

**Minutes of the Full Council Meeting of Hellesdon Parish Council  
Held on Tuesday 14<sup>th</sup> December 2021 at 7pm  
At The Parish Office, Council Chambers, Diamond Jubilee Lodge**

**PRESENT:**

Cllr W Johnson (acting Chairman)	Cllr S Gurney
Cllr R Sear	Cllr R Potter
Cllr D Fahy	Cllr P Sparkes
Cllr S Bush-Trivett	Cllr U Franklin
Cllr M Fulcher	Cllr G Diffey
Cllr L Douglass	Cllr K Avenell,

**In attendance:** Mr R Reeve Locum Clerk  
District Cllr S Prutton

**WELCOME** –The Vice Chairman welcomed Councillors, the Locum Clerk and members of the public to the meeting. It was explained that the Locum Clerk would be working part-time until recruitment of a permanent replacement clerk was secured, probably until February.

**1. Apologies and Acceptance for Absence**

Apologies of absence were received from Cllr D King, Cllr R Forder and Cllr D Britcher these were **ACCEPTED. It was agreed for an extension of absence for Cllr Britton.**

**2. Declarations of Interest and Dispensations**

No further declarations or dispensations were received.

**3. Minutes from Full Council meeting held 9<sup>th</sup> November 2021**

The Minutes of the Full Council meeting held on 9<sup>th</sup> November 2021 were previously circulated, these were accepted by all those present at the meeting as a true record, it was **RESOLVED TO ACCEPT**

**4. Public Participation**

An update was provided on the imminent delivery of a further defibrillator.

**5. Reports from**

**a) Parish Clerk**

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

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

- Cllr Potter had been asked to be the young persons ambassador within BDC
- Cllr Prutton advised that the defibrillator she had funded had now been commissioned.

Approved.....

Date.....

**HPC Full Council Mins 14<sup>th</sup> December 2021**

- Cllr Gurney updated on County matters and that she had secured £1.6m funding for a cycle way linking up to the NDR, alongside other highway improvements.
  - She was looking to secure improvements to the new cycle/ bus route on the Cromer Road, which was not operating as well as intended, and had secured retention of the crossing at the B&Q junction. Discussions would also be continued about securing adequate funding for BPC to take on street lighting responsibilities.
  - Together with Cllr King, she had secured a further defibrillator for the parish.
  - She also briefed on a recent meeting with Persimmon, with concerns being that the site might not now be fully developed in the way planned, due to terrain difficulties, and also that tree numbers retained were less than hoped.
- c) Police Matters – Councillors Lacey and Avenall were keen to take up the offer of a tour around the parish, with the local Beat Officer.

**6. Financial Matters**

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

- a) Bank Reconciliation – November 2021
- b) Earmarked reserves summary.  
Cllr Fulcher to be advised of details of monthly £200 payment from Green Grid.
- c) Approval of Payments – November 2021  
**RESOLVED TO ACCEPT**
- d) Approval of Receipts – November 2021  
**RESOLVED TO ACCEPT**
- e) Detailed Income and Expenditure 1<sup>st</sup> April 2021 – 30<sup>th</sup> November 2021

**7. Tree Works**

Following the last meeting of Full Council in November, it was requested that a further quote be obtained. This had been provided. The contractor providing the original quotation, at £7945, remained the preferred firm to undertake the tree works.

**RESOLVED TO ACCEPT THE PROPOSAL**

**8. GNLP – HEL4**

A response was agreed for the Council’s submission that a partly owned piece of land North East of the Reephams Road should continue to be designated as Recreational Open Space .

**UNANIMOUSLY RESOLVED TO ACCEPT**

**9. Events Working Group – Christmas Hampers**

Christmas hampers were about to be provided to a number of households, following nominations that had been received. Councillors wished to thank those who residents who had made donations.

**10. Planning**

The Minutes and decisions made from the Planning Committee meetings held on 9<sup>th</sup> and 23<sup>rd</sup> November were previously circulated, it was

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

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

The Minutes from the Committee meeting held on 25<sup>th</sup> November 2021 were circulated to all Councillors. After an update, including on securing trees, it was

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

Approved.....

Date.....

**12. Property, Policy and Resources**

The Minutes from the Committee meeting held on 24<sup>th</sup> November 2021 were circulated to all Councillors. An update was provided, including on having secured a firm to assist with H&S/ risk assessments. Councillors were briefed on the draft budget, with an opportunity to request amendments up until the January meeting, when the precept would be finally resolved. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

**13. Community Centre Committee**

A verbal update was given by Cllr Gurney on the current progress of the roofing installation for the Community Centre, together with an update on now having to deal with water having leaked into the building.

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

**15. Staffing Update**

The Minutes from the Committee meeting held on 10<sup>th</sup> November 2021 were circulated to all Councillors. An update was provided on the resignation of the well regarded former Clerk, and an outline given of the plans for securing a permanent replacement. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

**16. Exchange of Information Only**

An exchange of information noted.

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

To confirm the time and location of the next meeting of the Full Council on 11<sup>th</sup> January 2022 at 7.00 pm , either in the Council Chambers or via Zoom

**The following items were further discussed following the Resolution passed in Agenda Item 14**  
Community Centre update (item 13) and Staffing update Agenda (item 15)

Meeting Closed at 8.45pm

Approved.....

Date.....  
**HPC Full Council Mins 14<sup>th</sup> December 2021**

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## Hellesdon Parish Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 December 2021

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<b><u>Confirmed Bank &amp; Investment Balances</u></b>		
<b><u>Bank Statement Balances</u></b>		
31/12/2021	Business Current Account 2077	500.00
31/12/2021	Active Saver 4401	281,373.40
31/12/2021	Petty Cash	62.93
31/12/2021	Active Saver 7702	337,861.08
31/12/2021	Active Saver 4503	81,405.47
31/12/2021	Number 2 account 0958	561,692.30
		<b>1,262,895.18</b>
 <b><u>Other Cash &amp; Bank Balances</u></b>		
		<b>20.00</b>
		<hr/> <b>1,262,915.18</b>
 <b><u>Unpresented Payments</u></b>		
		<b>100.06</b>
		<hr/> <b>1,262,815.12</b>
 <b><u>Receipts not on Bank Statement</u></b>		
		<b>0.00</b>
		<hr/> <b>1,262,815.12</b>
 <b>Closing Balance</b>		
		<hr/> <b>1,262,815.12</b>
 <b><u>All Cash &amp; Bank Accounts</u></b>		
1	Current Bank Account	281,773.34
2	Petty Cash	62.93
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	561,692.30
	Other Cash & Bank Balances	20.00
	<b>Total Cash &amp; Bank Balances</b>	<hr/> <b>1,262,815.12</b>

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	7,490.71	4,699.39	12,190.10
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	10,400.00	2,250.00	12,650.00
323 EMR Hard Surface Area	14,000.00	1,000.00	15,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	576.00	1,450.00	2,026.00
326 EMR Elections	2,903.70		2,903.70
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	17,000.00	-7,000.00	10,000.00
329 EMR Com Centre Contingency	15,739.68		15,739.68
330 EMR Parish Poll Provision	6,000.00		6,000.00
331 EMR Mountfield Park	43,026.99		43,026.99
332 EMR Good Causes in Hellesdon	5,770.00	-1,500.00	4,270.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	54,910.14	-1,782.90	53,127.24
335 EMR Car Park/Paths at HCC	0.00		0.00
336 EMR Car Park Soakaway	0.00		0.00
337 EMR Driveway Sinkage	500.00		500.00
338 EMR Grit bins	1,203.62		1,203.62
339 EMR Outreach provision	0.00		0.00
340 EMR PF Ownership signs	2,500.00		2,500.00
341 EMR Precept Shortfall	13,190.00		13,190.00
342 EMR Staff contingency payments	10,000.00		10,000.00
343 EMR Privet Hedge Driveway	500.00		500.00
344 EMR Equipment & Storafe	0.00		0.00
345 EMR Bus shelter	323.00		323.00
346 EMR Green Grid	5,340.00	-200.00	5,140.00
347 EMR Land Acquisition account	69,752.17	-10,000.00	59,752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	5,141.00	100.59	5,241.59
350 EMR Community Apiary & allotme	0.00	485.51	485.51
351 EMR Events	0.00	2,420.01	2,420.01
	<b>295,154.41</b>	<b>-8,077.40</b>	<b>287,077.01</b>

Date	Payee Name	£ Total Amnt	Nature of transaction
01/12/2021	Broadland District Council	£147.00	business rates stores
01/12/2021	Broadland District Council	£314.00	business rates grounds shed
01/12/2021	Vodafone Ltd	£157.52	mobile plan/ usage 16 Oct - 15 Nov
06/12/2021	Barclays Bank Plc	£25.90	charges 13 Oct - 14 Nov
06/12/2021	Collier Turf Care	£555.07	fungicide b/green; wetting agents grounds general
06/12/2021	Ellis Whitam Ltd	£2,856.00	H & S annual support
06/12/2021	Just Regional Publishing	£540.00	Advert Just Hellesdon 30 Nov
06/12/2021	Mayday Office Equipment Servs	£24.00	maint supp Dec 21 p/copier
06/12/2021	Milne Marketing	£146.36	black sacks gropunds & office/ blue roll grounds
06/12/2021	Pip Skips	£270.00	exchange 12 yrd skip
06/12/2021	Taverham Nursery Centre	£6.79	rose Memorial Garden
08/12/2021	UK Fuels	£115.17	Nov fuel vehciles & machinery
09/12/2021	Microsoft	£815.04	M/soft 365 business basic/std licences
13/12/2021	Simon the Beekeeper	£57.83	fondant block, Apil Life var & oxalic acid cyrstals
14/12/2021	CBA Ashampoo	£27.85	page numbering software for use with printer
15/12/2021	Ben Burgess Groundscare	£914.08	service to bowling green mower
15/12/2021	DD Health & Safety	£50.16	body warmers caretakers x 2
15/12/2021	Huw Gray Ridgeons	£89.96	post mix for table tennis table
15/12/2021	IRIS HR	£48.00	monthly HR support
15/12/2021	Norse Commercial Servs Ltd	£921.60	daily park lock/unlock November
15/12/2021	Osiris Technologies	£286.02	mthly IT supp; anti virus licence; cloud back up & phone system user
15/12/2021	The Fresh Air Company	£498.00	air con annual major service
15/12/2021	Viking Direct	£25.16	document wallet pack 50
17/12/2021	Melton Builders	£69,289.60	Interim valuation 5
20/12/2021	HMRC	£3,977.06	PAYE & EER NI Dec 21
20/12/2021	Norfolk Pension Fund	£2,817.15	EER pension contributions Dec
20/12/2021	Payroll	£12,453.27	Dec net salaries
23/12/2021	Ben Burgess Groundscare	£1,866.00	new grounds equipment
23/12/2021	Pip Skips	£270.00	exchange 12 yrd skip
23/12/2021	G & G Fencing	£96.00	gate repair Meadow Way
23/12/2021	Just Regional Publishing	£420.00	Advert Just Hellesdon 20 Dec
23/12/2021	Total Gas & Power	£34.66	electricity allotments Nov 21
29/12/2021	Hitachi Capital Finance	£540.00	lease tractor & hedge cutter
29/12/2021	BNP Paribas Leasing Solutions	£278.00	HP repayment Wessex mower
29/12/2021	Broadland District Council	£624.00	business rates office
31/12/2021	Westcotec	£90.00	SAM program Nov 21
31/12/2021	Vodafone Ltd	£157.52	mobile plan/ usage 16 Nov - 15 Jan

#### Invoices due for payment

Invoice date	Payee	Amount	Expenditure
23/12/2021	Milne Marketing	£236.24	black sacks x 5 pack; cleaners x 8 packs & blue rolls x 4 packs
23/12/2021	Pest Express	£420.00	Pest control allotments Oct 21 - Apr 22
26/11/2021	Hellesdon Church Council	£750.00	churcyard/burial grd grass cutting contribution (per budget £750)

**Receipts between 01/12/2021 - 31/12/2021**

<b>Date</b>	<b>Income</b>	<b>Amount</b>	<b>Notes</b>
03/12/2021	Allotments	31.19	rent, water , pest control
06/12/2021	Football pitch	84	junior pitch x 2
06/12/2021	Allotments	54.89	rent, water , pest control
06/12/2021	Interest	5.22	monthly loyalty reward
13/12/2021	Football training	145.8	October training
16/12/2021	Allotments	54.89	rent, water , pest control
22/12/2021	Allotments	57.01	rent, admin fee, deposit
22/12/2021	Total Energies Gas & Power	98.24	feed in tariff (office solar panels)
31/12/2021	Interest	31.15	Yearly interest precept account

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Community Centre</b>								
1410 Community Centre Inc ML Room	0	972	0	(972)			0.0%	
Community Centre :- Income	<b>0</b>	<b>972</b>	<b>0</b>	<b>(972)</b>				<b>0</b>
4150 Utilities	0	11,577	23,000	11,423		11,423	50.3%	
4195 Keys/Locks	0	29	40	11		11	72.0%	
4250 Sanitary Waste Disposal	0	(178)	2,180	2,358		2,358	(8.2%)	
4295 Equipment - New/Replacement	0	0	1,000	1,000		1,000	0.0%	
4300 Equipment-Repair/Maintenance	0	0	585	585		585	0.0%	
4416 Water dispenser	0	11	345	334		334	3.3%	
4435 Contingencies	0	233	1,300	1,067		1,067	17.9%	
4450 Inspections	0	97	526	429		429	18.4%	
4480 Memberships & Subscriptions	0	0	1,600	1,600		1,600	0.0%	
4560 Property Maintain/Replacement	0	449	0	(449)		(449)	0.0%	
4630 Consumables	0	0	625	625		625	0.0%	
4635 cleaning agents/materials	0	239	2,310	2,071		2,071	10.4%	
4695 community centre redevelopment	57,796	312,626	0	(312,626)		(312,626)	0.0%	
Community Centre :- Indirect Expenditure	<b>57,796</b>	<b>325,083</b>	<b>33,511</b>	<b>(291,572)</b>	<b>0</b>	<b>(291,572)</b>	<b>970.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(57,796)</b>	<b>(324,111)</b>	<b>(33,511)</b>	<b>290,600</b>				
<b>110 Administration</b>								
1076 Precept	0	514,210	0	(514,210)			0.0%	9,200
1085 Grants received	0	12,000	0	(12,000)			0.0%	
1095 S106 contributions	0	2,022	0	(2,022)			0.0%	
1099 Community Infrastructure	0	56,951	0	(56,951)			0.0%	
Administration :- Income	<b>0</b>	<b>585,183</b>	<b>0</b>	<b>(585,183)</b>				<b>9,200</b>
4065 councillor training	0	452	1,000	548		548	45.2%	
4465 External Audit	0	1,300	1,325	25		25	98.1%	
4470 Internal Audit	0	1,270	2,380	1,110		1,110	53.4%	
4475 Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480 Memberships & Subscriptions	0	1,394	1,200	(194)		(194)	116.1%	
4550 Insurance	0	9,687	9,668	(19)		(19)	100.2%	
Administration :- Indirect Expenditure	<b>0</b>	<b>14,603</b>	<b>20,573</b>	<b>5,970</b>	<b>0</b>	<b>5,970</b>	<b>71.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>570,580</b>	<b>(20,573)</b>	<b>(591,153)</b>				
6001 less Transfer to EMR	0	9,200						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>561,380</b>						



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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>120 Staff</b>								
4000 Admin Staff	6,190	52,282	90,916	38,634		38,634	57.5%	
4010 Groundstaff	3,205	32,629	64,663	32,034		32,034	50.5%	
4020 Care Takers	3,059	30,126	81,042	50,916		50,916	37.2%	
4040 PAYE	2,793	24,333	0	(24,333)		(24,333)	0.0%	
4045 Pension Scheme	2,817	30,941	40,841	9,900		9,900	75.8%	
4055 Staff training	0	978	4,000	3,022	3,000	22	99.5%	
4070 Profess Fees/Agency Personnel	0	630	0	(630)		(630)	0.0%	
4080 Employer NI	1,184	11,325	17,510	6,185		6,185	64.7%	
4090 Protective clothing/workwear	0	275	3,050	2,775		2,775	9.0%	
Staff :- Indirect Expenditure	<b>19,247</b>	<b>183,518</b>	<b>302,022</b>	<b>118,504</b>	<b>3,000</b>	<b>115,504</b>	<b>61.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(19,247)</b>	<b>(183,518)</b>	<b>(302,022)</b>	<b>(118,504)</b>				
<b>130 Council Office</b>								
1360 Electricity FIT	0	236	500	264			47.3%	
Council Office :- Income	<b>0</b>	<b>236</b>	<b>500</b>	<b>264</b>			<b>47.3%</b>	<b>0</b>
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	624	6,892	12,365	5,473		5,473	55.7%	
4195 Keys/Locks	0	12	50	38		38	25.0%	
4250 Sanitary Waste Disposal	0	0	50	50		50	0.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4400 Chairman's Budget	0	183	1,500	1,317		1,317	12.2%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	0	100	100		100	0.0%	
4415 Catering for Meeting	6	183	200	17		17	91.6%	
4420 Telephone and Broadband	226	2,593	3,000	407		407	86.4%	
4425 IT Support and Maintenance	143	1,520	2,900	1,380		1,380	52.4%	
4430 Photocopier	0	1,929	2,260	331		331	85.3%	
4435 Contingencies	0	299	500	201		201	59.7%	
4440 Stationery	44	279	670	391		391	41.7%	
4445 Postage	0	81	150	69		69	53.9%	
4450 Inspections	0	384	166	(218)		(218)	231.5%	
4485 Other Licences/Fees	40	2,268	2,670	402		402	84.9%	
4500 PWLB	0	30,493	43,826	13,333		13,333	69.6%	
4560 Property Maintain/Replacement	0	2,497	2,000	(497)		(497)	124.9%	
4565 Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570 Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4595 Misc contributions	0	200	0	(200)		(200)	0.0%	200
4635 cleaning agents/materials	197	345	20	(325)		(325)	1725.0%	
Council Office :- Indirect Expenditure	<b>1,280</b>	<b>50,157</b>	<b>78,112</b>	<b>27,955</b>	<b>0</b>	<b>27,955</b>	<b>64.2%</b>	<b>200</b>
<b>Net Income over Expenditure</b>	<b>(1,280)</b>	<b>(49,921)</b>	<b>(77,612)</b>	<b>(27,691)</b>				
6000 plus Transfer from EMR	0	200						

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(1,280)</b>	<b>(49,721)</b>						
<u>150 Investment</u>								
1080 Bank Interest Received	78	78	2,000	1,922			3.9%	
1090 Monthly Loyalty Rewards	0	12	35	23			33.1%	
Investment :- Income	<b>78</b>	<b>90</b>	<b>2,035</b>	<b>1,945</b>			<b>4.4%</b>	<b>0</b>
4060 Bank Charges	34	207	600	393		393	34.5%	
Investment :- Indirect Expenditure	<b>34</b>	<b>207</b>	<b>600</b>	<b>393</b>	<b>0</b>	<b>393</b>	<b>34.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>44</b>	<b>(117)</b>	<b>1,435</b>	<b>1,552</b>				
<u>160 Planning</u>								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>				
<u>170 Health and Safety</u>								
4135 Consultancy Fees	0	300	500	200		200	60.0%	
4140 Defibrillator	0	1,391	300	(1,091)		(1,091)	463.6%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Health and Safety :- Indirect Expenditure	<b>0</b>	<b>1,691</b>	<b>1,000</b>	<b>(691)</b>	<b>0</b>	<b>(691)</b>	<b>169.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,691)</b>	<b>(1,000)</b>	<b>691</b>				
<u>180 Media and Communications</u>								
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105 Newsletter-Printing/Distributi	350	3,590	5,000	1,410		1,410	71.8%	
4110 Website and Emails	212	953	1,000	47		47	95.3%	
4155 IT Infrastructure	0	1,943	2,000	57		57	97.2%	1,899
4460 CCTV	0	0	1,450	1,450		1,450	0.0%	
4685 Noticeboards	0	3,233	4,000	767		767	80.8%	
Media and Communications :- Indirect Expenditure	<b>562</b>	<b>9,719</b>	<b>14,950</b>	<b>5,231</b>	<b>0</b>	<b>5,231</b>	<b>65.0%</b>	<b>1,899</b>
<b>Net Expenditure</b>	<b>(562)</b>	<b>(9,719)</b>	<b>(14,950)</b>	<b>(5,231)</b>				
6000 plus Transfer from EMR	0	1,899						
<b>Movement to/(from) Gen Reserve</b>	<b>(562)</b>	<b>(7,820)</b>						

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Stores</u>								
4150 Utilities	147	1,325	1,500	175		175	88.3%	
Stores :- Indirect Expenditure	<u>147</u>	<u>1,325</u>	<u>1,500</u>	<u>175</u>	<u>0</u>	<u>175</u>	<u>88.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(147)</u></b>	<b><u>(1,325)</u></b>	<b><u>(1,500)</u></b>	<b><u>(175)</u></b>				
<u>195 Tractor Shed</u>								
4150 Utilities	314	2,830	3,213	383		383	88.1%	
4450 Inspections	0	135	166	31		31	81.3%	
4560 Property Maintain/Replacement	0	69	550	481		481	12.5%	
Tractor Shed :- Indirect Expenditure	<u>314</u>	<u>3,034</u>	<u>3,929</u>	<u>895</u>	<u>0</u>	<u>895</u>	<u>77.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(314)</u></b>	<b><u>(3,034)</u></b>	<b><u>(3,929)</u></b>	<b><u>(895)</u></b>				
<u>200 Residents' Parties</u>								
4115 Consumable- Food/Beverage	11	279	655	376		376	42.6%	
4120 Over 65 Entertainment	0	0	300	300		300	0.0%	
4630 Consumables	0	81	50	(31)		(31)	161.1%	
Residents' Parties :- Indirect Expenditure	<u>11</u>	<u>359</u>	<u>1,005</u>	<u>646</u>	<u>0</u>	<u>646</u>	<u>35.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(11)</u></b>	<b><u>(359)</u></b>	<b><u>(1,005)</u></b>	<b><u>(646)</u></b>				
<u>205 Events</u>								
4122 Events	0	186	2,500	2,314		2,314	7.4%	80
Events :- Indirect Expenditure	<u>0</u>	<u>186</u>	<u>2,500</u>	<u>2,314</u>	<u>0</u>	<u>2,314</u>	<u>7.4%</u>	<u>80</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(186)</u></b>	<b><u>(2,500)</u></b>	<b><u>(2,314)</u></b>				
6000 plus Transfer from EMR	0	80						
<b>Movement to/(from) Gen Reserve</b>	<b><u>0</u></b>	<b><u>(106)</u></b>						
<u>210 Grounds</u>								
1200 Football Hire Charges	0	845	1,050	205			80.5%	
1210 Football Training Area Hire	0	1,447	3,000	1,553			48.2%	
1215 Grass cutting agreement	0	13,213	13,057	(156)			101.2%	
1270 Floodlights Income	0	20	750	730			2.7%	
Grounds :- Income	<u>0</u>	<u>15,526</u>	<u>17,857</u>	<u>2,331</u>			<u>86.9%</u>	<u>0</u>
4195 Keys/Locks	0	0	30	30		30	0.0%	
4200 Locking parks	0	4,272	0	(4,272)		(4,272)	0.0%	
4205 Replacement Bins	0	9	1,000	991		991	0.9%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Emptying Bins/Fresheners	0	0	3,520	3,520		3,520	0.0%	
4215 Seats - Repair/Replacement	0	12	1,000	988		988	1.2%	
4220 Signage - New/Replacement	0	90	0	(90)		(90)	0.0%	
4225 Floodlights Maintenance/Repair	0	0	500	500		500	0.0%	
4245 Highway grass verge cutting	0	11,132	13,057	1,925		1,925	85.3%	
4255 Green Waste Removal	225	1,575	2,700	1,125		1,125	58.3%	
4260 Shrub/Tree/Hedge	0	725	1,556	831		831	46.6%	
4270 Fertilisers/Weed & Moss Killer	0	161	1,394	1,233		1,233	11.5%	
4295 Equipment - New/Replacement	1,555	2,131	500	(1,631)		(1,631)	426.3%	1,555
4320 Small tools	0	59	500	441		441	11.8%	
4325 fence repairs	0	2,790	4,000	1,211		1,211	69.7%	
4385 Pegs & Bolts Purchase	0	0	90	90		90	0.0%	
4390 Materials	0	763	2,590	1,827		1,827	29.4%	
4435 Contingencies	0	0	4,335	4,335		4,335	0.0%	
4630 Consumables	0	202	575	373		373	35.1%	
4635 cleaning agents/materials	0	112	100	(12)		(12)	111.8%	
<b>Grounds :- Indirect Expenditure</b>	<b>1,780</b>	<b>24,032</b>	<b>37,447</b>	<b>13,415</b>	<b>0</b>	<b>13,415</b>	<b>64.2%</b>	<b>1,555</b>
<b>Net Income over Expenditure</b>	<b>(1,780)</b>	<b>(8,506)</b>	<b>(19,590)</b>	<b>(11,084)</b>				
6000 plus Transfer from EMR	1,555	1,555						
<b>Movement to/(from) Gen Reserve</b>	<b>(225)</b>	<b>(6,951)</b>						
<b>220 Machinery and Vehicles</b>								
4160 Repairs/Maintenance	0	197	680	483		483	29.0%	
4265 Fuel	0	1,304	1,200	(104)		(104)	108.7%	
4290 Servicing	762	3,140	5,500	2,360		2,360	57.1%	
4310 Hire of Machinery	675	6,073	9,098	3,025		3,025	66.8%	
4680 Depreciation	0	0	2,250	2,250		2,250	0.0%	
<b>Machinery and Vehicles :- Indirect Expenditure</b>	<b>1,437</b>	<b>10,715</b>	<b>18,728</b>	<b>8,013</b>	<b>0</b>	<b>8,013</b>	<b>57.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,437)</b>	<b>(10,715)</b>	<b>(18,728)</b>	<b>(8,013)</b>				
<b>230 Trees</b>								
4240 Emergency Work	0	0	1,500	1,500		1,500	0.0%	
4450 Inspections	0	380	2,000	1,620		1,620	19.0%	
4455 Work following Inspections	0	345	5,000	4,655		4,655	6.9%	
<b>Trees :- Indirect Expenditure</b>	<b>0</b>	<b>725</b>	<b>8,500</b>	<b>7,775</b>	<b>0</b>	<b>7,775</b>	<b>8.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(725)</b>	<b>(8,500)</b>	<b>(7,775)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>240 Allotments</b>								
1100 Allotment Income	96	3,189	2,500	(689)			127.6%	
1105 Allotment administration fee	13	125	0	(125)			0.0%	
1110 Water Charge	13	474	750	276			63.2%	
1115 Pest control charge	19	624	735	111			84.9%	
<b>Allotments :- Income</b>	<b>140</b>	<b>4,412</b>	<b>3,985</b>	<b>(427)</b>			<b>110.7%</b>	<b>0</b>
4145 Landowner Rent	0	1,243	1,900	657		657	65.4%	
4150 Utilities	33	301	1,700	1,399		1,399	17.7%	
4170 Pest Control	350	350	735	385		385	47.6%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4195 Keys/Locks	0	9	30	21		21	30.6%	9
4295 Equipment - New/Replacement	0	24	0	(24)		(24)	0.0%	24
4390 Materials	0	428	430	2		2	99.5%	
4560 Property Maintain/Replacement	52	2,826	500	(2,326)		(2,326)	565.3%	5,294
4635 cleaning agents/materials	0	15	0	(15)		(15)	0.0%	
<b>Allotments :- Indirect Expenditure</b>	<b>435</b>	<b>5,196</b>	<b>5,395</b>	<b>199</b>	<b>0</b>	<b>199</b>	<b>96.3%</b>	<b>5,328</b>
<b>Net Income over Expenditure</b>	<b>(295)</b>	<b>(784)</b>	<b>(1,410)</b>	<b>(626)</b>				
6000 plus Transfer from EMR	52	4,067						
6001 less Transfer to EMR	0	1,261						
<b>Movement to/(from) Gen Reserve</b>	<b>(243)</b>	<b>2,021</b>						
<b>250 Play Areas</b>								
4295 Equipment - New/Replacement	0	11,350	0	(11,350)		(11,350)	0.0%	10,738
4300 Equipment-Repair/Maintenance	80	1,233	2,750	1,517		1,517	44.8%	
4450 Inspections	0	244	250	6		6	97.6%	
<b>Play Areas :- Indirect Expenditure</b>	<b>80</b>	<b>12,827</b>	<b>3,000</b>	<b>(9,827)</b>	<b>0</b>	<b>(9,827)</b>	<b>427.6%</b>	<b>10,738</b>
<b>Net Expenditure</b>	<b>(80)</b>	<b>(12,827)</b>	<b>(3,000)</b>	<b>9,827</b>				
6000 plus Transfer from EMR	0	10,738						
<b>Movement to/(from) Gen Reserve</b>	<b>(80)</b>	<b>(2,089)</b>						
<b>255 Hard Courts and Car Park</b>								
1220 Tennis Hire Charges	0	304	650	346			46.8%	
1230 Netball Hire Charges	0	233	760	527			30.7%	
<b>Hard Courts and Car Park :- Income</b>	<b>0</b>	<b>537</b>	<b>1,410</b>	<b>873</b>			<b>38.1%</b>	<b>0</b>
4195 Keys/Locks	0	9	0	(9)		(9)	0.0%	
4340 Surface - Repair	0	0	500	500		500	0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## 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
4345 Surface Clean Chemicals	0	270	178	(92)		(92)	151.7%	
4390 Materials	0	0	352	352		352	0.0%	
4560 Property Maintain/Replacement	0	(1)	2,350	2,351		2,351	0.0%	
4580 Car Park/ Pathways	0	0	650	650		650	0.0%	
<b>Hard Courts and Car Park :- Indirect Expenditure</b>	<b>0</b>	<b>279</b>	<b>4,030</b>	<b>3,751</b>	<b>0</b>	<b>3,751</b>	<b>6.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>259</b>	<b>(2,620)</b>	<b>(2,879)</b>				
<u>260 Bowling Green</u>								
1240 Bowls Hire Charges	0	1,800	0	(1,800)			0.0%	
<b>Bowling Green :- Income</b>	<b>0</b>	<b>1,800</b>	<b>0</b>	<b>(1,800)</b>				<b>0</b>
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%	
4390 Materials	0	665	1,000	335		335	66.5%	
<b>Bowling Green :- Indirect Expenditure</b>	<b>0</b>	<b>665</b>	<b>1,250</b>	<b>585</b>	<b>0</b>	<b>585</b>	<b>53.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,135</b>	<b>(1,250)</b>	<b>(2,385)</b>				
<u>265 Memorials</u>								
1280 Memorial Garden Income	0	38	0	(38)			0.0%	
<b>Memorials :- Income</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>(38)</b>				<b>0</b>
4360 Rose Renewal	0	57	25	(32)		(32)	226.4%	
4575 War Memorial	0	292	200	(92)		(92)	145.8%	
<b>Memorials :- Indirect Expenditure</b>	<b>0</b>	<b>348</b>	<b>225</b>	<b>(123)</b>	<b>0</b>	<b>(123)</b>	<b>154.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(311)</b>	<b>(225)</b>	<b>86</b>				
<u>270 Traffic Highways/Environment</u>								
4645 Rolling maintenance programme	0	430	0	(430)		(430)	0.0%	
4650 SAM2 Weekly Move	75	675	920	245		245	73.4%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
<b>Traffic Highways/Environment :- Indirect Expenditure</b>	<b>75</b>	<b>1,105</b>	<b>1,420</b>	<b>315</b>	<b>0</b>	<b>315</b>	<b>77.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(75)</b>	<b>(1,105)</b>	<b>(1,420)</b>	<b>(315)</b>				
<u>300 Community Cafe</u>								
1500 Community Café Income	0	1	0	(1)			0.0%	
<b>Community Cafe :- Income</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>(1)</b>				<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>(1)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	218	608,795	25,787	(583,008)			2360.9%	
Expenditure	83,198	645,774	539,997	(105,777)	3,000	(108,777)	120.1%	
<b>Net Income over Expenditure</b>	<b>(82,980)</b>	<b>(36,979)</b>	<b>(514,210)</b>	<b>(477,231)</b>				
plus Transfer from EMR	1,607	18,539						
less Transfer to EMR	0	10,461						
<b>Movement to/(from) Gen Reserve</b>	<b>(81,374)</b>	<b>(28,902)</b>						







**Minutes of the meeting of the Planning Committee held on  
 Tuesday 14<sup>th</sup> December 2021 at 6:15pm in  
 Hellesdon Community Centre, Wood View Road, Hellesdon**

**PRESENT:**

- Cllr Britton
- Cllr Fulcher
- Cllr Johnson
- Cllr Potter
- Cllr Franklin
- Also In Attendance
- Ms L Pointin – Senior Admin
- 1 Member of the Public

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**  
 There were apologies from Cllr Sear and Cllr King these were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**  
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 23<sup>rd</sup> November 2021 from those members present at the held meeting.**  
 Minutes were previously circulated and **AGREED** by those present at the meetings held
4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)  
 No public in attendance
5. **General Matters/Planning Outcomes**  
 Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED**.
6. **Applications for Consideration**

<p><b>20212052</b>                  Sub-division of garden at 17 Heath Crescent, NR6 6XD                  Erection of bungalow.</p>	<p><b>Strongly Object</b> - loss of amenity and over development of the site. It would have an adverse effect on neighbouring properties. Not in keeping with the Neighbourhood Plan</p>
<p><b>20211791</b>                  10 Bush Road, NR6 6UF                  Single storey extension to rear of property.</p>	<p><b>Supported.</b></p>

Approved.....

<p><b>20210994</b>  27 Hawthorne Avenue, NR6 6LE  Remove existing garage from rear of property and erect a 6x3m wooden shed parallel to the boundary in the driveway and convert the front garden into a driveway.</p>	<p><b>Object</b> – intrusive to street scene and detrimental to the area.</p>
<p><b>20212146</b>  40 Neylond Crescent, NR6 5QF  Loft extension.</p>	<p><b>Supported.</b></p>
<p><b>20211850</b>  Unit 4-5, Jupiter Road, NR6 6SU  Retention of 1 x Illuminated Fascia Sign &amp; 1 x Non-Illuminated Panel Sign.</p>	<p><b>Supported.</b></p>

**7. Exchange of Information**

No further information exchanged

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

If there are any planning applications the next meeting will be held on **Tuesday 11<sup>th</sup> January 2021 at 6.15 pm** in the Council Chambers.

The meeting closed at 6:37 pm.

REPORT TO FULL COUNCIL

**Subject: Highway Grass Verge Cutting**

**Author: Louise Pointin**

**Date: 21<sup>st</sup> December 2021**

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We invited 3 companies to tender for the contract and received 2 quotes. The grass cutting contract would include mowing and the weed killing of 55,849 sq. metres of grass verges within Hellesdon.

With regard to the specific questions raised by the Playing Fields, Allotments and Amenities Committee:

1. No weed killer to be used

To prevent the use of weed killer a strimmer would be required, however due to health and safety regulations the operator of the strimmer would be permitted to use for a maximum of 4 hours and would be unable to use other machinery for the rest of the working day. This would significantly increase the cost of each cut.

Weedkilling around obstacles is a method of reducing strimmer usage.

Under UK health and safety legislation (the control of vibrations at work regulations 2005) regarding Hand Arm Vibration Syndrome HAVES the company has an obligation to monitor and reduce vibration when using all machinery. The Health and Safety executive has detailed charts stipulating how much vibration an employee can safely be subjected to each day. A ride on mower will have less vibration than a strimmer, an older machine will create more vibrations than a new one, for example.

Vibrations can **only** be reduced by a reduction in machinery usage. In order to comply with this law, and still be able to offer a productive work day, the reduction in the use of the higher vibration machines (strimmers) is a necessity to keep the levels within the legal safe limit. Weedkilling around obstacles does not eliminate the use of strimming but reduces the quantity and thus vibrations.

2. Grass to be cut no less that 1" and to be kept under 3"

To ensure the level of grass is between 1" and 3" the grass would need to be cut every two weeks, 16 cuts from March to October.

3. Quotation to include the options of a hopper for grass collection

Grass collection is impractical and costly. A vehicle would need to follow the mower so they are able to empty the debris into it, also waste transfer notes would be required as it is classed as waste, this would increase the price significantly with both companies.

**Quote 1**

Per Cut

£1,285 + VAT

10 Cuts per year between April and October 2022.

£12,850 +VAT

**Quote 2**

Per Cut

£1083 + VAT

11 Cuts per year between April and October 2022.

£11,913 + VAT

**Present:** Cllr S Gurney – Chair of the Committee  
Cllr D King  
Cllr U Franklin  
Cllr G Diffey  
Cllr B Johnson  
R Reeve – Locum Clerk

The Chairman welcomed members and opened the meeting at 3pm.

**1. Apologies and acceptance for absence**

An apology was received from Cllr Britton, this was **ACCEPTED**

**2. Declarations of Interest and Dispensations**

No declarations made or dispensations requested

**3. Approval of minutes of the Committee meeting held on 11<sup>th</sup> November 2021 from those members present at the held meeting**

Minutes had been circulated from the meeting held on 11<sup>th</sup> November 2021. It was **RESOLVED TO ADOPT THE MINUTES OF THE MEETING**

**4. Public Participation**

No members of the public present.

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

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

AGREED BY ALL

**6. Recruitment for the Clerk post**

Councillors reviewed the circumstances that arose leading to the recent departure of the previous Clerk, whose resignation had been reluctantly received for reasons of wanting to achieve a better work/ life balance.

Following this, Councillors then resolved to proceed to look at the terms and conditions to be offered for a replacement person, considered the staffing budget/ pay points that were currently now required to be offered on the LC3 scale and agreed a draft advert/ documentation for the recruitment of a new permanent Clerk.

A timeline for the recruitment was also agreed, with interviews to be held in mid February.

**7. Update on other Staffing matters**

The committee looked at the staffing as a whole, and the vacancies which have arisen over recent months. The next meeting, to be scheduled in February, would need to deal with the filling of current vacancies within the staffing establishment, notably within the grounds team, and also staffing requirement with the re-opening of the Community Centre.

There was also going to be a short period of sickness within the office team, along with a request for an increase in hours to address.

**8. Exchange of Information**

Councillors further reflected on the recent experiences with the recent recruitment of Clerks at nearby councils, and what would be needed to ensure that an attractive offer was made for the Clerk recruitment.

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

17<sup>th</sup> February at 2.00 pm , probably to again be held via Zoom.

The Meeting closed at 5:30 p.m.