

# **HP HELLEDON PARISH COUNCIL**

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 9<sup>th</sup> November 2021 at 7pm At The Parish Office, Council Chambers, Diamond Jubilee Lodge**

**PRESENT:**

Cllr D King, Chair  
Cllr S Gurney  
Cllr D Fahy  
Cllr R Forder  
Cllr U Franklin

Cllr R Sear  
Cllr K Avenell  
Cllr S Bush-Trivett  
Cllr M Fulcher

**In attendance:** Mrs N Carver, Clerk  
District Cllr S Prutton

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

**1. Apologies and Acceptance for Absence**

Apologies of absence were received from Cllr G Britton, Cllr W Johnson, Cllr R Potter, Cllr L Douglass, Cllr P Sparkes, Cllr D Britcher and Cllr G Diffey, these were **ACCEPTED. It was agreed for an extension of absence for Cllr Britton.**

**2. Declarations of Interest and Dispensations**

No further declarations or dispensations were received.

**3. Minutes from Full Council meeting held 12<sup>th</sup> October 2021**

The Minutes of the Full Council meeting held on 12<sup>th</sup> October 2021 were previously circulated, these were accepted by all those present at the meeting as a true record, it was **RESOLVED TO ACCEPT**

**4. Public Participation**

No public participation.

**5. Reports from**

**a) Parish Clerk**

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

Cllr Gurney then gave an update on the Community Apiary.

**b) Verbal updates were provided by the District and County Councillors.**

Approved.....

Date

- Cllr Prutton updated on the current road works on the Cromer Road - she has spoken with the site manager and works are going well.
- Cllr Gurney updated on County matters and she has spoken with the site manager regarding the current road works on Cromer Road.
- Cllr Gurney has met with Highways and the Boundary light junction will be the next area to be looked at.
- Heather Avenue hasn't sufficient footfall to be eligible for a zebra crossing.
- Vera Road - recommendation has been submitted to Transforming Cities Committee for a cycle path for Vera Road. The crossing will remain on the Boundary Road.
- In conjunction with TRO, double yellow lines on the junction for Persimmon site/Drayton High Road will be installed.
- Cllr Gurney held a meeting with Wensum Trust at Hellesdon High School – The Department of Education has allocated money to Firside School.
- Cllr Gurney will be speaking with Ben Rayner, Highways Engineer in the coming week in regards to the proposed tree planting and other Highways matters.
- Cllr Gurney will be reviewing traffic at the mini roundabout at the Doctor's Surgery as this is becoming a black spot for minor accidents. This will be funded with the £10,000 County Councillor grant funding.
- Cllr Gurney updated on District matters, there are a number of street signs missing and these have been reported to the relevant department at Broadland.
- Cllr Gurney reminded all to be vigilant as there is a current scam that has been noted in Hellesdon from Barclays, Cllr Sear updated that there is also currently a BT scam.

c) Verbal update from the Chairman was given following the Clerk speaking with Highways and they will be looking at planting of trees in the Parish. This matter will be brought to PA&A Committee on 25<sup>th</sup> November.

d) The Police update was previously circulated and **NOTED**. There were no further updates.

**6. Financial Matters**

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

a) Bank Reconciliation – October 2021

The document was previously circulated, it was

**RESOLVED TO ACCEPT**

**Cllr King spoke with regards to putting some of the reserves into a 1 year high interest account. This is something that could be looked at for future. The Clerk will speak with Old Catton Parish Council for further information.**

b) Earmarked reserves summary.

The document was previously circulated, it was

**RESOLVED TO ACCEPT**

c) Approval of Payments – October 2021

The document was previously circulated, it was

**RESOLVED TO ACCEPT**

**As one of the signatories, Cllr Gurney confirmed payments have been checked and approved.**

d) Approval of Receipts – October 2021

The document was previously circulated, it was

**RESOLVED TO ACCEPT**

e) Detailed Income and Expenditure 1<sup>st</sup> April 2021 – 31<sup>st</sup> October 2021

The document was previously circulated, it was

**RESOLVED TO ACCEPT**

## f) To note the recent CIL Payment received

A payment of £56,950.75 has been received for Phase 2 Royal Norwich Golf Course Development. As previously agreed, the amount has been added to Account No. 2 for the Community Centre redevelopment. It was

**RESOLVED TO NOTE**

7. **Parish Partnership Funding 2022/2023**

Following the last meeting of Full Council in October, it was requested that further details and costings be provided to Council. A report from the Clerk was previously circulated and the report was discussed. Cllr Gurney asked where the money will be funded from and whether it could come from reserves. The Clerk confirmed it would be part funded 50/50 from Norfolk County Council Parish Partnership Fund and through the Precept as previous years.

It was proposed from the Chair and seconded by Cllr Avenell to apply for funding. It was

**RESOLVED TO ACCEPT THE PROPOSAL**

8. **Grounds Equipment Replacement**

To agree purchase of replacement Grounds equipment - a report was previously circulated by the Clerk. This is replacement equipment of the Honda Mower and long nosed hedge cutter. Three quotes had been obtained for both items with the best price put forward. Proposed from Chair and seconded by Cllr Sear to accept the recommendation. It was **RESOLVED TO ACCEPT BY ALL**

9. **Grant Application**

An application from Hellesdon Allotment Association was presented to the Council for £500 towards the cost of a defibrillator on site. Cllr King updated the Council with regards to the fact that there would be a cost to Council for the electricity of £10 per year. Cllr Gurney raised concern that this would not be accessible to all as this is a restricted access site. Following a discussion, it was proposed by Cllr King and seconded by Cllr Sear for £500 to be awarded to HAHA once they have demonstrated that they have the remaining money. Cllr Gurney asked that ways to make the proposed defibrillator more accessible to the community/local residents is also investigated.

10. **Tree Works**

A Tree inspection was carried out on all Park areas and the required work was priced. A discussion was held by the Councillors regarding the costing.

Cllr Gurney proposed that a second quotation is obtained which was seconded by Cllr Bush-Trivett. It was

**RESOLVED FOR THE CLERK TO OBTAIN A SECOND QUOTATION FOR THE WORKS AND PRESENT TO PA&A COMMITTEE**

11. **Risk Assessments**

The Council discussed the Risk Assessments completed by the Clerk for the Parish Council. The Clerk has spoken with a company who are able to audit the assessments already prepared and the Staff Handbook. There would be a cost of £2300 for the year which includes all risk assessments reviewed for all areas managed by the Council, a review of the staff handbook and a cloud based online portal easily accessed by all staff, eliminating the need for paper copies, plus a year's free training at a charge of £450 for all staff. It was asked for this to be brought to the PP&R meeting on 24<sup>th</sup> November.

**THE COUNCIL NOTED THE RISK ASSESSMENTS HAD BEEN COMPLETED**

12. **Speed Limits in Hellesdon**

The Clerk had been contacted by a resident on the Low Road who had raised concerns with the speed and would like to look at a speed reduction. Highways have previously responded on the concerns on the Low Road along with Cllr Gurney. The Council discussed the matter and agreed that following the planned purchase of two SAM 2 units, one could be placed along the Low Road and data then used to assess the area.

### 13. Events Working Group

The Clerk circulated the Minutes of the Events Working Group meeting held on 5<sup>th</sup> November by zoom. Cllr Forder gave a verbal update to all Councillors. Concerns were raised over the timing of the event planned for the children of Hellesdon. It was agreed to hold a further Events meeting at the earliest convenience.

Cllr King proposed that the money from the residents' Christmas Party budget be used for Christmas Events 2021, it was seconded by Cllr Bush-Trivett. It was

**RESOLVED TO AGREE BY ALL**

### 14. Planning

The Minutes and decisions made from the Planning Committee meeting held on 12<sup>th</sup> October 2021 were previously circulated, it was

**RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

### 15. Playing Fields, Allotments and Amenities

a) To note the purchase of an outside Table Tennis Table for The Yard

It was **NOTED** that the new table tennis table had been installed in The Yard and had received positive feedback so far.

b) The Minutes from the Committee meeting held on 12<sup>th</sup> October 2021 were circulated to all Councillors. It was

**RESOLVED TO NOTE THE MINUTES**

**The next planned meeting will be held on Thursday 25<sup>th</sup> at 7pm in the Council Chamber**

### 16. Property, Policy and Resources

A verbal update was given by Cllr Gurney on the current progress of the roofing project for the Community Centre. Trusses will start to arrive on site from Wednesday. The compound has been made larger to accommodate delivery of the trusses which has resulted in reduced parking. The next meeting will be held on Wednesday 24<sup>th</sup> November at 7pm in the Council Chamber.

### 17. Community Centre Committee

No current updates.

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

### 19. Staffing Update

To consider any staffing matters

Agenda items 19 to be discussed after agenda item 21.

**20. Exchange of Information Only**

No exchange of information noted.

**21. Time and Venue of Next Council meeting.**

To confirm the time and location of the next meeting of the Full Council on 14<sup>th</sup> December 2021 at 7pm in the Council Chambers

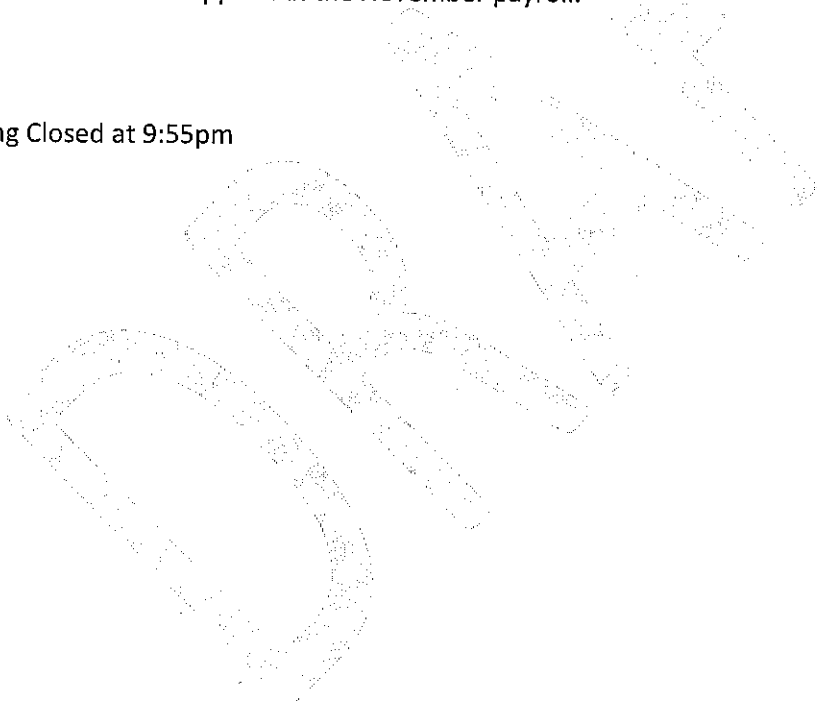
**The following items were discussed following the Resolution passed in Agenda Item 18.**

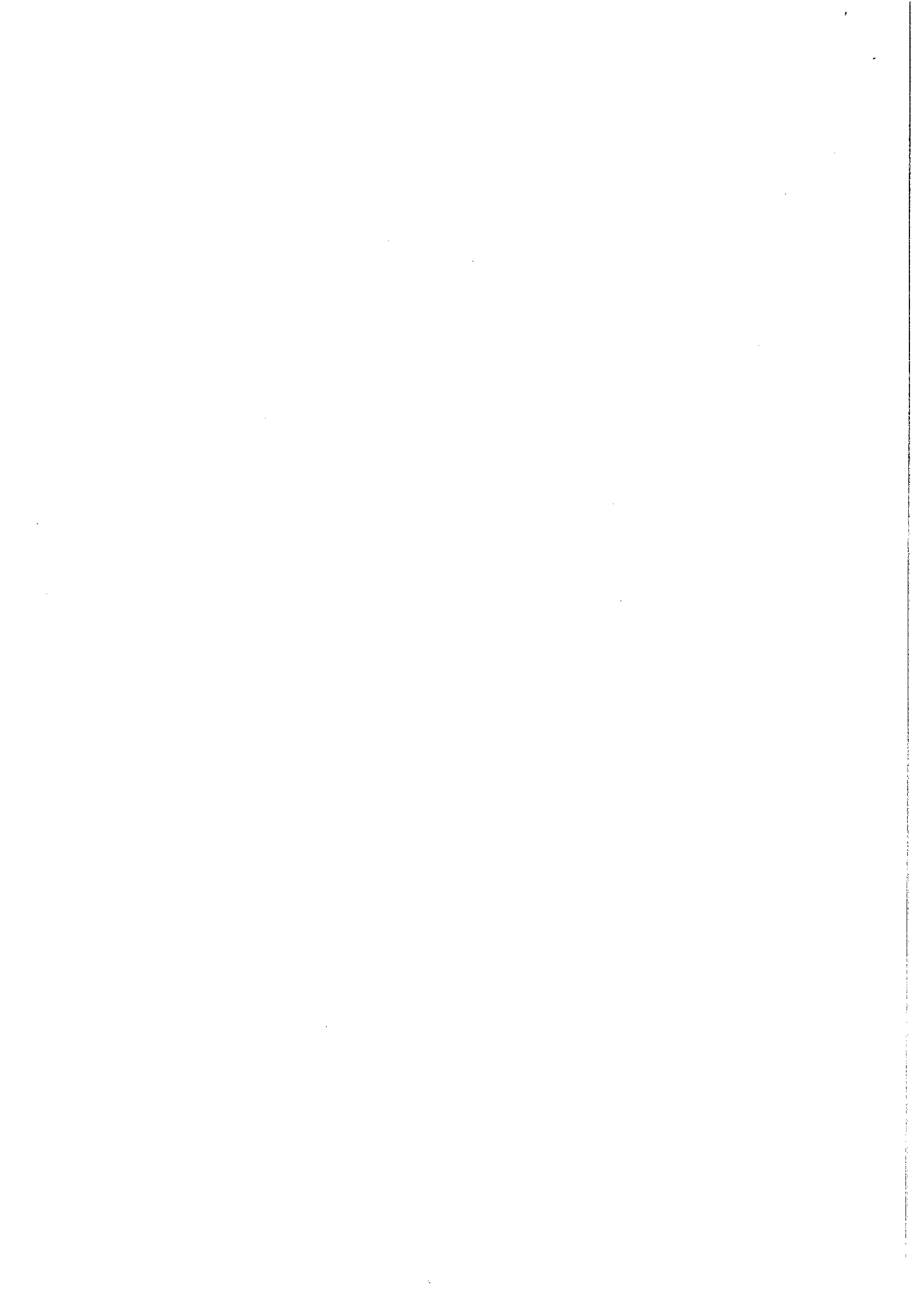
**Staffing Update Agenda Item 19**

Cllr Gurney gave an update to the Council on the current staffing matters, we have a member of staff currently on phased return following surgery, this will be monitored.

Cllr King raised an item relating to the Clerk's contract - it was noted that as per the Clerk's contract, a scale point increase should have been applied when the probation period finished. At the Extraordinary meeting of the Full Council on 25<sup>th</sup> March 2020 it was agreed the Clerk had passed the probationary period. Due to a number of reasons a pay scale increase from 27 to 28 was not applied. Therefore, it was **AGREED** by all at the meeting to back pay the Clerk the increase from April 2020 to date and amend the current pay scale from 27 to 28 going forward. This would be applied at the November payroll.

Meeting Closed at 9:55pm





AGENDA ITEM 6a

CLERK'S REPORT FOR COUNCIL MEETING 14.12.21

<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	There is currently no gas connected to the Parish Council Office as this was capped when building works started on the Community Centre. We have requested for a temporary water heater to be placed in one of the toilets to allow hot water for washing hands, Mike Marshall has confirmed a water heater will be installed once M&E contractors start on site.
Recreation Ground including Children's Play areas	The nest swing in the main playarea has had a replacement hanger ordered. This will be installed by our grounds team. The gates to the playarea require welding, our head groundsman has contacted a contractor to attend site at earliest availability due to health and safety.
Skate Park & MUGA	
Meadow Way	
Mountfield Park	
Cottinghams Park	
Allotments	Letters are now going out to all tenants who remain unpaid and will be followed up.
Community Orchard	
Community Apiary	
Cemetery Car Park	
Persimmons Homes	The chair, vice chair and chair of PP&R along with District councillors recently met with the new contacts at persimmon to discuss current and future plans .
Public Toilets	The toilets are now closed during the work on site for the Community Centre. A temporary toilet is on site, outside the parish office and is cleaned daily.
Litter & Dog Waste Bins	There have been a number of complaints recently into both the office and on Facebook in regards to dog bins in the parish. These have been forward to Broadland.
Bus Shelters	
Benches	
Notice Boards	We have chased the contractor for a date to install one of the new boards. The other two will be installed by the grounds team.
War Memorial	The two figures purchased for remembrance have been brought back to office and put in the remembrance garden.

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	A tender will be sent out for end of September for the coming year 2022 cuts.
Staffing	AGENDA ITEM
Mobile Phones	
Street Lighting	
Flag Pole	We are currently flying the union jack, council to consider additional flags to be flown.
Cromer Road/Aylsham Road Transport for Norwich Consultation	The road works has been taking place over the last month, with the bus lane now in place. Cllr Gurney has updated residents on the cycle lane to be installed on the Holt Road, connecting the NDR to Norwich .
Gas Works Allotment Site	No current update
Events	AGENDA item.
Meeting Dates	Community Centre – TBC PP&R – TBC PA&A – TBC Staffing – tBC 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, AGENDA ITEM

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



## Community engagement

Afternoon Natasha,

I hope this finds you well.

I am currently looking at new opportunities to engage with members of the local community. As you know, I hold "Engagement Surgeries" which take place at various community hubs where the public can come and speak to me if they have any local policing concerns. To branch out from this, I was wondering whether any Councillors would be interested in accompanying me on a "Walk about" which would consist of us jointly being at a specific location in Hellesdon at a planned date and time so that the local community can be given an opportunity to speak to both the Police as well as a representative from the Council.

Any thoughts on this would be greatly received.

Kind regards,

*Jade*

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**PC 230 Jade WEEKS**

**E14 Beat Manager (Hellesdon, Horsford, Spixworth and St Faiths areas)**

Norfolk Constabulary

Taverham Police Station, Windsor Chase,

Taverham, Norfolk, NR8 6LY

Tel:

Mobile:

### THE SPIRIT OF POLICING

supportive | professional | integrity | respect | impartial | transparent

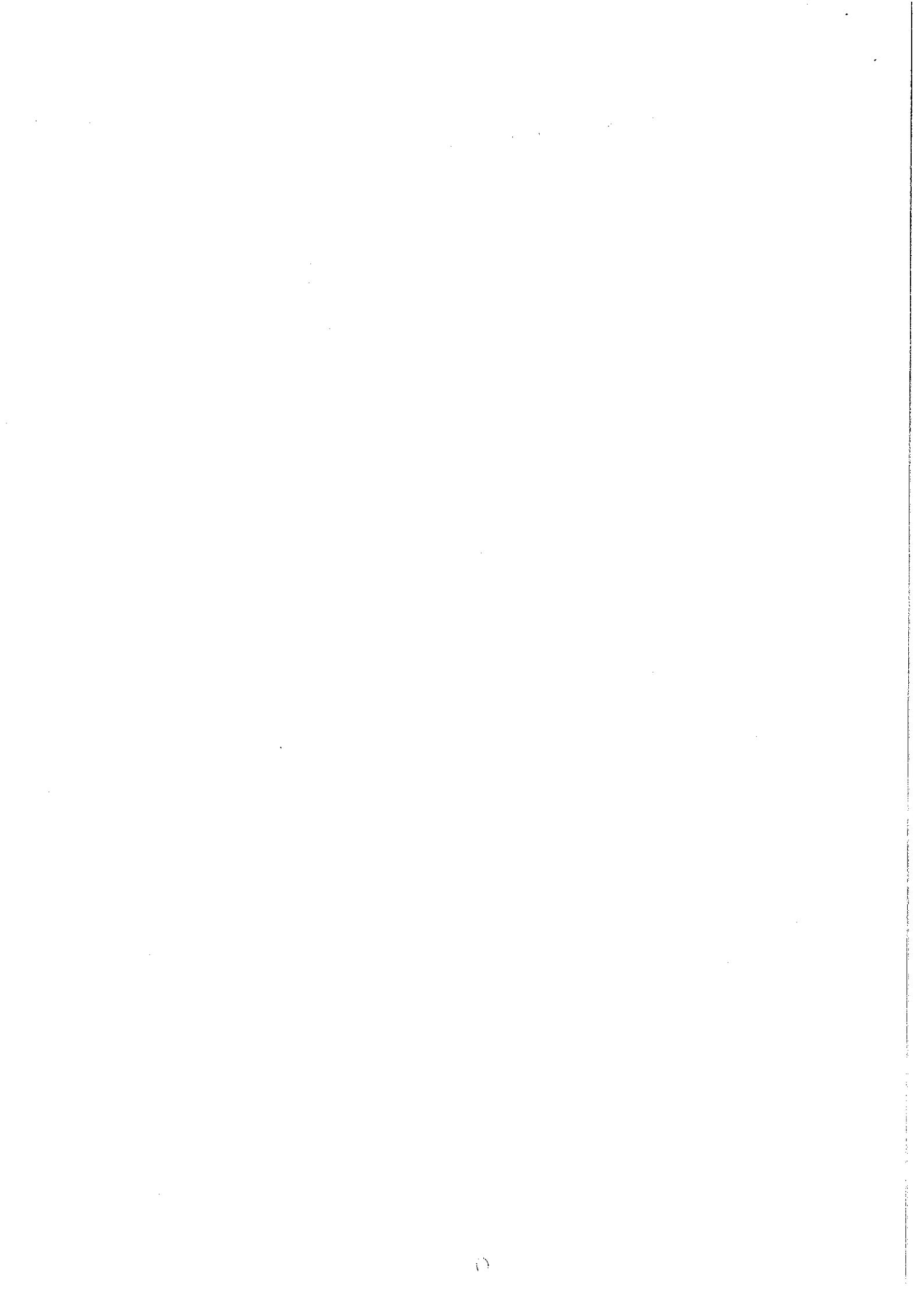


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**CONSTABULARY**  
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THE  
FORUM  
FURTHERING ENGAGEMENT AND RELATIONSHIPS FOR OUR REPRESENTED MEMBERS

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## Hellesdon Parish Council Current Year

### Bank - Cash and Investment Reconciliation as at 30 November 2021

#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

30/11/2021	Active Saver 4401	382,530.48
30/11/2021	Business Current Account 2077	500.00
30/11/2021	Petty Cash	82.09
30/11/2021	Active Saver 7702	337,827.30
30/11/2021	Active Saver 4503	81,397.33
30/11/2021	Number 2 account 0958	561,700.30

**1,364,037.50**

##### Other Cash & Bank Balances

**20.00**

**1,364,057.50**

##### Unpresented Payments

**100.84**

**1,363,956.66**

##### Receipts not on Bank Statement

**86.08**

**1,364,042.74**

##### **Closing Balance**

##### All Cash & Bank Accounts

1	Current Bank Account	383,015.72
2	Petty Cash	82.09
3	Active Saver 7702	337,827.30
4	Active Saver Emergency 4503	81,397.33
5	Number 2 account	561,700.30
	Other Cash & Bank Balances	20.00
	<b>Total Cash &amp; Bank Balances</b>	<b>1,364,042.74</b>

## Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Play Equipment	7,490.71	6,254.39	13,745.10
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 & Storage	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	537.08	537.08
351 EMR Events	0.00	2,420.01	2,420.01
	<b>295,154.41</b>	<b>-6,470.83</b>	<b>288,683.58</b>

**Payments made between 01/11/2021 and 30/11/2021**

<b>Date</b>	<b>Payee Name</b>	<b>£ Total Amnt</b>
01/11/2021	Broadland District Council	£1,010.00
01/11/2021	Broadland District Council	£147.00
01/11/2021	Broadland District Council	£314.00
01/11/2021	Public Works Loan Board	£8,945.20
01/11/2021	Trade UK	£44.92
01/11/2021	Vodafone Ltd	£157.52
04/11/2021	Barclays Bank Plc	£18.64
04/11/2021	Glassfibre Flagpole Ltd	£486.18
08/11/2021	Drayton Farms Ltd	£972.00
08/11/2021	Viking Direct	£15.30
10/11/2021	Melton Builders	£47,733.98
10/11/2021	ALH Building Designs Ltd	£4,875.00
10/11/2021	DD Health & Safety Supplies	£48.00
10/11/2021	Mayday Office Equipment Servs	£302.30
10/11/2021	Milne Marketing Ltd	£78.91
10/11/2021	NALC	£480.00
10/11/2021	UK Fuels Ltd	£268.94
11/11/2021	The Garden Guardian	£1,669.80
11/11/2021	Huws Gray Ridgeons	£86.21
11/11/2021	IRIS HR	£48.00
11/11/2021	Just Regional Publishing	£540.00
11/11/2021	Norse Commercial Services Ltd	£1,152.00
11/11/2021	Osiris Technologies	£286.02
11/11/2021	Taverham Nursery Centre	£9.34
11/11/2021	Viking Direct	£64.64
16/11/2021	Borders Homewares	£46.30
17/11/2021	Westcotec	£90.00
17/11/2021	Melton Builders	£99,361.52
18/11/2021	Anglian Water Business	£345.14
19/11/2021	Payroll	£12,750.47
19/11/2021	Darren Gotts Electrician	£397.45
19/11/2021	E Fire	£888.00
19/11/2021	G & G Fencing	£603.60
19/11/2021	Taverham Nursery Centre	£50.25
19/11/2021	Unity Occupational	£210.00
22/11/2021	HMRC	£4,358.63
22/11/2021	Norfolk Pension Fund	£3,875.35
24/11/2021	Desira Group	£353.06
24/11/2021	Planning Portal	£145.00
24/11/2021	Total Gas & Power	£33.23
24/11/2021	Borders Homewares	£38.39

25/11/2021	Booker Ltd	£62.94
25/11/2021	Lidl	£38.70
25/11/2021	Asda	£105.30
25/11/2021	Broadland District Council	£624.00
29/11/2021	BNP Paribas Leasing Solutions	£278.00
29/11/2021	Hitachi Capital Finance	£540.00
29/11/2021	Kingspan Water & Energy Ltd	£358.44
29/11/2021	Anglian Water Business	£154.69
30/11/2021	Anglian Water Business	£45.49
30/11/2021	NFP Workshops	£95.00
30/11/2021	Westcotec	£90.00
30/11/2021	Sum up	£5.62

**Invoices due for payment**

<b>Inv date</b>	<b>Payee</b>	<b>Amount</b>
17/11/2021	DD Health & Safety	£50.16
22/11/2021	The Fresh Air Company	£498.00

**Receipts received between 01/11/2021 and 30/11/2021**

<b>Date</b>	<b>Income</b>	<b>Amount</b>	<b>Notes</b>
01/11/2021	Allotments	£54.89	rent, water, pest control
01/11/2021	Allotments	£54.89	rent, water, pest control
01/11/2021	Allotments	£54.89	rent, water, pest control
01/11/2021	Allotments	£109.78	rent, water, pest control x 2
02/11/2021	Allotments	£109.78	rent, water, pest control x 2
02/11/2021	Allotments	£54.89	rent, water, pest control
02/11/2021	Football training	£72.90	commercial hire
04/11/2021	Allotments	£54.89	rent, water, pest control
04/11/2021	Allotments	£54.89	rent, water, pest control
04/11/2021	Allotments	£54.89	rent, water, pest control
04/11/2021	Interest	£3.05	monthly loyalty
08/11/2021	Allotments	£54.89	rent, water, pest control
08/11/2021	Allotments	£54.89	rent, water, pest control
08/11/2021	Allotments	£54.89	rent, water, pest control
09/11/2021	Football training	£172.00	community hire
09/11/2021	Allotments	£54.89	rent, water, pest control
11/11/2021	Allotments	£27.28	water, pest control
16/11/2021	Football pitch	£500.00	adult pitch hire
17/11/2021	S106 payment	£612.46	table tennis table
19/11/2021	Allotments	£13.64	water, pest control
25/11/2021	Allotments	£54.89	rent, water, pest control
26/11/2021	Rose & Plaque	£45.00	Memorial Garden
26/11/2021	Refund xmas bags	£26.75	Refund xmas bags
29/11/2021	Zurich Municipal Insurance	£503.60	insurance recovery - railings
30/11/2021	Allotments	£31.19	rent, water, pest control half plot
30/11/2021	Allotments	£54.89	rent, water, pest control

10:13

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Community Centre</b>								
1410 Community Centre Inc ML Room	0	972	0	(972)			0.0%	
<b>Community Centre :- Income</b>	<b>0</b>	<b>972</b>	<b>0</b>	<b>(972)</b>				<b>0</b>
4150 Utilities	1,355	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	97	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	82,942	254,829	0	(254,829)		(254,829)	0.0%	
<b>Community Centre :- Indirect Expenditure</b>	<b>84,394</b>	<b>267,287</b>	<b>33,511</b>	<b>(233,776)</b>	<b>0</b>	<b>(233,776)</b>	<b>797.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(84,394)</b>	<b>(266,315)</b>	<b>(33,511)</b>	<b>232,804</b>				
<b>110 Administration</b>								
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	612	2,022	0	(2,022)			0.0%	
1099 Community Infrastructure	0	56,951	0	(56,951)			0.0%	
<b>Administration :- Income</b>	<b>612</b>	<b>585,183</b>	<b>0</b>	<b>(585,183)</b>				<b>9,200</b>
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	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	1,394	1,200	(194)		(194)	116.1%	
4550 Insurance	0	9,687	9,668	(19)		(19)	100.2%	
<b>Administration :- Indirect Expenditure</b>	<b>0</b>	<b>14,603</b>	<b>20,573</b>	<b>5,970</b>	<b>0</b>	<b>5,970</b>	<b>71.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>612</b>	<b>570,580</b>	<b>(20,573)</b>	<b>(591,153)</b>				
6001 less Transfer to EMR	0	9,200						
<b>Movement to/(from) Gen Reserve</b>	<b>612</b>	<b>561,380</b>						

Continued over page



## Detailed Income &amp; Expenditure by Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>120 Staff</b>								
4000 Admin Staff	6,517	46,092	90,916	44,824		44,824	50.7%	
4010 Groundstaff	3,191	29,424	64,663	35,239		35,239	45.5%	
4020 Care Takers	3,042	27,068	81,042	53,974		53,974	33.4%	
4040 PAYE	2,962	21,540	0	(21,540)		(21,540)	0.0%	
4045 Pension Scheme	3,875	28,124	40,841	12,717		12,717	68.9%	
4055 Staff training	923	978	4,000	3,022		3,022	24.4%	
4070 Profess Fees/Agency Personnel	210	630	0	(630)		(630)	0.0%	
4080 Employer NI	1,396	10,141	17,510	7,369		7,369	57.9%	
4090 Protective clothing/workwear	42	275	3,050	2,775		2,775	9.0%	
Staff :- Indirect Expenditure	<b>22,159</b>	<b>164,271</b>	<b>302,022</b>	<b>137,751</b>	<b>0</b>	<b>137,751</b>	<b>54.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(22,159)</b>	<b>(164,271)</b>	<b>(302,022)</b>	<b>(137,751)</b>				
<b>130 Council Office</b>								
1360 Electricity FIT	0	236	500	264			47.3%	
Council Office :- Income	<b>0</b>	<b>236</b>	<b>500</b>	<b>264</b>			<b>47.3%</b>	<b>0</b>
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	624	6,268	12,365	6,097		6,097	50.7%	
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	53	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	20	178	200	22		22	88.8%	
4420 Telephone and Broadband	226	2,366	3,000	634		634	78.9%	
4425 IT Support and Maintenance	143	1,376	2,900	1,524		1,524	47.5%	
4430 Photocopier	20	1,929	2,260	331		331	85.3%	
4435 Contingencies	299	299	500	201		201	59.7%	
4440 Stationery	67	235	670	435		435	35.1%	
4445 Postage	10	81	150	69		69	53.9%	
4450 Inspections	225	384	166	(218)		(218)	231.5%	
4485 Other Licences/Fees	40	2,228	2,670	442		442	83.4%	
4500 PWLB	8,945	30,493	43,826	13,333		13,333	69.6%	
4560 Property Maintain/Replacement	650	2,497	2,000	(497)		(497)	124.9%	
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	28	148	20	(128)		(128)	740.6%	
Council Office :- Indirect Expenditure	<b>11,350</b>	<b>48,877</b>	<b>78,112</b>	<b>29,235</b>	<b>0</b>	<b>29,235</b>	<b>62.6%</b>	<b>200</b>
<b>Net Income over Expenditure</b>	<b>(11,350)</b>	<b>(48,640)</b>	<b>(77,612)</b>	<b>(28,972)</b>				
6000 plus Transfer from EMR	0	200						

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(11,350)</b>	<b>(48,440)</b>						
<b>150 Investment</b>								
1080 Bank Interest Received	0	0	2,000	2,000			0.0%	
1090 Monthly Loyalty Rewards	3	12	35	23			33.1%	
Investment :- Income	3	12	2,035	2,023			0.6%	0
4060 Bank Charges	32	173	600	427		427	28.8%	
Investment :- Indirect Expenditure	32	173	600	427	0	427	28.8%	0
<b>Net Income over Expenditure</b>	<b>(29)</b>	<b>(161)</b>	<b>1,435</b>	<b>1,596</b>				
<b>160 Planning</b>								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	0	0	300	300	0	300	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>				
<b>170 Health and Safety</b>								
4135 Consultancy Fees	0	300	500	200		200	60.0%	
4140 Defibrillator	(19)	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	(19)	1,691	1,000	(691)	0	(691)	169.1%	0
<b>Net Expenditure</b>	<b>19</b>	<b>(1,691)</b>	<b>(1,000)</b>	<b>691</b>				
<b>180 Media and Communications</b>								
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105 Newsletter-Printing/Distributi	900	3,240	5,000	1,760		1,760	64.8%	
4110 Website and Emails	0	741	1,000	259		259	74.1%	
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	0	3,233	4,000	767		767	80.8%	
Media and Communications :- Indirect Expenditure	900	9,157	14,950	5,793	0	5,793	61.3%	1,899
<b>Net Expenditure</b>	<b>(900)</b>	<b>(9,157)</b>	<b>(14,950)</b>	<b>(5,793)</b>				
6000 plus Transfer from EMR	0	1,899						
<b>Movement to/(from) Gen Reserve</b>	<b>(900)</b>	<b>(7,258)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>190 Stores</b>								
4150 Utilities	147	1,178	1,500	322		322	78.5%	
Stores :- Indirect Expenditure	147	1,178	1,500	322	0	322	78.5%	0
<b>Net Expenditure</b>	<b>(147)</b>	<b>(1,178)</b>	<b>(1,500)</b>	<b>(322)</b>				
<b>195 Tractor Shed</b>								
4150 Utilities	314	2,516	3,213	697		697	78.3%	
4450 Inspections	135	135	166	31		31	81.3%	
4560 Property Maintain/Replacement	0	69	550	481		481	12.5%	
Tractor Shed :- Indirect Expenditure	449	2,720	3,929	1,209	0	1,209	69.2%	0
<b>Net Expenditure</b>	<b>(449)</b>	<b>(2,720)</b>	<b>(3,929)</b>	<b>(1,209)</b>				
<b>200 Residents' Parties</b>								
4115 Consumable- Food/Beverage	268	268	655	387		387	40.9%	
4120 Over 65 Entertainment	0	0	300	300		300	0.0%	
4630 Consumables	81	81	50	(31)		(31)	161.1%	
Residents' Parties :- Indirect Expenditure	348	348	1,005	657	0	657	34.6%	0
<b>Net Expenditure</b>	<b>(348)</b>	<b>(348)</b>	<b>(1,005)</b>	<b>(657)</b>				
<b>205 Events</b>								
4122 Events	13	186	2,500	2,314		2,314	7.4%	80
Events :- Indirect Expenditure	13	186	2,500	2,314	0	2,314	7.4%	80
<b>Net Expenditure</b>	<b>(13)</b>	<b>(186)</b>	<b>(2,500)</b>	<b>(2,314)</b>				
6000 plus Transfer from EMR	0	80						
<b>Movement to/(from) Gen Reserve</b>	<b>(13)</b>	<b>(106)</b>						
<b>210 Grounds</b>								
1200 Football Hire Charges	35	845	1,050	205			80.5%	
1210 Football Training Area Hire	117	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	152	15,526	17,857	2,331			86.9%	0
4195 Keys/Locks	0	0	30	30		30	0.0%	
4200 Locking parks	768	4,272	0	(4,272)		(4,272)	0.0%	
4205 Replacement Bins	0	9	1,000	991		991	0.9%	

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Emptying Bins/Fresheners	0	0	3,520	3,520		3,520	0.0%	
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	1,392	11,132	13,057	1,925		1,925	85.3%	
4255 Green Waste Removal	225	1,350	2,700	1,350		1,350	50.0%	
4260 Shrub/Tree/Hedge	27	725	1,556	831		831	46.6%	
4270 Fertilisers/Weed & Moss Killer	146	161	1,394	1,233		1,233	11.5%	
4295 Equipment - New/Replacement	0	576	500	(76)		(76)	115.3%	
4320 Small tools	8	59	500	441		441	11.8%	
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	72	688	2,590	1,902		1,902	26.6%	
4435 Contingencies	0	0	4,335	4,335		4,335	0.0%	
4630 Consumables	94	202	575	373		373	35.1%	
4635 cleaning agents/materials	0	112	100	(12)		(12)	111.8%	
<b>Grounds :- Indirect Expenditure</b>	<b>2,731</b>	<b>22,177</b>	<b>37,447</b>	<b>15,270</b>	<b>0</b>	<b>15,270</b>	<b>59.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,579)</b>	<b>(6,651)</b>	<b>(19,590)</b>	<b>(12,939)</b>				
<b>220 Machinery and Vehicles</b>								
4160 Repairs/Maintenance	128	197	680	483		483	29.0%	
4265 Fuel	96	1,304	1,200	(104)		(104)	108.7%	
4290 Servicing	172	2,378	5,500	3,122		3,122	43.2%	
4310 Hire of Machinery	675	5,399	9,098	3,699		3,699	59.3%	
4680 Depreciation	0	0	2,250	2,250		2,250	0.0%	
<b>Machinery and Vehicles :- Indirect Expenditure</b>	<b>1,072</b>	<b>9,279</b>	<b>18,728</b>	<b>9,449</b>	<b>0</b>	<b>9,449</b>	<b>49.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,072)</b>	<b>(9,279)</b>	<b>(18,728)</b>	<b>(9,449)</b>				
<b>230 Trees</b>								
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%	
<b>Trees :- Indirect Expenditure</b>	<b>0</b>	<b>725</b>	<b>8,500</b>	<b>7,775</b>	<b>0</b>	<b>7,775</b>	<b>8.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(725)</b>	<b>(8,500)</b>	<b>(7,775)</b>				
<b>240 Allotments</b>								
1100 Allotment Income	602	3,093	2,500	(593)			123.7%	
1105 Allotment administration fee	0	113	0	(113)			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1110 Water Charge	105	461	750	289			61.5%	
1115 Pest control charge	131	605	735	130			82.3%	
<b>Allotments :- Income</b>	<b>838</b>	<b>4,272</b>	<b>3,985</b>	<b>(287)</b>			<b>107.2%</b>	<b>0</b>
4145 Landowner Rent	0	1,243	1,900	657		657	65.4%	
4150 Utilities	177	268	1,700	1,432		1,432	15.8%	
4170 Pest Control	0	0	735	735		735	0.0%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4195 Keys/Locks	0	9	30	21		21	30.6%	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	2,775	500	(2,275)		(2,275)	555.0%	5,243
4635 cleaning agents/materials	0	15	0	(15)		(15)	0.0%	
<b>Allotments :- Indirect Expenditure</b>	<b>177</b>	<b>4,762</b>	<b>5,395</b>	<b>633</b>	<b>0</b>	<b>633</b>	<b>88.3%</b>	<b>5,276</b>
<b>Net Income over Expenditure</b>	<b>661</b>	<b>(490)</b>	<b>(1,410)</b>	<b>(920)</b>				
6000 plus Transfer from EMR	0	4,015						
6001 less Transfer to EMR	0	1,261						
<b>Movement to/(from) Gen Reserve</b>	<b>661</b>	<b>2,264</b>						
<b>250 Play Areas</b>								
4295 Equipment - New/Replacement	0	10,738	0	(10,738)		(10,738)	0.0%	10,738
4300 Equipment-Repair/Maintenance	0	1,765	2,750	985		985	64.2%	
4450 Inspections	0	244	250	6		6	97.6%	
<b>Play Areas :- Indirect Expenditure</b>	<b>0</b>	<b>12,747</b>	<b>3,000</b>	<b>(9,747)</b>	<b>0</b>	<b>(9,747)</b>	<b>424.9%</b>	<b>10,738</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(12,747)</b>	<b>(3,000)</b>	<b>9,747</b>				
6000 plus Transfer from EMR	0	10,738						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(2,009)</b>						
<b>255 Hard Courts and Car Park</b>								
1220 Tennis Hire Charges	0	304	650	346			46.8%	
1230 Netball Hire Charges	0	233	760	527			30.7%	
<b>Hard Courts and Car Park :- Income</b>	<b>0</b>	<b>537</b>	<b>1,410</b>	<b>873</b>			<b>38.1%</b>	<b>0</b>
4195 Keys/Locks	0	9	0	(9)		(9)	0.0%	
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	270	178	(92)		(92)	151.7%	
4390 Materials	0	0	352	352		352	0.0%	
4560 Property Maintain/Replacement	(1)	(1)	2,350	2,351		2,351	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4580 Car Park/ Pathways	0	0	650	650		650	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	(1)	279	4,030	3,751	0	3,751	6.9%	0
<b>Net Income over Expenditure</b>	<b>1</b>	<b>259</b>	<b>(2,620)</b>	<b>(2,879)</b>				
<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	331	665	1,000	335		335	66.5%	
Bowling Green :- Indirect Expenditure	331	665	1,250	585	0	585	53.2%	0
<b>Net Income over Expenditure</b>	<b>(331)</b>	<b>1,135</b>	<b>(1,250)</b>	<b>(2,385)</b>				
<u>265 Memorials</u>								
1280 Memorial Garden Income	38	38	0	(38)			0.0%	
Memorials :- Income	38	38	0	(38)				0
4360 Rose Renewal	6	57	25	(32)		(32)	226.4%	
4575 War Memorial	0	292	200	(92)		(92)	145.8%	
Memorials :- Indirect Expenditure	6	348	225	(123)	0	(123)	154.8%	0
<b>Net Income over Expenditure</b>	<b>32</b>	<b>(311)</b>	<b>(225)</b>	<b>86</b>				
<u>270 Traffic Highways/Environment</u>								
4645 Rolling maintenance programme	0	430	0	(430)		(430)	0.0%	
4650 SAM2 Weekly Move	75	600	920	320		320	65.2%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	75	1,030	1,420	390	0	390	72.6%	0
<b>Net Expenditure</b>	<b>(75)</b>	<b>(1,030)</b>	<b>(1,420)</b>	<b>(390)</b>				
<u>300 Hello Cafe</u>								
1500 HelloCafé Income	0	1	0	(1)			0.0%	
Hello Cafe :- Income	0	1	0	(1)				0
<b>Net Income</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>(1)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,643	608,577	25,787	(582,790)			2360.0%	
Expenditure	124,165	562,501	539,997	(22,504)	0	(22,504)	104.2%	
<b>Net Income over Expenditure</b>	<b>(122,522)</b>	<b>46,076</b>	<b>(514,210)</b>	<b>(560,286)</b>				
plus Transfer from EMR	0	16,932						
less Transfer to EMR	0	10,461						
<b>Movement to/(from) Gen Reserve</b>	<b>(122,522)</b>	<b>52,547</b>						

**REPORT TO FULL COUNCIL**

**Subject: Tree Works**

**Author: Louise Pointin**

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

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Following a request to obtain an additional quote, we sought this on the basis of the original survey received. The additional quote was provided for all work detailed within the original survey.

**Additional Quote:**

1. Carry out tree works in Mountfield Park as per survey.
2. Carry out tree works in Reepham Road / Cottingham Par as per survey.
3. Carry out tree works in Hellesdon Recreation Ground as per survey.

Total Cost to Council £7920

**Original Quote:**

1. Mountfield Park - £2765+Vat
2. Cottinghams Park - £2285+Vat
3. Hellesdon Recreation Ground - £2285+vat

Total Cost to Council £7945

Officer recommendation is to approve the original quote. The contractor we have used previously works to a high standard and as well as providing a reliable service.

There is currently £4600 in the Budget for works following inspections, however both Cottinghams Park and Mountfield Park have EMR.

**Parish Council to consider approval of tree works and allocation of costs from EMR/Budget**



## **Greater Norwich Local Plan (GNLP) – RE Allocation of GNLP HEL4 Local Plan - (Draft Response)**

- 1) Please provide a commentary on the site's progress in respect to the three tests of being available, suitable and deliverable.**

This land has been allocated for several years now as potential formal / informal recreational land for Hellesdon. An application to the UK Boundary Commission was made to move the Parish Boundary and was successful, hence HEL4 and allotment sites then came within the Parish Boundary of Hellesdon (rather than Horsford). The land totalling some 27 Acres is currently subdivided into two sections. 20 acres being still in the care of Hellesdon Farms and is cropped and 7 acres is rented to Hellesdon Parish Council since 2001.

- 2) Please provide a commentary on any land ownership constraints that may affect or delay development of the site.**

The remaining portion of the field belongs to RG Carter and not Hellesdon Parish Council. The site lies within the designated area of the 'crash zone' of 09/27 Norwich Airport main runway (see CAA zones).

- 3) Please provide a commentary on progress to making a planning application – such as pre-application advice, or if planning permission exists on all or part of the site.**

No permission has been sought. No current negotiations with the owner.

- 4) Please provide a commentary on the site's delivery, for example a predicted start-on-site, the annual rate of delivery, and the development's likely completion date.**

There are a number of factors influencing the potential development and acquisition of the site. We have a number of other small amenity projects to explore but to date these are very uncertain and the possibility of achieving these becomes more unlikely. We would look to complete this project on this site within the next 5 years. Hellesdon per head of population, applying NPF formulas and allowances does not meet the required number of acres / hectares for formal recreational amenity land. We are well under provision for this.

The additional (potential) amenity land generated from the Persimmon site (former golf course) only provides 50% of what should have been allocated 2.2 hectares (instead of 4.6 plus hectares) and negotiations with the owners of the Jarrolds site, despite attempts via Broadland District Council last year (2020) have not been productive or particularly positive in acquiring any additional recreational land for Hellesdon.

- 5) Please provide a commentary on engagement held with statutory bodies and if any agreements have been made.**

Advice has been sought in the past from officers at Broadland District Council in relation to the CPO process should this be required as they are the CPO Authority who would oversee and apply this process. Of course we would wish to explore and negotiate all other avenues leaving this as a last resort opportunity (CPO).

**6) Please provide a commentary on any known technical constraints about the site – such as but not limited to highways, heritage, or ecology.**

If this land was acquired, then entrance modifications may be required. If the boundary fence was removed then an amalgamation of land (field and Cottinghams Park) could be achieved and the service gate at the top end of Arden Grove could be used for plant to access the amalgamated site. On site car parking and amenities may need to be developed and installed. This would require planning permission.

**7) Please provide a commentary on community benefits the site will offer – such as but not limited to land and/or buildings for education and community provision.**

Opportunity to develop formal and informal recreational activities on flat land will benefit the Parish of Hellesdon who has an under provision of formal recreational land will be able to work with other organisations to seek additional funding to develop the site.

**Additional Information**

- *Does the Parish Council still wish to obtain the site and deliver Recreational Open Space?*  
Yes
- *Does the Parish Council have the necessary funds / resources to bring this site forward?*  
We have some reserves earmarked for this project.  
We can also borrow if necessary from PLWB.
- *What is the timescale envisaged to deliver this site?*  
Next 5 years.
- *What is the position on any discussions with the landowner?* None at present.
- *If negotiations are unsuccessful will the Parish Council wish to pursue a Compulsory Purchase Order to obtain the site?*  
This is a possibility – would engage with Broadland District Council.
- *Do you wish to submit any additional information to support the evidence for the site being allocated for open space? I note the Parish Council submitted additional information for a different Site for Open Space at Land to the rear of Health Crescent / Prince Andrew's Road – GNLP1021.*  
Negotiations via BDC (Phil Courtier) have been disappointing and not very successful. We were promised further meetings with the site owner within a time frame and this has sadly expired.
- *Are there any other plans to deliver new Open Spaces elsewhere? If so, where are these and what is the latest position?*  
No plans. The Persimmon site is questionable at present. Negotiations regarding the Jarrold site started in 2020 via Broadland District Council however we have not received any updates despite being promised a further meeting.

# **HP HELLEDON PARISH COUNCIL**

The Council Office, Diamond Jubilee Lodge, Wood view Road, Helledon, Norwich, NR6 5QB  
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## Minutes of the meeting of the Planning Committee held on Tuesday 23<sup>rd</sup> November 2021 at 6:30pm in Helledon Community Centre, Wood View Road, Helledon

**PRESENT:**

- Cllr Fulcher – Vice Chair
- Cllr Sear
- Cllr Johnson
- Cllr Diffey (substitute)
- Also In Attendance
- Mrs. N Carver – Clerk
- Ms L Pointin – Senior Admin

The Vice Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**  
 There were apologies from Cllr Britton, Cllr Potter, Cllr Franklin and Cllr King these were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**  
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 9<sup>th</sup> November 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 for Consideration**

20212014 25 Bramble Avenue, NR6 6LH Erection of a single story side extension.	No objection subject to adequate parking.
20212043 17 Princess Beatrice Close, NR6 5DB Single storey rear extension & replacement of raised patio.	No objection.
20212023 Brabazon House, 36 Brabazon Road, NR6 6SZ First floor extension on supporting columns	No objection.
20212030 49 Hammond Road Single storey side extension	Object. Overdevelopment of the site with inadequate parking for no. of bedrooms and limitations to street parking.
20212044	No objection.

1

Approved.....

Date.....  
 HPC Planning Committee Mins 12<sup>th</sup> October 2021

25 Gowing Road, Hellesdon, NR6 6UL Loft conversion with front and rear dormers	
20211453 26 Cottinghams Drive, NR6 6PS Erection of fencing around perimeter.	Objection on the same grounds as previous objection. Not keeping with the surrounding properties with a potential overdevelopment.

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 14<sup>th</sup> December 2021 at 6.30pm** in the Council Chambers.

The meeting closed at 7:10 pm.

Approved.....

Date.....

HPC Planning Committee Mins 12<sup>th</sup> October 2021

**Minutes of the meeting of the  
Playing fields, Allotments and Amenities Committee  
held on Thursday 25<sup>th</sup> November 2021 at 7pm**

Meetings are being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

**Present:**

Cllr K Avenell Vice Chair of the Committee  
Cllr S Gurney  
Cllr L Douglass  
Cllr U Franklin

**Also in Attendance:**

N Carver – Clerk

The Vice Chairman welcomed members of the committee.

**1. Apologies and acceptance for absence**

There were apologies received from Cllr King these were ACCEPTED.

**2. Declarations of Interest and Dispensations**

No further dispensations or declarations were made.

**3. To Approve the Minutes of the Meeting 12<sup>th</sup> October 2021**

The Minutes had been circulated from the meeting of 12<sup>th</sup> October 2021. It was  
**RESOLVED TO ADOPT THE MINUTES**

**4. Public Participation**

No members of the public present.

**5. Allotments**

The chairman of HABA had consulted with the committee and had reviewed the plans for incinerators on the allotment for set days of use. HABA have requested a change of layout which would allow more smaller incinerators shared between 4 plots. This would ensure a shorter burning time. The Clerk had discussed this with the Head Groundsman prior to the committee meeting and was in favor of the revised plans. A discussion was had by the committee, it was decided that they would not accept the proposal of 14 bins situated on the plot as they feel it is not contained as directed. The Clerk to email HABA with a response.

**6. Mountfield Park**

- a) Broadland Tree Wardens have agreed to fund two established Oak trees to be planted at the entrance of Mountfield Park as part of the Queens Canopy for the Platinum, Jubilee this would include a plaque. The committee **NOTED** the above.
- b) Quotations along with pictures of the existing gates and entrance for Mountfield Park were circulated to the members present at the meeting. The Clerk asked for the committee to consider replacement entrance gates, these would be in keeping with those at the Community Centre and would enhance the entrance to the park. A discussion was had and it was felt by some of the committee that the current projects should be completed, it was agreed to defer the item for 6 Months.
- c) A proposal was put forward to place footway lighting along the main path of the park, the police had suggested that the lighting was reinstated as this would act as a deterrent. A discussion was had and the committee agreed that they would prefer to go forward with the solar lighting, however it was agreed to defer the item for 6 Months to be part of a whole project.

**7. To Consider additional trees for the Parish from NCC**

Cllr Gurney updated the council of verge planting following a meeting with the Highways Officer. It was noted that there was a number of trees in the verges that had been planted without permission and were now effecting utilities. Letters were being sent out for Norfolk County Council to ask for them to be removed. Norfolk County Council will be continuing with their proposal to plant a million trees across the County, and this can be applied for at a later date.

Cllr Gurney spoke with regards to both the High School and The Hospital Trust who have planned planting in place for the Parish. Cllr Gurney asked that the Clerk contact the Trust to ask if they would like to consider trees from the County Council.

It was discussed that the new Clerk would take this forward for the Council.

**8. Exchange of Information**

Cllr Gurney gave an update to the committee on Highways matters that were raised following a visit around Hellesdon with the Highways Officer.

Cllr Gurney gave an update on the apiary, whilst the bees are in hibernation a path will be put in after Christmas this will allow better access in the area, along with a water area and a planted bedded area for them to feed off.

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

Next meeting will be held in the New Year.

**MEETING CLOSED AT 08:09pm**

# **HP HELLEDON PARISH COUNCIL**

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Parish Clerk: Natasha Carver

## **Minutes of the meeting of the Property, Policy & Resources Committee held on Wednesday 24<sup>th</sup> November 2021 at 7pm at Helledon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Helledon**

### **Present:**

CLlr S Gurney – Chair of the Committee  
CLlr B Johnson – Vice Chair of the Committee  
CLlr D King  
CLlr R Forder

### **Also in Attendance:**

N Carver – Clerk  
G Ellis – Finance Officer

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

1. **Apologies and acceptance for absence**  
Apologies were received from Cllr Fulcher, Cllr Potter and Cllr Britcher 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 3<sup>rd</sup> August 2021**  
Minutes had been circulated from the meeting held on 3<sup>rd</sup> August 2021.  
It was  
**RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR JOHNSON AND  
SECONDED BY CLLR KING, AGREED BY ALL**  
  
An update was given by Cllr Gurney on the Progress of the Community Centre M&E Tender  
Contract which was not listed elsewhere on the agenda.
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**

1

Approved.....

Date.....

HPC Policy, Property & Resources Committee Mins 24<sup>th</sup> November 2021

- 6. **Health and Safety Proposal**  
This item was discussed after agenda item 9 following the resolution to exclude press and public in the view of the confidential nature of the business being discussed.
- 7. **Budget Setting 2022/2023**  
This item was discussed after agenda item 9 following the resolution to exclude press and public in the view of the confidential nature of the business being discussed.
- 8. **Exchange of Information**  
This item was discussed after agenda item 9 following the resolution to exclude press and public in the view of the confidential nature of the business being discussed.
- 9. **To confirm the date, time and venue of the next meeting**  
Look to hold a meeting in December to update on the Community Centre. Date and time to be confirmed at a later date.

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

6. **Health and Safety Proposal**  
The Clerk circulated information on Health and Safety Service proposal for the Council, 2 quotations had been received from consultants specialising in this service. The Committee discussed the proposals put forward. It was proposed from Chair, and Seconded by Cllr King to accept the quotation from Worknest, to come from Staff Training Budget for 2021/2022. It was  
RESOLVED TO ACCEPT AND FOR THE CLERK TO IMPLEMENT IMMEDIATELY.

7. **Budget Setting 2022/2023**  
a) The budget for the committee was discussed with no changes to figures. It was **AGREED** to change the name of Cost Centre Item 180/4155 from IT Reserve to IT infrastructure.  
b) The Budget for 2022/2023 was discussed as a whole by the Committee. The Clerk presented a summary of all cost centres along with a breakdown of the full budget. The council asked at this point for both the Finance officer and Clerk to leave the room to enable discussions on staffing budget. The committee **AGREED** and asked for the staffing budget to be increased to £340,427 from £319,282. This gave a total increase to the precept of £552,939 representing an increase of 14p per week (5.28%)

It was noted that The Parish Council will hold the right for members not to claim the Parish travelling and subsistence allowance as stated in The Local Authorities (Members' Allowances) (England) Regulations 2003 Par 26.

8. **Exchange of Information**  
Following the resignation of the clerk it was **AGREED** to appoint a Locum Clerk to take position from week commencing 13<sup>th</sup> December following a handover on 6<sup>th</sup> December.

The meeting closed at 9:05pm

2

Approved.....

Date.....



# **HPC HELLEDON PARISH COUNCIL**

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## **Minutes of the meeting of the Staffing Committee held on Monday 10<sup>th</sup> November 2021 at 4pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**Present:** Cllr S Gurney – Chair of the Committee  
Cllr D King  
Cllr U Franklin  
N Carver – Clerk

The Chairman welcomed members and opened the meeting at 4pm.

**1. Nominations for and Election of Chairman**

It was proposed by Cllr King, Seconded by Cllr Franklin, for Cllr Gurney to continue as Chair of the committee. It was

**RESOLVED FOR CLLR GURNEY TOP ACCEPT**

**2. Nominations for and Election of Vice Chairman**

**AGREED** for the item to be taken to a future meeting

**3. Apologies and acceptance for absence**

Apologies were received from Cllr Britton, Cllr Johnson and Cllr Diffey these were **ACCEPTED**

**4. Declarations of Interest and Dispensations**

No declarations made or dispensations requested

**5. Approval of minutes of the Committee meeting held on 17<sup>th</sup> May 2021 from those members present at the held meeting**

Minutes had been circulated from the meeting held on 17<sup>th</sup> May 2021. It was

**RESOLVED TO ADOPT THE MINUTES OF THE MEETING**

**6. Public Participation**

No members of the public present.

**7. Resolution to Exclude the Press & Public**

**RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS & PUBLIC FOR THE DURATION OF THE FOLLOWING ITEM IN VIEW OF THE CONFIDENTIAL AND PERSONAL NATURE OF THE BUSINESS TO BE TRANSACTED, SUCH DISCUSSION TO TAKE PLACE AFTER THE ITEM THAT CONFIRMS DETAILS OF THE NEXT MEETING  
AGREED BY ALL**

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

**8. Update on Staffing**

An update was given by the clerk on the recent staffing matters. A member of staff is currently on a phase return following major surgery. It is expected that they will be back on full hours by end of November however, the clerk is having regular meetings with the staff member to assess this.

Two flexible working requests had been received by the Clerk, these were discussed and **AGREED** in principle a meeting will be held with the two members of staff to formally discuss.

The committee looked at the staffing as a whole, the clerk gave a verbal update on the current workings of the staff and the vacancies which have arisen over the past 6 months. The Clerk put forward the following recommendations to the committee

The Litter Warden position to be carried out over 5 days 20h per week the role would incorporate other duties and be renamed Community Janitor.

Second recommendation to split the full time caretaking role of 40h per week, into 2 part time roles 20h per week to work flexible. The roles would be looked to advertise in January for a April start.

Looking at the staffing as a whole it was agreed that there is a need to hold a full staff Consultancy as the operational needs of the Council have changed. It was

**RESOLVED for the clerk to start the consultation process.**

**9. Staffing Budget**

The staffing budget for 2022/2023 was reviewed, the figures shown included a forecasted provisional 1.75% pay increase from 2021/2022 and a further 2% increase for the coming year.

A recommendation for a scale point increase was put forward for two members of staff following performance review, it was **AGREED** to accept.

Cllr Gurney spoke with regards to a new role for the planned Community Centre Café. It would be for 12h per week split into two days, Tuesdays and Thursdays from 8am – 2pm On SPC 4. It was **AGREED** by all to add this in the coming budget.

No further changes were made.

**10. Exchange of Information**

It was confirmed that the Clerk had spoken to the finance officer with regards to the back pay and this would be put through in November's payroll.

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

**This will be confirmed following the consultation.**

The Meeting closed at 4:15 p.m.