

HPC HELLEDON PARISH COUNCIL

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

Minutes of the Full Council Meeting of Hellesdon Parish Council Held on Tuesday 12th October 2021 at 7pm At The Parish Office, Council Chambers, Diamond Jubilee Lodge

PRESENT:

Cllr D King, Chair

Cllr W Johnson, Vice Chair

Cllr S Gurney

Cllr D Fahy (Arrived agenda item 5b)

Cllr R Forder

Cllr R Potter (Left after item 17)

Cllr D Britcher

Cllr L Douglass

Cllr K Avenell

Cllr P Sparkes

Cllr U Franklin

In attendance: Mrs N Carver, Clerk
District Cllr S Prutton
1 Member of the public

WELCOME –The Chairman welcomed Councillors and public to the meeting. Cllr King extended his own and the Councillors condolences to Cllr Johnson following the sad passing of his wife. The Chairman announced that a donation of £50 would be donated to Priscilla Bacon Lodge from the Chairman's budget.

1. Apologies and acceptance for absence

Apologies of absence were received from Cllr G Britton, Cllr G Diffey, Cllr R Sear & Cllr M Fulcher, these were **ACCEPTED**.

The Chairman reminded all Councillors that apologies are required if they are unable to attend any meeting called.

2. Declarations of Interest and Dispensations

No further declarations or dispensations were received.

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

The Minutes of the Full Council meeting held on 14th September 2021 were circulated, they 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

Correspondence from Broadland District Council Gambling Policy Review had been previously circulated to all Councillors.

Approved.....

Date.....

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CONT AGENDA ITEM 5**b) Verbal updates were given by the District and County Councillors.**

- Cllr Prutton updated on the waste contract recently announced by Broadland District Council, the contract has been awarded to Veolia. It is their intention to roll out the food waste management to the whole of Broadland by end 2022. Cllr Prutton spoke with regards to the Persimmon Site, and the persistent hammering noise due to piling, the issue has been passed to the Environmental Team to investigate.
- Cllr Britcher updated on the Broadland District Council collaboration, there was hope that the collaboration would include a savings to the tax payers but this has not been the case and money put into reserves.
- Cllr Gurney updated on the current consultation to bring the Broadland and South Norfolk District Council offices together, a report that had been circulated to all Councillors was reviewed by the working group at the District Council, there were a number of questions raised. Cllr Gurney will keep the Council updated.

Cllr Gurney has been working on the housing crisis in Broadland with issues that had arisen in Hellesdon.

Both Cllr Gurney's and Cllr King's Grant funding, will be going towards a new defibrillator at the Parish Hall. Once all installed there will be 6 in Hellesdon.

Cllr Gurney reported on County matters, she still has £10,000 of her allocated funding still available and asked the Council for any suggestions as to how it could be used in the Parish.

Cllr Gurney updated the Councillors on the Boundary Road alterations, she had raised Issues relating to the plans with Andrew Proctor and asked for the plans to be revisited. There is a planned meeting between Norfolk County Council and The Wensum Trust to discuss the future requirements for school provisions in Hellesdon following the plans for an additional school site on the Persimmon Development. A question raised is only having one school trust for the whole area gives no parental choice. Norfolk County Council will look to consider other expressions of interest for the planned school at the Royal Golf Course site. Cllr Gurney had spoken with Mr. Buck at Norfolk County Council who is the school crossing patrol manager and had asked if consideration could be given to a school crossing patrol for Heather Avenue Nursery. Unfortunately it had been decided not to proceed with the insertion of a school crossing patrol at this location due to very low footfall for the site. Cllr Gurney has requested for further traffic counts to be carried out.

c) Verbal Update from Chairman was given congratulating Cllr Potter on his recent win at the Neighboring Parish of Old Catton for District Councillor.

d) There were no updates from the police.

6. Financial Matters

It was RESOLVED TO NOTE THE FOLLOWING REPORTS

a) Bank Reconciliation – September 2021

The document was previously circulated, it was
RESOLVED TO ACCEPT

b) Earmarked reserves summary.

The document was previously circulated, it was
RESOLVED TO ACCEPT

Approved.....

Date.....

HPC Full Council Mins 12th October 2021

CONT AGENDA ITEM 6.

- c) Approval of Payments – September 2021
The document was previously circulated, it was
RESOLVED TO ACCEPT
- d) Approval of Receipts – September 2021
The document was previously circulated, it was
RESOLVED TO ACCEPT
- e) Detailed Income and Expenditure 1st April 2021 – 30th September 2021
The document was previously circulated, it was
RESOLVED TO ACCEPT
- f) To Note the Conclusion of Audit for financial year 2020/2021
The document was previously circulated to all Councillors, it was
RESOLVED TO ACCEPT. Cllr Gurney delighted to see we again had another good audit.

7. Parish Partnership Funding 2022/2023

The council discussed items to apply for funding through the Parish Partnership grant. It was suggested by Cllr King to fund an additional SAM 2 unit for the parish and replace one of the current units, these would all be recordable units allowing more data to be analysed on a regular basis. A full proposal will be put to Council at the November meeting.

8. Armed Forces Covenant

Following last meeting of Full Council where the Council resolved to accept the Armed Forces Covenant. Cllr King as Chair formally signed the document.

9. Norfolk Remembrance Sunday

- a) The Parish Council confirmed the purchase of a Poppy Wreath. It was **AGREED** by all.
- b) The council discussed the laying of the wreath on Sunday 14th November at the War Memorial, it was **AGREED** that Cllr Potter would do the honour this year as Members Champion for the Armed Forces.
- c) A report was previously circulated to all Councillors regarding the purchase of a Fallen Soldier/Tommy Figure for display at the War Memorial from the Remembrance Collection at RBLI. A discussion was had and it was proposed by Cllr King and Seconded by Cllr Potter to purchase both Unknown Tommy Statue and Unknown Woman at War Statue at a cost of £175 each. It Was
RESOLVED BY ALL TO PURCHASE BOTH STATUES
The statues will be used at the War memorial for remembrance and then placed in the Remembrance Garden at the Community Centre.

10. Committee Members

2 vacancies had become available on the Events Working Group and Playing Fields, Allotments and Amenities Committee on Committees. Cllr Forder proposed himself to sit on the Events Working Group, Cllr King seconded the proposal. It was
AGREED

No nominations received for the Playingfields Committee, the vacancy remains unfilled.

Approved.....

Date.....

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11. Events Working Group

Cllr Douglass gave a verbal update to the Council on the activities of the events committee. The recent charity coffee morning held on 23rd September raised £41.55 for Macmillan. This received a positive feedback from those who attended. The Scarecrow Festival is planned for the October Half term with currently 32 entries, prizes have been donated by Taverham Garden Centre, Asda and Empire Barbers. On Thursday 28th we will be holding a charity coffee morning in aid of Alzheimer's. on 11th November a charity breakfast will be held for the Royal British Legion. The Christmas hampers have been advertised on Facebook and will be in the next edition of Just Hellesdon.

12. Planning

The minutes and decisions made from the Planning Committee meeting held on 14th and 28th September 2021 were previously circulated, it was

RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE

13. Playing Fields, Allotments and Amenities

The Minutes from the Committee meeting held on 7th September 2021 were circulated to all Councillors. It was

RESOLVED TO NOTE

14. Property, Policy and Resources

Cllr Gurney updated the Council on the current project. The contractor has come across a number of variables in the Community Centre, an additional survey was carried out, profiles of the trusses have been made and tested, this has shown that the building is not square and new profiles have been remade. This, along with covid and supplier issues have caused a delay in the Project and would now look to open in the new year.

Cllr Britcher asked the Clerk to confirm the builder's date for completion.

15. Community Centre Committee

No Current Updates.

16. 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 Chair, Seconded by Cllr Avenell Agreed by all.

Agenda items 17, 18 and 19 to be discussed after agenda item 20.

20. Time and Venue of next Council meeting.

The next scheduled meeting of the Full Council will be on 9th November 2021 at 7pm in the Council Chambers.

The following items were discussed following the resolution passed in agenda item 16.

Approved.....

Date.....

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17. M&E Contract – Community Centre

Papers were circulated at the meeting to all councillors detailing information and pricing on the recently tendered M&E contract for the Community Centre. The reports put forward were discussed . It was proposed by Cllr Fahy, seconded by Cllr Britcher it was **RESOLVED TO AWARD THE M&E CONTRACT TO 2ND LISTED QUOTATION. Cllr Gurney Abstained. Clerk will contact DJ Designs to follow up.**

18. Staffing Update

Cllr Gurney gave an update to the Council on the current staffing matters, currently have one member of staff off, they are due back at work early November.

19. Exchange of information only.

Matters raised are for information only and items to be considered for future agendas. Cllr King discussed recent correspondence he had received from Broadland District Council. It was **AGREED** for the clerk to await further information to present to Council.

Meeting Closed at 9:55pm

DRAFT

Approved.....

Date.....

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING 09.11.21

<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. A number of large deliveries are planned in the coming month, this will involve temporary short closure to the car park and will be advertised accordingly and notice given to those who are affected.
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.
Recreation Ground including Children's Play areas	The nest swing is now installed along with the outdoor table tennis table.
Skate Park & MUGA	
Meadow Way	The entrance gate into the play area as you enter Meadow Way, is in need of repair the welding has worn and the gate is unsafe. This has been locked and a sign put on to use the alternative entrance. We are awaiting contractor to repair.
Mountfield Park	
Cottinghams Park	
Allotments	Allotment inspections have been carried out and letters sent to all holders whose plot has been reported as 'Red' as per tenancy agreement.
Community Orchard	
Community Apiary	
Cemetery Car Park	
Persimmons Homes	There has been a number of complaints in to the office with regards to works being carried out on the site, including the noise from the piling being carried out. These have been redirected to Broadland District Council.
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	
Bus Shelters	The bus shelter on the Low Road has been recently cleaned. The other shelters will be done over the coming month.
Benches	
Notice Boards	We have chased the contractor for a date to install the 3 new boards.
War Memorial	The memorial is now ready for November. The two figures purchased for remembrance have been delivered and will be placed there on 11 th November.

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	The flag pole is now installed we will raise the flag on 11 th November for the first time.
Cromer Road/Aylsham Road Transport for Norwich Consultation	
Gas Works Allotment Site	No current update
Events	The Scarecrow Festival took place during the October half term. We had over 55 residents on the trail map. With all the prizes donated we were able to award the top 8. We will be holding a Charity coffee morning on Thursday 11 th November prior to 2 min silence. .
Meeting Dates	Community Centre – PP&R – TBC PA&A – TBC Staffing – 10 th November Budget Setting 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 UPDATE

HELLESDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLESDON WARD

   www.norfolk.police.uk

OCTOBER 2021



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

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

FOLLOW US ON SOCIAL MEDIA

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



On Wednesday 8th September your Local Policing Neighbourhood Team held a virtual Priority Setting Meeting via Microsoft Teams, for Helleston, Horsford and surrounding parishes.

Members of the community were given options to vote for their top policing priority – these votes were discussed at the meeting and the following Priorities have been agreed:

- **Police visibility to deter & monitor instances of anti-social behaviour**
- **Speeding & road safety**

The Local Policing Neighbourhood Team would like to say 'thank you' to the community for your vote and voicing your local concerns. We will concentrate on these 2 priorities over the next 3 months.

If you have any information or concerns, please contact your Beat Managers PC Jade Weeks or PC Felix Woodcock at SNHellestonandHorsford@norfolk.police.uk

CURRENT NEIGHBOURHOOD PRIORITIES

- Police visibility to deter & monitor instances of anti-social behaviour
- Speeding & road safety

DATES FOR YOUR DIARY

- Priority Setting Meeting—
Wednesday 8th December 2021 at 6.30pm
For local engagement surgeries see Broadland Police social media pages



CONTACT US THROUGH OUR
SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN
AN EMERGENCY



TALK TO YOUR LOCAL
BEAT MANAGER

COMMUNITY UPDATE

HELLESDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLESDON WARD

   www.norfolk.police.uk

OCTOBER 2021



CRIME UPDATES 1st to 30th SEPTEMBER

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	2	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	0	A person commits theft in a building or structure that is not lived in.
Burglary residential	1	Entry and theft in a building or a structure that is lived in.
Criminal Damage	5	A person destroys or damages property belonging to someone else.
Domestic	6	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	1	Any crime determined to have a hate element as per above.
Possession of controlled substance	0	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	7	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	1	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	0	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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SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN
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TALK TO YOUR LOCAL
BEAT MANAGER

Hellesdon Parish Council Current Year
Bank - Cash and Investment Reconciliation as at 31 October 2021

Confirmed Bank & Investment Balances
Bank Statement Balances

31/10/2021	Active Saver 4401	563,479.21
31/10/2021	Business Current Account 2077	609.78
29/10/2021	Petty Cash	77.72
31/10/2021	Active Saver 7702	337,827.30
31/10/2021	Active Saver 4503	81,397.33
31/10/2021	Number 2 account 0958	573,742.56

1,557,133.90
Other Cash & Bank Balances
20.00

1,557,153.90
Unpresented Payments
150.06

1,557,003.84
Receipts not on Bank Statement
0.00

1,557,003.84
Closing Balance
All Cash & Bank Accounts

1	Current Bank Account	563,938.93
2	Petty Cash	77.72
3	Active Saver 7702	337,827.30
4	Active Saver Emergency 4503	81,397.33
5	Number 2 account	573,742.56
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	1,557,003.84

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
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 & Storafe	0.00		0.00
345 EMR Bus shelter	323.00		323.00
346 EMR Green Grid	5,340.00	-200.00	5,140.00
347 EMR Land Acquisition account	69,752.17	-10,000.00	59,752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	5,141.00	100.59	5,241.59
350 EMR Community Apiary & allotme	0.00	537.08	537.08
351 EMR Events	0.00	2,420.01	2,420.01
	295,154.41	-6,470.83	288,683.58

Payments made between 01/10/2021 and 31/10/2021

Date	Payee Name	£ Total Amnt	Nature of transaction
01/10/2021	Broadland District Council	147	business rates stores
01/10/2021	Broadland District Council	1010	business rates HCC
01/10/2021	Broadland District Council	314	business rates grounds shed
01/10/2021	Public Works Loan Board	12602.25	loan repayment HCC
04/10/2021	Barclays Bank Plc	24.54	charges 13 Aug - 12 Sep
04/10/2021	Westcotec Ltd	90	SAM monthly programme
06/10/2021	UK Fuels Ltd	142.97	diesel Sep 21
13/10/2021	East Fire Extinguisher & Alarm	191.11	fire alarm & EML service visit
13/10/2021	Mayday Office Equipment Serv	24	maintenance suport Oct 21
13/10/2021	Milne Marketing Ltd	82.98	toilet rolls, blue rolls, cloths
13/10/2021	Norse Commercial Services Ltd	691.2	park locking 30 Aug- 26 Sep
13/10/2021	Steelway Fensecure Ltd	8601.23	Youth shelter
19/10/2021	Royal British Legion	20	wreath Poppy appeal
19/10/2021	Priscilla Bacon Hospice	50	donation
19/10/2021	Royal British Legion Ind Ltd	350	unknown Tommy/Women in War statue
20/10/2021	Net salaries	11972.15	Oct payroll
20/10/2021	Lidl	54.28	refreshments clr training
22/10/2021	Blossom & Bows	30	flower arrangement
22/10/2021	South Norfolk District Council	360	bdg regs inspect in HCC
22/10/2021	East Fire Extinguisher & Alarm	108	call out fees alarms HCC
22/10/2021	The Garden Guardian	1669.8	highway verge grass cutting
22/10/2021	Huws Gray Ridgeons	19.96	paint brushes/litter bin post
22/10/2021	IRIS HR	48	IRIS HR monthly
22/10/2021	Just Regional Publishing	234	advert Just Hellesdon 6 Oct
22/10/2021	Komplan Ltd	4283.92	swing & seat The Yard
22/10/2021	M J Tree Services Ltd	636	tree surveys various sites
22/10/2021	Table Tennis 365 Ltd	734.95	outdoor table tennis table
22/10/2021	Osiris Technologies	316.02	monthly IT supp;anti virus licence; cloud back up; phone systems & broadband
22/10/2021	Pips Skips Ltd	270	skip hire 6 Oct
22/10/2021	Siemens Financial Services Ltd	416.4	lease copier 16 Nov - 15 Feb 22
22/10/2021	Taverham Nursery Centre	17.4	rose insecticide x 3

22/10/2021	TT Jones Electrical Ltd	129.6	supp/ fit mini cell Bull Roundabout
22/10/2021	Unity Occupational Health & We	210	Occupation health assessment
22/10/2021	Viking Direct	29.39	mobile phone Sunday Caretaker
25/10/2021	Broadland District Council	624	business rates office
26/10/2021	Total Gas & Power	19.15	electricity Sep 21 allotments
27/10/2021	BNP Paribas Leasing Solutions	278	HP Wessex mower
27/10/2021	HM Revenue & Customs	3744.75	PAYE & EER NI Oct 21
27/10/2021	Norfolk Pension Fund	3349.51	Oct contributions
28/10/2021	British Telecommunications plc	159.58	HCC usage/plan 14 Jul - 31 Dec
28/10/2021	Hitachi Capital Finance	540	lease Boomer/Hedgecutter
28/10/2021	Total Gas & Power	408.22	electricity DJL Jul -
28/10/2021	Total Gas & Power	317.79	electricity HCC/DJL Jul- Oct 2021
31/10/2021	Sum Up	18.99	card fees

Invoices due for payment

Inv date	Payee	Amount	Expenditure
13/10/2021	DD Health & Safety	48	black safety shoes EEE 30
14/10/2021	Milne Marketing Ltd	78.91	blue rolls & cream cleaner
22/10/2021	NALC	480	councillor training
29/10/2021	ALH Bldg Servs Design Ltd	4875	M & E design fees HCC
25/10/2021	Melton Builders Ltd	47733.98	Interim valuation 3

Receipts received between 01/10/2021 and 31/10/2021

Date	Income	Amount	Notes
01/10/2021	Fitness class	£51.84	commercial hire
01/10/2021	Football training	£64.80	commercial hire
01/10/2021	Football training	£86.00	community hire
04/10/2021	Allotments	£54.89	rent, water, pest control
04/10/2021	Allotments	£54.89	rent, water, pest control
04/10/2021	Allotments	£65.62	rent, water, pest control
04/10/2021	Allotments	£54.89	rent, water, pest control
04/10/2021	Allotments	£54.89	rent, water, pest control
04/10/2021	Allotments	£31.19	rent, water, pest control
04/10/2021	Interest	£4.82	monthly loyalty
06/10/2021	Allotments	£54.89	rent, water, pest control
06/10/2021	Allotments	£54.89	rent, water, pest control
06/10/2021	Allotments	£31.19	rent, water, pest control
06/10/2021	Allotments	£54.89	rent, water, pest control
06/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Allotments	£31.19	rent, water, pest control
07/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Allotments	£31.19	rent, water, pest control
07/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Allotments	£54.89	rent, water, pest control
07/10/2021	Broadland District Council	£257,105.00	Precept 2nd instalment
08/10/2021	Allotments	£86.08	rent, water, pest control
08/10/2021	Allotments	£31.19	rent, water, pest control
08/10/2021	Allotments	£31.19	rent, water, pest control
11/10/2021	Allotments	£54.89	rent, water, pest control
11/10/2021	Allotments	£54.89	rent, water, pest control
11/10/2021	Allotments	£54.89	rent, water, pest control
11/10/2021	Allotments	£86.08	rent, water, pest control
12/10/2021	Allotments	£86.08	rent, water, pest control
12/10/2021	Allotments	£54.89	rent, water, pest control
12/10/2021	Allotments	£10.31	rent, water, pest control
12/10/2021	Allotments	£54.89	rent, water, pest control
12/10/2021	Allotments	£54.89	rent, water, pest control

12/10/2021	Allotments	£54.89	rent, water, pest control
12/10/2021	Allotments	£54.89	rent, water, pest control
13/10/2021	Allotments	£54.89	rent, water, pest control
13/10/2021	Allotments	£54.89	rent, water, pest control
13/10/2021	Allotments	£54.89	rent, water, pest control
13/10/2021	Allotments	£54.89	rent, water, pest control
13/10/2021	Allotments	£54.89	rent, water, pest control
13/10/2021	Allotments	£54.89	rent, water, pest control
14/10/2021	Allotments	£109.78	rent, water, pest control
14/10/2021	Allotments	£54.89	rent, water, pest control
14/10/2021	Allotments	£54.89	rent, water, pest control
14/10/2021	Allotments	£54.89	rent, water, pest control
14/10/2021	Allotments	£54.89	rent, water, pest control
15/10/2021	Allotments	£54.89	rent, water, pest control
15/10/2021	Allotments	£31.19	rent, water, pest control
18/10/2021	Allotments	£31.19	rent, water, pest control
19/10/2021	Allotments	£54.89	rent, water, pest control
19/10/2021	Allotments	£54.89	rent, water, pest control
19/10/2021	Allotments	£54.89	rent, water, pest control
20/10/2021	Allotments	£54.89	rent, water, pest control
20/10/2021	Allotments	£54.89	rent, water, pest control
21/10/2021	Allotments	£54.89	rent, water, pest control
22/10/2021	Allotments	£31.19	rent, water, pest control
22/10/2021	Allotments	£54.89	rent, water, pest control
22/10/2021	Allotments	£54.89	rent, water, pest control
22/10/2021	Allotments	£54.89	rent, water, pest control
25/10/2021	Allotments	£54.89	rent, water, pest control
25/10/2021	Allotments	£140.97	rent, water, pest control
25/10/2021	HMRC VAT	£31,337.07	vat refund
26/10/2021	Allotments	£54.89	rent, water, pest control
26/10/2021	Allotments	£54.89	rent, water, pest control
26/10/2021	Allotments	£54.89	rent, water, pest control
27/10/2021	Allotments	£54.89	rent, water, pest control
27/10/2021	Allotments	£54.89	rent, water, pest control
27/10/2021	Allotments	£54.89	rent, water, pest control
27/10/2021	Allotments	£54.89	rent, water, pest control
28/10/2021	Football training	£43.20	community hire
29/10/2021	Allotments	£54.89	rent, water, pest control
29/10/2021	Broadland District Council	£56,950.75	CIL Apr - Sep 21

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Hellesdon Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Community Centre								
1410 Community Centre Inc ML Room	0	972	0	(972)			0.0%	
Community Centre :- Income	<u>0</u>	<u>972</u>	<u>0</u>	<u>(972)</u>				<u>0</u>
4150 Utilities	1,252	10,222	23,000	12,778		12,778	44.4%	
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	90	233	1,300	1,067		1,067	17.9%	
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	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	44,141	171,888	0	(171,888)		(171,888)	0.0%	
Community Centre :- Indirect Expenditure	<u>45,483</u>	<u>182,893</u>	<u>33,511</u>	<u>(149,382)</u>	<u>0</u>	<u>(149,382)</u>	<u>545.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(45,483)</u>	<u>(181,921)</u>	<u>(33,511)</u>	<u>148,410</u>				
110 Administration								
1076 Precept	257,105	514,210	0	(514,210)			0.0%	9,200
1085 Grants received	0	12,000	0	(12,000)			0.0%	
1095 S106 contributions	0	1,410	0	(1,410)			0.0%	
1099 Community Infrastructure	56,951	56,951	0	(56,951)			0.0%	
Administration :- Income	<u>314,056</u>	<u>584,571</u>	<u>0</u>	<u>(584,571)</u>				<u>9,200</u>
4065 councillor training	452	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%	
Administration :- Indirect Expenditure	<u>452</u>	<u>14,603</u>	<u>20,573</u>	<u>5,970</u>	<u>0</u>	<u>5,970</u>	<u>71.0%</u>	<u>0</u>
Net Income over Expenditure	<u>313,604</u>	<u>569,968</u>	<u>(20,573)</u>	<u>(590,541)</u>				
6001 less Transfer to EMR	0	9,200						
Movement to/(from) Gen Reserve	<u>313,604</u>	<u>560,768</u>						

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Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Staff								
4000 Admin Staff	5,654	39,575	90,916	51,341		51,341	43.5%	
4010 Groundstaff	3,191	26,232	64,663	38,431		38,431	40.6%	
4020 Care Takers	3,127	24,026	81,042	57,016		57,016	29.6%	
4040 PAYE	2,545	18,577	0	(18,577)		(18,577)	0.0%	
4045 Pension Scheme	3,350	24,248	40,841	16,593		16,593	59.4%	
4055 Staff training	0	55	4,000	3,945		3,945	1.4%	
4070 Profess Fees/Agency Personnel	210	420	0	(420)		(420)	0.0%	
4080 Employer NI	1,200	8,745	17,510	8,765		8,765	49.9%	
4090 Protective clothing/workwear	40	233	3,050	2,817		2,817	7.6%	
Staff :- Indirect Expenditure	19,316	142,111	302,022	159,911	0	159,911	47.1%	0
Net Expenditure	(19,316)	(142,111)	(302,022)	(159,911)				
130 Council Office								
1360 Electricity FIT	96	236	500	264			47.3%	
Council Office :- Income	96	236	500	264			47.3%	0
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	1,073	5,644	12,365	6,721		6,721	45.6%	
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	100	130	1,500	1,370		1,370	8.7%	
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	15	157	200	43		43	78.6%	
4420 Telephone and Broadband	384	2,140	3,000	860		860	71.3%	
4425 IT Support and Maintenance	143	1,233	2,900	1,667		1,667	42.5%	
4430 Photocopier	316	1,657	2,260	603		603	73.3%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	24	169	670	501		501	25.2%	
4445 Postage	0	71	150	79		79	47.2%	
4450 Inspections	0	159	166	7		7	95.9%	
4485 Other Licences/Fees	40	2,188	2,670	482		482	81.9%	
4500 PWLB	12,602	21,547	43,826	22,279		22,279	49.2%	
4560 Property Maintain/Replacement	0	1,442	2,000	558		558	72.1%	
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	66	120	20	(100)		(100)	601.5%	
Council Office :- Indirect Expenditure	14,764	36,869	78,112	41,243	0	41,243	47.2%	200
Net Income over Expenditure	(14,668)	(36,633)	(77,612)	(40,979)				
6000 plus Transfer from EMR	0	200						

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(14,668)	(36,433)						
150 Investment								
1080 Bank Interest Received	0	0	2,000	2,000			0.0%	
1090 Monthly Loyalty Rewards	5	9	35	26			24.4%	
Investment :- Income	5	9	2,035	2,026			0.4%	0
4060 Bank Charges	52	141	600	459		459	23.4%	
Investment :- Indirect Expenditure	52	141	600	459	0	459	23.4%	0
Net Income over Expenditure	(47)	(132)	1,435	1,567				
160 Planning								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	0	0	300	300	0	300	0.0%	0
Net Expenditure	0	0	(300)	(300)				
170 Health and Safety								
4135 Consultancy Fees	0	300	500	200		200	60.0%	
4140 Defibrillator	0	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	0	1,710	1,000	(710)	0	(710)	171.0%	0
Net Expenditure	0	(1,710)	(1,000)	710				
180 Media and Communications								
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105 Newsletter-Printing/Distributi	195	2,340	5,000	2,660		2,660	46.8%	
4110 Website and Emails	0	741	1,000	259		259	74.1%	
4155 IT Reserve	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	195	8,257	14,950	6,693	0	6,693	55.2%	1,899
Net Expenditure	(195)	(8,257)	(14,950)	(6,693)				
6000 plus Transfer from EMR	0	1,899						
Movement to/(from) Gen Reserve	(195)	(6,358)						

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Stores</u>								
4150 Utilities	147	1,031	1,500	469		469	68.7%	
Stores :- Indirect Expenditure	<u>147</u>	<u>1,031</u>	<u>1,500</u>	<u>469</u>	<u>0</u>	<u>469</u>	<u>68.7%</u>	<u>0</u>
Net Expenditure	<u>(147)</u>	<u>(1,031)</u>	<u>(1,500)</u>	<u>(469)</u>				
<u>195 Tractor Shed</u>								
4150 Utilities	314	2,202	3,213	1,011		1,011	68.5%	
4450 Inspections	0	0	166	166		166	0.0%	
4560 Property Maintain/Replacement	0	69	550	481		481	12.5%	
Tractor Shed :- Indirect Expenditure	<u>314</u>	<u>2,271</u>	<u>3,929</u>	<u>1,658</u>	<u>0</u>	<u>1,658</u>	<u>57.8%</u>	<u>0</u>
Net Expenditure	<u>(314)</u>	<u>(2,271)</u>	<u>(3,929)</u>	<u>(1,658)</u>				
<u>200 Residents' Parties</u>								
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	<u>0</u>	<u>0</u>	<u>1,005</u>	<u>1,005</u>	<u>0</u>	<u>1,005</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,005)</u>	<u>(1,005)</u>				
<u>205 Events</u>								
4122 Events	3	176	2,500	2,324		2,324	7.0%	80
Events :- Indirect Expenditure	<u>3</u>	<u>176</u>	<u>2,500</u>	<u>2,324</u>	<u>0</u>	<u>2,324</u>	<u>7.0%</u>	<u>80</u>
Net Expenditure	<u>(3)</u>	<u>(176)</u>	<u>(2,500)</u>	<u>(2,324)</u>				
6000 plus Transfer from EMR	0	80						
Movement to/(from) Gen Reserve	<u>(3)</u>	<u>(96)</u>						
<u>210 Grounds</u>								
1200 Football Hire Charges	452	810	1,050	240			77.1%	
1210 Football Training Area Hire	122	1,330	3,000	1,670			44.3%	
1215 Grass cutting agreement	0	13,213	13,057	(156)			101.2%	
1270 Floodlights Income	0	20	750	730			2.7%	
Grounds :- Income	<u>573</u>	<u>15,374</u>	<u>17,857</u>	<u>2,483</u>			<u>86.1%</u>	<u>0</u>
4195 Keys/Locks	0	0	30	30		30	0.0%	
4200 Locking parks	0	2,544	0	(2,544)		(2,544)	0.0%	
4205 Replacement Bins	9	9	1,000	991		991	0.9%	

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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	9,741	13,057	3,317		3,317	74.6%	
4255 Green Waste Removal	225	1,125	2,700	1,575		1,575	41.7%	
4260 Shrub/Tree/Hedge	530	698	1,556	858		858	44.9%	
4270 Fertilisers/Weed & Moss Killer	15	15	1,394	1,380		1,380	1.0%	
4295 Equipment - New/Replacement	0	576	500	(76)		(76)	115.3%	
4320 Small tools	0	51	500	449		449	10.2%	
4325 fence repairs	0	2,790	4,000	1,211		1,211	69.7%	
4385 Pegs & Bolts Purchase	0	0	90	90		90	0.0%	
4390 Materials	0	616	2,590	1,974		1,974	23.8%	
4435 Contingencies	0	0	4,335	4,335		4,335	0.0%	
4630 Consumables	0	108	575	467		467	18.7%	
4635 cleaning agents/materials	0	112	100	(12)		(12)	111.8%	
Grounds :- Indirect Expenditure	2,170	18,485	37,447	18,962	0	18,962	49.4%	0
Net Income over Expenditure	(1,596)	(3,112)	(19,590)	(16,478)				
220 Machinery and Vehicles								
4160 Repairs/Maintenance	0	69	680	611		611	10.1%	
4265 Fuel	0	984	1,200	216		216	82.0%	
4290 Servicing	0	2,206	5,500	3,294		3,294	40.1%	
4310 Hire of Machinery	675	4,724	9,098	4,374		4,374	51.9%	
4680 Depreciation	0	0	2,250	2,250		2,250	0.0%	
Machinery and Vehicles :- Indirect Expenditure	675	7,983	18,728	10,745	0	10,745	42.6%	0
Net Expenditure	(675)	(7,983)	(18,728)	(10,745)				
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	2,415	2,492	2,500	8			99.7%	
1105 Allotment administration fee	13	113	0	(113)			0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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	356	356	750	394			47.5%	
1115 Pest control charge	474	474	735	261			64.5%	
Allotments :- Income	<u>3,258</u>	<u>3,434</u>	<u>3,985</u>	<u>551</u>			<u>86.2%</u>	<u>0</u>
4145 Landowner Rent	386	1,243	1,900	657		657	65.4%	
4150 Utilities	18	91	1,700	1,609		1,609	5.4%	
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	8	2,775	500	(2,275)		(2,275)	555.0%	5,243
4635 cleaning agents/materials	0	15	0	(15)		(15)	0.0%	
Allotments :- Indirect Expenditure	<u>412</u>	<u>4,585</u>	<u>5,395</u>	<u>810</u>	<u>0</u>	<u>810</u>	<u>85.0%</u>	<u>5,276</u>
Net Income over Expenditure	<u>2,846</u>	<u>(1,151)</u>	<u>(1,410)</u>	<u>(259)</u>				
6000 plus Transfer from EMR	8	4,015						
6001 less Transfer to EMR	0	1,261						
Movement to/(from) Gen Reserve	<u>2,854</u>	<u>1,603</u>						
<u>250 Play Areas</u>								
4295 Equipment - New/Replacement	3,570	10,738	0	(10,738)		(10,738)	0.0%	10,738
4300 Equipment-Repair/Maintenance	612	1,765	2,750	985		985	64.2%	
4450 Inspections	0	244	250	6		6	97.6%	
Play Areas :- Indirect Expenditure	<u>4,182</u>	<u>12,747</u>	<u>3,000</u>	<u>(9,747)</u>	<u>0</u>	<u>(9,747)</u>	<u>424.9%</u>	<u>10,738</u>
Net Expenditure	<u>(4,182)</u>	<u>(12,747)</u>	<u>(3,000)</u>	<u>9,747</u>				
6000 plus Transfer from EMR	3,570	10,738						
Movement to/(from) Gen Reserve	<u>(612)</u>	<u>(2,009)</u>						
<u>255 Hard Courts and Car Park</u>								
1220 Tennis Hire Charges	0	304	650	346			46.8%	
1230 Netball Hire Charges	0	233	760	527			30.7%	
Hard Courts and Car Park :- Income	<u>0</u>	<u>537</u>	<u>1,410</u>	<u>873</u>			<u>38.1%</u>	<u>0</u>
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	0	0	2,350	2,350		2,350	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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
4580 Car Park/ Pathways	0	0	650	650		650	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	279	4,030	3,751	0	3,751	6.9%	0
Net Income over Expenditure	0	258	(2,620)	(2,878)				
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	334	1,000	666		666	33.4%	
Bowling Green :- Indirect Expenditure	0	334	1,250	916	0	916	26.7%	0
Net Income over Expenditure	0	1,466	(1,250)	(2,716)				
265 Memorials								
4360 Rose Renewal	0	51	25	(26)		(26)	203.7%	
4575 War Memorial	292	292	200	(92)		(92)	145.8%	
Memorials :- Indirect Expenditure	292	343	225	(118)	0	(118)	152.3%	0
Net Expenditure	(292)	(343)	(225)	118				
270 Traffic Highways/Environment								
4645 Rolling maintenance programme	108	430	0	(430)		(430)	0.0%	
4650 SAM2 Weekly Move	75	525	920	395		395	57.1%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	183	955	1,420	465	0	465	67.3%	0
Net Expenditure	(183)	(955)	(1,420)	(465)				
300 Hello Cafe								
1500 HelloCafé Income	0	1	0	(1)			0.0%	
Hello Cafe :- Income	0	1	0	(1)				0
Net Income	0	1	0	(1)				
Grand Totals:- Income	317,987	606,934	25,787	(581,147)			2353.6%	
Expenditure	88,640	436,498	539,997	103,499	0	103,499	80.8%	
Net Income over Expenditure	229,347	170,436	(514,210)	(684,646)				
plus Transfer from EMR	3,578	16,932						
less Transfer to EMR	0	10,461						
Movement to/(from) Gen Reserve	232,925	176,907						

REPORT TO FULL COUNCIL**Subject: CIL Payment****Author: Natasha Carver****Date: 2nd November 2021**

To note the Parish Council have received a payment of £56950.75 from the Community Infrastructure Levy. These funds have been allocated to the Community Centre refurbishment as previously agreed by Council.

REPORT TO FULL COUNCIL**Subject: Parish Partnership 2022/2023****Author: Natasha Carver****Date: 2nd November 2021**

Following the meeting of Full Council in October it was discussed and agreed to find costings for additional SAM 2 speed indicator devices with data collection. These devices would be an additional resource to the council allowing more areas to be analysed each month.

Speeding is a high priority for the police in Hellesdon and the largest concern of our residents. Currently we have only one unit that is able to gather information which is moved on a monthly basis. However, this does mean that the data is only collected once a year on each road. Being able to gather additional information would be advantageous for the Parish Council, this would allow us to work closer with the Police to consider if there is an issue in particular roads.

A quotation for two additional units has been supplied by the manufacturer. The quotation is attached to the report*

As the Parish Partnership fund 50% of the project cost, if approved the total cost to Council would be £3200 + Vat.

For consideration, there would be an additional charge of £25 each month for the download of data and repositioning of the two units.

Council to consider the quotation to purchase two units through the Parish Partnership Fund 2022/2023.

To: -
Natasha Carver
Hellesdon PC
clerk@hellesdon-pc.gov.uk

01/11/2021

Our Ref RPQ11916

Dear Natasha,

Thank you for your valued enquiry regarding vehicle activated signs. I have pleasure in submitting our quotation as below.

To provide: -

- ◆ **SAM2 portable, speed indicator device with slow down legend, including 2 batteries, charger, one bracket and set of clamps. X 2 @ £2800.00 ea.**

OPTIONAL EXTRA:

- ◆ **Data Collection Unit (Bluetooth to your existing Android Device, App download required from Google Play Store). X 2 @ £350.00 ea.**
- ◆ **Extra Brackets including fixing bands X 2 @ £50.00 ea.**

Full instructions are included, and a demonstration will be given when the sign is delivered.

SAM2 isn't compatible with Apple products, only android.

**Your local Highway Engineer will authorise your sites if you let him know where your speeding problem is present
Any advice needed, please call.**

Total Cost - £6400.00 plus vat.

At present we could deliver the above products within approximately 6 – 8 weeks from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best Regards,

Roy

Roy Payne,

t: 01362 853124 e: roy.payne@westcotec.co.uk w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260



REPORT TO FULL COUNCIL**Subject: Grounds Equipment Replacement****Author: Natasha Carver****Date: 2nd November 2021**

Kevin has requested for two items of the grounds machinery to be replaced, this has been discussed with the Playing fields, Allotments and Amenities Committee and agreed to look and purchase the replacements this year from the EMR (322 Machinery), the reserve currently sits at £12,650.

The items requested are regularly used and have now come to their end of life. 3 Quotations have been requested the prices listed are the two lowest quotes received.

1. Honda Mower £949.00 plus Vat
2. Stihl Battery Operated Long Reach Hedge Cutter. £1357 Plus Vat

Total Amount £2306.00 plus Vat

Council to agree the purchase of two pieces of machinery listed above using EMR 3223

REPORT TO FULL COUNCIL**Subject: Community Grant Application****Author: Natasha Carver****Date: 2nd November 2021**

The Parish Council have received a Community Grant Application from Hellesdon Allotment Holders Association HAHA. This is for funding towards a defibrillator at the Hellesdon Allotments on Bush Road.

The cost of the project totals £1500, funding of £300 towards the cost has been sourced from London HEARTS. The group are asking for help towards the rest of the cost. Attached is the Grant application along with supporting documents.

Parish Council to consider grant application including total of funding allocated.

HELLESDON PARISH COUNCIL

COMMUNITY GRANT SCHEME

(in excess of £200)

POLICY, GUIDELINES & APPLICATION FORM

Council Offices
Diamond Jubilee Lodge
Wood View Road
Hellesdon
Norwich NR6 5QB

Tel (01603) 301751
email: admin@hellesdon-pc.gov.uk

Hellesdon Parish Council

Does your organisation need grant funding?

Hellesdon Parish Council may be able to help.

Complete the form below and return to the address shown.

GRANT APPLICATION FORM

Hellesdon Parish Council Community Grant Application Form

Please fill in all sections in black ink. Should you wish to expand on a question, please enclose additional information on separate sheets, stating which question the additional information refers to.

Only one project per application.

Please ensure that the declaration at the end of the application form is signed and dated.

Grants are subject to the Parish Council's Community Grants Policy and any additional conditions imposed by the Council in making the grant.

When completed please return this application form to:

The Clerks Office
Hellesdon Parish Council
Hellesdon Community Centre
Middletons Lane
Hellesdon
Norwich
NR6 5SR

Telephone: 01603 301751

Your organisation's contact details

Name of organisation Hellesdon Allotment Holders Assoc
 Contact name Mark Vincent
 Position in organisation Chairman
 Address for correspondence 12 ST PAULS CLOSE
 Telephone number(s) day 07305 737577
 Email address MARKV6012@gmail.com.

Details of organisation

Brief description of your organisation's aims

To place a defibrillator on the
allotment site.
To make our tenants feel comfortable

How long has it been in existence? Is it run by a committee?

Association has been in existence since
the allotments moved to Bush Rd
I have been a plot holder 2014

If yes, how many committee members? 6

Can anyone join? Yes

If not, what are the restrictions? none

How often do you meet? Quarterly

Where are meetings held? At Secretary Home

Are they public meetings? A.G.MS are.

How many members do you have? 59.

What percentages of members live in the Hellesdon Parish Council area?

100%

Organisation's purpose

Please give a summary of the activities of your organisation during the last year. (If you are a new organisation, give an idea of the activities you wish to undertake).

Bar-B-D

Describe how the local community will benefit from your organisation.

As well as Allotment Holders anyone in the vicinity can use the defibrillator in an emergency

Are there any individual groups or societies that are members of your organisation, if so please mention.

About the project

Please give brief details of your proposed project; what you wish to use any grant awarded for; and what amount you are requesting from the Council.

We propose a defibrillator being put on the allotment Toilet Block.
Our request is for £500 towards the cost.

What is the total project cost?

£1500

Have you received or applied for funding from any other source for this project? Please give details.

LONDON HEARTS have offered us £300 off the defibrillator.

Financial details

Have you, or do you receive funding from other sources and if so who?

N/A

Please supply accounts, budget and constitution or terms of reference, as per guidance notes..

If you have previously received a grant from the Hellesdon Parish Council, please give details.

I declare the information provided is correct at the time of this application

Date.....

Signed.....

On Behalf of.....

Hellesdon Allotment Holders Assoc.

Position.....

Chairman

General Principles

Hellesdon Parish Council is funded only by the local residents of Hellesdon and therefore has only limited funds available to assist community organisations located and working in Hellesdon for the benefit of Hellesdon residents.

Subject to funding being available, Hellesdon Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Hellesdon residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Hellesdon Parish Council.

In order for this Council to be able to rationally and objectively assess applications, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied. The Parish Council's Policy on Community Grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Hellesdon. In general, the following principles apply:

- Assistance will be given on the basis need, merit and contribution to the local community
- Applicants must clearly show how any assistance given will benefit the people living in Hellesdon or will benefit the environment of Hellesdon
- Any assistance awarded will be awarded dependant on the council's budget allocation and may be subject to constraint.
- Any assistance given will be subject to monitoring and evaluation of the outcome of the grant
- Organisations should not make a presumption that funding will continue on a year to year basis 2.

The Aims of the Councils Grant making Policy

- To enable local people to participate in voluntary groups and activities
- To help the Parish's voluntary groups to improve effectiveness
- To ensure the provision of services, needed by the Parish's residents, via the voluntary sector
- To support organisations which meet the needs of people experiencing social and economic difficulties
- To ensure that there is equality of access and opportunity for all Hellesdon Parish residents to the services it provides and funds.

(The Parish Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

General Conditions

- All projects must acknowledge Hellesdon Parish Council's financial contribution
- There is no general revenue funding for projects – Grants will only be awarded for specific capital costs and funding will only be paid on receipt of an official invoice.
- No funding is available to contribute to a surplus for charitable distribution or to increase an organisations reserves
- Organisations are required to provide a report on how previous monies awarded by the Parish Council have been spent before they receive a further grant.
- The non for profit organisation must have clearly stated aims and objectives
- Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Hellesdon in general.
- no award will be made where spending has taken place prior to approval
- at least 50% matched funding will be required for any level of grant funding
- costs for general routine maintenance of buildings and equipment are not eligible
- grants will not be awarded for organisations to pass on money
- grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves

What are grants available for?

Hellesdon Parish Council's **Community Grants** are available all year round. Small Grants are available to assist local organisations and groups who work with or for residents of Hellesdon.

Who can apply to the Hellesdon Parish Council Community Grant Scheme?

Groups who:

- Are voluntary or community groups based in Hellesdon
- Have a constitution or set of rules or equivalent
- Have a bank or building society account
- Have independently approved annual accounts
- Directly benefit the well being of the Hellesdon people or the environment of Hellesdon

What type of projects will be considered for Community Grant Scheme?

- Youth facilities, schemes and projects
- Cultural and arts schemes
- Heritage projects
- Leisure sports and play facilities
- Community buildings
- Village halls
- Community transport
- Elderly and disabled
- Sustainable community environmental projects

Who cannot apply to the Hellesdon Parish Council Community Grant Scheme?

- Individuals
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies
- Religious groups (except where the activity requiring a grant will benefit the wider community)
- Bodies to pass on grant funding to others

How to apply to Hellesdon Parish Council for a Community Grant

Application forms are available from Hellesdon Parish Council.

Write to:

The Clerks Office
 Hellesdon Parish Council
 Hellesdon Community Centre
 Middletons Lane
 Hellesdon
 Norwich
 NR6 5SR

Telephone: 01603 301751

If you need any help or assistance with your application please contact the Parish Clerk via the above address, telephone number.

What happens after I apply to Hellesdon Parish Council for a Community Grant?

The Parish Clerk will check your application form and enclosed documents to see if it is complete. If your application is not complete you will be asked for the missing information or you may be contacted for additional information.

Incomplete forms or failure to produce additional information will result in your application not being considered for grant allocation.

Applications for grants will be considered by Councillors of Hellesdon Parish Council for evaluation and a decision made to offer or refuse a grant.

Grants will be assessed using the following criteria:

- A completed application form
- If you have received a grant before
- How your group is set up and managed
- Your finances and the financial need for funding
- What need/demand there is for your project
- Support and involvement for the wider community
- Efforts to secure other sources of funding
- If your project provides value for money for the resident of Hellesdon

What information will I have to provide?

- Your aims and objectives
- Your organisations constitution or set of rules and your annual report if applicable
- The most recent copy of your approved accounts
- Copies of any permissions required for third party use (e.g. licences or land rent)
- A copy of your current public liability cover
- An explanation of any reserves you hold and if these are earmarked for specific expenditure
- Demonstrate that you are actively applying for additional funding or support in kind for your organisation from external sources other than the Parish Council
- Thorough and accurate project costings

What happens if I get a grant?

Grants must be used for the purpose applied for. Projects receiving assistance will be expected to be realistic and achievable and must be completed either within a year or over a period of three years with reduced funding. A report will be provided to the Parish Council to update us on how your project has achieved its aims. Any amount not used must be repaid in full. Recognition must be given to Hellesdon Parish Council for any contribution given. **Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.**

If you have been successful you will receive a grant offer letter specifying the terms and conditions which you must sign and return to us within 3 weeks. **Grants will not be paid until we have received a signed grant offer letter and will only be paid on receipt of copies of official invoices.** Following compliance with the above a cheque will be issued to you.

Hellesdon Allotment Holders AssociationIncome & Expenditure accounts for the period ending (Date) 31/8/2021Income:

Members Subs	£ 210.00
Competitions	£ 66.00
New Year Dinner	£-----
Seed Orders	£1360.05
Collections	£-----
Outings	£-----
Misc.	<u>£ 36.59</u>
Total	<u>£1672.64</u>

Expenses:

Shirts	£ 79.72	
Air Ambulance Lottery	£ 52.00	
Capital Purchases	£ 214.24	
Donations	£-----	
Stationery	£114.14	
BBQ	£182.45	
Audit	£-----	
Room Hire	£20.00	
Seeds	£1124.53	
Membership Insurance	£83.64	
NALGS Affiliation Fees (£3.00 per Member)	£12.00	
Plaques	£-----	
Competition Prices & Trophy	£-----	
Misc.	<u>£2.00</u>	
Total	<u>£1884.72</u>	<u>£1884.72</u>

Surplus of Expenditure over income £212.08

Balance at Bank at (Date) 1/9/2020 £1439.15

Total Balance at Bank to Date 31/8/2021 £1227.07

INFORMATION ONLY

AIR AMBULANCE COLLECTION @ BBQ £351.56

REPORT TO FULL COUNCIL**Subject: Tree Works****Author: Natasha Carver****Date: 2nd November 2021**

Following the recent tree inspection carried out across the parks in the parish report attached, work to all three parks is required, costs to each area detailed below.

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

Total Cost to Council £7945

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

HPC HELLEDON PARISH COUNCIL

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

Minutes of the meeting of the Planning Committee held on Tuesday 12th October 2021 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Cllr Johnson
Cllr Franklin
Cllr King
Cllr Gurney
Also In Attendance
Mrs. N Carver – Clerk

The clerk welcomed all to the meeting, unfortunately both the Chair and Vice chair are unable to attend the meeting, those members present to elect a chair. Cllr Johnson proposed Cllr King this was seconded by Cllr Franklin and **AGREED**

The Vice Chair welcomed all to the meeting.

1. Apologies and acceptance for absence

There were apologies from Cllr Britton, Cllr Fulcher, Cllr Sear and Cllr Potter these were **ACCEPTED** .

2. Declarations of Interest and Dispensations

No declarations made

3. To receive approval of minutes of the committee meeting held on 28th September 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

20211645 6 Pinewood Close Hellesdon NR6 5LX Vareation of Condition 2 of 20160637- To change front porch to front elevation from gable roof to mono pitch roof with slight increase in width of porch	Support
20211658 Vodafone 6721 Hospital Lane Hellesdon Upgrade of existing radio equipment	No Objection

Approved.....

Date.....
HPC Planning Committee Mins 12th October 2021

<p>20211690 Former Anglian Home Improvements Showroom Reepham Road Hellesdon NR6 5LE Change of use from showroom for display and sales of conservatories and windows to car showroom (Sui Generis)</p>	No Objection	
<p>20211691 56 Hellesdon Park Road Hellesdon NR6 5DR Change of use of Ground and Mezzanine floor from tool hire depot (class A1) to Storage and distribution (Class B8)</p>	No Objection	
<p>20211704 130 Plantation Road Hellesdon NR6 5RH Single Storey rear extension & installation of a new flat roof</p>	No Objection	
<p>20211714 53 Drayton Wood Road Hellesdon NR6 5BY Change of roof from hip to gable, construction of rear dormer and rear single storey extension</p>	No Objection to the rear dormer or single rear extension, however the hip gable is not in keeping with the current street scene.	
<p>20211761 Verge at Reepham Road Hellesdon NR6 5SW Installation of a 20m telecommunications street works pole and 1 no. equipment cabinet, meter cabinet and associated ancillary development works</p>	No objection	

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 26th October at 6.30pm** in the Council Chambers.
The meeting closed at 6:55 pm.

HPC HELLEDON PARISH COUNCIL

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

Minutes of the meeting of the Playing fields, Allotments and Amenities Committee held on Tuesday 12th October 2021 at 4pm

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

Present: Cllr D King– Chair of the Committee
Cllr S Gurney
Cllr Douglass
N Carver – Clerk
G Ellis – Finance Officer

The Chairman welcomed members of the committee.

1. Apologies and acceptance for absence

There were apologies received from Cllr Diffey, and Cllr Avenell these were ACCEPTED.

2. Declarations of Interest and Dispensations

No further dispensations or declarations were made.

3. To Approve the Minutes of the Meeting 7th September 2021

The Minutes had been circulated from the meeting of 7th September 2021, Cllr King proposed to accept the minutes. It was

RESOLVED TO ADOPT THE MINUTES

4. Public Participation

No members of the public present.

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

6. Budget Setting

Draft budget papers prepared by the Clerk and Finance Officer were circulated to all Councillors on the committee.

The following amendments were discussed and changes made:

Cost Centre 210

Code 4195 – Keys and Locks to become the main cost centre for all Grounds

Code 4205 – Replacement Bins – Reduce to £250 from £1000

Code 4215 – Seats Repairs and Replacements – Reduce to £500 from £1000

Code 4260 – Shrub/Tree/Hedges – Reduce to £750 from £1500

Cllr Gurney proposed to advertise for a Community Shrub Appeal, Seconded by Cllr Douglass and AGREED. Clerk to advertise in the next addition of Just Hellesdon.

Code 4435 – Contingencies – Reduce to £4000 from £4552.

The following codes to be removed

4245 and 4385

Code 4220 – Signage to be re allocated top cost centre 130

Cost Centre 220

Code 4290 – Servicing – Reduce to £5800 from £6300

Code 4295 – Equipment new & replacement – Reduce to £0 from £3360

Cllr King Proposed items to be purchased this year from EMR to go to Council in November. Seconded by Cllr Gurney and AGREED

Cost Centre 230

Code 4450 and 4455 – Combine codes to one.

Cost Centre 240

Code 4195 – Keys and Locks to move to Cost Centre 210

Code 4295 – Equipment new and replacement – Reduce to 0 from £9975.00

Cost Centre 255

Code 1220 and 1230 – Combine codes and reduce total to £500

Code 4195 – Keys and Locks to move to Cost Centre 210

Code 4560 – Property Maintenance and replacement – Reduce to £2200 from £

Cost Centre 270

Code 4655 – Bus Shelters – Reduce to £500 from £1260

7. Exchange of Information

Cllr Gurney updated on the apiary, the bees have now been bedded down for the winter. This is now the time where they will be doing maintenance to the area and tidying the site.

Thanks were given to the caretakers and Grounds staff for all there help and support.

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

The next meeting of the committee will be Budget setting date and time TBC

MEETING CLOSED AT 5:42pm