Net Income over Expenditure	(31,914)	133,055	(514,210)	(647,265)				
plus Transfer from EMR	1,818	5,866						
less Transfer to EMR	0	10,461						
Movement to/(from) Gen Reserve	(30,096)	128,460						



Ask For: Dawn Brown/Rebecca Byland
Direct Dial: (01603) 430513
Email: street.naming.numbering@broadland.gov.uk
Ref: 107/21
Date: 19 July 2021

Natasha Carver
Clerk to Hellesdon Parish Council
By email to clerk@hellesdon-pc.gov.uk

Dear Ms Carver

Street Naming: Phase 2, Royal Norwich Golf Club, Drayton High Road, Hellesdon, Norwich

The developer, Persimmon Homes, have asked me to contact you so that you may put forward an agreed joint proposal for the naming of the roads on the above development.

You may find it helpful if I state the Council's policy and options on street names at this point, which are:-

- Names of living persons may not be used, except in rare special circumstances, nor may the name of a developing firm be used.
- Names of landscape features demolished by development or names of historic persons, events or places are desirable, as are names selected from themes which will reflect and enhance the character of the area.
- Names should not be readily confused with street names already in use.

In the case of this development, it would be preferable if the tree theme used in Phase 1 could be continued into this phase.

All proposals are examined by the Address Development Team at Royal Mail Doxford, Admiral House, 2 Admiral Way, Doxford International Business Park, Sunderland, SR3 3XW on our behalf. Not so much to enhance the postal service, but with a view to preventing confusion for the emergency services in urgent situations. You are free to check any proposal you may have by telephone to them on 08456 045060.

I look forward to hearing from you shortly, in the meantime if you have any queries then please do not hesitate to contact Dawn Brown/Rebecca Byland.

Yours sincerely

Street Naming & Numbering Team

Equal Opportunities Policy

1. Statement of Commitment

Hellesdon Parish Council is committed to the values of equality and diversity in its approach to cover the whole range from failure of good manners to direct discrimination. It believes that equal opportunities are essential to the values that lie at the heart of the Parish council and, as such should extend to the employment of its staff and its work with all individuals and organisations.

All employees and job applicants will be fairly treated regardless of sex, gender reassignment, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion or beliefs, pregnancy and maternity status (known collectively as 'protected characteristics under the 2010 Equality Act), offending background, responsibilities for dependants or political affiliations, marital or civil partnership status and social class. Recruitment and promotion processes, training opportunities, remuneration and any other benefit will be job-related and objective.

The council recognises its duty under the Equality Act (2010) to make reasonable adjustments for disabled employees, to help them overcome disadvantages resulting from impairment.

The council is equally committed to equality of service provision to all sections of the community. This is reflected in the requirements of all reports to Council and committees to consider the Equality Act implication of any decisions taken.

2. The Legal Position

This policy will be implemented within the framework of the relevant legislation, which includes:-

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- BDS Disclosure information in accordance with section 124 of the Police Act 1997
- Employment Equality (Age) Regulations 2006
- Equality Act 2010

Equal Opportunities Policy Statement

It is the Council's policy not to discriminate against its workers on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee. Our workers and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes. The Council shall, at all times, strive to work within legislative requirements as well as promoting best practice. The Council's long-term aim is that the composition of our workforce should reflect that of the local community and that all workers should be offered equal opportunities to achieve their full potential. This policy, and the measures the Council takes to implement it, has been devised on the basis of advice from the relevant governmental and professional bodies. We are committed to a programme of action to make this policy effective and to bring it to the attention of all workers. The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers by members of our workforce and also, in some circumstances, ex-employees.

The following paragraphs deal with the specific categories of workers and areas of work which we have identified as potentially giving rise to equal opportunities issues and provides more specific guidance on the parameters of our policy and approach to equal opportunities.

This policy is for guidance only and shall be provided to all workers, but does not form part of the contract of employment.

1 To whom does this policy apply?

- 1.1 This policy applies to the Council's employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to ex-employees, to job applicants and to individuals such as agency staff and consultants and volunteers who are not our employees, but who work at the Council (collectively **workers**).
- 1.2 All workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them. In some situations, the Council may be at risk of being held responsible for the acts of individual members of staff and will not therefore tolerate any discriminatory practices or behaviour.
- 1.3 The policy statement in paragraph 1.2 applies equally to the treatment of our visitors, clients customers and suppliers by our workers and the treatment of our workers by these third parties.

2 Personnel responsible for implementation of policy Review?

2.1 The Council has overall responsibility for the effective operation of its equal opportunities policy (**EOP**) and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The Council has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Parish Clerk.

2.2 All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives. If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact the Parish Clerk to request training or an information pack.

3 Scope and purpose of policy

3.1 The Council will not unlawfully discriminate on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy, trade union membership, or part-time or fixed-term status.

3.2 This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

3.3 The Council will take appropriate steps to accommodate the requirements of workers' religions, cultures, and domestic responsibilities in accordance with its statutory obligations.

4 Forms of discrimination

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in paragraph 3.1. For example, rejecting an applicant of one race because it is considered they would not "fit in" on the grounds of their race could be direct discrimination. Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race. For example, a height requirement would be likely to eliminate proportionately more women than men. If this criteria cannot be objectively justified for a reason unconnected with sex, it would be indirectly discriminatory on the grounds of sex. Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment.

5 Disability discrimination

5.1 If you are disabled, or become disabled in the course of your employment with us, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible. You may also wish to advise the Parish Clerk of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. The Parish Clerk may wish to consult with you and with your medical adviser(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

5.2 The Council will monitor the physical features of its premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other workers. Where possible and proportionate, the Council will take steps to improve access for disabled workers and service users.

6 Fixed-term employees and agency and temporary workers

We will monitor our use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress within the Council to ensure that they are accessing permanent vacancies.

7 Part-time workers & seasonal workers

The Council will monitor the conditions of service of part-time and seasonal employees and their progression within the Council to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with in accordance with its statutory obligations.

8 Breaches of the policy

8.1 If you believe that you may have been disadvantaged or harassed on any of the unlawful grounds listed at paragraph 3.1, you are encouraged to raise the matter through the Council's grievance procedure. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

8.2 If, after investigation, you are proven to have harassed any other worker on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability or age or otherwise act in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Council will always take a strict approach to serious breaches of this policy.

8.3 As this policy applies equally to the Council workers' relations with visitors, clients, customers and suppliers, if, after investigation, you are proven to have discriminated against or harassed a client or supplier you will also be subject to disciplinary action.

9 Monitoring and revision of policy

This policy is reviewed by the Council every four years, as well as revision in the light of changes in legislation and guidance, to regularly monitor the effectiveness of this policy to ensure it is achieving the objectives stated in the EOP statement, by monitoring the composition of job applicants and the benefits and career progression of its workers.

The Council is committed to providing relevant training for all staff on their responsibilities and duties under this policy.

HP HC HELLEDON PARISH COUNCIL

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

SAFEGUARDING POLICY

Policy Statement:

In the interests of child protection and the welfare and protection of vulnerable adults Hellesdon Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity organised by or associated with the Parish Council.

Policy Objective:

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to everyone but paying particular attention to children and vulnerable adults.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- Hellesdon Parish Council does not usually directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Aims:

The aim of this policy document is to guide members, staff and volunteers of Hellesdon Parish Council, should any child protection issue or any issues with vulnerable adults arise during their work.

Responsibilities & Procedures:

The Parish Clerk has been designated as Safeguarding Officer and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Council-organised event with children or vulnerable people;
- Ensuring that members, staff and volunteers are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- Ensuring, that whilst Parish Councillors are unlikely to be involved with children during the performance of their duties they are mindful of any risk they may face;
- Ensuring that before any paid members of staff are recruited to work with children and vulnerable persons they are interviewed and two references taken up;
- Ensuring that no volunteers work directly with children and vulnerable persons unless they have relative proven experience and/or qualifications in the work

General Information

- Decisions on whether any person should be DBS checked will be made by the Council, or the Clerk after consultation with the Chairman, following a risk assessment.
- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.
- Councillors will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising children.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times.
 - Ensure that accidents are recorded in an accident book.
 - Never do anything of a personal nature for a young person or vulnerable adult
 - Keep records in an incident book of any allegations a young or vulnerable person may make to any committee member or volunteer.
 - Any concerns or incidents must be referred to the County Council.
- Hellesdon Parish Council's play areas are inspected on a regular basis by Grounds Staff and On Duty Caretaker and at least annually by a representative of Play Inspection Organisation. All Grounds staff and Caretaking Staff will be required to have a DBS check carried out on appointment of role and every 4 years there after.
- In the event of a contractor, working directly for Hellesdon Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy. Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council-owned facilities.

Declaration:

All members of Hellesdon Parish Council, committee members and volunteers assisting the Parish Council should read this Safeguarding Policy.

Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

Review

The policy will be reviewed every four years

HPC HELLESDON PARISH COUNCIL

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

HEALTH AND SAFETY POLICY

Contents: General Statement of Intent
Organisation
Arrangements

General Statement of Intent states the Council's aims in regard to employees' health and safety. Organisation and Arrangements set out the action plan to achieve these aims.

General Statement of Intent

- 1 The Council recognises it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the Council's activities and is committed to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of its employees.
- 2 The Council regards the promotion of health and safety as a mutual objective for all employees, at all levels and in all activities.
- 3 the council notes and accepts its duty as an employer to take all practical and reasonable steps to
 - Safeguard health, safety and welfare at work
 - Provide safe systems of work
 - Provide and maintain safe plant and equipment
 - Provide a safe and healthy working environment
 - Provide information and training in safe practices
 - Have regard for the health and safety of others who may be affected by the activities of the council e.g. self-employed people, contractors, other users of the premises, members of the public
- 4 The Council will have regard to health and safety legislation, approved codes of practice, guidance notes and other relevant information issued by the Health and Safety Executive.
- 5 Responsibility for health and safety lies with both employers and employees and the Council expects co-operation from employees to achieve its aims in respect of health and safety. Negligence in respect of health and safety may be treated as a disciplinary offence.

- 6 The Council will review and revise its safety policy as necessary and appropriate, will consult with employees on the policy and will bring the policy and any subsequent amendments to the attention of employees.

Organisation Structure for Health & Safety

- 1 The Council has ultimate responsibility for the health and safety of Hellesdon Parish Council but discharges this responsibility through the Parish Clerk to individual supervisors and employees.
- 2 The Council shall ensure that
 - I. They provide the lead in developing a positive health and safety culture through the organisation
 - II. All its decisions reflect its health and safety intentions
 - III. Adequate resources are made available for the implementation of health and safety.
 - IV. They will promote the active participation of employees improving health and safety performance.
 - V. The Policy will be kept up to date and reviewed as required to ensure that it complies with current Health and Safety Legislation and Codes of Practice.
- 3 The Parish Clerk is the designated person with overall responsibility for ensuring compliance with health and Safety legislation.
- 4 The Parish Clerk shall ensure that
 - I. The policy is implemented, monitored, developed and communicated effectively and is review in line with current legislation
 - II. Establish, in consultation with external health and Safety advisors, safe systems of work and procedures for carrying out the Council's Safety Policy incorporating any Regulations, approved Codes of Practice and other relevant legislation
 - III. Adequate insurance cover is provided at all times
 - IV. There is regular communication and consultation with staff on health and safety matters.
 - V. Safe working practices are developed, implemented and maintained
 - VI. Accidents, ill health and "near miss" incidents are recorded, investigates and reported.
 - VII. Ensure that all employees receive adequate training, information and supervision to maintain safe standards.
- 5 All Council employees are required to
 - I. Make themselves familiar with and conform to this policy
 - II. Observe safety rules at all times
 - III. Where required, wear protective clothing and use appropriate safety devices provided
 - IV. Report to their immediate line manager all accidents, injuries to persons and damage to vehicles/plant/equipment
 - V. Know the location of First Aid facilities
 - VI. Report all safety hazards as a matter of urgency to their immediate line manage and the Parish Clerk

- VII. Know what to do in the case of fire, or other emergency and the location of fire fighting equipment
 - VIII. Maintain good housekeeping at all times
 - IX. Observe safe standards of behaviour and dress
 - X. All employees have the responsibility to co-operate with each other to achieve a healthy and safe workplace and to take reasonable care of themselves and others
 - XI. Not to enter into any kind of horseplay or practical joking
 - XII. Conducts risk assessments by assessing personal procedures and activities and identifying where safety issues exist as part of personal safety
 - XIII. All employees must follow guidelines and good practices set out to help prevent spread of illnesses amongst staff, councillors, contractors, other users of the premises, members of the public
- 6.1 It is the policy of the Council that all employees shall receive training in all safety aspects of their occupation and to attend during normal working hours, courses held for this purpose.
- 6.2 It shall be the duty of all staff to carry out a visual safety inspection of plan and equipment prior to using such machinery.
- 6.3 It shall be the responsibility of the Parish Clerk or persons appointed by the Parish Clerk to investigate all accidents and to take such steps as the Parish Clerk considers proper to ensure that accidents do not continue and, where appropriate, make recommendations to the council on accident prevention.

7 Lone Worker

- 7.1 Many of the Council employees are expected to work alone from time to time and for some staff lone working is the norm. Working alone is not necessarily unsafe but there are circumstances where lone working can increase the risks. An example where risk is increased would be electrical maintenance where, in the event of electrocution, the lone worker would not be able to call for assistance. Care should be taken when carrying money to the bank. Another example would be an officer of the Council visiting someone's home when that person was known to have a history of violence. Clearly lone working may increase the risk of violent attack in this latter example. (see work-Related Violence and personal Safety below).

The Council recognises that there may be increased risks to staff who are required to work alone. And a separate lone working policy has been adopted by the council to reduce these risks

8 Work Related Violence

- 8.1 Work-related violence can be defined as “an incident in which an employee is abused, threatened or assaulted in circumstances relating to their work” and will normally only apply where the aggressor is a non-employee (Hellesdon Parish council grievance and disciplinary procedures apply, as appropriate, to incidents between employees, or where an employee is the aggressor against a non-employee). Work-related violence can be physical or non-physical. Basic examples of each include:

Physical	Non-physical
a. Physical assault	f. threats and threatening gestures
b. Pushing and shoving	g. abusive phone calls, letters, e-mails
c. Damage to personal property	h. verbal abuse
d. Kicking, biting, punching, spitting	i. bullying / harassment
e. Unwanted physical contact	j. insults, innuendo, ridicule, sarcasm

All work-related violence incidents must be report to the Parish Clerk, who must ensure that they are investigated and acted upon by considering whether there are procedural changes that can be introduced that would reduce the risk of work-related violence. Examples include eliminating lone workers by doubling up, increasing staff levels at high risk times, allocating known “difficult” customers to more experienced staff.

9 General Arrangements

9.1 First Aid

A first aid box is located in the works Building, Recreation Ground Road. The Head Groundsman is responsible for carrying out periodical checks to ensure the contents are adequately maintained.

- 9.2 First aid boxes are also located at Hellesdon Community Centre, Wood View Road. The caretaker is responsible for carrying out periodical checks to ensure the contents are adequately maintained.

- 9.3 First aid box is located in the parish Council offices in the kitchen. The senior administrator is responsible for carrying out periodical checks to ensure the contents are adequately maintained.

- 9.4 First aid box is located in the works van. The Head Groundsman is responsible for carrying out periodical checks to ensure the contents are adequately maintained.

10 Accidents, Injuries and Dangerous Occurrences

- 10.1 It shall be the responsibility of the Parish Clerk to record all incidents in the Accident Book and to report notifiable Injuries, Diseases and other Dangerous Occurrences to the Health & Safety Executive on the appropriate form F2508 or F2508A.
- 10.2 Accident Books are located in the Parish Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon and Hellesdon Community Centre, Wood View Road, Hellesdon.

11 Fire Safety

All employees have a duty to take steps to ensure they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices.

Fire risk assessments will be conducted annually for all Council premises.

Emergency plans, including evacuation plans, will be established for the Council offices and any other location routinely used for Council business.

The Parish Clerk is responsible for ensuring all fire safety tests and drills are logged in a records book.

It shall be the responsibility of the Parish Clerk or works supervisor in respect of the works maintenance building, to see that escape routes and passageways are kept clear at all times.

It shall be the responsibility of the Park Clerk to organise annual inspections of all fire extinguishers on the Council's premises.

In accordance with Government legislation, a no smoking policy is in operation in all buildings including maintenance buildings and sheds.

12 Contractors and Visitors

All contractors, visitors and booked users of the community centre and Formal Sports facilities must sign in on arrival with the Parish Office (Office Hours only) or On duty caretaker.

Contractors must have visible identification.

REPORT TO FULL COUNCIL

Subject: Norfolk County Council Highways Proposals

Author: Natasha Carver

Date: 3rd August 2021

Following a recent meeting of Transforming Cities committee held at Norfolk County Council on 29th July 2021. The proposal for crossing improvements on Boundary Road were discussed, the report and proposal from this meeting are attached.

The Parish Council to discuss the proposal put forward.

Transforming Cities Joint Committee

Item No 5

Decision making report title:	Transforming Cities – Cycle and Pedestrian Crossing of Outer Ring Road
Date of meeting:	29 July 2021
Responsible Cabinet Member:	Cllr Martin Wilby – Cabinet Member for Highways and Infrastructure
Responsible Director:	Grahame Bygrave (Director of Highways & Waste)
Is this a key decision?	No
If this is a key decision, date added to the Forward Plan of Key Decisions.	N/A
<p>Executive Summary</p> <p>The Department for Transport has awarded Norwich £32m capital funding through the Transforming Cities Fund (TCF). The County Council’s successful application was based on a vision to “Invest in clean and shared transport creating a healthy environment, increasing social mobility and boosting productivity through enhanced access to employment and learning.”</p> <p>Highway improvement proposals have been developed to improve crossing facilities of the Outer Ring Road for those walking and cycling in the Boundary Road area of Norwich and are outlined in this report. This scheme is also combined with necessary planned traffic signal upgrade work and carriageway resurfacing in the area. By co-ordinating all three works activities, we are able to improve efficiency and minimise disruption for local residents and all highway users.</p> <p>Recommendations</p> <ol style="list-style-type: none"> 1. To proceed to public consultation on the proposals for Cycle and Pedestrian Crossing Improvements on Boundary Road as shown on the plans contained in Appendix A. 	

1. Background and Purpose

1.1. The Department for Transport (DfT) has awarded £32m of funding to Norwich from the Transforming Cities Fund (TCF). The County Council’s successful

application is based on a vision to “Invest in clean and shared transport creating a healthy environment, increasing social mobility and boosting productivity through enhanced access to employment and learning”.

- 1.2. Access into the city from Hellesdon for cyclists is difficult because there are no crossings over the Boundary Road section of the outer ring road. The pedestrian crossing facility between Marshall Road / Overbury Road will be upgraded for use by cyclists. This will be a key crossing to enable a proposed new pedalway route connecting Hellesdon to Trowse via Reepham Road which is presented in the draft Local Cycling and Walking Infrastructure Plan (LCWIP).
- 1.3. The main objective of the scheme is to provide a direct route for cyclists that makes it easier and safer to cross the ring road along the new pedalway route and to improve crossings for the pedestrians at the Boundary Road junction with the B&Q store access.

2. Proposals

- 2.1. This scheme aims to deliver improvements for pedestrians and cyclists in crossing Boundary Road. The proposals are shown in Appendix A and are subject to further detailed design.

This will be achieved by:

- Upgrading the existing crossing near to the B&Q store to a 2-stage crossing (currently 3-stage). As part of this the number of lanes turning right out of the B&Q car park will be reduced from 2 lanes to 1 lane. The existing single lane turning left out of the car park will be unchanged;
- A new shared use path connecting the B&Q junction to Overbury Road will be provided. This will be in part by widening and adopting an existing path on 3rd party land;
- Extending the existing shared use path on the southern side of Boundary Road to join up with Marshall Road. We are also proposing to improve the junction with Marshall Road to make it easier for cyclists to navigate safely;
- Removal of the existing pelican crossing on Boundary Road between Boundary Avenue and Vera Road. This crossing has low levels of use, and its loss will be mitigated by an improved crossing at the B&Q junction;
- Changing the waiting restrictions on the layby outside of Marshall Road to allow residents to park there to avoid cars parking on the verge or blocking the shared use path. Measures to prevent vehicles from driving onto verges and footways will be considered;
- Cycle route signage will be provided to enhance to visibility of this route and promote its usage.

3. Impact of the Proposal

- 3.1. The proposal will have a positive impact for cyclists and pedestrians due to it being easier and quicker to cross the Boundary Road. Changing the junction

from a 3-stage to 2-stage crossing will reduce the waiting time at the traffic lights.

Those cycling North-South between Hellesdon and the city centre will have a more direct route that avoids cycling on busy roads.

- 3.2. The removal of the existing pedestrian crossing on Boundary Road near Vera Road will benefit bus users by reducing journey times and improving journey time reliability. It is also likely to improve the flow of general traffic through this route by avoiding unnecessary congestion. Though the crossing is not well used at present, it will increase the distance for pedestrians who want to cross in this area. The next nearest crossings are located at the B&Q junction, 165m to the west and the crossing at Boundary Junction which is 160m to the east.

- 3.3. A traffic assessment has been carried out to compare the existing junction with the proposed configuration to consider the impacts during the morning (AM) and evening (PM) peaks.

This suggests that the queue length for the AM period for traffic heading westbound will reduce by 9.8 meters whereas the queue length for traffic heading eastbound and coming out of the B&Q carpark will increase by 0.5 to 2.9 meters.

For the PM period the queue for traffic heading westbound will reduce by 6.3 meters and the queue length for traffic heading eastbound and coming out of the B&Q carpark will increase by 1.2 to 6.9 meters.

In summary, there will be little impact on the queue length as a result of these proposed changes to the junction.

- 3.4. **Safety Audit:** The scheme has been subjected to a safety audit, the recommendations of which have been incorporated into the proposed scheme plans in Appendix A.

4. Evidence and Reasons for Decision

- 4.1. These proposals will deliver the vision set out in our TCF application, which will make it easier to cycle directly into the city centre.
- 4.2. The traffic assessment shows that there will be little impact on general traffic as a result for these changes to the junction.
- 4.3. A manual count from June 2021 showed 952 vehicles turning left out of the B&Q car park and 842 vehicles turning right out of the B&Q car park within a 12-hour period (7am – 7pm). The same survey also showed that 10,377 vehicles passed through the junction heading eastbound and 11,111 vehicles passed through heading westbound. The survey recorded 176 pedal cyclists traveling on the carriageway.
- 4.4. The same count recorded 80 pedestrians crossing Boundary Road and 40 cyclists during the same 12 hour period.

- 4.5. The reason for removing the existing pedestrian crossing on Boundary Road is that the existing crossing is not used by many people. For the week commencing 24th May the crossing was called on average 80 times a day (7am to 7pm, weekdays only). For comparison the crossing on the outer ring road on Mile Cross Lane, near to St Faiths Road was called on average 181 times a day for the same period.
- 4.6. The reason for changing the waiting restrictions on the layby is that currently residents are driving over and parking on the verge in this area. Allowing residents to park in the layby will remove the need to drive on the verge.
- 4.7. The carriageway resurfacing works and planned signal upgrade programme will be carried out at the same time as this TCF scheme to minimise disruption and improve efficiency and overall value for money.

5. Alternative Options

- 5.1. An alternative option was to improve the existing crossing between Vera Road and Rye Avenue. This would have included adding a new cycle crossing between the two roads and changing Vera Road to be one way with no access from Boundary Road.

The reasons for not taking this option forward are:

- The route for cyclists along Merchant Way/ Vera Road is worse as the route is not as direct. The one-way system along Vera Road would be inconvenient for residents and businesses in the area. In particular, the Salvation Army who have a charity shop and community venue on the junction with Boundary Road.

- 5.2. There were also two alternative options that were considered for the B&Q junction that we have since decided not to carry forward:

- We explored the option of having a segregated crossing for cyclists traveling North-South. The reason for not going with this option is that there is not enough space within the highway boundary. The central island would need to be 5m wide to achieve this. We would need to move the stop line for cars turning into the B&Q car park back which would reduce the capacity for the car park entry lane
- We also considered upgrading the existing shared use path on the southern side of Boundary Road into a segregated path. The reason for not moving forward with this option is due to the need to remove several well-established trees.

6. Financial Implications

- 6.1. The cost of the project is £438,063 which includes a maintenance contribution for carriageway surfacing works of £98,063 and £40,000 for signalling upgrades. This scheme represents Very High Value for Money based on assessment criteria set out by government.

7. Resource Implications

7.1. **Staff:** The scheme will be designed and delivered utilising existing resources.

7.2. **Property:** None.

7.3. **IT:** None.

8. Other Implications

8.1. **Legal Implications:** None. NPLaw will advise on the Traffic Regulation Order noticing requirements and will confirm that actions taken to date have been compliant with the legislative requirements.

8.2. **Human Rights implications:** None.

8.3. **Equality Impact Assessment (EqIA):** An Equality Impact Assessment has been developed for this project.

8.4. **Health and Safety implications:** The proposed scheme has been designed to improve the safety of highway users. A Road Safety Audit stage 1 has been carried out and the recommendations of which have been incorporated into the proposed scheme plan in Appendix A.

8.5. **Sustainability implications:** None.

8.6. **Any other implications:** None

9. Risk Implications/Assessment

9.1. A risk register is maintained as part of the technical design and construction delivery processes.

10. Select Committee comments

10.1. Not applicable.

11. Recommendations

11.1. **To proceed to public consultation on the proposals for Cycle and Pedestrian Crossing Improvements on Boundary Road as shown on the plans contained in Appendix A.**

12. Background Papers

12.1. None

Officer Contact

If you have any questions about matters contained in this paper, please get in touch with:

Officer name: Durga Goutam **Tel No.:** 01603 223487

Email address: durga.goutam@norfolk.gov.uk

Officer name: Alex White **Tel No.:** 01603 222100

Email address: alex.white@norfolk.gov.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.



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INITIALS	DATE	DRAWING No.
OS	2021	EA040-040/C

SURVEYED BY	DESIGNED BY	DRAWN BY	CHECKED BY
AW	AW	AW	DG

PROJECT TITLE	TCF	FILE No.
Boundary Road / B&Q Improvement		EA040 @ A1

REV	DESCRIPTION	DRAWN BY	CHECKED	DATE
A	Updated layout following TfSLT recommendations.	AW	DG	07/21
B	Updated layout following TfSLT recommendations.	AW	DG	06/21
C	Updated layout following TfSLT recommendations.	AW	DG	07/21

DRAWING TITLE
 Boundary Road / B&Q Store Access
 Cycle & Pedestrian facilities improvement
 Scheme Layout Plan

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

Funded by:

REPORT TO FULL COUNCIL

Subject: Parish Flag Pole

Author: Natasha Carver

Date: 3rd August 2021

Following the events working group meeting held in June, the group discussed having a Parish Flag pole located in the parish grounds next to the Council Offices. Attached is a quotation for a white flag pole with internal halyard. The quotation also includes 3 flags suitable for the post.

The following information is taken from the government website:

The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories. It is a symbol of national unity and pride. The first Union Flag was created in 1606 and combined the flags of England and Scotland; the present Union Flag dates from 1801.

There are designated days when the Union Flag must be flown on UK government buildings by command of Her Majesty the Queen. However, UK government buildings are encouraged to fly the Union Flag all year around.

This guidance is aimed at UK government buildings. However, we would encourage local authorities and other local organisations to follow suit where they wish to fly flags. This guidance will apply from the summer.

Having a flag pole would enable the Parish to have its own flag designed and to be flown in the Parish.

The Parish Council to discuss the proposal to place a flag pole in the parish, to consider allocation of funds.

QUOTATION



Specialised Canvas Services Ltd
Adelphi Way
Ireland Industrial Estate
Staveley
Chesterfield S43 3LS
01246 472949

Charlotte.Towers@flagmakers.co.uk

Ref No. 230448/1
Dated 30/07/2021
Contact Maureen Malagon
Tel 01603 301751
Fax

Maureen Malagon
Hellesdon Parish Council
Diamond Jubilee Lodge
Wood View Road
Hellesdon
Norwich
NR6 5QB
United Kingdom

Thank you for your enquiry - I am pleased to offer the following quotation:

Re : Architectural Flagpole & Flags

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	6m Architectural white flagpole complete with internal halyard, white finial and hinged base and studding	£711.70	£711.70
B	1	Unit(s)	180cm x 90cm (2 yard) Union sewn, rope & toggle	£66.02	£66.02
C	1	Unit(s)	180cm x 90cm (2 Yards) LGBT Pride Flag - Hand Sewn Rope & Toggle	£50.01	£50.01
D	1	Unit(s)	Description: Dye sublimated Norfolk County Flag Artwork (Customer to supply print ready artwork): Size: 180cm x 90cm Orientation: Landscape Material: Woven 155gsm Woven Polyester Sides: Single Reading: Correct on front, mirror on reverse Colour References: Finishing: Headband, Rope & Toggle	£64.80	£64.80
E	1	Unit(s)	Delivery(DX Freight) - 1st Package	£43.91	£43.91
F	2	Unit(s)	Delivery (DX Freight) - Additional Package Cost	£13.17	£26.34
				Sub Total	£962.78
				VAT	£192.56
				TOTAL	£1,155.34

Delivery - Bulk Packed for delivery by carrier.

Prices - Priced per piece, excluding VAT & delivery.

Terms - Unless your company has an account with a member of the Specialised Canvas Group, all transactions must be paid in full at point of order.

Conditions of Sale - All orders are subject to our standard terms and conditions of sale. Copies are available on request.

Artwork - Quotations for printed items include set up for one artwork type. An additional charge will apply for jobs with multiple artwork types.

Quotations are valid for 30 days from date issued.

Flagmakers is a division of Specialised Canvas Services Ltd.

Registration No: 2895710 VAT NO: 172778178

Page 1

**Minutes of the Meeting of Hellesdon Events Working Group
Held on Friday 30th July 2021 at 10am
Online Via Zoom**

1. **Welcome**
The chair welcomed
2. **Apologies and acceptance for absence**
Apologies were received from Cllr Gurney, Cllr Bush-Trivett and Cllr Britcher, these were **ACCEPTED**.
3. **To note the minutes from last Working Group Meeting 29th June 2021**
The minutes from last Working Group Meeting 29th June 2021 were **NOTED**
4. **Norfolk Day 27th July 21**
The event went well despite the weather and those who took part thoroughly enjoyed it. Pictures will be placed in the Just Hellesdon August edition. Cllr Diffey suggested that for future events we build a mailing list (email) for events, so that residents can be informed of any events that will be taking place, and not just relying on social media.
5. **Defib Demonstration Event 8th August 2021**
The event will take place between 1-2pm on the recreation ground, refreshments will be available. Volunteers will need to be here from 12 noon.
6. **Community Café**
Cllr Douglass suggested that on a trial basis we run from the Parish Council office kitchen, a community café. This would be during the school holidays on days where the weather is suitable for outside seating. This would need to be run by volunteers. Holding the café would use up the left over ice lollies and ice cream purchased for Norfolk Day and also provide a facility at the recreation ground. Any profits made would go back into future Events. Cllr Johnson agreed this would also be a way to test to see if there are requirements for a café onsite.
A discussion was had on advertising this event along with further events planned, including Scarecrow Trail for the October 2021 school Holidays(23rd to 31st) and Summer Fair 4th June 2022. All **agreed** to advertise the events .
6. **To confirm the date, time and venue of the next meeting**
Next meeting to be held early September, time and date to be confirmed.

Meeting Closed at 10:20am

HP HELLEDON PARISH COUNCIL

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

Minutes of the meeting of the Planning Committee held on Tuesday 13th July 2021 at 6.15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Cllr Britton
Cllr Johnson
Cllr Sears
Cllr Potter
Cllr Franklin
Cllr Forder
Cllr Bush-Trivett
Mrs. N Carver – Clerk

The chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
Apologies were received from Cllr Fulcher these were **ACCEPTED**
2. **Declarations of Interest and Dispensations**
No further declarations of interest or dispensations were made
3. **To Confirm the Acceptance of Vice Chair Following the Committee meeting held on 8th June 2021**
Item deferred to the next meeting of the planning committee
4. **To receive approval of minutes of the committee meeting held on 22nd June 2021 from those members present at the held meeting.**
Minutes were previously circulated and **AGREED** by those present at the meetings held
5. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
No public in attendance
6. **General Matters/Planning Outcomes**
Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED**.
7. **Applications for Consideration**

20210848 108 Hawthorne Avenue, NR6 6LF Erection of a single storey rear extension.	No Objection
20210883 59 Holt Road, NR6 6XS To change garage into motorcycle repair workshop.	Strongly Object Detrimental effects to the adjacent properties due to noise fumes and increased activity

20210990 11 Meredith Road, NR6 6PD Variation of condition 2 of 20190225.	No Objection
20210982 31 Links Avenue, NR6 5PE Single storey rear extension with EPDM warm roof & central glass lantern.	No Objection
20211030 5 Pinewood Close, NR6 5LX Front & side extension & double garage.	No Objection

8. **Exchange of Information**

None Noted

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

This was confirmed as **Tuesday 27th July at 6.30pm** in the Council Chambers.

The meeting closed at 6:24pm.

DRAFT

HP HELLEDON PARISH COUNCIL

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

Minutes of the meeting of the Planning Committee held on Tuesday 27th July 2021 at 6.30pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Clr Britton
Clr Potter
Clr Franklin
Clr Forder
Clr Fulcher
Mrs. N Carver – Clerk

The chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
Apologies were received from Clr Johnson and Clr Sear these were **ACCEPTED**
2. **Declarations of Interest and Dispensations**
Clr Fulcher declared an interest in planning application 20211131, no further declarations or dispensations were made.
3. **To Confirm the Acceptance of Vice Chair Following the Committee meeting held on 8th June 2021**
Clr Fulcher confirmed acceptance of Vice Chair to the Committee.
4. **To receive approval of minutes of the committee meeting held on 13th July 2021 from those members present at the held meeting.**
Minutes were previously circulated and **AGREED** by those present at the meetings held
5. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
No public in attendance
6. **General Matters/Planning Outcomes**
Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED.**
7. **Applications for Consideration**

20210974 24 Hawthorne Avenue, NR6 6LE The proposed erection of a wooden construction and removal of existing structure next to dwelling.	Approve Subject to domestic usage only
20210994 27 Hawthorne Avenue, NR6 6LE	Object – Planning application shows no detail or mention of the extension and only for the proposed shed as such

Remove existing garage from rear of property and erect a 6x3m wooden shed parallel to the boundary in the driveway and convert the front garden into a driveway.	the application is disingenuous. The planning application mentions creating a larger driveway where the reverse is true. There is also no mention to the use for the upstairs rooms. We have real concerns about an overdevelopment of site, which could lead to excessive on road parking on a corner development.
20211131 11 Pinewood Close, NR6 5LX External & internal alterations and carport extension	No decision could be made due to lack of detail. The Parish Council request additional information on full proposed layout and clarification on existing layout to make a response.
20211079 16 Hamond Road, NR6 5RR 4m extension to the rear of the property and loft conversion	Objection – Inadequate parking for proposed development.
20210647 24 Waldemar Avenue, NR6 6TB Proposed Loft Conversion.	No Objection

8. Exchange of Information

Cllr Fulcher requested that every planning meeting is held at 6:15, this was discussed but no changes made.

9. Date, time and venue of next meeting

This was confirmed as **Tuesday 10th August at 6.15pm** in the Council Chambers.

The meeting closed at 7:14pm.

HP HC HELLEDON PARISH COUNCIL

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

Minutes of the meeting of the Property, Policy & Resources Committee held on Tuesday 3rd August 2021 at 7pm at Helledon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Helledon

Present:

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

Also in Attendance:

N Carver – Clerk

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

1. **Apologies and acceptance for absence**
Apologies were received from Clr King these were **ACCEPTED**
2. **Declarations of Interest and Dispensations**
No further declarations of interest made.
3. **To Approve the Minutes of the Meeting Held on 1st June 2021**
Minutes had been circulated from the meeting held on 25th May 2021.
It was
**RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR JOHNSON AND
SECONDED BY CLLR FULCHER, AGREED BY ALL**
4. **Public Participation**
No public present at the meeting.
5. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to
exclude the press and public for the duration of the following items in view of the
confidential and personal nature of the business to be transacted. If resolved, such items to
be dealt after the item that confirms details of the next meeting. PROPOSED BY THE CHAIR
SECONDED BY CLLR JOHNSON AND AGREED BY ALL**
6. **Community Centre**
This item was discussed after agenda item 8 following the resolution to exclude press and
public in the view of the confidential nature of the business being discussed.

7. Exchange of Information

No further information.

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

Provisional date 8th September at 7pm

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

6. Community Centre

a) The site meeting minutes were previously circulated to all councillors and **NOTED**. A verbal update was given to the committee regarding the PV requirements for the centre, the system being put in place will accommodate for the proposed extension. We are still awaiting for a portable toilet for the public to use, the Clerk will chase.

b) To committee were presented with drawings following the review of the M&E. A discussion was had over the requirements for additional electrical sockets, a booking in system, touch pads to access the main rooms, the clerk will ask for these to be confirmed and added to the tender documents. It was discussed and **AGREED** by all with the items discussed added to the drawings DJ Designs can produce the tender documents.

RESOLVED TO ALLOW DJ DESIGNS TENDER THE M&E WORKS INLINE WITH OUR STANDING ORDERS

The meeting closed at 8:25pm

Approved.....

Date.....