

**Minutes of the Annual Meeting of Hellesdon Parish Council
held on Tuesday 10th May 2022 at 7pm
at The Council Chambers, Diamond Jubilee Lodge**

PRESENT:

Cllr D King (Outgoing Chair)
Cllr D Fahy
Cllr W Johnson
Cllr S Bush-Trivett
Cllr P Sparkes
Cllr M Fulcher
Cllr L Douglass

Cllr S Gurney
Cllr D Britcher
Cllr U Franklin
Cllr G Britton
Cllr R Forder
Cllr G Diffey

In attendance: Mrs F LeBon, Clerk
District Cllr S Prutton
One member of the public

WELCOME – Cllr King welcomed Councillors and members of the public to the meeting.

1. Nominations for and Election of Chairman of the Council and Declaration of Acceptance of Office

There was one nomination for the position of Chairman. Cllr Gurney was nominated by Cllr King and seconded by Cllr Bush-Trivett. The nomination was accepted and the motion was carried. Cllr Gurney signed the declaration of acceptance of office.

2. Nominations for and Election of Vice Chairman

There was one nomination for the position of Vice Chairman, Cllr Johnson was nominated by Cllr Gurney and seconded by Cllr Britton. The nomination was accepted and the motion was carried.

3. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr R Potter and Cllr K Avenell and were **ACCEPTED**.

4. Declarations of Interest and Dispensations

No declarations or dispensations were declared.

5. To Receive Written Report for 2021/2022 from the Outgoing Chairman

A written report was provided to the meeting. Cllr King added his appreciation of recent efforts by the Parish Council, local volunteers and members of the public in donating and sorting goods for Ukrainian refugees. This report was **ACCEPTED** by the meeting.

6. To Appoint Signatories to Orders for Payment

It was **AGREED** to update the signatories so that they are Cllr Gurney, Cllr Johnson, Cllr Douglass, Cllr King and Cllr Bush-Trivett.

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 10th May 2022

7. Committees, Working Groups and Panels

a) To Appoint Members and Chairman to Standing Committees

i) Hellesdon Community Centre

It was **AGREED** that Cllr Forder should Chair the Community Centre committee and Cllr King should become Vice Chair. Additional members will be Cllrs Gurney, Johnson, Franklin and Sparkes.

ii) Playing Fields, Amenities and Allotments

It was **AGREED** that Cllr Johnson should Chair the Playing Fields, Amenities and Allotments committee. Additional members will be Cllrs King, Avenell, Douglass, Franklin and Diffey.

iii) Staffing

It was **AGREED** that Cllr Douglass should Chair the Staffing committee and that Cllr Gurney should become Vice Chair. Additional members will be Cllrs Johnson, Britton, Franklin, King and Avenell.

iv) Planning

It was **AGREED** that Cllr Britton should Chair the Planning committee and that Cllr Fulcher should become Vice Chair. Additional members will be Cllrs Johnson, Bush-Trivett, Franklin and Sear. Substitutes will be Cllrs Avenell, Douglass, Sparkes and Fahy.

v) Events

It was **AGREED** that Cllr Douglass should Chair the Events committee. There were two nominations for Vice Chair, Cllr Johnson and Cllr Forder. Cllr Johnson was not prepared to stand, therefore the nomination was withdrawn. It was **AGREED** that Cllr Forder should become Vice Chair. Additional members will be Cllrs Gurney, Johnson, King, Bush-Trivett and Britcher.

b) To confirm Membership of Property, Policy & Resources Committee as all above Committee Chairman plus up to 2 members appointed by the Council, to bring the total to 7 members.

It was **AGREED** that Cllr King should Chair the Property, Policy and Resources committee and that Cllr Johnson should become Vice Chair. Additional members will be Cllr Forder, Cllr Douglass, Cllr Fulcher, Cllr Britcher and Cllr Gurney.

c) To Appoint Members to Working Groups and Panels

Working Groups

i. Acquisition of Land

It was **AGREED** that members of the Acquisition of Land Working Group should be Cllrs King, Gurney, Fulcher and Britcher.

ii. Community Apiary and Orchard

It was **AGREED** that members of the Community Apiary and Orchard Working Group should be Cllrs Bush-Trivett, Franklin and Douglass.

Panels

iii. Staff Appeals Panel

It was **AGREED** that members of the Staff Appeals Panel should be Cllrs Fahy, King and Johnson.

iv. Complaints Panel

It was **AGREED** that members of the Complaints Panel should be Cllrs Gurney, Bush-Trivett, Potter, Forder and Britcher.

v. Staff Interview Panel

It was **AGREED** that members of the Staff Interview Panel should be Cllrs Gurney, Douglass and Britcher.

vi. Grievance, Capability and Disciplinary Panel

It was **AGREED** that members of the Grievance, Capability and Disciplinary Panel should be Cllrs Avenell, Franklin, Potter, Bush-Trivett and Sparkes.

d) To appoint members to local bodies/groups (including substitutes if applicable)

i. Airport Consultative Committee

It was **AGREED** that the representative for the Airport Consultive Committee will be Cllr Sear, with Cllr King as a substitute.

ii. Safer Neighbourhood Action Panel

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 10th May 2022

Group now disbanded.

iii. Western Link Project

It was **AGREED** that the representative for the Western Link Project will be Cllr Britcher.

e) To Agree the Terms of Reference for the Committee (Standing Order 5. J. vi)

i) Planning

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for the Planning Committee were **AGREED**.

ii) Playing Fields, Amenities and Allotments

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for the Playing Fields, Amenities and Allotments Committee were **AGREED**.

iii) Property, Policy and Resources

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for the Planning Committee were **AGREED**.

iv) Hellesdon Community Centre

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for Hellesdon Community Centre Committee were **AGREED**.

v) Staffing

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for the Staffing Committee were **AGREED**.

vi) Events

Subject to the removal of the reference to the election of the Chair and Vice Chair, which were already agreed by full council, the terms of reference for the Events Committee were **AGREED**.

f) To Appoint Council's Internal Scrutineer, in accordance with Financial Regulation 2.2

It was **AGREED** that Cllr Diffey would be the council's Internal Scrutineer for the forthcoming year.

8. To Review the Following Policies

a) Standing Orders

The Standing Orders were reviewed and **AGREED**.

b) Financial Regulations

The Financial Regulations were reviewed and **AGREED**.

c) Members' Code of Conduct

The Members' Code of Conduct was reviewed and **AGREED**.

d) Scheme of Delegation to the Clerk and Responsible Financial Officer including Emergency Delegation

The Chair drew attention to the delegation limits to ensure that Members were satisfied with the amounts. The Scheme of Delegation was reviewed and **AGREED**.

e) Statement of Internal Controls

The Statement of Internal Controls was reviewed and **AGREED**.

f) Financial Reserves Management

The policy on Financial Reserves Management was reviewed and **AGREED**.

A query was raised about the review of the General Power of Competence, particularly in light of a new clerk being in place. The Clerk advised that the General Power of Competence should only be reaffirmed at the annual meeting after an ordinary election and that the Clerk held the Level 5 in Community Governance which met the eligibility criteria for qualification of the Clerk.

9. Minutes from Full Council meeting held 12th April 2022

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 10th May 2022

The Minutes of the Full Council meeting held on 12th April 2022 had been previously circulated. Subject to the correction of a typographical error, it was **RESOLVED TO ACCEPT** these minutes as a true and accurate record of the meeting.

10. To Receive Proposal that all Budget Setting Meetings to be Held in the Evening

Cllr Britcher presented this item, which was initially raised at the Annual Parish Meeting. He advised that that not only budget meetings, but all committee meetings should be held in the evening so that working councillors and members of the public can attend. Cllr King put forward an amendment that ‘all budget meetings, and as many committee meetings as practicable, should be held outside of normal working hours’. The amendment was accepted by Cllr Britcher and **AGREED** by council.

11. Public Participation

A member of the public advised that the Meadow Way Chapel is not closing but merging with the Gateway Vineyard Church. It will be known in the future as ‘the Gateway Vineyard at the Chapel’. The Chair thanked the member of the public for all his work with the Meadow Way Chapel. A member of the public advised he attended meetings to support the council and the work it does.

12. Reports

a) Clerk’s Report

This had been previous circulated. A query was raised about the utilisation of Teams rather than Zoom should online meetings be required. The Clerk advised that a link is sent with the meeting details and councillors will have the option of using the Teams software or connecting to the meeting via their existing browser. This report was **ACCEPTED**.

b) Verbal Report from District and County Councillors

Verbal updates were provided as follows:

- Cllr Britcher reported that additional parking had been made available for the Queen’s Jubilee event at Blickling, therefore there may be more tickets made available. He further advised that full council will be making a decision on the future accommodation of the council on 12th May.
- Cllr Gurney felt that the money spent on the Blickling event would have been better used by giving grants to parish and town councils, in a similar manner to the South Norfolk Council grant scheme. More people would then benefit from the funding. Concerns were raised about the way tickets were distributed and advertised.
- In capacity of Norfolk County Councillor, Cllr Gurney reported that the NCC Annual Meeting had been held and Cllr Karen Vincent had been elected as Chair. The theme for the forthcoming year is Covid recovery and services for young people. She has arranged a meeting with the highways engineer and the residents of the property recently damaged by a vehicle on the junction of the Low Road and Hospital Lane to discuss improving the highway safety in this area. She has also been working with the highways engineer regarding pavement repairs, in particular Neylond Crescent. This is on the forward plan for a full resurface in 2023/24 but she is trying to expedite this. The Swift Response project has been relaunched, which is a service for residents that may need urgent assistance but do not meet the criteria for the emergency services (such as a fall). In response to a query about the re-opening of the Sweet Briar bridge, Cllr Gurney advised that the latest correspondence she had received advised of a reopening at the end of May. In response to a query about the 20mph speed limit on Meadow Way, she advised that this is with the legal team to create the relevant Traffic Regulation Order. Cllr Forder raised concerns about the copper cables to properties being replaced with fibre, as this will affect some personal alarm systems.

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 10th May 2022

- A written police report had been circulated to councillors.

c) Verbal Update form Chairman

There were no further matters to report.

13. Financial Matters

a) Bank Reconciliation – April 2022 (Abbreviated report as year end will be closed down on completion of the Internal Audit).

It was **AGREED** to accept this report

b) Earmarked reserves summary

It was **AGREED** to accept this report

c) Payments – May 2022

The payments were **AGREED** after a proposal from Cllr Forder and a second from Cllr Johnson.

d) Receipts – May 2022

The receipts were **AGREED** after a proposal from Cllr Forder and a second from Cllr Johnson.

A query was raised about which account the VAT income credits. The Clerk advised that the balance between the net accounted for and the amount paid sits on the VAT control account as a debtor, and then the VAT reclaimed clears the control account.

14. Planning Committee

The minutes and decisions arising from the Planning Committee meetings held on 12th and 26th April had been circulated to councillors. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

15. To Consider Request to Extend Opening Hours of Parks on Sundays and Bank Holidays

The Clerk presented correspondence from a parishioner about Mountfield Park being closed early on Sundays and Bank Holidays. It was noted that previous discussions with the police and local businesses had resulted in the area being closed at night to prevent crime and antisocial behaviour.

It was **AGREED** that the Clerk should write to B&Q to request a meeting between them and Cllrs Diffey and Johnson, on behalf of the Playing Fields, Amenities and Allotments Committee, to discuss solutions to securing the southern area of the park at night.

It was further **AGREED** that, whilst the offer of the residents to hold a key for the area was appreciated, it should be declined on the grounds of security.

16. To Receive Progress Report on Building Works to the Community Centre

The Clerk provided a verbal report, advising that the M&E works were on programme to finish week commencing 30th May. Certain amounts of building remedial works were being done whilst the main contractor was onsite. When the M&E contractor has finished then the building contractor will have free reign of the building to complete the contracted and remedial works. Weekly meetings are being held with both contractors to keep up to date with progress, with the next meeting being held on 11th May. This report was **NOTED.**

17. Events Committee

Cllr Douglass reported that the donations for Ukrainian refugees had been delivered to Support Ukraine and two vans of supplies were on their way to Ukraine to support those in need.

She will be attending an event put on by Creative Arts East on 20th May to find out more about how to create a local cinema in the community centre.

The Jubilee fayre is progressing well. The photo competitions we launched on 9th May, and the next events meeting will be held on 11th May. This report was **NOTED.**

Approved.....

Date.....

18. **To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 19, in view of the confidential nature of the business to be transacted, and item 20 in view that the item refers to terms and conditions of employment. If resolved, such items to be dealt with after the item that confirms details of the next meeting. This was AGREED.**

19. **To Consider Tender Prices for Improvements to Community Centre (Refurbishment of WCs and Changing Rooms, Create a Referee’s Room and Additional Storage Space**
It was **AGREED** to delegate this to the Property, Policy and Resources Committee for due diligence.

20. **To Receive Report from Staffing Committee Meeting held on 9th May 2022**
The draft minutes had been circulated to council. The report and the decisions made were **NOTED**. It was **AGREED** to delegate the review of the Pension Policy to the Property, Policy and Resources Committee for further consideration.

21. **Exchange of Information**
None raised.

22. **To Agree Time and Venue of Extraordinary Meeting to Consider Response to Planning Application 20220391**
It as **AGREED** to consider this planning application as a full council rather than the Planning Committee. A venue is to be sought that can accommodate an increased number of members of the public, in time for the deadline for response of the 25th May.

23. **Time and Venue of Next Council meeting.**
Confirmed the time and location of the next meeting of the Full Council as 14th June 2022 at 7pm, in the Council Chamber.

The meeting closed at 10.05pm

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 10th May 2022

**Minutes of the Full Council Meeting of Hellesdon Parish Council
held on Monday 23rd May at 7pm
at Firside School, Middletons Lane**

PRESENT:

Cllr S Gurney (Chair)
Cllr W Johnson
Cllr G Britton

Cllr D Britcher
Cllr L Douglass
Cllr R Forder

In attendance: Mrs F LeBon, Clerk
District Cllr S Prutton (left at 7.15pm)
Nineteen members of the public

WELCOME – The Chairman welcomed Councillors and members of the public to the meeting, and thanked the Wensum Trust for use of their building.

1. Apologies for Absence

Apologies for absence were received from Cllr Franklin, Cllr King, Cllr Diffey, Cllr Fulcher and Cllr Avenell. These were **ACCEPTED**.

2. Declarations of Interest and Dispensations

No declarations or dispensations were declared.

3. Public Participation

In accordance with Standing Orders, the time for public participation was extended to allow all parties wishing to speak on the matter relating to agenda item 4.

Members of the public raised the following:

- The need for more cycle lanes on the proposed new development, and that there is not even a footpath on some of the highways.
- Concern for the safeguarding of community facilities planned for the south of Drayton High Road, should Persimmon decide not to develop in this area. Due diligence should have been done by the applicant prior to purchase rather than raising concerns about deliverability part way through the development. Concerns were also raised about the additional pocket of dwellings being proposed, allegedly without which the project would not be deliverable.
- The density of the development is out of keeping with the local area.
- The proposed development area has areas of high surface water flood risk.
- Concerns about safety, particularly for children, with an open surface water flow path and 3m high retaining walls. It was also noted that the proposed children's play area was located next to an attenuation pond.
- Trees that the applicant had assured the council and public would be retained have now been removed, or proposed to be removed.

Approved.....

Date.....

HPC Full Council Mins 23rd May 2022

- Properties on Pinewood Close and on Hercules Road will be significantly overlooked, especially by the three storey dwellings being proposed, and as a result of the height of the development land. This is in contradiction with the Design and Access Statement provided by the applicant.
- Lack of a housing mix and the development being out of keeping with existing properties (lack of bungalows).
- The requirement for piling of the land and the disruption and distress this is likely to cause existing householders and possible damage to existing properties.
- The current tree line which could have screened the development is now due to be removed.
- Newts, including great crested newts, have a habitat in ponds on Pinewood Close.
- The development is against the government’s recent statement on ‘successful development’.
- No statement on Nutrient Neutrality, especially as Hellesdon falls within the Wensum Valley.
- No provision for electric charging points.

4. To Consider Response to Broadland Council on Planning Application 20220391.

***The Norwich Golf Club, Drayton High Road, Hellesdon, NR6 5AH
Reserved Matters application for appearance, scale, landscaping and layout following Outline Planning Permission 20151770 (as amended by S73 Permission 20171514 (for up to 1000 dwellings)), for phase 3 comprising 138 dwellings and associated works including open space, sustainable urban drainage systems, landscaping, infrastructure and earthworks (20181963 approved)***

Cllr Britton advised that the Environment Act 2021 is now in place and there is a requirement for a net biodiversity gain of 10% for new developments. This application has not demonstrated this. Councillors concurred with the concerns raised and Cllr Gurney proposed that the Parish Council strongly objects to the application. This was seconded by Cllr Britcher and the motion was carried unanimously. The Clerk is to respond to Broadland Council with these concerns and the respective non adherence to planning policy.

5. Time and Venue of Next Council meeting.

Confirmed the time and location of the next meeting of the Full Council as 14th June 2022 at 7pm, in the Council Chamber.

The meeting closed at 9.20pm

Approved.....

Date.....

HPC Full Council Mins 23rd May 2022

CLERK'S REPORT FOR COUNCIL MEETING 14th June 2022

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	Agenda item
Car Park – Community Centre	No matters to report
Parish Council Offices Diamond Jubilee Lodge	No matters to report
Recreation Ground including Children's Play areas	Parks in general – There has been a repeated incident by the PC's contractors whereby the gates were not unlocked. The contractor's Group Head of Security is currently reviewing the incident on 2 nd June whereby information which was given to the control room both verbally and in writing, was not passed on to the operatives due to attend site.
Skate Park & MUGA	The clerk has been contacted by the Lawn Tennis Association with regards to possible funding being available for the tennis courts. This is to be followed up on 9 th June.
Meadow Way	No matters to report
Mountfield Park	The repair of dilapidated fencing is being looked into.
Cottinghams Park	Signage is required in this area.
Allotments	<ol style="list-style-type: none"> 1) A query is currently outstanding with Broadland Council's planning department about the ability to park cars on the extension area of the allotments (sent 29th April). Chaser email has been sent for escalation. 2) A query is outstanding with Broadland Council's asset management team about the street light on Bush Road. This was purchased by Hellesdon Parish Council as part of the original allotment project and the electricity feed comes from the toilet block on the allotments that Hellesdon Parish Council funds. BDC also has the light as part of their asset register and has confirmed that they can remove it from their side. A subsequent query has been left with the finance dept for recompense for the double taxation. 3) The defibrillator cabinet and defibrillator have now been received by the parish office. An electrician is on standby to install this free of charge. A request has been sent to the Allotment Association for their contribution to the defibrillator.
Community Orchard	No matters to report. First harvest expected in 2023
Community Apiary	No matters to report
Cemetery Car Park	No matters to report
Persimmons Homes	<ol style="list-style-type: none"> 1) An exhibition was held at the parish office between 28th and 30th April. 40 parishioners signed in during this process. Thanks goes to the councillors who manned the exhibition and answered parishioner questions. 2) A public meeting was been arranged at Hellesdon High School on 5th May. Representatives from Persimmon and Broadland Council Planning were in attendance to answer questions.

	3) Additional council meeting held on 23 rd May where councillors unanimously agreed to strongly object to the application. The PC's response has been logged by BDC here
Public Toilets	The emergency cord has been broken by vandalism. Empower has agreed to replace when the power is put back on.
Litter & Dog Waste Bins	A larger or additional dog waste bin has been requested on Meadow Way, Hellesdon, situated in the alley behind Firside junior and alongside the park in Hellesdon, as the current bin is so well utilised it is regularly over flowing before collection.
Bus Shelters	No matters to report
Benches	No matters to report
War Memorial	No matters to report
Highways	<ol style="list-style-type: none"> 1) The original highway verge delegation agreement is being sourced to check the amount of weedkilling permitted by contractors. A purchase order has also been requested from NCC to secure the 2022/2023 funding. No response to emails of 12th April and 3rd May. Escalation chaser sent. 2) It has been raised to highways that the new chevrons on the corner of Low Road/Hospital Lane have been installed very close to where the homeowner would need to install their new fence. Cllr Gurney has arranged a meeting with the highways engineer to discuss not only this, but the safety in general at this junction. 3) An approach has been made from The Milestone Society about the possible refurbishment of the Milestone that Persimmon will be removing temporarily as part of their highway works. NCC has been advised that perhaps this would be a good time to refurbish this away from site.
Staffing	Agenda item
Street Lighting	No matters to report
Parish Partnership	Agenda item
Events	Agenda item
Meeting Dates	<p>Community Centre – Weekly update meetings being held with the project manager and contractors.</p> <p>PP&R – Next meeting to be scheduled – in discussions with Chairman</p> <p>PA&A – Tuesday 5th July</p> <p>Staffing – Next Meeting to be scheduled</p> <p>Events – Next Meeting / Fayre Debrief to be scheduled</p> <p>Annual Parish Meeting – Date to be confirmed for 2023</p>
Health and Safety	<ol style="list-style-type: none"> 1) Amendments to the proposed staff handbook and Hellesdon Parish Council Health and Safety Policy have been sent to WorkNest for amendment, to ensure the documents are personal to the Council. Escalation email sent to Worknest to complete. 2) Training Courses through WorkNest are in the process of being reviewed and allocated to relevant staff members.
Other Matters	Barclays has sent a mandate change form to action the change of signatories request as agreed last month. The Clerk will liaise with the relevant councillors for completion.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2022	Active Saver 4401	436,618.99
31/05/2022	Business Current Account 2077	500.00
31/05/2022	Petty Cash	158.90
31/05/2022	Active Saver 7702	337,861.08
31/05/2022	Active Saver 4503	81,405.47
31/05/2022	Number 2 account 0958	91,068.94

947,613.38

Other Cash & Bank Balances

20.00

947,633.38

Receipts not on Bank Statement

0.00

Closing Balance

947,633.38

All Cash & Bank Accounts

1	Current Bank Account	437,118.99
2	Petty Cash	158.90
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	91,068.94
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	947,633.38

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	12,190.10		12,190.10
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	11,701.00		11,701.00
323 EMR Hard Surface Area	15,000.00	-5,000.00	10,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	2,026.00	1,370.00	3,396.00
326 EMR Elections	2,903.70	4,500.00	7,403.70
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	10,000.00		10,000.00
329 EMR Com Centre Contingency	15,739.68	-10,000.00	5,739.68
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	4,270.00		4,270.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	53,127.24	-40,000.00	13,127.24
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	5,140.00		5,140.00
347 EMR Land Acquisition account	59,752.17	-30,000.00	29,752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	5,241.59	2,000.00	7,241.59
350 EMR Community Apiary & allotme	131.17		131.17
351 EMR Events	2,054.80		2,054.80
	285,408.46	-77,130.00	208,278.46

Date	Supplier	Expenditure	Amount paid
01/05/2022	Broadland District Council	business rates stores	£147.00
01/05/2022	Broadland District Council	bus rates grounds shed	£314.00
03/05/2022	TV Licensing	TV licence	£159.00
03/05/2022	PWLB	repayment loan DJL	£8,945.20
03/05/2022	Westcotec Ltd	relocate SAM signs	£90.00
03/05/2022	Screwfix	deck oil, s/drivers, h/saw blades & brush	£90.46
03/05/2022	Vodafone	change in usage plan adjustment	£0.62
04/05/2022	UK Fuels Ltd	diesel 7 Apr - 19 Apr	£220.81
10/05/2022	Empower Services Ltd	MEP servs Application 3	£146,782.13
10/05/2022	Barclays Bank Plc	charges 14 Mar - 12 Apr 2022	£9.70
12/05/2022	Viking Direct	stationery & copier paper	£67.09
12/05/2022	GJL Animal Feeds Ltd	straw bales x 20	£83.50
12/05/2022	Redenhall & Harleston TC	Lantra training x grds staff 21/22 Apr	£1,500.00
12/05/2022	DD Health & Safety	driving gloves	£35.64
12/05/2022	Mayday Office Equip Servs	copies Mar - Apr 22/maint support	£258.62
12/05/2022	Garden Guardian	Highway verge cutting instalment	£1,949.40
12/05/2022	Norse Commercial Svs Ltd	park locking/unlocking Apr 22	£1,008.00
12/05/2022	Pip Skips Ltd	exchange 12 yrd skip	£288.00
12/05/2022	Apple.com	i pad cloud storage	£0.79
12/05/2022	Printabanner	selfie frame Jubilee fayre	£54.74
12/05/2022	Norfolk Disclosures	DBS check staff	£63.00
13/05/2022	Sum Up	card fee G B Plans stall rent fayre	£0.25
17/05/2022	Highfield E learning	food safety online course Jubilee fayre	£18.00
18/05/2022	Refund allotment holder	rent refund	£18.30
18/05/2022	Anglian Water	water chges Feb 22	£90.90
20/05/2022	Net salaries	May payroll	£13,100.41
20/05/2022	Norfolk Disclosures	DBS check staff	£63.00
20/05/2022	Sum Up	card fees Raiders stall rent fayre	£0.42
25/05/2022	Total Energies	electricity allotments Apr 22	£35.34
25/05/2022	Broadland District Council	business rates stores	£624.00
26/05/2022	Allman Woodcock Ltd	HCC repairs schedule prof fees	£5,040.00
26/05/2022	Amazon.com	stickers/ eggs Jub fayre & t/tennis set	£45.19
26/05/2022	DD Health & Safety	workwear,blue rolls, disp gloves	£521.64
26/05/2022	DJ Designs	design/procurement fees HCC	£6,050.00
26/05/2022	E Fire	digi fobs x 10 & labour charge	£112.56
26/05/2022	IRIS HR	monthly HR support	£50.16
26/05/2022	Just Regional	Advert Just Hellesdon 18 May	£540.00
26/05/2022	Osiris Technologies	mthly IT supp, cloud b/up, anti-vir lic; phone system & b/band	£586.02
26/05/2022	Taverham Nursery Centre	All purpose liquid feed; ant killer system	£16.12
26/05/2022	VTS Event Medical Servs	First aid cover Jubilee fayre	£250.00
26/05/2022	Amazon.com	ribbon for Jubilee fayre	£9.89
26/05/2022	HMRC	PAYE & EER NI May	£4,253.02
26/05/2022	Norfolk Pension Fund	May contributions	£3,722.37
26/05/2022	Bookers	refreshments/comsumables Jubilee fayre	£49.05
26/05/2022	Sum Up	card fee tennis court hire 26 May	£0.12
27/05/2022	Audio East	stage hire Jubilee fayre	£240.00
27/05/2022	Connect Entertainments	balance games hire Jubilee fayre	£100.00
30/05/2022	Anglian Water	water allotments 12 Feb - 11 May	£13.24
30/05/2022	Drayton Farms Ltd	land rent allotments	£270.82
30/05/2022	Hitachi Capital Finance	lease Boomer/hedgcutter	£540.00
31/05/2022	Petty cash	Jubilee café float	£50.00

Date	Nature of income	Amount	Notes
03/05/2022	Tennis court hire	£28.00	court fees May
04/05/2022	Stall rent Jubilee fayre	£25.00	stallholder rent
09/05/2022	Refund Norfolk Disclosures	£63.00	refund employee DBS check
09/05/2022	Football pitch hire	£126.00	Junior pitch hire
09/05/2022	Football training	£151.20	hire training area
09/05/2022	Netball court hire	£84.00	court fees Apr
10/05/2022	Interest	£0.24	Monthly loyalty reward
11/05/2022	Total Energies	£55.97	Feed in tariff payment
13/05/2022	Stall rent Jubilee fayre	£15.00	stallholder rent
17/05/2022	Football pitch hire	£84.00	Junior pitch hire
18/05/2022	Tennis court hire	£7.00	court hire
20/05/2022	Stall rent Jubilee fayre	£25.00	stallholder rent
20/05/2022	Stall rent Jubilee fayre	£25.00	stallholder rent
20/05/2022	Stall rent Jubilee fayre	£15.00	stallholder rent
24/05/2022	Bowling Green hire	£900.00	2nd instalment 2022 fees
24/05/2022	Stall rent Jubilee fayre	£25.00	stallholder rent
26/05/2022	Tennis court hire	£7.00	court hire
26/05/2022	Tennis court hire	£42.00	court fees June
30/05/2022	Tennis court hire	£7.00	court hire
30/05/2022	Tennis court hire	£25.92	court hire x 3 commercial hire
31/05/2022	Stall rent Jubilee fayre	£15.00	stallholder rent
31/05/2022	Tennis court hire	£7.00	court hire

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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								
1400 Community Centre Income	0	0	15,000	15,000			0.0%	
Community Centre :- Income	0	0	15,000	15,000			0.0%	0
4150 Utilities	91	0	24,060	24,060		24,060	0.0%	
4250 Sanitary Waste Disposal	0	0	2,289	2,289		2,289	0.0%	
4295 Equipment - New/Replacement	0	0	1,000	1,000		1,000	0.0%	
4300 Equipment-Repair/Maintenance	0	0	500	500		500	0.0%	
4416 Water dispenser	0	0	362	362		362	0.0%	
4450 Inspections	82	220	624	405		405	35.2%	
4480 Memberships & Subscriptions	0	0	1,680	1,680		1,680	0.0%	
4560 Property Maintain/Replacement	0	0	1,500	1,500		1,500	0.0%	
4630 Consumables	0	0	25	25		25	0.0%	
4635 cleaning agents/materials	0	0	1,500	1,500		1,500	0.0%	
4695 community centre redevelopment	133,618	190,035	0	(190,035)		(190,035)	0.0%	
Community Centre :- Indirect Expenditure	133,791	190,255	33,540	(156,715)	0	(156,715)	567.2%	0
Net Income over Expenditure	(133,791)	(190,255)	(18,540)	171,715				
110 Administration								
1076 Precept	0	276,470	0	(276,470)			0.0%	7,870
1099 Community Infrastructure	0	6,171	0	(6,171)			0.0%	
Administration :- Income	0	282,640	0	(282,640)				7,870
4065 councillor training	0	0	1,000	1,000		1,000	0.0%	
4070 Profess Fees/Agency Personnel	0	950	0	(950)		(950)	0.0%	
4465 External Audit	0	0	1,365	1,365		1,365	0.0%	
4470 Internal Audit	0	0	2,500	2,500		2,500	0.0%	
4475 Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480 Memberships & Subscriptions	0	1,225	1,540	315		315	79.5%	
4550 Insurance	0	9,788	10,171	383		383	96.2%	
Administration :- Indirect Expenditure	0	12,463	21,576	9,113	0	9,113	57.8%	0
Net Income over Expenditure	0	270,178	(21,576)	(291,754)				
6001 less Transfer to EMR	7,870	7,870						
Movement to/(from) Gen Reserve	(7,870)	262,308						
120 Staff								
4000 Admin Staff	6,172	12,344	147,638	135,294		135,294	8.4%	
4010 Groundstaff	3,978	7,327	93,429	86,102		86,102	7.8%	
4020 Care Takers	2,951	5,781	87,360	81,579		81,579	6.6%	

14:37

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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
4030 Additional Staff	0	0	6,500	6,500		6,500	0.0%	
4040 PAYE	2,871	5,707	0	(5,707)		(5,707)	0.0%	
4045 Pension Scheme	3,722	7,240	0	(7,240)		(7,240)	0.0%	
4055 Staff training	0	1,500	2,500	1,000	3,000	(2,000)	180.0%	
4080 Employer NI	1,382	2,659	0	(2,659)		(2,659)	0.0%	
4090 Protective clothing/workwear	334	464	3,000	2,536		2,536	15.5%	
Staff :- Indirect Expenditure	21,409	43,021	340,427	297,406	3,000	294,406	13.5%	0
Net Expenditure	(21,409)	(43,021)	(340,427)	(297,406)				
130 Council Office								
1360 Electricity FIT	0	55	358	304			15.2%	
Council Office :- Income	0	55	358	304			15.2%	0
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	596	1,364	13,924	12,560		12,560	9.8%	
4250 Sanitary Waste Disposal	0	0	53	53		53	0.0%	
4295 Equipment - New/Replacement	0	0	2,500	2,500		2,500	0.0%	
4400 Chairman's Budget	0	0	1,500	1,500		1,500	0.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	68	100	32		32	67.9%	
4415 Refreshments	14	19	300	281		281	6.4%	
4420 Telephone and Broadband	159	492	3,500	3,008		3,008	14.1%	
4425 IT Support and Maintenance	394	538	4,954	4,416		4,416	10.9%	
4430 Photocopier	20	734	2,500	1,766		1,766	29.3%	
4435 Contingencies	0	0	250	250		250	0.0%	
4440 Stationery	0	56	500	444		444	11.2%	
4445 Postage	(1)	(1)	150	151		151	(0.6%)	
4450 Inspections	94	232	624	392		392	37.1%	
4485 Other Licences/Fees	260	1,198	2,914	1,716		1,716	41.1%	
4500 PWLB	8,945	21,547	43,094	21,547		21,547	50.0%	
4560 Property Maintain/Replacement	26	26	2,500	2,474		2,474	1.1%	
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	0	200	200		200	0.0%	
4630 Consumables	8	8	25	17		17	33.4%	
4635 cleaning agents/materials	45	45	20	(25)		(25)	226.7%	
Council Office :- Indirect Expenditure	10,561	26,328	85,143	58,815	0	58,815	30.9%	0
Net Income over Expenditure	(10,561)	(26,274)	(84,785)	(58,511)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150 Investment								
1080 Bank Interest Received	0	1	900	899			0.1%	
1090 Monthly Loyalty Rewards	0	0	8	8			3.0%	
Investment :- Income	0	1	908	907			0.1%	0
4060 Bank Charges	18	38	180	142		142	20.9%	
Investment :- Indirect Expenditure	18	38	180	142	0	142	20.9%	0
Net Income over Expenditure	(18)	(37)	728	765				
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	1,552	2,400	848		848	64.7%	
4140 Defibrillator	0	(225)	300	525		525	(75.0%)	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
Health and Safety :- Indirect Expenditure	0	1,327	2,850	1,523	0	1,523	46.6%	0
Net Expenditure	0	(1,327)	(2,850)	(1,523)				
180 Media and Communications								
4105 Newsletter-Printing/Distributi	450	800	5,000	4,200		4,200	16.0%	
4110 Website and Emails	0	694	3,000	2,306		2,306	23.1%	
4155 IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460 CCTV	0	0	1,450	1,450		1,450	0.0%	
4685 Noticeboards	0	0	4,725	4,725		4,725	0.0%	
Media and Communications :- Indirect Expenditure	450	1,494	16,175	14,681	0	14,681	9.2%	0
Net Expenditure	(450)	(1,494)	(16,175)	(14,681)				
190 Stores								
4150 Utilities	147	296	1,505	1,209		1,209	19.7%	
Stores :- Indirect Expenditure	147	296	1,505	1,209	0	1,209	19.7%	0
Net Expenditure	(147)	(296)	(1,505)	(1,209)				

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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>195 Tractor Shed</u>								
4150 Utilities	314	632	3,213	2,581		2,581	19.7%	
4450 Inspections	0	135	552	417		417	24.5%	
4560 Property Maintain/Replacement	0	0	375	375		375	0.0%	
Tractor Shed :- Indirect Expenditure	314	767	4,140	3,373	0	3,373	18.5%	0
Net Expenditure	(314)	(767)	(4,140)	(3,373)				
<u>200 Residents' Parties</u>								
4115 Consumable- Food/Beverage	0	0	500	500		500	0.0%	
4120 Over 65 Entertainment	0	0	300	300		300	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Residents' Parties :- Indirect Expenditure	0	0	850	850	0	850	0.0%	0
Net Expenditure	0	0	(850)	(850)				
<u>205 Events</u>								
4122 Events	587	691	3,000	2,309		2,309	23.0%	
Events :- Indirect Expenditure	587	691	3,000	2,309	0	2,309	23.0%	0
Net Expenditure	(587)	(691)	(3,000)	(2,309)				
<u>210 Grounds</u>								
1200 Football Hire Charges	0	175	350	175			50.0%	
1210 Football Training Area Hire	54	160	2,415	2,255			6.6%	
1215 Grass cutting agreement	0	0	13,213	13,213			0.0%	
Grounds :- Income	54	335	15,978	15,643			2.1%	0
4195 Keys/Locks	0	0	290	290		290	0.0%	
4200 Locking parks	696	1,536	0	(1,536)		(1,536)	0.0%	
4205 Replacement Bins	0	0	250	250		250	0.0%	
4210 Emptying Bins/Fresheners	0	0	4,329	4,329		4,329	0.0%	
4215 Seats - Repair/Replacement	0	0	500	500		500	0.0%	
4220 Signage - New/Replacement	0	0	200	200		200	0.0%	
4225 Floodlights Maintenance/Repair	0	0	525	525		525	0.0%	
4245 Highway grass verge cutting	1,625	3,249	11,684	8,435		8,435	27.8%	
4255 Skip hire	0	480	2,400	1,920		1,920	20.0%	
4260 Shrub/Tree/Hedge	0	0	750	750		750	0.0%	
4270 Fertilisers/Weed & Moss Killer	5	35	1,878	1,843		1,843	1.9%	
4295 Equipment - New/Replacement	0	0	500	500		500	0.0%	
4320 Small tools	0	0	1,575	1,575		1,575	0.0%	

14:37

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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
4325 fence repairs	0	0	6,132	6,132		6,132	0.0%	
4390 Materials	0	0	2,750	2,750		2,750	0.0%	
4395 Wetting Agents/Preservatives	0	0	353	353		353	0.0%	
4435 Contingencies	0	0	4,000	4,000		4,000	0.0%	
4630 Consumables	0	0	262	262		262	0.0%	
4635 cleaning agents/materials	68	68	310	243		243	21.8%	
Grounds :- Indirect Expenditure	2,393	5,368	38,688	33,320	0	33,320	13.9%	0
Net Income over Expenditure	(2,339)	(5,033)	(22,710)	(17,677)				
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	35	35	714	679		679	5.0%	
4265 Fuel	164	348	1,500	1,152		1,152	23.2%	
4290 Servicing	0	1,436	5,800	4,364		4,364	24.8%	
4310 Hire of Machinery	450	900	6,975	6,075		6,075	12.9%	
Machinery and Vehicles :- Indirect Expenditure	650	2,720	14,989	12,269	0	12,269	18.1%	0
Net Expenditure	(650)	(2,720)	(14,989)	(12,269)				
<u>230 Trees</u>								
4240 Emergency Work	0	0	1,500	1,500		1,500	0.0%	
4455 work & inspections	0	0	7,000	7,000		7,000	0.0%	
Trees :- Indirect Expenditure	0	0	8,500	8,500	0	8,500	0.0%	0
Net Expenditure	0	0	(8,500)	(8,500)				
<u>240 Allotments</u>								
1100 Allotment Income	(11)	(11)	3,299	3,310			(0.3%)	
1105 Allotment administration fee	0	0	100	100			0.0%	
1110 Water Charge	(2)	(2)	750	752			(0.2%)	
1115 Pest control charge	(2)	(2)	625	627			(0.3%)	
Allotments :- Income	(15)	(15)	4,774	4,789			(0.3%)	0
4145 Landowner Rent	271	857	1,243	386		386	68.9%	
4150 Utilities	92	38	1,113	1,075		1,075	3.4%	
4170 Pest Control	0	0	625	625		625	0.0%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4560 Property Maintain/Replacement	0	72	2,081	2,009		2,009	3.5%	
Allotments :- Indirect Expenditure	363	967	5,162	4,195	0	4,195	18.7%	0
Net Income over Expenditure	(378)	(982)	(388)	594				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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>250 Play Areas</u>								
4300 Equipment-Repair/Maintenance	28	28	2,750	2,722		2,722	1.0%	
4450 Inspections	0	0	250	250		250	0.0%	
Play Areas :- Indirect Expenditure	28	28	3,000	2,972	0	2,972	0.9%	0
Net Expenditure	(28)	(28)	(3,000)	(2,972)				
<u>255 Hard Courts and Car Park</u>								
1220 No longer in use	(22)	22	0	(22)			0.0%	
1225 Outside courts	195	195	500	305			39.1%	
1230 No longer in use	60	130	0	(130)			0.0%	
Hard Courts and Car Park :- Income	233	347	500	153			69.4%	0
4340 Surface - Repair	0	0	1,570	1,570		1,570	0.0%	
4345 Surface Clean Chemicals	0	0	419	419		419	0.0%	
4390 Materials	0	0	289	289		289	0.0%	
4560 Property Maintain/Replacement	0	0	2,200	2,200		2,200	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	0	4,478	4,478	0	4,478	0.0%	0
Net Income over Expenditure	233	347	(3,978)	(4,325)				
<u>260 Bowling Green</u>								
1240 Bowls Hire Charges	0	1,800	1,800	0			100.0%	
Bowling Green :- Income	0	1,800	1,800	0			100.0%	0
4160 Repairs/Maintenance	0	0	210	210		210	0.0%	
4390 Materials	0	0	1,751	1,751		1,751	0.0%	
Bowling Green :- Indirect Expenditure	0	0	1,961	1,961	0	1,961	0.0%	0
Net Income over Expenditure	0	1,800	(161)	(1,961)				
<u>265 Memorials</u>								
4360 Rose Renewal	0	0	420	420		420	0.0%	
4575 War Memorial	0	0	473	473		473	0.0%	
Memorials :- Indirect Expenditure	0	0	893	893	0	893	0.0%	0
Net Expenditure	0	0	(893)	(893)				
<u>270 Traffic Highways/Environment</u>								
1350 Bus Shelter Income	0	0	3,200	3,200			0.0%	
Traffic Highways/Environment :- Income	0	0	3,200	3,200			0.0%	0

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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
4650 SAM2 Weekly Move	75	150	1,200	1,050		1,050	12.5%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
4670 Parish Partnership Scheme	0	0	6,400	6,400		6,400	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	<u>75</u>	<u>150</u>	<u>8,100</u>	<u>7,950</u>	<u>0</u>	<u>7,950</u>	<u>1.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(75)</u>	<u>(150)</u>	<u>(4,900)</u>	<u>(4,750)</u>				
Grand Totals:- Income	272	285,162	42,518	(242,644)			670.7%	
Expenditure	170,787	285,912	595,457	309,545	3,000	306,545	48.5%	
Net Income over Expenditure	<u>(170,514)</u>	<u>(749)</u>	<u>(552,939)</u>	<u>(552,190)</u>				
less Transfer to EMR	7,870	7,870						
Movement to/(from) Gen Reserve	<u>(178,384)</u>	<u>(8,619)</u>						

Hellesdon Parish Council Internal Audit Report

Year ended 31st March 2022

Draft report for Council – issued 07/06/2022



Contents

Section:

Key

- 1. Introduction and scope
- 2. Overall Assurance Opinion & Summary of Recommendations
- 3. Detailed findings
- Appendix 1 Statement of responsibility

Key

Key to Overall Assurance Opinion in section 2

In section 2 of this report we give our overall opinion as to the level of assurance provided by the system reviewed in this report.

The five potential levels of assurance are.

Substantial	A sound system of control is in place which should provide management and Trustees with assurance that risks are being appropriately managed
Significant	A generally sound system of control is in place but with some weaknesses identified in specific areas which could, if not rectified, put the achievement of objectives in those specific areas at risk
Adequate	A generally sound system of control is in place but with several weaknesses identified which could, if not rectified, put the achievement of overall objectives at risk
Limited	Significant weaknesses have been identified which would, if not rectified promptly, place the achievement of objectives at serious risk
None	A system of control and risk management is not present in the area reviewed.

Key to Recommendations in sections 2 and 3 of this report

In section 2 we also summarise all recommendations made in section 3 of this report (being the detailed findings section).

Our recommendations / points to consider are colour-coded as follows -.

Priority 1	We have identified a significant weakness or error and make a recommendation which requires your immediate attention
Priority 2	We have identified a weaknesses or error and make a recommendation which requires your prompt attention
Priority 3	We found no errors or control weaknesses but make a good practice suggestion, a point to consider, or suggest continuation of a new process
(None)	We found no errors or control weaknesses, therefore no recommendations made in this area (seen in section 3 only)

1 / Introduction and Scope

- 1.1. The Accounts and Audit (England) Regulations 2011 imposes a duty on local councils to 'undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with proper practices in relation to internal control'.
- 1.2. The purpose of internal audit is to review and assess whether the Council's systems of financial and other controls are well designed and are operating effectively. It is essential that the internal audit function is sufficiently independent of the other financial controls and procedures of the Council which are the subject of review. The Council complied with the requirements in terms of independence from the Council's decision-making process by appointing Larking Gowen, Chartered Accountants to provide an internal audit function to the Council.
- 1.3. The internal audit function is not the detailed inspection of all records and transactions of a council in order to detect error or fraud. It is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control.
- 1.4. This report sets out observations on the areas examined during our interim audit in December 2021 and our financial year-end audit in May 2022. The report sets out the testing we conducted in each specified area, our findings from those tests and any recommendations which have arisen from our testing.
- 1.5. As the UK's lockdown restrictions in response to the Covid-19 pandemic had been scaled back, we were able to visit the Council's offices in-person to carry out both our December and May audits. This brought to an end a period where the Covid restrictions meant we had to conduct your internal audits remotely.
- 1.6. This report is provided on the basis that it is for your information only and that it will not be referred to, in whole or in part, without our prior written consent, and that we accept no responsibility to any third party in relation to it.

Acknowledgements

- 1.7. We would like to take this opportunity to thank the staff of the Council, in particular Gavin Ellis and Faye LeBon, for their assistance during our audits.

Abbreviations used in this report

HPC Hellesdon Parish Council

2 / Overall Assurance Opinion and Summary of Recommendations

Overall Assurance Opinion on the systems reviewed in this report:

Substantial	A sound system of control is in place which should provide management and Trustees with assurance that risks are being appropriately managed.
--------------------	---

See the key at the front of this report for an explanation of the range of potential assurance opinions.

2021/22 Annual Governance and Accountability Return, Form 3: The Annual Internal Audit Report

On the basis of the work we have undertaken during the course of the year, we signed off the 2021/22 Annual Governance and Accountability Return, Form 3 (the Annual Internal Audit Report), assigning **no negative assurances for any area**.

Summary of recommendations:

The table below lists all recommendations made in the detailed findings sections of this report (section 3). See the key at the front of this report for priority colour coding explanations.

Report section	Recommendation & priority level	Management response	Officer/Councillor Responsible	Due date
3.1 / Ensuring internal policy and similar documentation is up to date	<p>The 'Policies' section of the HPC website holds copies of the Council's current policies, protocols, and terms of reference. The Council has already identified the need for the Clerk to prepare a renewals schedule for all such documents, and the new Clerk has updated, for example, all the committee Terms of Reference documents in May 2022 ready for Council approval – so we saw work on this is in progress.</p> <p>We agree that it is a good idea for the Clerk to collate a renewals schedule for all the documents in the 'Policies' section of the website. This process should also include checking that all documents in the 'Policies' section of the website are the most up to date versions (i.e. that it's not the case that a policy has been renewed and approved, but the website still holds an older version).</p> <p>We suggest that once drawn up, the schedule of Policy renewals should also be placed in the 'Policies' section of the website, to enable Councillor to be able to easily monitor it at any time.</p>			

2 / Overall Assurance Opinion and Summary of Recommendations

Report section	Recommendation & priority level	Management response	Officer/Councillor Responsible	Due date
3.1 / Whistleblowing policy	The new Whistleblowing Policy was approved by the Full Council on 8 March 2022, but as at 24 May did not yet appear to have been added to the 'Policies' section of the HPC website. We suggest it be added to the website as soon as possible.			

Outstanding recommendations from our Y/E 31 March 2021 detailed report

There are no outstanding recommendations.

Follow up on recommendations in our post-December 2021 interim visit letter, dated 24 January 2022

Subject matter	Recommendation	Cleared prior to our May 2022 visit?
Reviewing the Risk Register before 31 March 2022	By 31 March 2022, the Council or a delegated sub-committee should review the contents of the current Risk Register. The official minutes of the meeting should record the Council's review and approval of the Risk Register.	Yes, fully cleared, see chapter 3.1 of this report
Committee Terms of Reference need updating	The 'Committee Terms of Reference' document should be reviewed and updated during 2022, and the date of approval of any revised ToRs stated on (at least) their front sheet. ToRs for any committees which no longer exist should be deleted.	Yes, fully cleared as new ToRs were drafted at the time of our May 2022 visit and were approved by council 10/05/2022 - see chapter 3.1 of this report. We have noted in our year end recommendations above that work to review all policies and protocols to ensure they are up to date should continue.
Whistleblowing policy	There is not currently a Whistleblowing Policy in place. (Although not a legal requirement) one should be developed, based on NALC templates or guidance. It should then be reviewed and approved by the Council, and made readily accessible by staff and councillors.	Yes, fully cleared in terms of developing and approving such a policy – see chapter 3.1 of this report. We have noted in our year end recommendations above that it needs uploading to the Policies section of HPC's website.

3 / Detailed findings sections

Section 3 contents:

- 3.1 Assessment and management of risk
- 3.2 Maintenance of accounting records
- 3.3 Budgetary control and reserves
- 3.4 Incoming resources
- 3.5 Outgoing payments
- 3.6 Bank and petty cash
- 3.7 Wages

3.1 / Assessment and management of risk

Objective: To ensure adequate arrangements are in place to identify and manage risks

Testing conducted	Findings	Recommendations
<p>We reviewed arrangements for updating and reviewing the Risk Register, to ensure that risks are being appropriately identified and managed</p>	<p>Hellesdon Parish Council (HPC) originally used the LCRS (Local Council Risk Summary) risk register template developed by the National Association of Local Councils (NALC). This Access database was updated by the Parish Clerk and then reviewed either by the full Council or an appropriate Committee (which we would expect to be the Policy, Property and Resource Committee). This segregation of preparation and review and the use of the LCRS template are consistent with good practice.</p> <p>We confirmed that the (former) Parish Clerk Natasha Carver updated the LCRS risk register in November 2021. It was then due to be reviewed by the Full Council at its November 2021 meeting, but the electronic version proved too large to download electronically for Councillors to review before the meeting, and the hard copy printout was so large that it was impractical to print out for all the Councillors to be able to review it. The November 2021 Council meeting therefore merely “noted” that the LCRS Risk Register update had been completed – this was good practice as the Council minutes were accurate in <i>not</i> stating that the Risk Register had been reviewed by the Council meeting. Following the appointment of the new clerk, Worknest.com software was used for the risk register as the clerk felt this was more user friendly.</p> <p>Subsequent to the above, our post year-end visit confirmed that the 30 March 2022 meeting of the Policy, Property and Resource Committee did review and accept the assessment in the updated Worknest.com Risk Register. The Council’s Risk Register has therefore been appropriately updated and reviewed during the 2021/22 financial year. This March 2022 review also cleared the ‘good practice’ reminder we raised in our letter after our December 2021 interim visit, noting that the Risk Register would need to be reviewed by 31 March 2022 by the Council or a Committee, to comply with the requirements of the Annual Internal Audit Report form.</p>	<p>No recommendations</p>
<p>We reviewed insurance coverage</p>	<p>We confirmed that HPC had insurance coverage in place with Zurich Municipal throughout the financial year to 31 March 2022 and that this coverage was promptly renewed for the new financial year commencing 1 April 2022. The new coverage remains appropriate for the Council’s assets.</p> <p>We confirmed that the Council’s finance staff had investigated other options to Zurich for providing the Council’s insurance cover from 1 April 2022 onwards. Other options had been looked into, but Zurich provided the best value for the level of insurance cover required, particularly as new providers were seeking higher payments than before, as a result of the previous rain damage to the roof and inside contents of the Community Centre.</p> <p>The Community Centre was professionally valued as at 1 April 2022 (by Allman Woodcock) for insurance purposes, and Zurich were informed of the value ascribed.</p>	<p>No recommendations</p>
<p>We discussed GDPR compliance</p>	<p>All staff have been trained in GDPR and signed relevant consent forms. No GDPR breaches have been reported in the year.</p>	<p>No recommendations</p>

3.1 / Assessment and management of risk

Testing conducted	Findings	Recommendations																														
<p>We reviewed internal financial regulations and policy documentation to ensure they are up to date</p>	<p>On 11 May 2022, we reviewed all the policies, protocols and terms of reference held in the 'Policies' section of HPC's website. We found several that stated they were due for review in 2019 or 2020 but with no indication they had been reviewed in those years. It may be that they were not reviewed when due to be, or it may be that they were reviewed but HPC's website does not hold the most up to date version. Those are listed below.</p> <table border="0" data-bbox="560 399 1747 766"> <thead> <tr> <th><u>Document</u></th> <th><u>Front page states due to be reviewed in</u></th> </tr> </thead> <tbody> <tr> <td>- Complaints and compliments policy</td> <td>Sept 2019</td> </tr> <tr> <td>- Customer Services policy</td> <td>June 2019</td> </tr> <tr> <td>- Effectiveness of internal controls</td> <td>June 2019</td> </tr> <tr> <td>- Filming, recording & photography at Council & Committee meetings policy</td> <td>June 2020</td> </tr> <tr> <td>- Management of outdoor surfaces in severe weather conditions</td> <td>June 2020</td> </tr> <tr> <td>- Media, communications and IT infrastructure policy</td> <td>June 2020</td> </tr> <tr> <td>- Recruitment and selection policy</td> <td>June 2019</td> </tr> <tr> <td>- Retention of documents policy</td> <td>June 2019</td> </tr> <tr> <td>- Unreasonably persistent, abusive or vexatious contacts or behaviour policy</td> <td>June 2020</td> </tr> </tbody> </table> <p>There were also some policies / protocols which did not state a 'due for review' date on their cover but had not been reviewed for some time. These may benefit from a review to confirm they are still accurate and relevant:</p> <table border="0" data-bbox="560 893 1747 1053"> <thead> <tr> <th><u>Document</u></th> <th><u>Front page states it was last reviewed in</u></th> </tr> </thead> <tbody> <tr> <td>- Financial Reserves Management</td> <td>December 2017</td> </tr> <tr> <td>- Financial Risk Assessments</td> <td>December 2018</td> </tr> <tr> <td>- Grant Awarding Policy</td> <td>No approval date and says "Draft" throughout</td> </tr> <tr> <td>- Planning Protocol</td> <td>March 2020 (has Natasha Carver's name at the top)</td> </tr> </tbody> </table> <p>Although the Members Code of Conduct was last approved in May 2019 we understand there has been no new NALC guidance since then, which provides a valid reason why not updated.</p> <p>Our review of the minutes of Full Council and Committee meetings in 2021/22 noted that the Clerk has been tasked with coming up with a renewals schedule for policies, and during our May 2022 onsite visit the new Clerk had just updated the Terms of Reference for all Committees (which cleared the recommendation on this topic we made in our letter following our December 2021 interim visit) - so we do see that progress is being made. We would suggest a systematic process of reviewing all documents in the 'Policies' section of the HPC website be carried out, as we recommend at right.</p>	<u>Document</u>	<u>Front page states due to be reviewed in</u>	- Complaints and compliments policy	Sept 2019	- Customer Services policy	June 2019	- Effectiveness of internal controls	June 2019	- Filming, recording & photography at Council & Committee meetings policy	June 2020	- Management of outdoor surfaces in severe weather conditions	June 2020	- Media, communications and IT infrastructure policy	June 2020	- Recruitment and selection policy	June 2019	- Retention of documents policy	June 2019	- Unreasonably persistent, abusive or vexatious contacts or behaviour policy	June 2020	<u>Document</u>	<u>Front page states it was last reviewed in</u>	- Financial Reserves Management	December 2017	- Financial Risk Assessments	December 2018	- Grant Awarding Policy	No approval date and says "Draft" throughout	- Planning Protocol	March 2020 (has Natasha Carver's name at the top)	<p>The 'Policies' section of the HPC website holds copies of the Council's current policies, protocols, and terms of reference. The Council has already identified the need for the Clerk to prepare a renewals schedule for all such documents, and the new Clerk has updated, for example, all the committee Terms of Reference documents in May 2022 ready for Council approval – so we saw work on this is in progress.</p> <p>We agree that it is a good idea for the Clerk to collate a renewals schedule for all the documents in the 'Policies' section of the website. This process should also include checking that all documents in the 'Policies' section of the website are the most up to date versions (i.e. that it's not the case that a policy has been renewed and approved, but the website still holds an older version).</p> <p>We suggest that once drawn up, the schedule of Policy renewals should also be placed in the 'Policies' section of the website, to enable Councillor to be able to easily monitor it at any time.</p>
<u>Document</u>	<u>Front page states due to be reviewed in</u>																															
- Complaints and compliments policy	Sept 2019																															
- Customer Services policy	June 2019																															
- Effectiveness of internal controls	June 2019																															
- Filming, recording & photography at Council & Committee meetings policy	June 2020																															
- Management of outdoor surfaces in severe weather conditions	June 2020																															
- Media, communications and IT infrastructure policy	June 2020																															
- Recruitment and selection policy	June 2019																															
- Retention of documents policy	June 2019																															
- Unreasonably persistent, abusive or vexatious contacts or behaviour policy	June 2020																															
<u>Document</u>	<u>Front page states it was last reviewed in</u>																															
- Financial Reserves Management	December 2017																															
- Financial Risk Assessments	December 2018																															
- Grant Awarding Policy	No approval date and says "Draft" throughout																															
- Planning Protocol	March 2020 (has Natasha Carver's name at the top)																															

3.1 / Assessment and management of risk

Testing conducted	Findings	Recommendations
<p>Whistleblowing policy</p>	<p>Although it is not a legal requirement for a parish council to have a Whistleblowing policy in place, we suggested in our letter following our December 2021 interim visit that HPC may wish to introduce one as best practice.</p> <p>The Council's staff and Councillors implemented this good practice suggestion promptly, and HPC's new Whistleblowing policy was approved by the Full Council's 8 March 2022 meeting, with the approval being recorded in the meeting's minutes.</p> <p>We checked the 'Policies' section of the HPC website on 24 May 2022 and couldn't see the Whistleblowing policy there. We make a good practice suggestion at right that it be added to that section of the Council's website, for ease of reference, as part of the overall review and refreshment of the 'Policies' section of the HPC website (see recommendation on previous page).</p>	<p>The new Whistleblowing Policy was approved by the Full Council on 8 March 2022, but as at 24 May did not yet appear to have been added to the 'Policies' section of the HPC website. We suggest it be added to the website as soon as possible.</p>
<p>We discussed the ongoing impact of COVID-19 and UK Lockdown measures</p>	<p>HPC, in common with other parish and town councils, has not suffered a negative financial impact from Covid-19 or Covid-19 restrictions in the 2021/22 year. HPC's reserves actually increased in the year to 31 March 2022, just as they did in the preceding financial year.</p> <p>This is due in large part to having a guaranteed amount of precept income coming in, not being dependent upon the fluctuating levels of business rates in the way the district councils / Norwich City Council are, and not being responsible for the payment of benefits.</p> <p>Covid-19 did impact significantly on HPC in one respect – the Community Centre closed for most of the 2020/21 financial year and all of the 2021/22 financial year due to social mixing restrictions, with a commensurate loss of income (but also a decrease in some costs). Whilst the Community Centre remains closed, and is expected to be until September 2022, this is now solely due to the need to continue the repair work on the roof and interior of the building and is not due to any Covid restrictions.</p> <p>HPC's office staff continued with a mix of working in the office and home working in the 2021/22 financial year, and the Covid restrictions have not negatively impacted on their ability to keep up with tasks and meet key financial and reporting deadlines. Similarly, the Council and its committees have continued to function effectively via a mix of remote online meetings and (increasingly as the 2021/22 year progressed) in-person meetings.</p>	<p>No recommendations</p>
<p>Adequate staffing levels</p>	<p>Natasha Carver resigned as Parish Clerk in late 2021 but was promptly replaced on an interim basis by Russell Reeves, an experienced local council clerk who also worked for the Norfolk branch of the National Association of Local Councils (NALC). HPC has now appointed a new Parish Clerk, Faye LeBon who has prior experience as a local council clerk. The experienced Finance Officer remained in post throughout this period.</p> <p>We therefore have no concerns over the adequacy of staffing levels in this period.</p>	<p>No recommendations</p>

3.2 / Maintenance of accounting records

Objective: To ensure that books of account have been properly kept throughout the financial year.

Testing conducted	Findings	Recommendations
We discussed the use of the RBS financial system	<p>RBS (Rialtas Business Solutions) is designed for local authorities and was brought into use at HPC from 1 February 2017. RBS has been used now at HPC for more than five full financial years.</p> <p>The Finance Officer reports that RBS continues to work effectively both in terms of entering data into RBS, and the system's ability to then produce appropriate, prompt and user-friendly output reports.</p>	No recommendations
We tested whether RBS was up to date for receipts and payments at our May 2021 audit	We confirmed that all data for the year ended 31 March 2022 was entered on RBS and reconciled at the time of our May 2022 audit.	No recommendations
We discussed RBS backup procedures	<p>We confirmed by discussion with officers that a backup of the data on RBS is taken each week. This is manually triggered by the Finance Officer clicking onscreen.</p> <p>A copy goes to RBS's head office and a copy also goes to a virtual cloud. Additionally, a copy is taken weekly on a memory stick and held in the fireproof safe at the Community Centre. Therefore, three remote backups are held offsite - an effective backup method.</p>	No recommendations
We tested whether the Council verifies the accounting records each month	<p>Each month, the Finance Officer prints from RBS a list of the preceding month's cash payments, other payments (cheques, direct debits, transfers) and receipts for the full Council to formally review and approve at its monthly meeting. The Council also reviews and approves at the same time the bank reconciliation, reserves summary and income and expenditure statement for the preceding month.</p> <p>We confirmed by review of the minutes that the full Council reviewed and approved all of the above for every month of the 2021/22 financial year and each approval was duly recorded in the minutes for that meeting.</p>	No recommendations

3.3 / Budgetary control and reserves

Objective: To ensure that the annual precept request is the result of a proper budgetary process and that the budget process has been regularly monitored.

Testing conducted	Findings	Recommendations									
We discussed the precept process for the financial year ended 31 March 2022, and the new financial year ending 31 March 2023	<p>We confirmed that processes followed the usual expected timeline.</p> <table border="1"> <thead> <tr> <th><u>Financial year</u></th> <th><u>Full Council approval date</u></th> <th><u>Form submitted to Broadland DC on time?</u></th> </tr> </thead> <tbody> <tr> <td>2021/22</td> <td>15 January 2021</td> <td>Yes & BDC acknowledged as such</td> </tr> <tr> <td>2022/23</td> <td>11 January 2022</td> <td>Yes & BDC acknowledged as such</td> </tr> </tbody> </table>	<u>Financial year</u>	<u>Full Council approval date</u>	<u>Form submitted to Broadland DC on time?</u>	2021/22	15 January 2021	Yes & BDC acknowledged as such	2022/23	11 January 2022	Yes & BDC acknowledged as such	No recommendations
<u>Financial year</u>	<u>Full Council approval date</u>	<u>Form submitted to Broadland DC on time?</u>									
2021/22	15 January 2021	Yes & BDC acknowledged as such									
2022/23	11 January 2022	Yes & BDC acknowledged as such									
We verified whether actual expenditure against budget is reported regularly to the Council.	<p>The Finance Officer prepares a monthly analysis of actuals vs budget and passes it to the full Council to review. These show income & expenditure for the whole of HPC for the month and the cumulative year-to-date. The reports are produced by a touch of the button straight from the RBS finance system.</p> <p>Our review of the minutes of Council meetings noted that the full Council regularly and promptly reviewed the monthly reports and actively monitored actuals v budget. These reviews are clearly recorded in the Council meeting minutes, which contained a specific reference to every month's income and expenditure report having been reviewed.</p>	No recommendations									
Were there significant variances of actuals against budget for the 31 March 2022 financial year just ended?	<p>Only one area of 2021/22 income or expenditure had a significant variance of actuals against budget – Caretaker staffing costs, where actual costs of £40k for the year were £41k less than the budgeted costs of £81k.</p> <p>There was a satisfactory explanation for this variance from the Council's Finance Officer. When the budget was set in January 2021 the Community Centre was expected to re-open early in the 1 April 2021 to 31 March 2022 financial year and so the caretaker budget was set to cover two full time caretakers and one part-time caretaker, supplemented by 3 pool / agency caretakers – mostly for the Community Centre.</p> <p>However, as the Centre did not open at all in the 2021/22 year (and is only expected to re-open in September 2022), only one full time and one part time caretaker, plus another full time caretaker for part of the year, were employed – and no pool / agency caretakers. Hence actual costs incurred were only half those budgeted for.</p> <p>Thus there were no unexplained significant variances against the budget.</p>	No recommendations									

3.3 / Budgetary control and reserves

Testing conducted	Findings	Recommendations									
<p>We discussed whether the financial ledger allows for effective budget monitoring</p>	<p>The Finance Officer remains content that RBS is producing clearer (and easier to obtain) monitoring reports compared to its predecessor system Scribe. From our own review of the reports monitoring income and expenditure against the budget, we concur with the Finance Officer that RBS produces clear reports, and from our discussions, the reports are easily obtainable – essentially at the touch of a button.</p> <p>The cost centre structure of the financial ledger (and therefore the monitoring reports) is clear and logical, with separate costs centres for the Community Centre, administration, staff, and the HPC office, through to smaller areas such as allotments, play areas and the bowling green. From our review of the cost centre structure it is clear that HPC's officers have been able to tailor the cost centre structure on RBS to make it appropriate to the council's recording and reporting needs.</p>	<p>No recommendations</p>									
<p>We discussed arrangements surrounding reserves</p>	<p>Effective monitoring arrangements for reserves are in place.</p> <p>Each of the full Council's monthly meetings receive an Earmarked Reserves summary from the Finance Officer to review and approve, alongside their monthly approval of receipts, payments, bank reconciliations and income/expenditure to date against the budget.</p> <p>The Finance Officer also provides the Council with a quarterly report showing general reserves as a % of the precept, with the recommendation that it be in the 50%-150% range. With the percentage for this year being 136% (2021: 114%) and thus within the approved range.</p> <p>At 31/03/2022 reserves were in a healthy (and increasing) position being:</p> <table border="0" data-bbox="651 890 1263 1007"> <tr> <td style="padding-left: 40px;">General reserves</td> <td style="padding-left: 20px;">£698k</td> <td style="padding-left: 20px;">(31/3/2021: £550k)</td> </tr> <tr> <td style="padding-left: 40px;">Earmarked reserves</td> <td style="padding-left: 20px;">£286k</td> <td style="padding-left: 20px;">(31/3/2021: £295k)</td> </tr> <tr> <td style="padding-left: 40px;">TOTAL RESERVES</td> <td style="padding-left: 20px;">£984k</td> <td style="padding-left: 20px;">(31/3/2021: £845k)</td> </tr> </table>	General reserves	£698k	(31/3/2021: £550k)	Earmarked reserves	£286k	(31/3/2021: £295k)	TOTAL RESERVES	£984k	(31/3/2021: £845k)	<p>No recommendations</p>
General reserves	£698k	(31/3/2021: £550k)									
Earmarked reserves	£286k	(31/3/2021: £295k)									
TOTAL RESERVES	£984k	(31/3/2021: £845k)									

3.4 / Incoming resources

Objective: To ensure the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.

Testing conducted	Findings	Recommendations
We reviewed precept income receipts	<p>We confirmed that all £514,210 of expected precept income in relation to the 2021/22 financial year was received from Broadland District Council (BDC). As usual, this income was received in two separate and equal payments, the first in April 2021 and the second in October 2021. The precept income received matched the amount on the annual precept forms submitted to BDC in January 2021.</p> <p>HPC has also received (in April 2022) the first half of its precept income for the 2022/23 year. The amount was 50% of the amount requested in the 2022/23 precept / budget submission to BDC made in January 2022 and was therefore consistent with expectations.</p>	No recommendations
We tested a sample of 15 items of non-precept income selected from across the 2021/22 financial year.	<p>For all 15 tested samples, the amount recorded on the bank reconciliation and the ledger matched the amount on the sales invoice or income receipt, VAT had been correctly recorded on the system, and all had been promptly banked.</p> <p>No issues or concerns arose from this testing.</p>	No recommendations
We discussed whether security controls over cash are adequate and effective	<p>Security controls over cash have been adequate and effective during the 2021/22 year.</p> <p>Cash and cheques are taken promptly to the Council's safe and stay there until just before the Finance Officer takes them to the bank. The Finance Officer pays them into the bank at least weekly.</p>	No recommendations
We discussed any changes in income	<p>A change brought about by Covid-related restrictions in the preceding financial year and continuing into 2021/22, is that most payments by members of the public to HPC are now made online direct to HPC's Current Business Account. There also continues to be a card facility in place, but now with 'SumUp', enabling payments to be made to the council by debit and credit card. This was again particularly useful for allotment receipts in the period.</p> <p>Cheques and cash receipts are currently few - but this may change with the easing of Covid restrictions and the re-opening of the Community Centre later in 2022 upon expected completion of the roof and interior work.</p>	No recommendations
We sought an update on CIL income	<p>Only one CIL receipt came in from Broadland District Council in the 2021/22 financial year, that being for £56,951 on 29/10/2021, in relation to the Golf Course development by Persimmon Homes.</p> <p>Adding the new receipt to the unspent £233,754 CIL balance brought forward at the start of the 2021/22 financial year gave total CIL income funds available to spend of £290,705. This was all spent in the year, on the Hellesdon Community Centre building work – as an asset for use by the local community, a suitable asset to spend CIL income on.</p>	No recommendations

3.5 / Outgoing payments

Objective: To ensure that the purchase and payments system and controls have been working effectively.

Testing conducted	Findings	Recommendations
<p>We tested a sample of 20 payments selected at random from the system across the year, and cross checked the resulting payments to an invoice and traced to bank.</p>	<p>We selected 20 payments at random from the ledger. These payments were then agreed to the corresponding invoice. All 20 samples had been recorded correctly on the ledger.</p> <p>The purchases were then traced to the VAT returns to see if the VAT had been included and posted correctly. From our testing, the VAT for our samples was recorded correctly, and VAT correctly reclaimed.</p> <p>The payment of each invoice was then located and tested to confirm it had cleared through the bank account. All tested purchases were seen coming out of the bank and in a reasonable time frame when compared to the date of invoice.</p> <p>Appropriate segregation of duty controls are in place over the actual outgoing payments, via the control whereby the Finance Officer writes out cheques or sets up electronic payments, and posts the payment to the finance system, but the cheques are signed (or the electronic payments dual authorised to trigger them) by two councillors (out of the four who are approved cheque signatories) – not by the Finance Officer.</p> <p>The further retrospective control, whereby at each full Council meeting, the Council approves the previous month's payments was also effective throughout the year – our minutes review confirmed that all payments from April 2021 through to March 2022 were subsequently approved by the full Council and each approval was recorded in the official minutes.</p>	<p>No recommendations</p>
<p>We tested a sample of fixed assets additions in the year back to invoices</p>	<p>The total value of fixed assets at year-end 31 March 2021 was £2,961,380, and this included £45,730 of fixed assets additions purchased in the year.</p> <p>We sample tested the three largest additions back to purchase invoices. This confirmed the new assets had all been correctly brought onto the assets register at cost (as per the invoice) excluding VAT, as HPC is able to recover the VAT via its VAT claims to HMRC.</p>	<p>No recommendations</p>
<p>We reviewed the timeliness of VAT returns submitted to HMRC</p>	<p>Our review of HPC's VAT submissions for all four quarters in the April 2021 to March 2022 period confirmed that all four were submitted in time to meet the HMRC submission deadlines.</p> <p>An option to charge VAT on the transactions at the Community Centre became effective from 9 Feb 2021 – this means HPC will be charging VAT on room hires at the centre when it re-opens in expected September 2022 (due to the pandemic and building work, there were no room hires between 9 Feb 2021 and the date of our audit fieldwork in May 2022). This 'option to charge' will also allow all VAT incurred on the Community Centre to be recovered. As this is a key change, we enquired last year (in our 2020/21 internal audit) whether expert advice had been sought – it had, from The Parkinson Partnership, and the 1 February 2021 Community Centre Committee meeting minutes recorded the committee's discussions of the recommendations from this report.</p>	<p>No recommendations</p>

3.6 / Bank and petty cash

Objective: To ensure that bank reconciliations are accurate and completed on a regular basis, and petty cash is appropriately used and monitored.

Testing conducted	Findings	Recommendations
Bank - we tested the year end bank reconciliations	<p>Our testing confirmed that all HPC's 31 March 2022 bank balances as per the nominal ledger had been fully reconciled by the Finance Officer back to month-end bank statements. We confirmed that all HPC's bank accounts had been reconciled.</p> <p>There were no unexplained balancing items at the year end. The year-end reconciliation was completed promptly after year end.</p>	No recommendations
Bank - we tested if bank reconciliations were completed promptly during the whole year	<p>Bank reconciliations were completed promptly by the Finance Officer throughout the 2021/22 financial year. Each month's reconciliation was completed before the end of the following month.</p> <p>Each month's bank reconciliation had been subsequently reviewed and approved by the full Council, and this approval was recorded in the official minutes.</p>	No recommendations
Petty cash - we tested ten outgoing payments made from petty cash between April 2021 and March 2022	<p>The ten samples were picked from the petty cash book. We found that all ten entries were supported by a valid receipt whose value matched the petty cash book entry.</p> <p>The petty cash book is reconciled monthly so we also checked that the amount at month end for our samples agreed to the amount shown in that month's bank reconciliation. In all ten cases, it did match.</p>	No recommendations

3.7 / Wages

Objective: To ensure salaries are paid in accordance with Council approvals and that the PAYE and NIC requirements have been correctly applied.

Testing conducted	Findings	Recommendations
<p>We discussed with the Finance Officer the ongoing payroll procedures</p>	<p>We discussed payroll matters with the Finance Officer, and the discussions recorded that:</p> <ul style="list-style-type: none"> • The Finance Officer was not aware of any current problems relating to payroll, and there were no matters that would require us to investigate further. • HPC is up to date with payments to HMRC and to the Norfolk Pension Fund. • HPC is also up to date and has met all recent deadlines for submission of data - both for RTI payroll information to HMRC, and pension data to the pension fund. • Wages for all staff are paid via electronic bank transfer since June 2018, with no recognised issues. 	<p>No recommendations</p>
<p>We sample tested three individual staff members' pay from across the financial year</p>	<p>We tested three random employees' pay and deductions for three different months. In all three cases, the employee was being paid the correct amount as per National Joint Council for Local Government (NJC) scales, and correct PAYE/NIC deductions had been made.</p>	<p>No recommendations</p>

Appendix 1 – Statement of responsibility

It is the Council's responsibility to develop and maintain sound systems of risk management, internal control and governance and for the prevention and detection of irregularities and fraud. Internal audit work should not be seen as a substitute for internal responsibilities for the design and operation of these systems.

We endeavour to plan our work so that we have a reasonable expectation of detecting significant control weakness and, if detected, we shall carry out additional work directed towards identification of consequent fraud or other irregularities. However, internal audit procedures alone, even when carried out with due professional care, do not guarantee that fraud will be detected, and our examinations as internal auditors should not be relied upon to disclose all fraud or other irregularities which may exist.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or all of the improvements that may be required. Whilst every care has been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to the advice and information contained herein.

Our report is prepared solely for the use of the Council and senior management of Hellesdon Parish Council. Details may be made available to specified external agencies, including external auditors, but otherwise the report should not be quoted or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended for any other purpose. Larking Gowen neither owes or accepts any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by their reliance on our report.

©Larking Gowen 2022. All rights reserved.

Larking Gowen is registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registrations can be viewed at www.auditregister.org.uk under reference number C006357957.

Registered Office at: King Street House, 15 Upper King Street, Norwich, NR3 1RB

Contact

T: 01603 624181 / 01473 833411

E giles.kerkham@larking-gowen.co.uk

E marc.cawthorne@larking-gowen.co.uk

larking-gowen.co.uk



@LarkingGowen

Larking Gowen LLP trading as Larking Gowen. Larking Gowen LLP is an Independent Member Firm of PrimeGlobal, a worldwide association of independent accounting firms.

Annual Internal Audit Report 2021/22

E Hellesdon Parish Council Y

www.hellesdon-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			N/A
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/12/2021 11/05/2022 DD/MM/YYYY

Name of person who carried out the internal audit

Giles Kerkham, Partner, Lacking Gowen

Signature of person who carried out the internal audit

REQUIRED

Date

18 05 2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

E Hellesdon Parish Council Y

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.hellesdon-pc.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

El Hellesdon Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	715,719	845,595	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	484,516	514,210	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	170,882	595,239	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	256,318	241,949	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	17,890	30,493	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	251,314	698,817	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	845,595	983,785	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	845,092	1,020,675	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	3,044,271	3,573,191	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	224,677	707,089	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
				N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2022	Active Saver 4401	243,348.63
31/03/2022	Business Current Account 2077	585.70
31/03/2022	Petty Cash	44.50
31/03/2022	Active Saver 7702	337,861.08
31/03/2022	Active Saver 4503	81,405.47
31/03/2022	Number 2 account 0958	357,409.15

1,020,654.53

Other Cash & Bank Balances

20.00

1,020,674.53

Receipts not on Bank Statement

0.00

Closing Balance

1,020,674.53

All Cash & Bank Accounts

1	Current Bank Account	243,934.33
2	Petty Cash	44.50
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	357,409.15
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	1,020,674.53

Hellesdon Parish Council Current Year

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2022

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	845,594.91	983,785.30
100	Debtors	0.00	581.20
105	VAT Control Account	10,126.69	49,329.50
110	Prepayments	17,032.60	16,105.98
115	Advanced payments	0.00	50.00
	Less Total Debtors	27,159.29	66,066.68
100	Debtors	45.97	0.00
500	Creditors	23,549.90	100,078.74
510	Accruals	2,766.94	2,337.17
520	Prepaid income	54.00	0.00
555	Allotment deposit	240.00	540.00
	Plus Total Creditors	26,656.81	102,955.91
	Equals Total Cash and Bank Accounts	845,092.43	1,020,674.53
200	Current Bank Account	166,126.39	243,934.33
210	Petty Cash	55.47	44.50
220	Active Saver 7702	337,827.30	337,861.08
225	Active Saver Emergency 4503	81,397.33	81,405.47
230	Hello Cafe float	20.00	20.00
235	Number 2 account	259,665.94	357,409.15
	Total Cash and Bank Accounts	845,092.43	1,020,674.53



PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2022

6 April 2022

HELLESDON PARISH COUNCIL (NORFOLK)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW501627	01 May - 01 Nov	FIXED	ANNUITY	£214,316.24
326596	01 Apr - 01 Oct	FIXED	ANNUITY	£492,772.75
TOTAL OUTSTANDING BALANCE:				707,088.99
TOTAL NUMBER OF LOANS:				2

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

**Minutes of the meeting of the Planning Committee held on
 Tuesday 10 May 2022 at 6:15pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr Britton
 Cllr Johnson
 Cllr Fulcher
 Cllr Franklin

Also In Attendance

Ms L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
 There were apologies from Cllr Potter this was **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 26th April 2022 from those members present at the held meeting.**
 Minutes were previously circulated and **AGREED** by those present at the meetings held
4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
 No public in attendance
5. **General Matters/Planning Outcomes**
 Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED**.
6. **Applications Considered**

20220583 55 Low Road, NR6 5AF Single storey extensions and conversion of garage.	Support.
20220333 34 Neylond Crescent, NR6 5QF Proposed single storey rear extension.	No objection to revised plans.
20220660 49 Links Avenue, NR6 5PF Single storey rear extension.	No objection.
20220606 122 Woodland Road, NR6 5RQ	No objection.

Approved.....

Date.....
 HPC Planning Committee Mins 26th April 2022

Change existing dormer for larger flat roof dormer and clad tiled area at front with cement board cladding.	
20220459 B & Q Plc, Boundary Road, NR6 5JS Illuminated and non-illuminated replacement fascia and site signage	No objection.
20220704 74 Meadow Way, NR6 6XX Proposed single storey rear extension extending 4.86m from the rear of the original dwellinghouse, with a maximum height of 3m and an eaves height of 2.1m.	No objection.
20220736 53 Bush Road, Hellesdon, NR6 6UD Demolition of conservatory and erection of rear extension.	No objection to rear extension, object to additional bedroom on first floor, inadequate parking facilities.
20220662 1 Wood View Road, NR6 5QB Single storey rear & side extension plus roof alterations to garage including installation of solar panels.	No objection subject to garage being retained for domestic purposes.
20220348 92 Links Avenue, Hellesdon, NR6 5PG Single storey extension to front and 2 storey extension to rear of dwelling	No objection.

7. Exchange of Information

No further information exchanged

8. Date, time and venue of next meeting

Next meeting will be held on **Tuesday 25th May 2022 at 6.15 pm.**

The meeting closed at 6.55 pm.

Approved.....

Date.....
HPC Planning Committee Mins 26th April 2022

**Minutes of the meeting of the Planning Committee held on
 Tuesday 10 May 2022 at 6:15pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr Britton
 Cllr Johnson
 Cllr Bush-Trivett

Also In Attendance
 Ms L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
 There were apologies from Cllr’s Sear and Franklin these were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 10th May 2022 from those members present at the held meeting.**
 Minutes were previously circulated and **AGREED** by those present at the meetings held
4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
 No public in attendance
5. **General Matters/Planning Outcomes**
 Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED**.
6. **Applications Considered**

20220730 Duff Morgan Seat, Jupiter Road, NR6 6SU Advertisement Consent.	Approved,
20220772 18 Cottinghams Drive, NR6 6PS Demolition of existing garage & brick boundary wall. Erection of single storey side extension & entrance porch. Erection of timber fence in revised location	No Objection,
20220708 130 Plantation Road, NR6 5RH Single storey rear extension. Removal of existing flat roofs. Reinstatement of new pitched roof with rooflights (Revised Proposal)	No Objection,

Approved.....

Date.....
HPC Planning Committee Mins 24th May 2022

20220750 80 Neylond Crescent, NR6 5QE Side and rear extension to detached bungalow with revised driveway entrance and existing elevations re-modelled	No objection subject to adequate off-road parking.
Premise License The Chestnut Tree, 197 Reepham Road, Variation to the Premises License.	No objection subject to no adverse effect on the neighbouring property.

7. **Exchange of Information**

No further information exchanged

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

Next meeting will be held on **Tuesday 14th June 2022 at 6.15 pm.**

The meeting closed at 6.33 pm.

Approved.....

Date.....
 HPC Planning Committee Mins 24th May 2022

Agenda Item 10

To Consider Additional Sites for SAM Signs under Parish Partnership Scheme

The Parish Council has been successful in its Parish Partnership application for 2 new SAM signs (both of which collect speed and vehicular count data).

To be able to purchase the SAM signs, a Memorandum of Understanding has to be agreed with NCC as to where the signs can go. The current agreed locations are:

Middletons Lane

Outside No.74 on Lamp Post No.32 - Facing West

Opposite No.46 on Lamp Post No.37 - Facing East

Opposite No.118 on Lamp Post No.20 - Facing East

Outside No.113 on Lamp Post No.18 – Facing West

Reepham Road

Outside Police premises on new Lamp Post - Facing North

Outside No.257 on Lamp Post No.43 - Facing South

Mountfield Avenue

Opposite Sutherland Ave on Lamp Post - Facing East

Hercules Road

Outside No.105 on Lamp Post - Facing North

Outside No.100 on Lamp Post No.9 - Facing South

Woodland Road

Outside No.57 on Lamp Post No.6 - Facing toward Middletons Lane

Outside No. 57 on Lamp Post No.6 - Facing away from Middletons Lane

Low Road

Outside Drive of No.29 & 31 on Lamp Post No.1620 – Facing East

Drayton Wood Road

Outside No.51 on Lamp Post No.7 - Facing West

Outside No.71 on Lamp Post No.10 - Facing East

In the PC minutes of November 2021, it was suggested that there be a site on the Low Road between Wensum Valley Close and Wensum Mount Business Park. Would council like one site facing northbound and one facing southbound to create 2 new sites? And are there any other sites that the highways engineer can consider as part of the Memorandum of Understanding?

TRAFFIC ANALYSIS REPORT

For Project: MOUNTFIELD AVENUE

Project Notes/Address: Outside Sutherland Ave on Lamp Post - Facing East

Location/Name: Incoming

Report Generated: 17/05/2022 12:41:19 PM

Speed Intervals = 5 MPH

Time Intervals = Instant

Traffic Report From 06/04/2022 11:00:00 AM through 13/05/2022 12:59:59 PM

85th Percentile Speed = 31.2 MPH

85th Percentile Vehicles = 20,716 counts

Max Speed = 60.0 MPH on 10/04/2022 17:05:00

Total Vehicles = 24,372 counts

AADT: 657.2

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		684	636
AM peak	08:00 to 09:00	59	49
PM peak	03:00 to 04:00	71	61

Speed

Speed limit: 30 MPH

85th Percentile Speed: 31.2 MPH

50th Percentile Speed: 26.1 MPH

10 MPH Pace Interval: 25.0 MPH to 35.0 MPH

Average Speed: 25.6 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	658	735	739	777	702	523	406
% over limit	21.6	20.1	18.3	17.7	17.4	17.3	18.8
Avg speeder	33.4	33.6	33.5	33.4	33.7	33.6	33.8

TRAFFIC ANALYSIS REPORT

For Project: REEPHAM ROAD

Project Notes/Address: Outside Police Premises on New Lamp Post - Facing South

Location/Name: Incoming

Report Generated: 20/04/2022 12:40:59 PM

Speed Intervals = 5 MPH

Time Intervals = Instant

Traffic Report From 02/03/2022 12:00:00 PM through 06/04/2022 09:59:59 AM

85th Percentile Speed = 32.4 MPH

85th Percentile Vehicles = 110,326 counts

Max Speed = 70.0 MPH on 01/04/2022 22:10:00

Total Vehicles = 129,795 counts

AADT: 3717.3

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		3,787	3,620
AM peak	08:00 to 09:00	315	284
PM peak	03:00 to 04:00	273	258

Speed

Speed limit: 30 MPH

85th Percentile Speed: 32.4 MPH

50th Percentile Speed: 27.3 MPH

10 MPH Pace Interval: 25.0 MPH to 35.0 MPH

Average Speed: 27.2 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	4451	4163	3834	4580	4906	4967	4641
% over limit	23.3	21.3	20.8	22.8	24.0	27.8	32.7
Avg speeder	33.6	33.7	33.6	33.6	33.7	33.8	33.9

Agenda Item 11

To Consider Official .gov.uk Councillor Email Addresses

The Joint Panel on Accountability and Governance (JPAG) is responsible for issuing proper practices about the governance and accounts of smaller authorities. Its membership consists of sector representatives from the National Association of Local Councils, the Society of Local Council Clerks and the Association of Drainage Authorities. Together with stakeholder partners representing the Department for Levelling Up, Housing and Communities, the Department of Environment, Food and Rural Affairs, the Chartered Institute of Public Finance and Accountancy, the National Audit Office, and a representative of the external audit firms appointed to smaller authorities.

New guidance has been issued from JPAG which reads as follows:

The importance of secure email systems and GOV.UK

5.169. Almost all parish and town councils now have an official website, as well as official email accounts. An increasing number of councils also provide official email accounts for their councillors as well as for their Clerk and other officers. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the exclusive GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain as well. There are a number of important reasons why local councils of all sizes should ideally obtain an appropriate GOV.UK domain name for their council, and equally importantly, a secure and centrally-managed email system to sit behind it.

First and foremost, obtaining a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security aware, so a GOV.UK domain can also help to build trust, credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name. You can find out more information about obtaining a GOV.UK domain name [here](#). Your county association may also be able to offer advice and support in this area and you should seek advice from them in the first instance. Some county associations even have local deals with other tier authorities, offering GOV.UK email accounts with existing domains for example.

As well as building credibility for your website, a GOV.UK should also ideally then be used to support your council's official email accounts as well, for both officers and councillors. Getting a GOV.UK domain name is important in this regard - but it's not the only piece of the puzzle. It's also important to have a secure, centrally managed email system. There are many popular systems on the market, including Office 365 (which offers discounts for parish and town councils) and Google GSuite, amongst others. Regardless of which system you choose, there are a number of key benefits to using a commercial email system, rather than just a free email account. Almost all commercial email systems provide a centralised 'dashboard' that gives the council the ability to add, edit and remove users as appropriate. You can also immediately suspend user access in an emergency and, perhaps most importantly, they offer centralised searching of all data contained within the system for effective compliance with Data Subject Access Requests and Freedom of Information Requests.

As there is one central system sending email for all the registered accounts at the domain, regardless of what computer or Internet connection is being used to access it, emails are less likely to be

identified as spam and therefore more likely to be delivered. A business-grade email system with its own spam filters built in is more likely to be able to learn the kinds of email received, and will reduce the risk of

incoming emails being marked as spam or rejected entirely. There exists a myth that having a GOV.UK domain together with a secure email system that sits alongside your website is expensive. The reality is somewhat different, with an increasing number of publicly-available discounts and inexpensive options available in the market, as well as existing deals in place with a number of County Associations. It's also important to remember that the investment required to setup and manage such systems is usually significantly less expensive than dealing the potential problems that can sometimes arise with free systems that don't enable you to fully comply with your council's GDPR, FOI or cyber security obligations, or one that can't be managed efficiently as councillors and officers move in and out of the organisation.

The council's IT contractor has made the following recommendations, should council which to proceed with obtaining councillors emails:

The first option is Exchange Online, specifically Plan 1. This would be a cost of **£3.00/user/month**, a cost of 16 x £3.00, totalling £48/month.

This is a limited plan with no access to office applications and no further features apart from email.

The second option is 365 Business Basic, this would be a cost of **£4.50/user/month**, a cost of 16 x £4.50, totalling £72/month.

This option comes with Office applications and more features, a brief overview is below and can be found here: [Compare All Microsoft 365 Plans | Microsoft](#)

Agenda Item 12

Protecting a popular and well used asset for Hellesdon residents - Hellesdon Library.

Background for the motion.

The damage caused to the library building on the land owned by Hellesdon Parish Council by a motor vehicle colliding into the front of the library building, could have been minimised or even totally prevented. Damage to this widely used asset of Hellesdon has happened previously and with common practise preventative measures could have been avoided this time. Sadly, if simple steel barriers, had been in situ they would have prevented further public purse expense, that the council taxpayers will have to ultimately have to pay at some point. The installation of steel barriers to minimise the risk for another accident to the front of the library by a motor vehicle is urgently required. Steel barriers, when positioned and installed with adequate distance from the library front brick wall would also provide a safer route for pedestrians to the library entrance and the community centre from the Woodview road entrance. Currently with a vehicle parked up close to the library front wall and close to the adjacent concrete pillars, pedestrians must walk where vehicles are in motion and then the vehicles make a right turn into the Community centre carpark. Another benefit of providing a physical barrier in front of the library is to prevent black soot marks on the wall from vehicle exhausts. It is noted that fortunately on both occasions when the library front wall has been damaged, those entering the library, those inside the library, or those in the motor vehicle at the time of the accident, no person(s) were seriously hurt. Next time this may not be the case. Therefore:-

Motion to Council.

I Councillor David Britcher propose this council being minded to act on behalf of the residents of Hellesdon to prevent further occurrences of motor vehicle(s) colliding into the front of the library building and install at the front of the library, steel barriers of suitable design to minimise the risk of damage to the library front wall from motor vehicles and to also provide a safer walkway route for pedestrians to the library and the community centre from the Woodview road entrance as they turn right into the Community centre carpark at the end of the library building. The steel barriers to be of such a design to comply with DDA requirements, and of a sufficient height to be seen by motorists while reversing up to the steel barriers in front of the library.

Agenda Item 13

To Consider Correspondence from Hellesdon pre-School with Regards to School Parking

The Parish Office has received a call from Hellesdon Pre-school about drop off / pick up parking around the school. They have been in contact with the police to seek a solution to dangerous parking around the preschool. The police has encouraged them to ask drivers to park in neighbouring estate roads, but the preschool would like to know if parents would be permitted to park in the community centre at the drop off / pick up times?

Previous discussions have been had with in the past with Kinsale Junior School, and that parking at the community centre was to be encouraged, but the idea was not well utilised by parents.

Confirmation of this request in writing is to follow.

Consideration should be given to whether this may adversely affect hirers of the community centre. Whilst no confirmation has been sought for return bookings, the historic bookings at 9am and 3pm are as follows:

Monday 9am = Zumba

Monday 3pm = W.I. Monthly meetings

Tuesday 9am = Stage One Café, Tuesday Tots, Mum & Toddler Group

Tuesday 3pm = Ballroom Dancing

Wednesday 3pm = Dancing School

Thursday 9am = Weight Watchers

Thursday 3pm = Over 60's Social Club, W.I. Table Tennis

Friday 9am = Pilates

Friday 3pm = Zumba

Would school parking be utilised enough to affect bookings such as these, or residents using the recreation ground?

Consideration should also be given to the effect on local residents, specifically pollution from idling engines, or noise pollution from car radios.

If council were to agree to support the pre-school with parking at the community centre, should an agreement be put in place with the school to control numbers/etiquette whilst using the community centre car park?

Agenda Item 15

Community Centre

Weekly meetings are continued to be held with our Project Manager and both contractors as to the progress of works. A verbal report will be provided at the meeting, focussing on:

- 1) Completion of Roofing Contract Works
- 2) Completion of Mechanical and Engineering Contract Works
- 3) Remedial Works

Agenda Item 16

Staff Restructure

As of the date of this report, consultations with staff have been held, both as a group and individual consultations. Feedback from these consultations is to be reviewed by a panel of three councillors and as a result a recommendation will be made to council as to whether:

- a) To proceed with the restructure
- b) To proceed with the restructure, but with amendments.
- c) To cease the restructure process