

# **HP HELLEDON PARISH COUNCIL**

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

## **MEETING OF THE FULL COUNCIL**

**Notice of meeting to be held on Tuesday 14<sup>th</sup> September 2021 at 7pm  
in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon,  
for the purpose of transacting the following business.**

### **The Openness of Local Government Bodies Regulations 2014**

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request.

**COVID RESTRICTIONS** The meeting of the Parish Council will be held in the Council Chamber of the Parish Office. We ask that Face Coverings are worn by those attending. If you have any symptoms of Covid please do not attend.

## **AGENDA**

### **Welcome by the Chairman**

**1. Apologies and acceptance for absence**

To receive and accept Apologies for Absence as previously notified to the Parish Clerk.

**2. Declarations of Interest and Dispensations**

To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for dispensations.

**3. Minutes from Full Council meeting held 10<sup>th</sup> August 2021**

To agree the minutes of the meeting held on 10<sup>th</sup> August 2021\*

**4. Wensum Trust**

To receive a Verbal report from Wensum Trust

**5. Public Participation**

To receive questions from the public.

(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

**6. Reports from**

a) To note report from Parish Clerk\*

Correspondence from NCC\*

A Request for Councillors to consider options for Parish Partnership funding 2022/2023\*

b) Verbal Update from District and County Councillors.

c) Verbal Update from Chairman.

d) To note August 2021 Police Report\*

**7. Financial Matters**

a) Bank Reconciliation – August 2021.\*

b) Earmarked reserves summary.\*

c) Approval of Payments – August 2021.\*

d) Approval of Receipts – August 2021.\*

e) Detailed Income and Expenditure 1<sup>st</sup> April 2021 – 31<sup>st</sup> August 2021.\*

**8. Broadland District Council Matters**

- a) To discuss the current consultation for Broadland District Council Licensing Review, and consider and agree Parish Council Response\*
- b) To discuss Broadland and South Norfolk Accommodation consultation and consider and agree Parish Council Response

**9. Armed Forces Covenant**

- a) To approve and adopt the Armed Forces Covenant\*
- b) To appoint an Armed Forces Champion representative

**10. Norfolk County Council Consultation**

To discuss the Transport for Norwich Strategy Consultation, and consider and agree a Parish response\*

**11. Events Working Group**

To note the minutes from the recent events meeting held on Tuesday 7<sup>th</sup> September 2021 and consider and approve any recommendations from the meeting held\*

**12. Planning**

- a) To note recent planning decisions made by the planning committee on 10<sup>th</sup> August 2021\*

**13. Playing Fields, Allotments and Amenities**

- a) To note the minutes from the committee meeting held on 7<sup>th</sup> September 2021\*
- b) To consider and approve any recommendations from the meeting held

**14. Property, Policy and Resources**

- a) To note any matters re the re-roofing of the Community Centre\*

**15. Community Center Committee**

- a) To note the minutes of the committee meeting held on 9<sup>th</sup> August following a verbal update given at the last Full Council Meeting\*

- 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.**

**17. Staffing Update**

To consider any staffing matters

**18. Exchange of information only.**

Matters raised are for information only and items to be considered for future agendas

**19. Time and Venue of next Council meeting.**

To confirm the time and location of the next meeting of the Full Council on 12<sup>th</sup> October 2021

*Natasha Carver* Clerk to the Council

Dated 7<sup>th</sup> September 2021

*\*All documents referred to in this agenda as "attached" are supplied to Parish Councillors only and are numbered in top right corner. Copies are available (unless marked confidential) at the Council Offices during public opening hours.*

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Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

### **Minutes of the Meeting of Hellesdon Parish Council Held on Tuesday 10<sup>th</sup> August 2021 in Council Chambers at Diamond Jubilee Lodge**

**PRESENT:**

Clr D King, Chair	Clr S Gurney
Clr W Johnson, Vice Chair	Clr D Britcher
Clr D Fahy	Clr R Potter
Clr M Fulcher	Clr R Sear
Clr R Forder	Clr U Franklin
Clr S Bush-Trivett	Clr G Britton

**In attendance:** Mrs N Carver, Clerk  
District Councillor Tony Adams for Taverham North  
1 Member of the public

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

**1. Apologies and acceptance for absence**

Apologies of absence were received from Clr Diffey, Clr Douglass, Clr Sparkes and Clr Avenell, these were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

No further declarations or dispensations were received.

**3. Minutes from Full Council meeting held 13<sup>th</sup> July 2021**

The Minutes of the Full Council meeting held on 13<sup>th</sup> July 2021 were circulated, proposed by Clr Potter and seconded by Clr Fahy that they are accepted as a true record of the meeting held, and it was

**RESOLVED TO ACCEPT**

**4. Public Participation**

Clr Adams spoke with regards to a consultation currently being carried out by Broadland District Council and South Norfolk District Council relating to the Accommodation Review of their current offices. Clr Adams shared his annoyance of how the process was being carried out. Clr King spoke with regards to the aggrieved contempt of the District body both here in Broadland and South Norfolk, on the level of treatment with no care given to the views of the elected members. The Director of Broadband and South Norfolk District Council had asked for the Clerk to respond, this is not within their remit, it was a betrayal Undemocratic process. Clr King proposed to the Council that a formal letter of complaint in regards to this matter was sent to Trevor Holden and copied in to Clr Shaun Vincent, with the following key points 1. Mechanism of the consultation, 2. The time frame in which the consultation is taking place.

It was seconded by Clr Sear and **AGREED** unanimously by all, the letter is to be copied to all councilors. Clr Gurney spoke with regards to a members workshops held in July on 21<sup>st</sup> and 28<sup>th</sup>,

Approved.....

Date.....

HPC Full Council Mins 10<sup>th</sup> August 2021

**CONT AGENDA ITEM 4**

at the meeting on 28<sup>th</sup> July, Cllr Kenny asked how we will be consulting with the members of public and that the councillors are the them of the voice and ears of our electric.

Cllr Britcher reported with regards to a joint member working group at Broadland District Council, where the TOR features on the meeting agenda.

**5. Reports from**

**a) Parish Clerk**

The Parish Clerk’s report was previously circulated.

**RESOLVED TO ACCEPT THE REPORT**

**b) County and District Councillor**

- Cllr Gurney gave a verbal update on County matters. There have been 2 near misses in front of Tescos on the Cromer Road, cars have been avoiding the queuing at the traffic lights from Fifers Lane on to the Cromer Road by cutting through the front of Tesco/Break and through the missing posts on to the garage forecourt. New bollards have been put in place by Norfolk County Council to stop this. A number of vehicles have been parked on the grassed area outside Tesco and used as advertising, these have now been removed and a fence is to be reinstated including a barrier to stop people parking in the location.

The crossing outside Firside School on Middletons Lane is now being installed and works look to finish in the next 4 weeks.

A questionnaire relating to the Boundary Road improvements will be sent out in the coming weeks. The proposal includes the removal of the crossing outside the Salvation Army Centre, the crossing is very well used especially by the elderly residents of Hellesdon and Mile Cross who use the facilities at the Center. A survey was carried out to see how many people used the crossing, however the information is inaccurate due to being carried out whilst the Commercial Centre had restricted use due to Covid.

Cllr Gurney will be raising issues from the recent resurfacing in the Parish, this was not carried out in the correct manner.

Cllr Gurney reported she had attended the annual allotment BBQ and scarecrow competition which she judged.

- Cllr Britcher gave a verbal update on District matters. The waste collection contract is now in the final stages. Broadland District Council are working with Norfolk County Council on a Defra funded project “Tiny Forests”. This was launched to encourage more trees into urban areas. Cllr Britcher requested the Parish Council consider the project. Cllr King confirmed the item was on the agenda for Playing fields and amenities committee on 7<sup>th</sup> September. Cllr Britcher asked that Cottingham’s park is considered as a location, Cllr king asked the clerk to contact the land owners prior to the committee meeting to ask for their consideration.

- c) The Chair gave a verbal update to the Councillors, Broadland District Council have recently met and discussed land in Broadland including the Jarrolds site. As of yet they have had no correspondence from Jarrolds updating them on the site.

- d) The July 2021 Police Report was previously circulated and **NOTED**

Approved.....

Date.....

**6. Financial Matters**

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

- a) Bank Reconciliation – July 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**  
**Cllr Fulcher asked to confirm the movement of money in the earmark reserves, the clerk confirmed this was agreed at the July meeting of the Full Council.**
- c) Approval of Payments – July 2021  
The document was previously circulated, it was **RESOLVED TO ACCEPT**
- d) Approval of Receipts – July 2021  
The document was previously circulated, it was **RESOLVED TO ACCEPT**
- e) Detailed Income and Expenditure 1<sup>st</sup> April 2021 – 30<sup>th</sup> July 2021  
The document was previously circulated, it was **RESOLVED TO ACCEPT**  
**Cllr Britcher asked if the SAM 2 units can be placed in additional locations, Cllr King asked for this to be added to the next meeting of PP&R committee**

**7. Street Naming – Phase 2 Royal Norwich Golf Club**

A letter was received from Broadland District Council asking the Parish Council to put forward Road name suggestions for Phase 2 of the Royal Norwich Golf Club site.  
A discussion was held over names which could be used.  
It was **AGREED** that the Councillors would send the suggestions to the Clerk by Thursday 12<sup>th</sup> August, close of day. These will then be forwarded to Broadland District Council.

**8. Polices**

The following policies were previously circulated to all Councillors.

- i) Equal Opportunities
- ii) Safeguarding
- iii) Health and Safety

It was **AGREED** for the policies to be adopted.

**9. Norfolk County Council Highways Proposals**

A report was previously circulated to discuss the current Transporting Cities Proposal for the Boundary Road Junction Improvements including associated works.  
Cllr Gurney gave a verbal update on the proposal following on from a recent Norfolk County Council committee meeting attended. The proposal sees the removal of the pedestrian crossing outside the Salvation Army Shop and Centre, following discussions with local residents and The County Councillor for Mile Cross, this is a much needed and used facility. Another area on the proposal is to limit the access to Vera Road, making it one way. The proposal has not taken into account the residents of Hellesdon and surrounding areas needs or looked at the current road users including local bus services. The Councillors discussed the proposal at length.

Approved.....

Date.....

**CONT AGENDA ITEM 9**

Cllr Gurney confirmed that a questionnaire for the consultation will be published on line for the proposals being put forward, and urges all Councillors complete the questionnaire and for residents to do the same.

**10. Parish Flag Pole**

A report was previously circulated following the Events Committee meeting to have a permanent flag pole located in the Parish Office Grounds. The Councillors discussed the report and quotation presented, the Clerk had received a second quotation of a lower price.

Cllr Britton proposed to purchase a flag pole and to be located outside the Parish Council office totalling £683 to be funded from S106 funds, the proposal was seconded by Cllr Potter. A vote was taken, it was

**RESOLVED TO ACCEPT THE PROPOSAL 6 FOR. 5 AGAINST**

Cllr Gurney may be able to provide a flag pole to the Parish Council which was given to her family, Cllr Gurney will confirm this with the clerk before placing an order.

**11. Events Working Group**

The minutes from the recent Events meeting held on Friday 30<sup>th</sup> July were previously circulated and **NOTED**

**12. Planning**

The recent planning decisions made by the Planning Committee on 13<sup>th</sup> and 27<sup>th</sup> July 2021 were **NOTED**.

**13. Playing Fields, Allotments and Amenities**

It was **NOTED** the next meeting of the committee will be held on Tuesday 7<sup>th</sup> September at 7pm

**14. Property, Policy and Resources**

The minutes from the recent committee meeting held on Tuesday 3<sup>rd</sup> August were previously circulated and **NOTED**

**15. Community Centre Committee**

A verbal update from Cllr Johnson was given to the Council following the committee meeting held on 9<sup>th</sup> August. It was discussed and agreed at the committee meeting to consult with the residents of Hellesdon and the hirers of the Centre on what they would like to see in the community center and how it would be used including a permanent café. The committee discussed the planned extension to the building, the Clerk is currently looking at Grants to assist with cost of the build.

- 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 and Seconded by Cllr Britton Agreed by all.**

**17. Staffing Update**

Cllr Gurney gave an update to the Council on the current staffing matters, the Clerk will update the Chair of Staffing on matters raised.

Approved.....

Date.....

**18. Exchange of information only.**

The Chair spoke with regards to land acquisition in the Parish, this will be taken to the next PP&R committee meeting to be discussed.

**19. Time and Venue of next Council meeting.**

The next scheduled meeting of the Full Council will be on 14<sup>th</sup> September 2021 at 7pm in the Council Chambers.

The meeting closed at 21:25

DRAFT

Approved.....

Date.....

AGENDA ITEM 6a

CLERK'S REPORT FOR COUNCIL MEETING 14.09.21

<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	
Recreation Ground including Children’s Play areas	The equipment for the yard is planned at the end of September and second week in October.
Skate Park & MUGA	
Meadow Way	
Mountfield Park	Kevin will be now looking at full cut on the wild flower area as per yearly maintenance.
Cottinghams Park	
Allotments	The allotment renews will be going out at the end of the month to all holders
Community Orchard	
Community Apiary	
Cemetery Car Park	
Persimmons Homes	
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	
Benches	
Notice Boards	We are still awaiting the notice boards to be installed due to being let down by first contractor.
War Memorial	Kevin will now be looking at cleaning the memorial ready for 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	
Cromer Road/Aylsham Road Transport for Norwich Consultation	A response has been received from Andrew Proctor acknowledging our complaint
Gas Works Allotment Site	No current update



Events	We will be holding a coffee morning on Thursday 23 <sup>rd</sup> September for MacMillan This will be in the council chambers 10am to 12 noon.
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, letter attached to report. . Could councillors give thought as to a proposal for this.

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

***As we are now coming to budget setting, please can I ask for all councillors day time availability for this. Last year we held these meetings during the day it enabled our finance officer to be in attendance. I would like to look at doing the same again this year as it was most beneficial and we felt this eased the process .***



**Norfolk County Council**

Community and Environmental Services  
County Hall  
Martineau Lane  
Norwich, Norfolk  
NR1 2DH

NCC contact number: 0344 800 8020  
Text relay no.: 18001 0344 800 8020

Your Ref:  
Date: 26 August 2021

My Ref: PAA005/ID/KP/01  
Tel No.: 0344 800 8020  
Email: [transportfornorwich@norfolk.gov.uk](mailto:transportfornorwich@norfolk.gov.uk)

Dear business owner,

**Essential road surface improvement work on Aylsham Road and Cromer Road – starting 18 October 2021**

In October and November 2021, essential road resurfacing work is planned on Aylsham Road and Cromer Road, Norwich. The work will see badly worn sections of the existing surface removed and replaced with a new asphalt surface.

We're getting in touch to let you know about the resurfacing scheme, when we'll be working and any lane closures and diversions that will be needed to allow us to carry out the work as quickly and safely as possible.

The scheme, which is expected to cost around £1m, is part of a £29m programme of road, pavement and cycleway maintenance that's taking place across Norfolk this year, 2021-22.

There will be no full road closures of these busy routes, however lane closures and diversion routes will be needed to ensure the safety of the team on site and members of the public. Unfortunately, this work cannot be carried out overnight due to the levels of noise that will be generated. We have also considered using two/three-way temporary traffic lights but this will increase the length of time on site and therefore disruption and will also reduce the quality of the finished road surface.

To help minimise disruption the work will be carried out in two phases:

Aylsham Road, 18-26 October:

The intention is to carry out the Aylsham Road resurfacing using temporary two-way traffic lights, with Woodcock Road and Mile Cross Road closed at their junctions with Aylsham Road. The diversion route for Woodcock Road will be Catton Grove Road, Mile Cross Lane and Aylsham Road. The diversion route for Mile Cross Road will be Drayton Road, Boundary Road and Aylsham Road. These restrictions will be in place 24 hours-a-day during the dates above. Please refer to the plan PAA005-ID-006 - Aylsham Road Traffic Management Proposals enclosed.

Continuation sheet to:

Dated: 26 August 2021

-2-

Cromer Road, 25 October until end November:

When resurfacing takes place on Cromer Road between the Broadland Northway (NDR) and Boundary Road, we intend to maintain inbound traffic flow and divert all outbound traffic via the A1151 Wroxham Road. These restrictions will be in place for approximately five weeks between 7:30am and 5pm each day, with normal two-way traffic flow along the route resuming each night. Please refer to the plan PAA005-ID-005 - Cromer Road Traffic Management Proposals enclosed.

Staff will be on site to manage access to properties within the work area and keep any delays to a minimum, although there may be some unavoidable disruption at times. Further information will be sent to all those affected before work begins on site. If you would like to discuss any access requirements you may have, please do contact me using the details above and we will do our best to accommodate these wherever possible.

Norfolk County Council would like to thank you for your patience while this road surface improvement work is carried out by its Community and Environmental Services Department and their contractors.

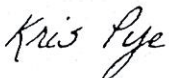
**Further information and associated work**

In anticipation of the impact of this work, we have sent letters to the Parish Council, city councillors and local county councillors. Public information notices will also be posted to affected residents, businesses and statutory consultees, including the emergency services, two weeks before work starts to notify them of the intention to use the traffic management described above. We will also work closely with bus operators to try and reduce delays for bus passengers.

You may be aware in June 2021 that the Transport for Norwich (previously Transforming Cities) Joint Committee gave approval to go ahead with the statutory procedures associated with the new legal Traffic Regulation Orders for the Aylsham Road and Cromer Road bus and cycle lane scheme. The statutory consultation for this will take place shortly and, if approved, the lining and associated signing work will be done at the same time as the lining work for the routine maintenance to reduce costs and disruption. Further details of the Transforming Cities scheme can be found at [www.norfolk.gov.uk/cromerroad](http://www.norfolk.gov.uk/cromerroad).

I hope you find this information useful but if you have any queries, please contact me on the email address or telephone number above.

Yours faithfully,



Kris Pye

**Engineer**

Encl PAA005-ID-005 & PAA005-ID-006

**REPORT TO FULL COUNCIL**

**Subject: Clerks Report Parish Partnership Funding**

**Author: Natasha Carver**

**Date: 14<sup>th</sup> September 2021**

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Norfolk County Council are again allocating funds as part of their Parish Partnership Scheme to help support Parishes throughout Norfolk.

The applications are now open for 2022/2023 financial year and applications must be received by December 10<sup>th</sup> 2021.

Attached is the letter and information regarding what can be funded and the total amount we can apply for.

**The Parish Council to consider options for the Parish and taken to Budget Setting in October.**



**Norfolk** County Council  
at your service

Environment, Transport, Development  
County Hall  
Martineau Lane  
Norwich  
NR1 2SG

NCC contact number: 0344 800 8020  
Textphone: 0344 800 8011

cc Local Members

Your Ref:  
Date: June 2021

My Ref: HI/12/GEN/DH/KT  
Tel No.: 0344 800 8020  
Email: martin.wilby@norfolk.gov.uk

## **From the Cabinet Member for Highways, Infrastructure & Transport**

Dear Sir/Madam

### **Delivering local highway improvements in partnership with Town and Parish Councils**

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last eight years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2022/23. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has again provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 10 December 2021. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2022 following approval by the Norfolk County Council Cabinet.

*Continued .../*

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

#### What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.

New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

#### Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
  - Speed Limits
  - Waiting restrictions
  - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers

#### Information you must include in your bid

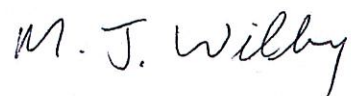
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk) (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby  
Cabinet Member for Highways, Infrastructure & Transport

# COMMUNITY UPDATE

## HELLESDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

SPIXWORTH WARD

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

AUGUST 2021



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

CONTACT US – E: [SNTHellesdonandHorsford@norfolk.police.uk](mailto:SNTHellesdonandHorsford@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](mailto:Victoria.Bailey@norfolk.police.uk)



On **Wednesday 8<sup>th</sup> September 2021 at 6pm** we will be holding a virtual Priority Setting Meeting for Hellesdon, Horsford and the surrounding parishes.

The meeting will be held with Microsoft Teams which is available to download from your App store for free to your devices. Join us to have your say about local issues or concerns.

The participants will discuss issues raised and decide priorities for all partners to act upon over the next three months. The adopted priorities will be published on the Norfolk Constabulary website and also via our 'Broadland' Facebook, Twitter and Nextdoor pages.

For further details and to join the meeting please email: [SNTHellesdonandHorsford@norfolk.police.uk](mailto:SNTHellesdonandHorsford@norfolk.police.uk). You can also email to put forward a suggestion if you're unable to attend the meeting.

If you'd like to discuss any local issues or concerns please contact your Beat Manager's, PC Jade Weeks and PC Felix Woodcock by calling 101, or email [SNTHellesdonandHorsford@norfolk.police.uk](mailto:SNTHellesdonandHorsford@norfolk.police.uk)

Hope to see you there,

Vicky

### WHAT'S HAPPENING IN YOUR AREA?

I hope the latest edition of the newsletter finds you well.

This time of year is particularly busy for the Local Policing Neighbourhood Team with the school summer holidays and additional visitors to the county during this time. This coupled with the warmer weather has contributed to an increase in those frequenting parks and other green spaces.

I have continued to be immersed in supporting the Constabulary with the Park Walk Talk initiative. This has seen foot patrols carried out at recreational grounds, parks and other locations. During which, meaningful engagement has been undertaken with members of the local community. This has been very well received and people that I have spoken to have appreciated the police presence and are very supportive of this approach for deterring instances of anti-social behaviour.

Engagement Surgeries have also been held at various locations across the parishes. These events provide a further opportunity to engage with the local community and enable your local Beat Manager to be accessible to you should you wish to discuss any community-based policing concerns. Future dates for these will be published in due course.

Joint working has also been taking place with the Operational Partnership Team and the Council to problem solve around local issues and to provide support to vulnerable persons in the area. The Safety Camera Partnership have also assisted with speed enforcement at designated locations within the parishes.

I look forward to seeing you at our future Engagement Surgeries and when out on patrol.

Many thanks, Jade

### CURRENT NEIGHBOURHOOD PRIORITIES

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

### DATES FOR YOUR DIARY

- **Priority Setting Meeting – Wednesday 8<sup>th</sup> September 2021 @ 6pm online via Teams.**

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



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AN EMERGENCY



TALK TO YOUR LOCAL  
BEAT MANAGER



# COMMUNITY UPDATE

HELLESDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

SPIXWORTH WARD

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

AUGUST 2021



## CRIME UPDATES 1st to 31st JULY

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	0	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	0	A person commits theft in a building or structure that is not lived in.
Burglary residential	0	Entry and theft in a building or a structure that is lived in.
Criminal Damage	1	A person destroys or damages property belonging to someone else.
Domestic	0	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	4	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	0	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	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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**Hellesdon Parish Council Current Year**

**Bank - Cash and Investment Reconciliation as at 31 August 2021**

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**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

31/08/2021	Active Saver 4401	266,361.57	
31/08/2021	Business Current Account 2077	500.00	
31/08/2021	Petty Cash	195.42	
31/08/2021	Active Saver 7702	337,827.30	
31/08/2021	Active Saver 4503	81,397.33	
31/08/2021	Number 2 account 0958	669,848.20	
			<b>1,356,129.82</b>

**Other Cash & Bank Balances**

**20.00**

**1,356,149.82**

**Unpresented Payments**

**100.06**

**1,356,049.76**

**Receipts not on Bank Statement**

**-42.00**

**Closing Balance**

**1,356,007.76**

**All Cash & Bank Accounts**

1	Current Bank Account	266,719.51	
2	Petty Cash	195.42	
3	Active Saver 7702	337,827.30	
4	Active Saver Emergency 4503	81,397.33	
5	Number 2 account	669,848.20	
	Other Cash & Bank Balances	20.00	
	<b>Total Cash &amp; Bank Balances</b>		<b>1,356,007.76</b>

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	7,490.71	17,000.00	24,490.71
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	10,400.00	2,250.00	12,650.00
323 EMR Hard Surface Area	14,000.00	1,000.00	15,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	576.00	1,450.00	2,026.00
326 EMR Elections	2,903.70		2,903.70
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	17,000.00	-7,000.00	10,000.00
329 EMR Com Centre Contingency	15,739.68		15,739.68
330 EMR Parish Poll Provision	6,000.00		6,000.00
331 EMR Mountfield Park	43,026.99		43,026.99
332 EMR Good Causes in Hellesdon	5,770.00	-1,500.00	4,270.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	54,910.14	-1,782.90	53,127.24
335 EMR Car Park/Paths at HCC	0.00		0.00
336 EMR Car Park Soakaway	0.00		0.00
337 EMR Driveway Sinkage	500.00		500.00
338 EMR Grit bins	1,203.62		1,203.62
339 EMR Outreach provision	0.00		0.00
340 EMR PF Ownership signs	2,500.00		2,500.00
341 EMR Precept Shortfall	13,190.00		13,190.00
342 EMR Staff contingency payments	10,000.00		10,000.00
343 EMR Privet Hedge Driveway	500.00		500.00
344 EMR Equipment & Storafe	0.00		0.00
345 EMR Bus shelter	323.00		323.00
346 EMR Green Grid	5,340.00	-200.00	5,140.00
347 EMR Land Acquisition account	69,752.17	-10,000.00	59,752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	5,141.00	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>4,274.78</b>	<b>299,429.19</b>

date	Payee Name	£ Total Amnt	Expenditure
2/08/2021	Broadland District Council	£147.00	business rates stores
2/08/2021	Broadland District Council	£1,010.00	business rates HCC
2/08/2021	Broadland District Council	£314.00	business rates groundsmen shed
2/08/2021	Trade UK	£47.84	5 key combination safe
3/08/2021	Simon the bee keeper	£126.33	bee suits/syrup/frames
3/08/2021	Square Card	£0.18	fees transaction 2 Aug
4/08/2021	Barclays Bank Plc	£9.20	charges 14 Jun - 12 Jul
4/08/2021	UK Fuels Ltd	£243.11	fuel Jul
5/08/2021	Squareup	£1.30	card fee 4 Aug
6/08/2021	SumUp	£22.80	card reader
1/08/2021	Defib Store Ltd	£282.00	powerheart G 3 battery defibrillator (refunded)
2/08/2021	PHS Group	£2,754.35	sanitary disposal/other services (refund in process)
7/08/2021	ALH Building Designs Ltd	£9,750.00	design fees HCC
7/08/2021	IRIS Business Software Ltd	£600.90	payroll licence 17/8/21 -16 Aug 22
8/08/2021	Melton Builders of Beetley Ltd	£70,439.39	Interim valuation number 1
8/08/2021	Anglian Water Business (Nation	£735.23	water chrges 3 May - 2 Aug main usage watering trees
9/08/2021	Net salaries Aug	£11,949.94	Payroll August 21
0/08/2021	Royal Images	£262.20	Portrait Queen
0/08/2021	Total Gas & Power	£57.97	gas HCC/DJL Jul 21
4/08/2021	DD Health & Safety Supplies Lt	£129.92	gloves & cleaning items
4/08/2021	Ernest Doe & Sons Ltd	£923.40	service Boomer tractor
4/08/2021	Fenland Leisure Products Ltd	£217.50	play equipment repairs
4/08/2021	HM Revenue & Customs	£3,742.23	PAYE/Employer NI Aug payroll
4/08/2021	Mayday Office Equipment Servic	£24.00	maintenance supp copier Aug
4/08/2021	Norfolk Pension Fund	£3,360.49	Aug contributions
4/08/2021	Norse Commercial Services Ltd	£864.00	locking parks 28 Jun - 1 Aug
4/08/2021	Viking Direct	£53.77	staff planner & p/copier paper
5/08/2021	Broadland District Council	£624.00	business rates office
6/08/2021	CP Plumbing & Heating	£50.00	attend leak plot 48a allotments
6/08/2021	Creative Lincs Ltd	£40.00	community cafe banner
6/08/2021	Fenland Leisure Products Ltd	£113.72	play equipment spare parts
6/08/2021	G & G Fencing Ltd	£3,347.40	fencing Recreation Grd
6/08/2021	The Garden Guardian	£1,669.80	grass verge cutting instalment
6/08/2021	IRIS HR	£48.00	IRIS HR support
6/08/2021	Just Regional Publishing	£540.00	Advert Just Hellesdon 11 Aug
6/08/2021	Osiris Technologies	£526.62	LED monitor, broadband, phone systems & IT support
6/08/2021	Pips Skips Ltd	£270.00	skip hire 11 Aug
6/08/2021	The Society of Local Council C	£289.00	clerk membership fee
6/08/2021	Total Gas & Power	£15.30	electricity allotments Jul
7/08/2021	Anglian Water Business (Nation	£288.48	water chrges 12 May - 11 Aug allotments
7/08/2021	BNP Paribas Leasing Solutions	£278.00	HP interest Wessex mower
7/08/2021	Earth Anchors Ltd	£3,879.60	noticeboards x 3
1/08/2021	Anglian Water Business (Nation	£171.15	water chrges 12 May - 11 Aug allotments
1/08/2021	Westcotec Ltd	£90.00	SAM monthly program
1/08/2021	Hitachi Capital Finance	£540.00	lease tractor /hedge cutter

<b>Date</b>	<b>Income</b>	<b>Amount</b>	<b>Notes</b>
02/08/2021	Tennis court hire	£42.00	August hire
02/08/2021	Football training	£72.90	commercial hire
02/08/2021	Allotment	£51.86	plot 102
02/08/2021	Tennis	£7.00	court hire
04/08/2021	Allotment	£51.86	plot 123
04/08/2021	Monthly loyalty	£0.81	interest Jun - Jul
05/08/2021	Allotment	£51.86	plot 108
10/08/2021	Allotment	£51.86	plot 14
10/08/2021	Tennis	£7.00	court hire
12/08/2021	Test receipt Sum up	£0.98	test receipt
13/08/2021	Community café	£1.70	13-Aug
18/08/2021	Defib Store	£282.00	refund
23/08/2021	Netball	£18.00	court hire
31/08/2021	Tennis court hire	£77.76	commercial hire

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## 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	929	0	(929)			0.0%	
Community Centre :- Income	<u>0</u>	<u>929</u>	<u>0</u>	<u>(929)</u>				<u>0</u>
4150 Utilities	1,828	7,960	23,000	15,040		15,040	34.6%	
4195 Keys/Locks	0	29	40	11		11	72.0%	
4250 Sanitary Waste Disposal	(178)	(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	143	1,300	1,157		1,157	11.0%	
4450 Inspections	0	0	526	526		526	0.0%	
4480 Memberships & Subscriptions	0	0	1,600	1,600		1,600	0.0%	
4560 Property Maintain/Replacement	0	231	0	(231)		(231)	0.0%	
4630 Consumables	0	0	625	625		625	0.0%	
4635 cleaning agents/materials	0	239	2,310	2,071		2,071	10.4%	
4695 community centre redevelopment	63,712	79,449	0	(79,449)		(79,449)	0.0%	
Community Centre :- Indirect Expenditure	<u>65,362</u>	<u>87,884</u>	<u>33,511</u>	<u>(54,373)</u>	<u>0</u>	<u>(54,373)</u>	<u>262.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(65,362)</u>	<u>(86,956)</u>	<u>(33,511)</u>	<u>53,445</u>				
<b>110 Administration</b>								
1076 Precept	0	257,105	0	(257,105)			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%	
Administration :- Income	<u>0</u>	<u>270,515</u>	<u>0</u>	<u>(270,515)</u>				<u>9,200</u>
4065 councillor training	0	0	1,000	1,000		1,000	0.0%	
4465 External Audit	0	0	1,325	1,325		1,325	0.0%	
4470 Internal Audit	0	1,270	2,380	1,110		1,110	53.4%	
4475 Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480 Memberships & Subscriptions	289	1,394	1,200	(194)		(194)	116.1%	
4550 Insurance	0	9,687	9,668	(19)		(19)	100.2%	
Administration :- Indirect Expenditure	<u>289</u>	<u>12,851</u>	<u>20,573</u>	<u>7,722</u>	<u>0</u>	<u>7,722</u>	<u>62.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(289)</u>	<u>257,664</u>	<u>(20,573)</u>	<u>(278,237)</u>				
6001 less Transfer to EMR	0	9,200						
<b>Movement to/(from) Gen Reserve</b>	<u>(289)</u>	<u>248,464</u>						

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## 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	5,654	28,268	90,916	62,648		62,648	31.1%	
4010 Groundstaff	3,214	19,827	64,663	44,836		44,836	30.7%	
4020 Care Takers	3,082	17,817	81,042	63,225		63,225	22.0%	
4040 PAYE	2,545	13,487	0	(13,487)		(13,487)	0.0%	
4045 Pension Scheme	3,360	17,538	40,841	23,303		23,303	42.9%	
4055 Staff training	30	55	4,000	3,945		3,945	1.4%	
4070 Profess Fees/Agency Personnel	0	210	0	(210)		(210)	0.0%	
4080 Employer NI	1,197	6,347	17,510	11,163		11,163	36.2%	
4090 Protective clothing/workwear	0	94	3,050	2,956		2,956	3.1%	
Staff :- Indirect Expenditure	<b>19,083</b>	<b>103,643</b>	<b>302,022</b>	<b>198,379</b>	<b>0</b>	<b>198,379</b>	<b>34.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(19,083)</b>	<b>(103,643)</b>	<b>(302,022)</b>	<b>(198,379)</b>				
<b>130 Council Office</b>								
1360 Electricity FIT	0	141	500	359			28.1%	
Council Office :- Income	<b>0</b>	<b>141</b>	<b>500</b>	<b>359</b>			<b>28.1%</b>	<b>0</b>
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	635	3,946	12,365	8,419		8,419	31.9%	
4195 Keys/Locks	0	12	50	38		38	25.0%	
4250 Sanitary Waste Disposal	0	0	50	50		50	0.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4400 Chairman's Budget	0	30	1,500	1,470		1,470	2.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	0	100	100		100	0.0%	
4415 Catering for Meeting	15	102	200	98		98	50.9%	
4420 Telephone and Broadband	251	1,504	3,000	1,496		1,496	50.1%	
4425 IT Support and Maintenance	143	947	2,900	1,953		1,953	32.7%	
4430 Photocopier	196	1,321	2,260	939		939	58.4%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	19	113	670	557		557	16.9%	
4445 Postage	0	5	150	145		145	3.2%	
4450 Inspections	0	0	166	166		166	0.0%	
4485 Other Licences/Fees	401	2,113	2,670	557		557	79.1%	
4500 PWLB	0	8,945	43,826	34,881		34,881	20.4%	
4560 Property Maintain/Replacement	0	437	2,000	1,563		1,563	21.9%	
4565 Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570 Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4595 Misc contributions	0	200	0	(200)		(200)	0.0%	200
4635 cleaning agents/materials	0	0	20	20		20	0.0%	
Council Office :- Indirect Expenditure	<b>1,661</b>	<b>19,676</b>	<b>78,112</b>	<b>58,436</b>	<b>0</b>	<b>58,436</b>	<b>25.2%</b>	<b>200</b>
<b>Net Income over Expenditure</b>	<b>(1,661)</b>	<b>(19,535)</b>	<b>(77,612)</b>	<b>(58,077)</b>				
6000 plus Transfer from EMR	0	200						

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## 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>(1,661)</b>	<b>(19,335)</b>						
<b>150 Investment</b>								
1080 Bank Interest Received	0	0	2,000	2,000			0.0%	
1090 Monthly Loyalty Rewards	1	3	35	32			9.7%	
Investment :- Income	<u>1</u>	<u>3</u>	<u>2,035</u>	<u>2,032</u>			<u>0.2%</u>	<u>0</u>
4060 Bank Charges	16	75	600	525		525	12.6%	
Investment :- Indirect Expenditure	<u>16</u>	<u>75</u>	<u>600</u>	<u>525</u>	<u>0</u>	<u>525</u>	<u>12.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b>(15)</b>	<b>(72)</b>	<b>1,435</b>	<b>1,507</b>				
<b>160 Planning</b>								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>0.0%</u>	<u>0</u>
<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	0	500	500		500	0.0%	
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	<u>0</u>	<u>1,410</u>	<u>1,000</u>	<u>(410)</u>	<u>0</u>	<u>(410)</u>	<u>141.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,410)</b>	<b>(1,000)</b>	<b>410</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	450	1,795	5,000	3,205		3,205	35.9%	
4110 Website and Emails	0	741	1,000	259		259	74.1%	
4155 IT Reserve	176	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	<u>626</u>	<u>7,712</u>	<u>14,950</u>	<u>7,238</u>	<u>0</u>	<u>7,238</u>	<u>51.6%</u>	<u>1,899</u>
<b>Net Expenditure</b>	<b>(626)</b>	<b>(7,712)</b>	<b>(14,950)</b>	<b>(7,238)</b>				
6000 plus Transfer from EMR	176	1,899						
<b>Movement to/(from) Gen Reserve</b>	<b>(450)</b>	<b>(5,813)</b>						



## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## 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	737	1,500	763		763	49.1%	
Stores :- Indirect Expenditure	<u>147</u>	<u>737</u>	<u>1,500</u>	<u>763</u>	<u>0</u>	<u>763</u>	<u>49.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(147)</u></b>	<b><u>(737)</u></b>	<b><u>(1,500)</u></b>	<b><u>(763)</u></b>				
<u>195 Tractor Shed</u>								
4150 Utilities	314	1,574	3,213	1,639		1,639	49.0%	
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>1,643</u>	<u>3,929</u>	<u>2,286</u>	<u>0</u>	<u>2,286</u>	<u>41.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(314)</u></b>	<b><u>(1,643)</u></b>	<b><u>(3,929)</u></b>	<b><u>(2,286)</u></b>				
<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>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(1,005)</u></b>	<b><u>(1,005)</u></b>				
<u>205 Events</u>								
4122 Events	66	238	2,500	2,262		2,262	9.5%	80
Events :- Indirect Expenditure	<u>66</u>	<u>238</u>	<u>2,500</u>	<u>2,262</u>	<u>0</u>	<u>2,262</u>	<u>9.5%</u>	<u>80</u>
<b>Net Expenditure</b>	<b><u>(66)</u></b>	<b><u>(238)</u></b>	<b><u>(2,500)</u></b>	<b><u>(2,262)</u></b>				
6000 plus Transfer from EMR	40	80						
<b>Movement to/(from) Gen Reserve</b>	<b><u>(26)</u></b>	<b><u>(158)</u></b>						
<u>210 Grounds</u>								
1200 Football Hire Charges	0	358	1,050	692			34.1%	
1210 Football Training Area Hire	171	1,005	3,000	1,995			33.5%	
1215 Grass cutting agreement	0	13,213	13,057	(156)			101.2%	
1270 Floodlights Income	0	20	750	730			2.7%	
Grounds :- Income	<u>171</u>	<u>14,596</u>	<u>17,857</u>	<u>3,261</u>			<u>81.7%</u>	<u>0</u>
4195 Keys/Locks	0	0	30	30		30	0.0%	
4200 Locking parks	744	1,968	0	(1,968)		(1,968)	0.0%	
4205 Replacement Bins	0	0	1,000	1,000		1,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## 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	6,958	13,057	6,100		6,100	53.3%	
4255 Green Waste Removal	225	900	2,700	1,800		1,800	33.3%	
4260 Shrub/Tree/Hedge	0	114	1,556	1,442		1,442	7.3%	
4270 Fertilisers/Weed & Moss Killer	0	0	1,394	1,394		1,394	0.0%	
4295 Equipment - New/Replacement	0	576	500	(76)		(76)	115.3%	
4320 Small tools	0	18	500	482		482	3.6%	
4325 fence repairs	2,790	2,790	4,000	1,211		1,211	69.7%	
4385 Pegs & Bolts Purchase	0	0	90	90		90	0.0%	
4390 Materials	490	616	2,590	1,974		1,974	23.8%	
4435 Contingencies	0	0	4,335	4,335		4,335	0.0%	
4630 Consumables	80	104	575	471		471	18.1%	
4635 cleaning agents/materials	31	112	100	(12)		(12)	111.8%	
<b>Grounds :- Indirect Expenditure</b>	<b>5,751</b>	<b>14,258</b>	<b>37,447</b>	<b>23,189</b>	<b>0</b>	<b>23,189</b>	<b>38.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,580)</b>	<b>339</b>	<b>(19,590)</b>	<b>(19,929)</b>				
<b>220 Machinery and Vehicles</b>								
4160 Repairs/Maintenance	0	64	680	616		616	9.4%	
4265 Fuel	203	624	1,200	576		576	52.0%	
4290 Servicing	0	2,206	5,500	3,294		3,294	40.1%	
4310 Hire of Machinery	675	3,374	9,098	5,724		5,724	37.1%	
4680 Depreciation	0	0	2,250	2,250		2,250	0.0%	
<b>Machinery and Vehicles :- Indirect Expenditure</b>	<b>877</b>	<b>6,268</b>	<b>18,728</b>	<b>12,460</b>	<b>0</b>	<b>12,460</b>	<b>33.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(877)</b>	<b>(6,268)</b>	<b>(18,728)</b>	<b>(12,460)</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	23	76	2,500	2,424			3.1%	
1105 Allotment administration fee	50	100	0	(100)			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## 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	0	0	750	750			0.0%	
1115 Pest control charge	0	0	735	735			0.0%	
<b>Allotments :- Income</b>	<b>73</b>	<b>176</b>	<b>3,985</b>	<b>3,809</b>			<b>4.4%</b>	<b>0</b>
4145 Landowner Rent	0	857	1,900	1,043		1,043	45.1%	
4150 Utilities	503	57	1,700	1,643		1,643	3.4%	
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	372	428	430	2		2	99.5%	
4560 Property Maintain/Replacement	155	2,762	500	(2,262)		(2,262)	552.5%	5,235
<b>Allotments :- Indirect Expenditure</b>	<b>1,031</b>	<b>4,138</b>	<b>5,395</b>	<b>1,257</b>	<b>0</b>	<b>1,257</b>	<b>76.7%</b>	<b>5,268</b>
<b>Net Income over Expenditure</b>	<b>(958)</b>	<b>(3,961)</b>	<b>(1,410)</b>	<b>2,551</b>				
6000 plus Transfer from EMR	105	4,007						
6001 less Transfer to EMR	0	1,261						
<b>Movement to/(from) Gen Reserve</b>	<b>(853)</b>	<b>(1,215)</b>						
<b>250 Play Areas</b>								
4300 Equipment-Repair/Maintenance	95	276	2,750	2,474		2,474	10.0%	
4450 Inspections	0	244	250	6		6	97.6%	
<b>Play Areas :- Indirect Expenditure</b>	<b>95</b>	<b>520</b>	<b>3,000</b>	<b>2,480</b>	<b>0</b>	<b>2,480</b>	<b>17.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(95)</b>	<b>(520)</b>	<b>(3,000)</b>	<b>(2,480)</b>				
<b>255 Hard Courts and Car Park</b>								
1220 Tennis Hire Charges	111	251	650	399			38.7%	
1230 Netball Hire Charges	0	233	760	527			30.7%	
<b>Hard Courts and Car Park :- Income</b>	<b>111</b>	<b>485</b>	<b>1,410</b>	<b>925</b>			<b>34.4%</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	270	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%	
4580 Car Park/ Pathways	0	0	650	650		650	0.0%	
<b>Hard Courts and Car Park :- Indirect Expenditure</b>	<b>270</b>	<b>279</b>	<b>4,030</b>	<b>3,751</b>	<b>0</b>	<b>3,751</b>	<b>6.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(159)</b>	<b>206</b>	<b>(2,620)</b>	<b>(2,826)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## 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>260 Bowling Green</u>								
1240 Bowls Hire Charges	0	1,800	0	(1,800)			0.0%	
Bowling Green :- Income	<u>0</u>	<u>1,800</u>	<u>0</u>	<u>(1,800)</u>				<u>0</u>
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%	
4390 Materials	261	334	1,000	666		666	33.4%	
Bowling Green :- Indirect Expenditure	<u>261</u>	<u>334</u>	<u>1,250</u>	<u>916</u>	<u>0</u>	<u>916</u>	<u>26.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(261)</u>	<u>1,466</u>	<u>(1,250)</u>	<u>(2,716)</u>				
<u>265 Memorials</u>								
4360 Rose Renewal	0	51	25	(26)		(26)	203.7%	
4575 War Memorial	0	0	200	200		200	0.0%	
Memorials :- Indirect Expenditure	<u>0</u>	<u>51</u>	<u>225</u>	<u>174</u>	<u>0</u>	<u>174</u>	<u>22.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(51)</u>	<u>(225)</u>	<u>(174)</u>				
<u>270 Traffic Highways/Environment</u>								
4645 Rolling maintenance programme	0	322	0	(322)		(322)	0.0%	
4650 SAM2 Weekly Move	75	375	920	545		545	40.8%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	<u>75</u>	<u>697</u>	<u>1,420</u>	<u>723</u>	<u>0</u>	<u>723</u>	<u>49.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(75)</u>	<u>(697)</u>	<u>(1,420)</u>	<u>(723)</u>				
<u>300 Hello Cafe</u>								
1500 HelloCafé Income	1	1	0	(1)			0.0%	
Hello Cafe :- Income	<u>1</u>	<u>1</u>	<u>0</u>	<u>(1)</u>				<u>0</u>
<b>Net Income</b>	<u>1</u>	<u>1</u>	<u>0</u>	<u>(1)</u>				
Grand Totals:- Income	357	288,647	25,787	(262,860)			1119.4%	
Expenditure	95,923	263,140	539,997	276,857	0	276,857	48.7%	
<b>Net Income over Expenditure</b>	<u>(95,566)</u>	<u>25,507</u>	<u>(514,210)</u>	<u>(539,717)</u>				
plus Transfer from EMR	321	6,186						
less Transfer to EMR	0	10,461						
<b>Movement to/(from) Gen Reserve</b>	<u>(95,245)</u>	<u>21,232</u>						

**REPORT TO FULL COUNCIL**

**Subject:** Broadland District Council Matters – BDC Licencing Review

**Author:** Natasha Carver

**Date:** 14<sup>th</sup> September 2021

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The Licencing Team at Broadland District Council are currently reviewing the Hackney Carriage and Private Hire Vehicle Policy and Conditions which apply to all licensed Operators, Vehicles and Drivers in Broadland.

The Policy and Conditions were last reviewed in 2014. There have been many changes to national guidance and legislation since this date and it is therefore necessary for them to review the documents now to ensure that they are as up to date as possible.

Alongside this, the Department for Transport has produced a new document, “Statutory Taxi and Private Hire Vehicle Standards”. All licensing authorities are required to consider this document and incorporate any proposed changes to their policy and conditions by the end of 2021.

The proposed changes are set out in full within the revised Policy and Conditions document which can be found on the South Norfolk and Broadland website at [www.southnorfolkandbroadland.gov.uk/taxipolicyreviewbdc](http://www.southnorfolkandbroadland.gov.uk/taxipolicyreviewbdc).

The consultation period is from 6 September and ends on **1 November 2021**. They welcome comments in respect of the draft Policy and Conditions document.

Responses are particularly welcome in respect of the following areas:

1. Views on the current needs of the hackney carriage and private hire trade and their customers.
2. View on the proposed changes document.
3. Any other comments you may wish to make.

Please comment by emailing [licensing@broadland.gov.uk](mailto:licensing@broadland.gov.uk) or writing to The Licencing Team, Broadland District Council, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0DU.

**The Parish Council to consider responding to the review as individuals and as a Parish Council.**

**Broadland District Council**  
**Hackney Carriage and Private Hire Vehicle Policy and Conditions Review**  
**Key Proposed Changes**

**Drivers:**

1. **DBS Update Service** – all drivers will be requested to sign up for the DBS Update Service. 6 monthly checks with the DBS will be carried out on each driver. If a driver is not registered with the Update Service they will be required to produce and pay for a full DBS enhanced disclosure every 6 months.

This is in line with the current Department for Transport Statutory Standards.

2. **Dual Driver Licences** – the Authority is considering introducing dual driver licences. This will mean that someone licensed to drive a Private Hire Vehicle would also be licensed to drive a Hackney Carriage. The application process for each licence type is the same. At present Broadland District Council does not have any licensed hackney carriage vehicles. However, should this change in the future, a licensing process for drivers would already be in place. Comments on this proposal, either in support or against, are welcomed during the consultation process.

This is recognised as current good practice.

3. **Immigration Status** – under the newly introduced EU Settlement Scheme applicants are required to demonstrate their immigration status at the time of application.
4. **Medicals** – the age at which a medical will be required annually will be increased from 60 to 65.

This aligns the Authority with the current medical requirements under the DVLA Group 2 scheme.

5. **Good Standard of English** – applicants may be asked to demonstrate that they have a good standard of English (written and oral) at the time of application. At present, there is not a specific language assessment.

This is in line with the current Department for Transport Statutory Standards.

6. **Disability Awareness Training** – applicants will be required to complete an approved training session on disability awareness. This is not required at present.

This is in line with the current Department for Transport Statutory Standards.

7. **Convictions Policy** – The Convictions Policy has been updated to reflect the standard required by the Institute of Licensing's recently introduced Safe and Suitable document.

5. **Executive Plate Policy** – the circumstances under which the Authority will issue an executive plate have been amended. Please see the policy for further detail.

This is recognised as good practice and the conditions are being updated to reflect this.

6. **Limousine Policy** – some further clarification in respect of the licensing of limousines has been included in the policy document.

This is recognised as good practice and the conditions are being updated to reflect this.

7. **CCTV Policy** – some further updates have been made to the policy in relation to the provision of CCTV in vehicles. Please refer to the policy for further details.

This is in line with the current Department for Transport Statutory Standards.

8. **Electric Vehicles** – the authority wishes to encourage the provision of electric vehicles and some further detail has therefore been included in the policy document.

This is proposed as a way to improve the environmental credentials of the fleet and reflect the Government's current greener travel initiatives.

#### **Operators:**

1. **DBS Check for Operator Base Staff** – all staff at the Operator base receiving and making bookings will be required to produce a basic DBS disclosure. This is a further requirement under the Department for Transport Statutory Standards.

This is in line with the current Department for Transport Statutory Standards.

**Hellesdon Parish Council - Clerk**

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**From:** Sarah Oldfield <Sarah.Oldfield@broadland.gov.uk>  
**Sent:** 10 March 2021 12:46  
**Subject:** Armed Forces Covenant for Parish Council  
**Attachments:** 200506EA-ES-AFC-Template-ParishTownCouncil.doc

Dear Parish Clerk,

We are getting in touch to see if your parish council would like to support our armed forces by signing the enclosed Armed Forces Covenant for Parish Councils

There are two parts of the Covenant.

**Section 1: Principles of the Armed Forces Covenant**

- no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen
- in some circumstances special treatment may be appropriate especially for the injured or bereaved.

**Section 2: Demonstrating our Commitment**

Each Parish Council can choose how you support your Armed Forces community. This could include:

- supporting remembrance activities and Armed Forces events
- having an Armed Forces Champion within the Parish Council
- being Armed Forces friendly.

You can update Sections 2.1 and 2.2 to reflect your how your parish wants to show its commitment.

**Signing a Covenant should be a simple and straightforward process.**

Broadland District Councils has signed the Covenant and we are proud to have a Silver Award from the Employer Recognition Scheme that is part of the Armed Forces Covenant.

We would be happy to share our experiences of being part of the Armed Forces Covenant and the benefits this brings. Alternatively, we can put you in touch with the Armed Forces Covenant's East Representative, Kristina Carrington. She would be happy to discuss further with you either by telephone or zoom.

If your Council would like to sign the Covenant, would like any further information or if we can help in any way, please get in with me on [Sarah.oldfield@broadland.gov.uk](mailto:Sarah.oldfield@broadland.gov.uk) or telephone 01603 430121.

Kind regards  
Sarah

**Sarah Oldfield**  
**Policy & Partnerships Officer**  
T: 01603 430121 e: [sarah.oldfield@broadland.gov.uk](mailto:sarah.oldfield@broadland.gov.uk)



## Hellesdon Parish Council - Clerk

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**From:** Sarah Oldfield <Sarah.Oldfield@broadland.gov.uk>  
**Sent:** 16 June 2021 14:42  
**To:** Hellesdon Parish Council - Clerk  
**Subject:** RE: Parish Armed Forces Covenant

Hi Natasha,

Thanks for getting in touch regarding Hellesdon Parish Council's interest in the Armed Forces Covenant. I hope our conversation was helpful and I have included some of the details we talked about below. Old Catton, Sprowston and Thorpe St Andrew Councils have also signed their Armed Forces Covenants.

Signing the Covenant is not onerous and should not involve additional work – it is a statement of your Council's support to your Armed Forces Community.

There are 2 sections to the Armed Forces Covenant.  
Section 1 is compulsory

Section 2 - demonstrates your commitment and can be amended to suit your circumstances. The pledges around employment and housing can be amended or deleted. Some of the activities other councils have supported include:

- Appointing an Armed Forces Champion, (this can be a Councillor or Parish Clerk).
- Promoting being an Armed Forces-friendly Council - this can include having your signed Covenant displayed on your website, with a link to the Armed Forces Covenant webpage at <https://www.armedforcescovenant.gov.uk/> or you can also link to the Armed Forces Covenant page on our website at <https://www.southnorfolkandbroadland.gov.uk/communities/armed-forces-covenant>
- encouraging support and membership of local cadet units;
- support and promote Armed Forces Events such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities. You do not need to organise these yourselves – they can be organised by your local community or charities.
- support and promote support for Armed Forces Charities;
- encourage local businesses to consider offering discounts to members of the Armed Forces community.

If your Council goes ahead - please send your signed Covenant to me and I will get it registered with the Ministry of Defence. They will then send you a logo that you can display on your website and use in your emails/letters.

Hope this helps – if you would like further information or if one your Councillors would like to discuss anything with me, please give me a ring or email.

Kind regards  
Sarah

**Sarah Oldfield**  
Policy & Partnerships Officer  
T: 01603 430121 e: [sarah.oldfield@broadland.gov.uk](mailto:sarah.oldfield@broadland.gov.uk)  
Mental Health 1<sup>st</sup> Aider – MHFA England

Works Tuesday, Wednesdays & Thursdays  
I am currently working from home, please contact me by email if possible.

# The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

## Section 1: Principles of the Armed Forces Covenant

1.1 We, **XXXX Parish Council**, will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

## Section 2: Demonstrating our Commitment

*The following are suggested draft pledges; please delete, add or change any to suit your circumstances. Your Covenant may be reviewed and pledges changed at any time in the future to reflect changing circumstances.*

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by seeking to:

- appoint an **Armed Forces Champion** to promote support for the Armed Forces community;
- promote the fact that we are an **Armed Forces-friendly Council**, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public;
- support the employment of military **Veterans**; recognising that they are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans Gateway on our website; encouraging local businesses to support the employment of veterans;
- support the employment of **Service Spouses & Partners**: encouraging local businesses to support their employment;
- encourage support for the **Reserves Forces**; encouraging local businesses to support the employment of Reservists;
- encourage support for military sponsored **Cadet Organisations**; encouraging support for and membership of local cadet units;
- support and promote support for **Armed Forces Events** such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- support and promote support for **Armed Forces Charities**;
- encourage local businesses to consider offering discounts to members of the Armed Forces community.

2.2 We will publicise these commitments through our literature and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing. *(Amend as appropriate)*

## Hellesdon Parish Council - Clerk

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**From:** Infrastructure <infrastructure@norfolk.gov.uk>  
**Sent:** 26 August 2021 15:45  
**To:** Infrastructure  
**Subject:** Transport for Norwich Strategy Consultation

### The Transport for Norwich Strategy Consultation

The consultation for the proposed Transport for Norwich Strategy has opened, ensuring that it offers people and organisations around Norwich the chance to have their say on current and future priorities for transport provision in Norwich. We would like your views on the Transport for Norwich (TfN) Strategy which will be taken into account and the revised strategy will replace the existing Norwich Area Transportation Strategy (NATS) which was adopted in 2003 and updated in 2010.

The proposed strategy currently comprises a new high-level strategy depicting longer-term objectives and visions for transport across the Norwich area and a proposed action plan of the further work required to achieve the strategies objectives.

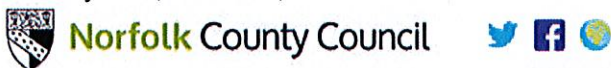
The proposed TfN strategy suggests how transport will contribute towards key themes of the county council's plans for transport and address new and emerging guidance on decarbonisation, active travel and the changing transport needs of the city, and of those who access the city, taking account of the impacts of the COVID-19 pandemic.

The Transport for Norwich Strategy Consultation will run for **6 weeks** from **26<sup>th</sup> August 2021 to 8<sup>th</sup> October 2021** and we would be pleased to receive your views.

For further information and to feed back your views go to, please go to [www.norfolk.gov.uk/tfnstrategy](http://www.norfolk.gov.uk/tfnstrategy)

Best wishes,  
Alice

**Alice Craske, Project Support Officer**  
Community and Environmental Services  
Tel: 01603 819811  
County Hall, Norwich, NR1 2DH



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# **HP HELLEDON PARISH COUNCIL**

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

## **Minutes of the meeting of the Planning Committee held on Tuesday 10<sup>th</sup> August 2021 at 6.15pm in Hellesdon Community Centre, Wood View Road, Hellesdon**

### **PRESENT:**

Clr Britton  
Clr Potter  
Clr Franklin  
Clr Fulcher  
Clr Johnson  
Clr Sear  
Also In attendance  
Clr D King  
Mrs. N Carver – Clerk

The chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**  
There were no apologies all committee were in attendance.
2. **Declarations of Interest and Dispensations**  
Clr Fulcher declared an interest in planning application 20211131, no further declarations or dispensations were made.
3. **To receive approval of minutes of the committee meeting held on 27th July 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**

<b>20211131</b> 11 Pinewood Close, NR6 5LX External & internal alterations and carport extension	<i>The Committee Requested additional information on full proposed layout and clarification on existing at the previous meeting 27.07.21</i>  No decision could be made at the meeting held 10/08/21 due to insufficient information being provided and no internal layout plans.
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<b>20211204</b> 65 Westwood Drive, NR6 5DF Single storey rear extension & removal of existing sectional concrete garage	No Objection
<b>20211370</b> 57 Hamond Road, NR6 5RR Single storey side extension & new roof to provide first floor accommodation.	No Objection
<b>20211255</b> 8 Foxcotte Close, NR6 6QB Single storey rear extension to replace existing conservatory.	No Objection
<b>20211307</b> 60 Drayton Wood Road, NR6 5BY Demolition of Existing Garage & Construction of Annexe	Object The build would be a new detached property in the grounds of the existing property, and would be overdevelopment of site
<b>20211312</b> 55 Drayton Wood Road, NR6 5BY Detached Summer house, home office & shed	No Objection, provided the building is used for a home office only as an add on to the main house.
<b>20211235</b> 75 Eversley Road, NR6 6TA Single storey part ground floor rear extension.	No Objection
<b>20211311</b> 94 Links Avenue, NR6 5PG Erection of detached home office/garden room within curtilage of dwelling (Retrospective).	No Objection Building must be used as home office only and not as a separate residential/holiday dwelling or annexe
<b>20211293</b> 20 Vera Road, NR6 5HU Ground and first floor extensions.	Object Concerns over insufficient parking.
<b>20211397</b> 20 Meredith Road, NR6 6PE Single storey front extension.	No Objection

7. **Exchange of Information**  
No further exchange of information

8. **Date, time and venue of next meeting**  
This was confirmed as **Tuesday 14<sup>th</sup> September at 6.15pm** in the Council Chambers.  
Cllr Franklin and Cllr Fulcher noted their apologies for the meeting.

The meeting closed at 6:54 pm.

# **HP** HELLEDON PARISH COUNCIL

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Tel: 01603 301751 www.hellesdon-pc.gov.uk email: [clerk@hellesdon-pc.gov.uk](mailto:clerk@hellesdon-pc.gov.uk)  
Parish Clerk: Natasha Carver

## Minutes of Hellesdon Community Centre Committee meeting held on Monday 9<sup>th</sup> August 2021 at 6:30pm at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

### **Present**

Cllr Johnson (Chair of committee)  
Cllr. S. Gurney  
Cllr D Fahy  
Cllr Franklin  
Cllr Forder  
Also In Attendance:  
Natasha Carver (Parish Clerk)

### **Welcome**

The Chairman welcomed and thanked all those in attendance and opened the meeting at 6:30pm

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

Cllr Gurney nominated Cllr Johnson seconded by Cllr Forder  
Cllr Johnson **ACCEPTED CHAIR**

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

Cllr Johnson nominated Cllr Gurney seconded by Cllr Forder  
Cllr Gurney **ACCEPTED VICE CHAIR**

#### **3. Apologies and acceptance for absence**

Apologies were received from Cllr Fahy, these were **accepted**.

#### **4. Declarations of Interest and Dispensations**

None received.

#### **5. Approval of minutes of meeting dated 8<sup>th</sup> March 2021.**

The minutes of the committee meeting held via Zoom dated 8<sup>th</sup> March 2021, were previously circulated and were proposed by Cllr Johnson as a true record of the meeting. It was **RESOLVED TO ACCEPT**

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

No public present

**7. Project Update**

A verbal update was given to the committee on the re-roofing of the community center by the Parish Clerk. The roof has now taken off and a site meeting has been set up for Thursday 12<sup>th</sup> to discuss the next stages. The public toilet is now on site and plumbed in to use, the clerk had raised concerns that the step into the toilet was too high. The project manager was contacted with the concerns and a step has been put in place.

**8. Consider facilities offered by the Community center for future proposed works**

It was discussed by the committee to look at consulting with the residents of Hellesdon on the use of the Community Centre. Cllr Gurney suggested a consultation put in the Just Hellesdon, this could be duplicated on survey monkey and available as a hard copy from the office. It was **AGREED** that the Clerk will put a survey together over the coming weeks and discuss with Cllr Johnson and Cllr Gurney before publishing.

**9. Exchange of Information**

No further information exchanged.

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

The next meeting of the Community Centre Committee to be confirmed.

Meeting closed at 7:23pm

DRAFT