

**Minutes the Meeting of Hellesdon Parish Council  
held on Tuesday 9<sup>th</sup> August 2022 at 7pm  
at The Council Chambers, Diamond Jubilee Lodge**

**PRESENT:**

Cllr S Gurney (Chair)  
Cllr K Avenell  
Cllr G Britton  
Cllr L Douglass  
Cllr U Franklin  
Cllr R Sear

Cllr W Johnson  
Cllr D Britcher  
Cllr Bush-Trivett  
Cllr R Forder  
Cllr D King

**In attendance:** Mrs F LeBon, Clerk  
District Cllr S Prutton

**WELCOME** – Cllr Gurney welcomed Councillors and the member of the public to the meeting.

**1. Apologies and Acceptance for Absence**

Apologies for absence were received from Cllr G Diffey, Cllr D Fahy, Cllr M Fulcher, Cllr R Potter, and Cllr P Sparkes. These were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

None declared.

**3. Minutes from Full Council meeting held 12<sup>th</sup> July 2022**

The Minutes of the Full Council meeting held on 12<sup>th</sup> July 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these minutes as a true and accurate record of the meeting.

Cllr Gurney updated the meeting as to the 20mph speed limit on Meadow Way. 16 letters of support were received by Norfolk County Council, and 6 letters of objection. A report has been produced by the Strategic Planning and Transport Officer and will be presented to Cabinet for approval.

**4. Public Participation**

Cllr Prutton reported that there was nothing she was involved with at the District Council which was relevant to Hellesdon.

**5. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 6 in view of the confidential nature of the business to be transacted.** This was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Bush-Trivett.

*The meeting was closed to the press and public. Cllr Prutton left the meeting*

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 9<sup>th</sup> August 2022

**6. To Consider Land Correspondence**

*The relevant correspondence was displayed on the projector screen and no paper copies were distributed*

Cllr Gurney introduced this item and stressed the need for confidentiality.  
After a full discussion, it was **AGREED** that the council had insufficient information to form a decision. A list of required information was given to the Clerk to action.

*The meeting was reopened to the press and public*

**7. Matters for the Next Agenda**

No agenda items raised.

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

13<sup>th</sup> September 2022 at 7pm in the Council Chamber.

The meeting closed at 9pm

DRAFT

Approved.....

Date.....

**CLERK'S REPORT FOR COUNCIL MEETING 13**  
**13<sup>th</sup> September 2022**

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	Agenda item
Car Park – Community Centre	No matters to report. The matter of the library protection bollards has been resolved by PP&R
Parish Council Offices Diamond Jubilee Lodge	No matters to report
Recreation Ground including Children's Play areas	Signage was discussed by PF,A&A committee in relation to control of dogs, and an alternative method of signage will be looked at, at a future meeting.
Skate Park & MUGA	The Playing Fields, Allotments and Amenities Committee has agreed a process to increase tennis participation with the Lawn Tennis Association and National Tennis. See agenda item 9
Meadow Way	No matters to report
Mountfield Park	No matters to report
Cottinghams Park	Signage is required in this area. A meeting has been held with the landlord to discuss grounds maintenance between Cottinghams Park and the farm.
Allotments	<ol style="list-style-type: none"> <li>1) The planning application for the car parking area in the allotment extension area is in process (the design and access statement is to be completed).</li> <li>2) A meeting has been held with the landlord to discuss not permitting any bonfires on the site.</li> <li>3) It has been agreed to check the stand pipe next to plot 132 for leakage.</li> <li>4) The new tenancy agreements along with the new rules and code for the toilet block will be sent out imminently.</li> <li>5) A tree has come down to the east of the allotment site. Highways advise that it is not one of their trees, so the lease details are in the process of being checked to see if it is Hellesdon Parish Council or Drayton Farms.</li> <li>6) A standpipe had a vehicle strike and had become completely detached. This was repairable in-house.</li> </ol>
Community Orchard	No matters to report. First harvest expected in 2023
Community Apiary	A small honey harvest has been made. Half pound jars are expected to sell at £5 per jar.
Cemetery Car Park	No matters to report
Persimmons Homes	There has been no further progress with the application for P3. A meeting was held with the officer responsible for Sports and Leisure at Broadland Council, and also the Chair of the Norfolk FA to discuss the proposed football pitches on the Persimmon Site. The Parish Council's aspirations for the site were emphasised and concerns raised about not having a site plan which would detail all community aspects of the site. Parties to this meeting have contacts at Sport England which can help put pressure on Persimmon to prioritise these details.

Public Toilets	These are having to be closed earlier than usual due to repeated vandalism.
Litter & Dog Waste Bins	<p>Overflowing bins / dog waste bins have been reported to Broadland Council under their new contract.</p> <p>The new Community Janitor will look to raise these matters directly with BDC under their rounds.</p> <p>Stickers for the dog waste bins, as requested in the previous meeting, are being sought.</p> <p>A street license has been obtained for a new litter bin on the corner of Drayton High Road and Middletons Lane, near the new bench.</p> <p>A dog waste bin has been moved by a parishioners on Links Avenue. This bin is owned by Broadland Council and they have been asked to move it back, as complaints are now being received about increased levels of dog waste in the alley way which the dog bin served.</p>
Bus Shelters	<p>Concerns have been received about the condition of the two bus shelters along the Drayton Road, close to Asda. These have been of concern since 2018 as the replacement parts are no longer available.</p> <p>These could be replaced as part of the parish partnership scheme.</p>
Benches	No matters to report
War Memorial	No matters to report
Highways	<ol style="list-style-type: none"> <li>1) The original highway verge delegation agreement is being sourced to check the amount of weedkilling permitted by contractors. NCC has been asked for this but it not forthcoming. This is important in relation to the amount of cuts required by the highway authority and whether week killing is permissible.</li> <li>2) NCC has taken the milestone on the Persimmon Development for refurbishment</li> <li>3) Of greatest concern is that an email has been received from NCC about the forthcoming highway ranger visit. Despite repeated requests, no action of indeed feedback has been received about the previous visit. This calls into question the whole Rangers process when no action is being taken on requests.</li> </ol>
Staffing	Agenda item
Street Lighting	Long term faulty street lights have been reported on Amsterdam Way. These have been reported to Norwich Airport.
Events	Agenda item
Meeting Dates	<p>Community Centre – Weekly update meetings being held with the project manager and contractors.</p> <p>PP&amp;R – Next meeting to be scheduled – in discussions with Chairman</p> <p>PA&amp;A – Tuesday October 4<sup>th</sup></p> <p>Staffing – Next Meeting to be scheduled</p> <p>Events – Next Meeting to be scheduled.</p> <p>Annual Parish Meeting – Date to be confirmed for 2023</p>
Health and Safety	<ol style="list-style-type: none"> <li>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. Final document to be agreed by PP&amp;R</li> </ol>

	<p>2) Training Courses through WorkNest are in the process of being reviewed and allocated to relevant staff members.</p>
Other Matters	<p>1) One final form is required to change the Barclays mandate.</p> <p>2) The staff are reviewing all emails and paperwork to ensure they are compliant with GDPR. Staff have been reminded that they are not permitted to keep personal details on file 'just in case' and people have a right to be forgotten.</p> <p>3) The website has been reviewed for Accessibility compliancy and the statutory statement has now been added to the website.</p> <p>4) The Transparency Code is in the process of being reviewed and what is required by the council under this code.</p>

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## Hellesdon Parish Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 August 2022

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/08/2022	Active Saver 4401	160,638.99
31/08/2022	Business Current Account 2077	500.00
31/08/2022	Petty Cash	142.46
31/08/2022	Active Saver 7702	337,861.08
31/08/2022	Active Saver 4503	81,405.47
31/08/2022	Number 2 account 0958	91,044.94

**671,592.94**

##### Other Cash & Bank Balances

**20.00**

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**671,612.94**

##### Unpresented Payments

**50.00**

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**671,562.94**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

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**671,562.94**

##### All Cash & Bank Accounts

1	Current Bank Account	161,088.99
2	Petty Cash	142.46
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	91,044.94
	Other Cash & Bank Balances	20.00
	<b>Total Cash &amp; Bank Balances</b>	<b>671,562.94</b>

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## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	12,190.10	-10,000.00	2,190.10
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	11,701.00	-6,000.00	5,701.00
323 EMR Hard Surface Area	15,000.00	-15,000.00	0.00
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	0.00
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	-20,000.00	23,026.99
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	-59,000.00	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	-76.82	54.35
351 EMR Events	2,054.80		2,054.80
	<b>285,408.46</b>	<b>-162,206.82</b>	<b>123,201.64</b>

**Payments 01/08/2022 - 31/08/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01/08/2022	Broadland District Council	£147.00	business rates stores/premises
01/08/2022	Broadland District Council	£314.00	business rates grds shed
01/08/2022	Trade UK	£17.57	WD40 & oil
01/08/2022	Vodafone Ltd	£74.00	plan 16 Jul - 15 Aug
02/08/2022	Westcotec Ltd	£90.00	SAM program Jun 22
04/08/2022	Howden Joinery Ltd	£4,526.01	kitchen units HCC
04/08/2022	Barclays Bank	£15.70	charges 13 Jun - 12 Jul
08/08/2022	Defib Store Ltd	£64.80	Adult pads replacement
10/08/2022	UK Fuels Ltd	£285.73	fuel Jul
11/08/2022	Apple.com	£0.79	iCloud storage
12/08/2022	Sum Up	£0.12	card fee 11 Aug Nolan
17/08/2022	Booker Ltd	£13.18	bottled water grds staff
17/08/2022	Sum up	£0.76	chges allotment fee/dep Frank
18/08/2022	DD Health & Safety Supplies Lt	£154.20	blue rolls/mop & floor cleaner
18/08/2022	Ernest Doe & Sons Ltd	£1,976.79	Boomer repairs
18/08/2022	Mayday Office Equipment Servic	£26.40	maint support Aug 2022
18/08/2022	Huws Gray Ridgeons	£169.31	sawn timber & top soil
18/08/2022	Shred Station Ltd	£30.00	confidential waste shredding
18/08/2022	Viking Direct	£82.70	hard back books
18/08/2022	Just Regional Publishing	£420.00	Advert Just Hellesdon 10 Aug
18/08/2022	Osiris Technologies	£586.02	IT mthly support
18/08/2022	The Garden Guardian	£1,949.40	Highway verge cutting instal
18/08/2022	Komplan Ltd	£48.00	play equipment part
18/08/2022	D Steward Groundworks Water	£4,440.00	cable installation driveway
18/08/2022	IRIS Business Software Ltd	£668.40	annual licence fee payroll
18/08/2022	Anglian Water Business (Nation	£1,008.18	grds/HPC/trees/bowling green
19/08/2022	Total Gas & Power	£63.33	gas July HPC
19/08/2022	Net salaries	£13,127.89	Aug payroll
22/08/2022	HMRC	£4,070.15	PAYE Aug 22
22/08/2022	Norfolk Pension Fund	£3,722.37	contributions Aug 22
23/08/2022	Sum Up	£0.76	card fee allotment plot 122
24/08/2022	Webster Technical Servs Ltd	£30.00	deposit serv digital projector
24/08/2022	Total Energies	£14.25	elec allotments Jul 22
25/08/2022	Broadland District Council	£624.00	business rates office
26/08/2022	AC Building Services	£2,200.00	fit new kitchen
26/08/2022	Ben Burgess Groundcare Equip	£131.61	repair flat tyres John Deere
26/08/2022	Pip Skips Ltd	£288.00	exchange 12 yrd skip
30/08/2022	Anglian Water Business (Nation	£527.28	water allotments 12 May - 11 Aug
30/08/2022	Novuna Business Finance	£540.00	lease Boomer/hedgecutter
31/08/2022	ALH Building Designs Ltd	£2,100.00	site monitoring installation stage
31/08/2022	Just Regional Publishing	£234.00	advert Just Hellesdon 7 Sep
31/08/2022	PKF Littlejohn	£2,400.00	external auditor fees
31/08/2022	Viking Direct	£58.82	toilet rolls
31/08/2022	Anglian Water Business (Nation	£378.10	water allots 12 May - 11 Aug

**Invoices due for payment**

<b>Invoice date</b>	<b>Supplier</b>	<b>Amount due</b>	<b>Transaction detail</b>
31/08/2022	Mayday Office Equipment Servs	£189.08	copies & maint Sep 22
22/08/2022	A C Leigh	£29.32	digi padlock allotment toilets



**Receipts 01/08/2022 - 31/08/2022**

<b>Date</b>	<b>Income</b>	<b>Amount</b>	<b>Notes</b>
03/08/2022	FIT payment	£160.06	Generation payment/ export payment
03/08/2022	Tennis	£7.00	court hire
05/08/2022	Bank interest	£1.44	monthly loyalty reward
10/08/2022	Football training	£64.80	Jul training pitch hire
12/08/2022	Tennis	£7.00	court hire
15/08/2022	HCC room hire	£45.36	payment on account
17/08/2022	Allotments	£45.00	admin fee/deposit
23/08/2022	Allotments	£45.00	admin fee/deposit

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Community Centre</b>								
1400 Community Centre Income	0	0	15,000	15,000			0.0%	
Community Centre :- Income	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>			<b>0.0%</b>	<b>0</b>
4150 Utilities	765	765	24,060	23,295		23,295	3.2%	
4250 Sanitary Waste Disposal	0	1,530	2,289	759		759	66.8%	
4295 Equipment - New/Replacement	0	0	1,000	1,000		1,000	0.0%	
4300 Equipment-Repair/Maintenance	0	10	500	490		490	1.9%	
4416 Water dispenser	0	0	362	362		362	0.0%	
4450 Inspections	0	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	49	49	25	(24)		(24)	196.1%	
4635 cleaning agents/materials	0	30	1,500	1,470		1,470	2.0%	
4695 community centre redevelopment	12,176	420,472	0	(420,472)		(420,472)	0.0%	
Community Centre :- Indirect Expenditure	<b>12,990</b>	<b>423,076</b>	<b>33,540</b>	<b>(389,536)</b>	<b>0</b>	<b>(389,536)</b>	<b>1261.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(12,990)</b>	<b>(423,076)</b>	<b>(18,540)</b>	<b>404,536</b>				
<b>110 Administration</b>								
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	<b>0</b>	<b>282,640</b>	<b>0</b>	<b>(282,640)</b>				<b>7,870</b>
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	2,000	2,000	1,365	(635)		(635)	146.5%	
4470 Internal Audit	0	970	2,500	1,530		1,530	38.8%	
4475 Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480 Memberships & Subscriptions	0	1,574	1,540	(34)		(34)	102.2%	
4550 Insurance	0	9,788	10,171	383		383	96.2%	
Administration :- Indirect Expenditure	<b>2,000</b>	<b>15,782</b>	<b>21,576</b>	<b>5,794</b>	<b>0</b>	<b>5,794</b>	<b>73.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,000)</b>	<b>266,859</b>	<b>(21,576)</b>	<b>(288,435)</b>				
6001 less Transfer to EMR	0	7,870						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,000)</b>	<b>258,989</b>						
<b>120 Staff</b>								
4000 Admin Staff	6,261	31,037	147,638	116,601		116,601	21.0%	
4010 Groundstaff	4,037	19,407	93,429	74,022		74,022	20.8%	
4020 Care Takers	2,829	14,296	87,360	73,064		73,064	16.4%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4030 Additional Staff	0	0	6,500	6,500		6,500	0.0%	
4040 PAYE	2,692	13,946	0	(13,946)		(13,946)	0.0%	
4045 Pension Scheme	3,722	18,407	0	(18,407)		(18,407)	0.0%	
4055 Staff training	0	1,500	2,500	1,000	3,000	(2,000)	180.0%	
4080 Employer NI	1,378	6,795	0	(6,795)		(6,795)	0.0%	
4090 Protective clothing/workwear	0	647	3,000	2,353		2,353	21.6%	
<b>Staff :- Indirect Expenditure</b>	<b>20,920</b>	<b>106,035</b>	<b>340,427</b>	<b>234,392</b>	<b>3,000</b>	<b>231,392</b>	<b>32.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(20,920)</b>	<b>(106,035)</b>	<b>(340,427)</b>	<b>(234,392)</b>				
<b>130 Council Office</b>								
1360 Electricity FIT	0	210	358	148			58.8%	
<b>Council Office :- Income</b>	<b>0</b>	<b>210</b>	<b>358</b>	<b>148</b>			<b>58.8%</b>	<b>0</b>
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	684	4,175	13,924	9,749		9,749	30.0%	
4250 Sanitary Waste Disposal	0	31	53	22		22	58.2%	
4295 Equipment - New/Replacement	30	30	2,500	2,470		2,470	1.2%	
4400 Chairman's Budget	0	138	1,500	1,362		1,362	9.2%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	68	100	32		32	67.9%	
4415 Refreshments	26	102	300	198		198	34.0%	
4420 Telephone and Broadband	219	1,095	3,500	2,405		2,405	31.3%	
4425 IT Support and Maintenance	394	1,719	4,954	3,235		3,235	34.7%	
4430 Photocopier	158	1,513	2,500	987		987	60.5%	
4435 Contingencies	0	25	250	225		225	10.0%	
4440 Stationery	0	174	500	326		326	34.9%	
4445 Postage	(1)	5	150	145		145	3.6%	
4450 Inspections	0	232	624	392		392	37.1%	
4485 Other Licences/Fees	557	2,636	2,914	278		278	90.5%	
4500 PWLB	0	21,547	43,094	21,547		21,547	50.0%	
4560 Property Maintain/Replacement	0	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	0	93	25	(68)		(68)	372.6%	
4635 cleaning agents/materials	0	47	20	(27)		(27)	235.4%	
<b>Council Office :- Indirect Expenditure</b>	<b>2,066</b>	<b>33,657</b>	<b>85,143</b>	<b>51,486</b>	<b>0</b>	<b>51,486</b>	<b>39.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,066)</b>	<b>(33,447)</b>	<b>(84,785)</b>	<b>(51,338)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Investment</u>								
1080 Bank Interest Received	0	1	900	899			0.1%	
1090 Monthly Loyalty Rewards	1	4	8	4			54.4%	
Investment :- Income	<u>1</u>	<u>5</u>	<u>908</u>	<u>903</u>			<u>0.6%</u>	<u>0</u>
4060 Bank Charges	25	109	180	71		71	60.7%	
Investment :- Indirect Expenditure	<u>25</u>	<u>109</u>	<u>180</u>	<u>71</u>	<u>0</u>	<u>71</u>	<u>60.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(24)</u></b>	<b><u>(104)</u></b>	<b><u>728</u></b>	<b><u>832</u></b>				
<u>160 Planning</u>								
4130 Hire of Rooms	0	325	300	(25)		(25)	108.3%	
Planning :- Indirect Expenditure	<u>0</u>	<u>325</u>	<u>300</u>	<u>(25)</u>	<u>0</u>	<u>(25)</u>	<u>108.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(325)</u></b>	<b><u>(300)</u></b>	<b><u>25</u></b>				
<u>170 Health and Safety</u>								
4135 Consultancy Fees	0	1,552	2,400	848		848	64.7%	
4140 Defibrillator	54	(163)	300	463		463	(54.2%)	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
Health and Safety :- Indirect Expenditure	<u>54</u>	<u>1,389</u>	<u>2,850</u>	<u>1,461</u>	<u>0</u>	<u>1,461</u>	<u>48.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(54)</u></b>	<b><u>(1,389)</u></b>	<b><u>(2,850)</u></b>	<b><u>(1,461)</u></b>				
<u>180 Media and Communications</u>								
4105 Newsletter-Printing/Distributi	545	2,145	5,000	2,855		2,855	42.9%	
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	<u>545</u>	<u>2,839</u>	<u>16,175</u>	<u>13,336</u>	<u>0</u>	<u>13,336</u>	<u>17.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(545)</u></b>	<b><u>(2,839)</u></b>	<b><u>(16,175)</u></b>	<b><u>(13,336)</u></b>				
<u>190 Stores</u>								
4150 Utilities	147	737	1,505	768		768	49.0%	
Stores :- Indirect Expenditure	<u>147</u>	<u>737</u>	<u>1,505</u>	<u>768</u>	<u>0</u>	<u>768</u>	<u>49.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(147)</u></b>	<b><u>(737)</u></b>	<b><u>(1,505)</u></b>	<b><u>(768)</u></b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>195 Tractor Shed</u>								
4150 Utilities	314	1,574	3,213	1,639		1,639	49.0%	
4450 Inspections	0	135	552	417		417	24.5%	
4560 Property Maintain/Replacement	0	0	375	375		375	0.0%	
Tractor Shed :- Indirect Expenditure	<b>314</b>	<b>1,709</b>	<b>4,140</b>	<b>2,431</b>	<b>0</b>	<b>2,431</b>	<b>41.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(314)</b>	<b>(1,709)</b>	<b>(4,140)</b>	<b>(2,431)</b>				
<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	<b>0</b>	<b>0</b>	<b>850</b>	<b>850</b>	<b>0</b>	<b>850</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(850)</b>	<b>(850)</b>				
<u>205 Events</u>								
4122 Events	0	593	3,000	2,407		2,407	19.8%	
Events :- Indirect Expenditure	<b>0</b>	<b>593</b>	<b>3,000</b>	<b>2,407</b>	<b>0</b>	<b>2,407</b>	<b>19.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(593)</b>	<b>(3,000)</b>	<b>(2,407)</b>				
<u>210 Grounds</u>								
1200 Football Hire Charges	0	175	350	175			50.0%	
1210 Football Training Area Hire	68	794	2,415	1,621			32.9%	
1215 Grass cutting agreement	0	14,469	13,213	(1,256)			109.5%	
Grounds :- Income	<b>68</b>	<b>15,438</b>	<b>15,978</b>	<b>540</b>			<b>96.6%</b>	<b>0</b>
4195 Keys/Locks	27	156	290	134		134	53.7%	
4200 Locking parks	0	2,280	0	(2,280)		(2,280)	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	8,123	11,684	3,562		3,562	69.5%	
4255 Skip hire	240	960	2,400	1,440		1,440	40.0%	
4260 Shrub/Tree/Hedge	0	0	750	750		750	0.0%	
4270 Fertilisers/Weed & Moss Killer	0	35	1,878	1,843		1,843	1.9%	
4295 Equipment - New/Replacement	0	89	500	411		411	17.8%	
4320 Small tools	0	0	1,575	1,575		1,575	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	173	4,000	3,827		3,827	4.3%	
4630 Consumables	0	54	262	208		208	20.7%	
4635 cleaning agents/materials	0	88	310	222		222	28.5%	
<b>Grounds :- Indirect Expenditure</b>	<b>1,891</b>	<b>11,958</b>	<b>38,688</b>	<b>26,730</b>	<b>0</b>	<b>26,730</b>	<b>30.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,824)</b>	<b>3,480</b>	<b>(22,710)</b>	<b>(26,190)</b>				
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	0	175	714	539		539	24.5%	
4265 Fuel	238	801	1,500	699		699	53.4%	
4290 Servicing	0	3,084	5,800	2,716		2,716	53.2%	
4305 Parts- Repair/Replace/Spare	110	110	0	(110)		(110)	0.0%	
4310 Hire of Machinery	450	2,250	6,975	4,725		4,725	32.3%	
<b>Machinery and Vehicles :- Indirect Expenditure</b>	<b>798</b>	<b>6,419</b>	<b>14,989</b>	<b>8,570</b>	<b>0</b>	<b>8,570</b>	<b>42.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(798)</b>	<b>(6,419)</b>	<b>(14,989)</b>	<b>(8,570)</b>				
<u>230 Trees</u>								
4240 Emergency Work	0	0	1,500	1,500	945	555	63.0%	
4455 work & inspections	0	6,780	7,000	220	220	0	100.0%	
<b>Trees :- Indirect Expenditure</b>	<b>0</b>	<b>6,780</b>	<b>8,500</b>	<b>1,720</b>	<b>1,165</b>	<b>555</b>	<b>93.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,780)</b>	<b>(8,500)</b>	<b>(1,720)</b>				
<u>240 Allotments</u>								
1100 Allotment Income	0	(3)	3,299	3,302			(0.1%)	
1105 Allotment administration fee	25	38	100	63			37.5%	
1110 Water Charge	0	(2)	750	752			(0.2%)	
1115 Pest control charge	0	(2)	625	627			(0.3%)	
<b>Allotments :- Income</b>	<b>25</b>	<b>31</b>	<b>4,774</b>	<b>4,743</b>			<b>0.6%</b>	<b>0</b>
4145 Landowner Rent	0	857	1,243	386		386	68.9%	
4150 Utilities	903	998	1,113	115		115	89.7%	
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	29	178	2,081	1,903		1,903	8.6%	77
<b>Allotments :- Indirect Expenditure</b>	<b>932</b>	<b>2,033</b>	<b>5,162</b>	<b>3,129</b>	<b>0</b>	<b>3,129</b>	<b>39.4%</b>	<b>77</b>
<b>Net Income over Expenditure</b>	<b>(907)</b>	<b>(2,002)</b>	<b>(388)</b>	<b>1,614</b>				
6000 plus Transfer from EMR	0	77						
<b>Movement to/(from) Gen Reserve</b>	<b>(907)</b>	<b>(1,925)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250 Play Areas</u>								
4300 Equipment-Repair/Maintenance	0	388	2,750	2,362		2,362	14.1%	
4450 Inspections	0	263	250	(13)		(13)	105.0%	
Play Areas :- Indirect Expenditure	<b>0</b>	<b>651</b>	<b>3,000</b>	<b>2,349</b>	<b>0</b>	<b>2,349</b>	<b>21.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(651)</b>	<b>(3,000)</b>	<b>(2,349)</b>				
<u>255 Hard Courts and Car Park</u>								
1220 No longer in use	0	22	0	(22)			0.0%	
1225 Outside courts	12	277	500	223			55.4%	
1230 No longer in use	10	390	0	(390)			0.0%	
Hard Courts and Car Park :- Income	<b>22</b>	<b>689</b>	<b>500</b>	<b>(189)</b>			<b>137.7%</b>	<b>0</b>
4300 Equipment-Repair/Maintenance	40	40	0	(40)		(40)	0.0%	
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	<b>40</b>	<b>40</b>	<b>4,478</b>	<b>4,438</b>	<b>0</b>	<b>4,438</b>	<b>0.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(18)</b>	<b>649</b>	<b>(3,978)</b>	<b>(4,627)</b>				
<u>260 Bowling Green</u>								
1240 Bowls Hire Charges	0	1,800	1,800	0			100.0%	
Bowling Green :- Income	<b>0</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
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	<b>0</b>	<b>0</b>	<b>1,961</b>	<b>1,961</b>	<b>0</b>	<b>1,961</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,800</b>	<b>(161)</b>	<b>(1,961)</b>				
<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	<b>0</b>	<b>0</b>	<b>893</b>	<b>893</b>	<b>0</b>	<b>893</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(893)</b>	<b>(893)</b>				
<u>270 Traffic Highways/Environment</u>								
1350 Parish Partnership grant	0	3,200	3,200	0			100.0%	
Traffic Highways/Environment :- Income	<b>0</b>	<b>3,200</b>	<b>3,200</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4650 SAM2 Weekly Move	0	225	1,200	975		975	18.8%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
4670 Parish Partnership Scheme	0	6,400	6,400	0		0	100.0%	
Traffic Highways/Environment :- Indirect Expenditure	<u>0</u>	<u>6,625</u>	<u>8,100</u>	<u>1,475</u>	<u>0</u>	<u>1,475</u>	<u>81.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(3,425)</u>	<u>(4,900)</u>	<u>(1,475)</u>				
Grand Totals:- Income	116	304,013	42,518	(261,495)			715.0%	
Expenditure	42,724	620,757	595,457	(25,300)	4,165	(29,465)	104.9%	
<b>Net Income over Expenditure</b>	<u>(42,608)</u>	<u>(316,744)</u>	<u>(552,939)</u>	<u>(236,195)</u>				
plus Transfer from EMR	0	77						
less Transfer to EMR	0	7,870						
<b>Movement to/(from) Gen Reserve</b>	<u>(42,608)</u>	<u>(324,537)</u>						



HELLEDON PARISH COUNCIL  
NORFOLK

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Hellesdon Parish Council

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* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*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:

14/06/2022

and recorded as minute reference:

Item 7g of 14/6/2022

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

Chairman

Shelagh Cranny

Clerk

[Signature]

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Section 2 – Accounting Statements 2021/22 for

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	3,573,491	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

Date

14/6/2022

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

14/6/2022

as recorded in minute reference:

ITEM 74 cl 14/6/2022

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

Shelagh Gurney

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Hellesdon Parish Council – NO0213**

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**29/08/2022**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Hellesdon Parish Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for <b>Hellesdon Parish Council</b> for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Hellesdon Parish Council</b> on application to:</p> <p>(a) <u>FAYE LEBON,</u> <u>CLERK, HELLESDON PARISH COUNCIL,</u> <u>DIAMOND JUBILEE LODGE, WOODVIEW ROAD,</u> <u>HELLESDON, NORWICH, NR6 5QB</u></p> <p>(b) <u>MONDAY - FRIDAY 9.30am - 3.30pm</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £ <u>5</u> (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>FAYE LEBON (CLERK)</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>6/9/2022</u></p>	<p>(e) Insert the date of placing of the notice</p>

# Annual Internal Audit Report 2021/22

Hellesdon Parish Council

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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) Trust funds (including charitable) – The council met its responsibilities as a trustee. Yes No Not applicable

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  
 Name of person who carried out the internal audit: Giles Kerkhove, Partner, Lacking Gowen

Signature of person who carried out the internal audit: *Giles Kerkhove* 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).

**Minutes of the meeting of the Planning Committee held on  
 Tuesday 12<sup>th</sup> July 2022 at 6:15pm in  
 Hellesdon Community Centre, Wood View Road, Hellesdon**

**PRESENT:**

Cllr G. Britton Cllr U. Franklin  
 Cllr B. Johnson

Also In Attendance  
 L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**  
 Apologies were received from Cllr Fulcher. These were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**  
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 14<sup>th</sup> June 2022 from those members present at the held meeting.**  
 Minutes were previously circulated and **AGREED** by those present.
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. **Planning Applications for Consideration**

Application	Agreed Response
20220459 B & Q Plc, Boundary Road, NR6 5JS Illuminated and non-illuminated replacement fascia and site signage	No Objection.
<b>20220503</b> 40 Boundary Road, NR6 5HZ Change of use application to Form Class E planning use.	No objection to office use on ground floor but would be concerned about other uses within Class E.
<b>20220736</b> 53 Bush Road, NR6 6UD Demolition of conservatory and erection of rear extension and front dormer window.	Previous comment stands. No objection to rear extension, object to additional bedroom on first floor, inadequate parking facilities.

Approved.....

Date.....  
**HPC Planning Committee Mins 12<sup>th</sup> July 2022**

<b>20220842</b> Chestnut Tree, 197 Reepham Road, NR6 5QA 2 sets of externally illuminated fascia text to replace existing.	Support.
<b>20220948</b> 16-18 Dennis Road, NR6 6UB Sub-divide bungalow back into two smaller bungalows with rear extensions & front porches.	Support.
<b>20220974</b> 1A Windsor Road, NR6 5NP Single storey rear extension.	Object with a query regarding the air conditioning facing the neighbouring property.

**7. Exchange of Information**

Cllr Fulcher advised that concerns had been raised about work being started on tree removal on the Phase 3 Persimmon Homes site, however it was established that works were being done in the garden of an existing property. But it was noted that it was pleasing that members of the public are monitoring the site and escalating concerns to the Parish Council at the earliest opportunity.

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

Next meeting will be held on **Tuesday 26<sup>th</sup> July 2022 at 6.15pm.**

The meeting closed at 6.38pm.

Approved.....

Date.....  
HPC Planning Committee Mins 12<sup>th</sup> July 2022

## Minutes of the meeting of the Planning Committee held on Tuesday 26<sup>th</sup> July 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

**PRESENT:**

Cllr G. Britton  
 Cllr Fulcher  
 Cllr U. Franklin  
 Cllr R. Sear

Also In Attendance  
 L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**  
 Apologies were received from Cllr Johnson. These were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**  
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 12<sup>th</sup> July 2022 from those members present at the held meeting.**  
 Minutes were previously circulated and **AGREED** by those present.
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. **Planning Applications for Consideration**

Application	Agreed Response
<b>20220975</b> 105 Middletons Lane, NR6 5SR Flat roof rear extension with lantern.	Support.
<b>20220247 (Reconsultation)</b> Hellesdon Hospital, Drayton High Road, NR6 5BE Reserved matters application for appearance, landscape and layout following outline planning permission 20201017 of the new 'Rivers Centre' development.	No objection to building work but do object to the loss of a substantial amount of trees, these trees act as a barrier to block out light and noise for current residents.
<b>20221095</b> 19 Coronation Road, NR6 5HB	Support.

Approved.....

Date.....  
 HPC Planning Committee Mins 26<sup>th</sup> July 2022



Single storey rear extension and infill porch to the front and render, revised proposal to 20220069.	
<b>20220524</b> 28 Neylond Crescent, NR6 5QF Loft conversion.	Support.
<b>20221060</b> 63 Links Avenue, NR6 5PG Single storey rear extension to bungalow and separate single storey garden annexe.	Strongly object to the creation of a new residential development which is a backland development with no direct access to the highway. This development would result in increased parking on the highway in an already a high risk area for school drop offs. The Parish Council is also concerned there is already an overdevelopment of this site. The application form is incomplete, section 17 has not been completed, there is also no information on the 1 <sup>st</sup> floor living space to allow an informed decision.

7. **Exchange of Information**

No further information exchanged

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

Next meeting will be held on **Tuesday 9<sup>th</sup> August 2022 at 6.15pm.**

The meeting closed at 6.53 pm.

Approved.....

Date.....  
HPC Planning Committee Mins 26<sup>th</sup> July 2022

## Minutes of the meeting of the Planning Committee held on Tuesday 9<sup>th</sup> August 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

**PRESENT:**

Cllr G. Britton	Cllr U. Franklin
Cllr S. Bush-Trivett	Cllr R. Sear
Cllr B. Johnson	

Also In Attendance  
 L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**  
 Apologies were received from Cllr Fulcher. These were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**  
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 26<sup>th</sup> July 2022 from those members present at the held meeting.**  
 Minutes were previously circulated and **AGREED** by those present.
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. **Planning Applications for Consideration**

Application	Agreed Response
<b>20221087</b> 60 Brabazon Road, NR6 6SZ Retrospective application for Installed 10no PV solar panels with ballast on flat roof (dormer).	No objection.
<b>20221112</b> 22 Westwood Drive, NR6 5DE Single storey rear extension with flat roof. Create gable end and rear dormer with rooms in the roof.	No objection to the rear extension however, Hellesdon Parish Council are objecting to the dormer, it would increase occupancy where there is insufficient parking for a dwelling with 5 bedrooms.

Approved.....

Date.....  
 HPC Planning Committee Mins 9<sup>th</sup> August 2022

<p><b>20220794</b> 124 Gowing Road, NR6 6UQ Single storey rear extension.</p>	<p>Previous objection stands. <b>14-06-2022</b> Strong objection. The site has insufficient offroad parking for what will become a 5 bedroom dwelling. Whilst the present occupants may not have any more vehicles, planning decisions should be based on the amenity needs of all potential future occupants (policy GC4 para iii) and there is insufficient parking for a 5 bedroom home. Hellesdon Parish Council is also of the opinion that the proposal is a significant overdevelopment of the site, contrary to policy GC4 paras i and ii.</p>
<p><b>20221129</b> Seleta,15 Devon Avenue,Hellesdon,NR6 5BH Proposed rear &amp; side extensions, first floor dormer extensions, plus removal of existing single garage &amp; construction of new double garage to rear</p>	<p>No objection,</p>

7. **Exchange of Information**

No further information exchanged

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

Next meeting will be held on **Tuesday 23<sup>rd</sup> August 2022 at 6.15pm**, if there are only a few applications, the meeting will be deferred until **Tuesday 13<sup>th</sup> September 2022 at 6.15 pm**.

The meeting closed at 6.27 pm.

Approved.....

Date.....  
HPC Planning Committee Mins 9<sup>th</sup> August 2022

## Minutes of the meeting of the Planning Committee held on Tuesday 23<sup>rd</sup> August 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

**PRESENT:**

Cllr G. Britton                      Cllr M Fulcher  
 Cllr S. Bush-Trivett  
 Cllr R. Sear

Also In Attendance

L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1.     **Apologies and acceptance for absence**  
 Apologies were received from Cllr Johnson and Cllr 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 9<sup>th</sup> August 2022 from those members present at the held meeting.**  
 Minutes were previously circulated and **AGREED** by those present.
  
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.     **Planning Applications for Consideration**

Application	Agreed Response
<b>20221237</b> 30 Meadow Close, NR6 6XY Conversion of loft which includes flat roof dormer to front. Dormer to be clad in black cladding. Single storey rear extension indicated on drawing falls under a separate application for Prior Approval and should not be considered as part of this application.	Support.
<b>20221247</b> Motorvogue Norwich, 34-26 Cromer Road, NR6 6NB	Support.

Approved.....

Date.....  
 HPC Planning Committee Mins 9<sup>th</sup> August 2022

Alterations to structure for vehicle showroom.	
<b>20220974</b> 1A Winsor Road, NR6 5NP Single storey rear extension	Object. 1) The extension will have a significant adverse affect of amenity on adjoining properties. 2) Over development of site. 3) Insufficient parking for extended business use of the premises. 4) Hellesdon Parish Council require clarification on where any aircon unit would be located.

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

8. **Date, time and venue of next meeting**  
Next meeting will be held on Tuesday 13<sup>th</sup> September 2022 at 6.15pm.

The meeting closed at 6.40 pm.

DRAFT

Approved.....

Date.....  
HPC Planning Committee Mins 9<sup>th</sup> August 2022

**Minutes of the meeting of the  
Playing Fields, Allotments and Amenities Committee  
held on Tuesday 30<sup>th</sup> August 2022 7pm at Diamond Jubilee Lodge**

**Present:**

Cllr B. Johnson (Chairman)  
Cllr K. Avenell  
Cllr L. Douglass

**Also in Attendance:**

Mrs F LeBon (Clerk)

The Chairman welcomed all to the meeting and read out the rules to allow the recording of the meeting.

**1. Apologies and acceptance for absence**

Apologies were received from Cllr Diffey and Cllr Franklin. These were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

None raised

**3. To Approve the Minutes of the Meeting 5<sup>th</sup> July 2022**

The Minutes had been circulated from the meeting of 5<sup>th</sup> July 2022. These were **AGREED**.

Matters arising from the minutes were:

- The planning application for the extra car parking in the allotment extension area was in progress. All that requires completion is the design and access statement.
- The keypad has been installed on the allotment toilet block. The new lock was due to be installed on 31<sup>st</sup> August.
- The person who is hoped to take on the community allotment has yet to be contacted.

**4. Public Participation**

None raised

**5. Allotments**

**a. To Receive Report of Meeting with Drayton Farms on 8<sup>th</sup> August 2022**

The Clerk and the Head Groundsman met with representatives from Drayton Farms on the 8th August.

Matters discussed were:

- Maintenance of the vegetation between Cottingham’s Park and Drayton Farms. A management plan was agreed to ensure that the boundary vegetation does not shade the farmland and create a full hedge.
- The necessity to not have any fires on the allotment site, due to terms and conditions of Drayton Farms’ insurance.
- The planning application for a permanent car parking area on the allotment extension area, which was supported by Drayton Farms in principle.

**b. To Review Area Outside Plot 132**

Pictures of the stand pipe close to plot 132 were reviewed. It was **AGREED** to excavate this area to check for a minor leak in the pipework.

The Clerk reported that a large bough of a tree had come down and was potentially damaging the fencing at the allotments. Highways had been advised as it was believed to be a highways tree.

**6. Tennis Courts**

**a. To Consider Report for Options for Increasing Tennis Participation and Agree Preferred Option**

Options were considered utilising the Lawn Tennis Association’s proposal for funding to improve the provision for tennis and for engaging with National Tennis to improve the management process of the courts.

It was **AGREED** after a proposal from Cllr Douglass and a second from Cllr Avenell that the proposal for funding for a new Smart Gate should be accepted and that National Tennis should be engaged to manage the tennis provision in exchange for a license fee and profit share.

**7. Parks**

**a. To Consider Fencing Replacement Quotes for the Recreation Ground**

A report from the senior admin officer was presented to the council with three quotes for the replacement fencing at the Recreation Ground. It was **AGREED** to proceed with contractor ‘1’ at a cost of £4,995 for 60 metres of fencing.

**b. To Receive Report into Condition of Football Pitches and Suitability for Play**

It was reported that due to the recent extended drought conditions, the football pitches were unplayable for formal matches. This is due to the hardness of the area and the permanent damage to the grass structure which was likely to ensue. The head groundsman, after consultation with the local FA and neighbouring parishes recommended that no formal matches be permitted on the Recreation Ground until 17<sup>th</sup> September. This will be subject to review on 12<sup>th</sup> September, by which time it is hoped that there would be a prolonged period of rain. This was supported and **AGREED**.

**8. Policy Review**

**a. To Receive Tree Policy**

Subject to rewording of para 2 under ‘Damage and Tree Roots’ to make this wording read better, this policy was **AGREED**.

**9. Exchange of Information**

Cllr Avenell reported a trip hazard on the Recreation Ground close to the wildlife area. The Clerk will ask the grounds team to attend.

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

This was **AGREED** as Tuesday 4<sup>th</sup> October at p.m., where the 2023/2024 budget will be discussed.

**MEETING CLOSED AT 8.25pm**

**Minutes of the meeting of the Property, Policy & Resources Committee held on  
Thursday 4<sup>th</sup> August 2022 at 7pm at  
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

**Present:**

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

**Also in Attendance:**

F LeBon – Clerk

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

1. **Apologies and acceptance for absence**  
Apologies were received from Cllr Douglass. These were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**  
No declarations of interest made.
3. **To Approve the Minutes of the Meeting Held on 30<sup>th</sup> March 2022**  
Minutes had been circulated from the meeting held on 30<sup>th</sup> March 2022. These were **AGREED**.
4. **Public Participation**  
No public present at the meeting.
5. **To Receive Report into Meeting with Norfolk County Council Library Services to Discuss Barrier Protection for the Library**  
Further to the agreement at full council on 14<sup>th</sup> June 2022, a meeting was held with Norfolk County Council on 14<sup>th</sup> July to discuss protection of Hellesdon Library from further vehicle strikes. Discussions occurred as to the responsibilities of protecting a Norfolk County Council asset and it was agreed that this was, and always had been, the responsibility of Norfolk County Council. At a senior level it had already been agreed that Norfolk County Council would fund any barrier scheme and there had been no mention of the parish council contributing.  
Cllr Gurney confirmed that it was always Norfolk County Council’s intention to start the barrier scheme once the repairs to the library had been completed. Once the scheme is presented to the Parish Council, this would be opportunity to formalise parking arrangements with Norfolk County Council.

Approved.....

Date.....



**6. Policy Review**

**a) To Receive Report on Policy Review Schedule**

The Clerk provided a draft policy review schedule, created as result of recommendations by the Internal Auditor. It was **AGREED** to redesign the schedule so that a reduced amount of policies can be considered by this committee at each meeting, on an annual basis. Documents such as Standing Orders will remain with full council for review at each Annual Meeting.

**b) To Review Policies (as detailed)**

The following was **AGREED** after a proposal from Cllr King and a second from Cllr Gurney:

<b>Policies Agreed</b>	<b>Policies to be Deferred to Allow More Time for Scrutiny</b>
Accessibility to Information	Complaints
CCTV	Customer Service
Data Protection	Grant Making
Disability and Accessibility	Information Security
Filming and Recording	Media Relations
Freedom of Information	London Bridge (to review after meeting with Rev. Alder)
GDPR	Publication Scheme
Graffiti	Recruitment and Selection
Lone Working	Retention of Documents
Planning Protocol	Management of Outdoor Surfaces
	Social Media
	Subject Access Request
	Unreasonably Persistent Behaviour

The Tree policy is to be delegated to the Playing Fields, Allotments and Amenities Committee.

**7. Health and Safety**

**a) To Consider Adoption of the Health and Safety Policy Manual**

**b) To Consider Adoption of the Health and Safety Handbook**

Both these documents were considered together. Discussions occurred as to the reference to an appointed mental health first aider and how this would work in a small organisation. It was **AGREED** that mental health awareness training sessions should be investigated, which could be accessed by both staff and councillors, rather than appointing a permanent mental health first aider.

Due to the importance and size of these documents, it was **AGREED** to defer their review until the next meeting to allow extra time for scrutiny. The Staffing Committee should also have an input into their review.

**8. To Review Financial Reports (to 25<sup>th</sup> July)**

**a) Balance Sheet**

**b) Earmarked Reserves**

**c) Income and Expenditure**

**d) Budget**

All sections of item 8 were reviewed. The Clerk confirmed, in her position as RFO, that the agreed financial reserves management was in place and ringfenced. Discussions occurred as to funds available at short notice should an opportunity arise.

Approved.....

Date.....

**9. Hellesdon Community Centre Priorities (as agreed by full council on 12<sup>th</sup> July)**

**To Consider Quotations for:**

**a) Cabling Groundworks on Driveway**

These are required to complete the electrical circuit as there is currently a fault in the aged cabling that is being recorded when Empower test their works. The project manager had sought quotes and it was **AGREED** to appoint a contractor at £3,700 + VAT.

**b) Kitchenette**

To enable Hellesdon Parish Council's aspirations to open a community café, the kitchen needs to be kept hygienically clean and within the parish council's control. It is difficult to meet these conditions with hirers utilising the kitchen after hours. The doctors room is to be kitted out with a kitchenette for hirers to use for basic kitchen needs. A design has been agreed with Howdens at a cost of £3,771.68 + VAT. It was **AGREED** to purchase this kitchen and to make payment up front to enable installation on 9<sup>th</sup> August. The project manager had sought quotes for installation and it was **AGREED** to appoint a contractor at £2,900.

**c) Storage Area**

As a result of removal of the storage facilities to the east of the building, partially as a result of them being damaged by the water ingress and needing to remove the ceiling, tender prices have been obtained to kitting out the Bush Room with permanent blockwork storage facilities. These had been cost prohibitive so the project manager is in the process of obtaining alternative quotes from smaller, more local businesses. Temporary storage facilities are also being considered. This was **NOTED**.

**10. To Consider Request for a Dog Bin in the Alley Way Between Drayton Wood Road and Woodland Road**

A parishioner had raised concerns about the impact of the removal of a dog bin by Broadland Council, that was sited between Drayton Wood Road and Woodland Road. Broadland Council had advised that Hellesdon Parish Council could replace the bin and pay the emptying cost of £3.80 per week.

It was **AGREED** that the Clerk should escalate this with Broadland Council, for them to replace their bin, as the removal is causing dog waste to be left in the alleyway and on land belonging to the complainant.

**11. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and the Public for the Duration of Items 12 and 13 in View of the Confidential Nature of the Business to be Transacted.**

This was **AGREED**.

**12. To Review Pension Provision and Associated Local Government Pension Scheme Policy**

Options for pension provision for new members of staff were discussed. It was **AGREED** that new members of staff should be offered a NEST pension with a 5% employer contribution on all earnings and a 5% employee contribution. Discussions occurred as to discretion being used for senior positions should this be prohibitive to an appointment. This is to be revisited on a case by case basis and would be dependent upon prevailing market conditions.

Approved.....

Date.....

**13. To Consider Land Matter Valuation**

A quote for £1750 + VAT + reasonable disbursements was **ACCEPTED** with a £500 limit on disbursements.

**14. Items for the Next Agenda and for Other Committees**

The condition of the two bus shelters close to Asda was discussed along with their usage by Hellesdon residents, and whether this would be an appropriate project for the parish partnership scheme. Cllr Gurney will look into this further from a county perspective and report back.

**15. To confirm that date of the next meeting.**

Monday 12<sup>th</sup> September

The meeting closed at 9.55pm.

DRAFT

Approved.....

Date.....

## Civility and Respect Pledge suggested agenda item:

### 'To pass a resolution to sign up to the civility and respect pledge'

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

## DIGNITY AT WORK POLICY

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**Hellesdon Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.**

### **Purpose**

Hellesdon Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Hellesdon Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

### **Scope**

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Hellesdon Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Hellesdon Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the vice chair.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

**The position on bullying and harassment**

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Hellesdon Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equalities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council’s disciplinary procedure.

**Harassment**

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

**Bullying**

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

### **What Type of Treatment amounts to Bullying or Harassment?**

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic ( such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the council's Equality Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

### **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

### **Reporting Concerns**

#### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

**What you should do if you feel you are being bullied or harassed by a councillor:** If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.



The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

**What you should do if you witness an incident you believe to harassment or bullying:** If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

#### Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

## **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

*This is a non-contractual policy and procedure which will be reviewed from time to time.*

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## **GUIDANCE FOR USING THE DIGNITY AT WORK POLICY**

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

### **Notes:**

#### **Protected Characteristics**

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

## **Legal risks**

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

## **Culture and behaviour**

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

## **Scope**

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged

by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

### **Managers**

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk, and for the clerk this could be the chair, or possibly chair of a staffing committee.

### **Bullying and harassment & performance management**

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

### **Responsibilities**

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

### **During the investigation**

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

### **Confidentiality**

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

### **Victimisation**

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

### **False allegations**

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

### **Complaints against Councillors**

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council

agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

DRAFT





# Pre-Planning Application Consultation



**Monday 15 August to Sunday 9 October 2022**  
**[www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl)**

## Introduction

With significant population and job growth anticipated in the Greater Norwich area, improving our transport infrastructure is vital to resolving existing traffic problems and ensuring our transport network can cope with this future growth.

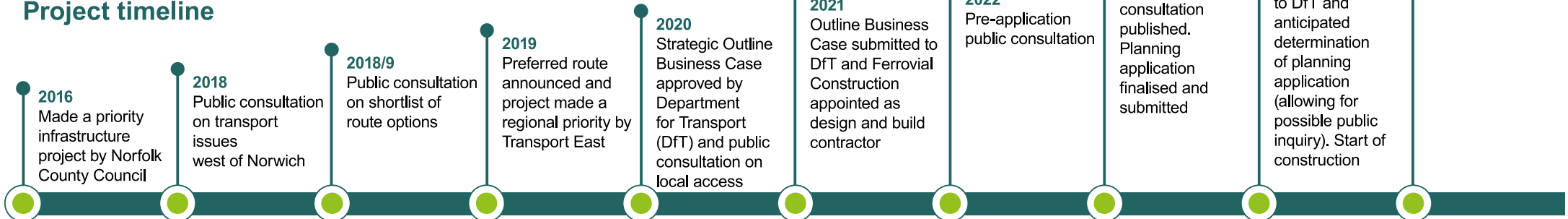
The Norwich Western Link is an important part of Norfolk County Council's approach to improving travel in and around Norwich for all types of journeys and modes of transport. This new 3.9 mile dual carriageway road would connect the A1270 Broadland Northway to the A47 and complete a fully dualled orbital route around the city in combination with the planned dualling of the A47 between North Tuddenham and Easton by National Highways, due to open in 2025.

The Norwich Western Link would reduce the need for traffic to enter the city, alleviate local transport issues to the west of Norwich, cut journey times for residents, businesses, emergency services, and visitors, and create many benefits for local communities. As part of the project, we intend to provide complementary measures to encourage walking, cycling and public transport use as well as support and protect the environment in the local area.



This is our fourth public consultation on the Norwich Western Link. We intend to submit the planning application for the project in 2023 and we would like to know your views before we finalise the design. Please consider the information in this brochure and then give us your comments; there are details on how you can do this on the back page of the brochure.

## Project timeline



Future dates are anticipated and some are subject to all the necessary statutory processes being complete.

## Project objectives

There are many things we have considered as we have developed our plans for the Norwich Western Link, including what we want it to achieve. We have therefore developed a set of objectives to guide our work. These are aligned with national and local policy and have taken account of the priorities of local residents, through previous engagement and consultations.



Improve the quality of life for local communities



Improve strategic connectivity with the national road network



Support sustainable economic growth



Promote an improved environment



Reduce the impacts of traffic on people and places within the western area of Greater Norwich



Encourage and support walking, cycling and public transport use



Improve accessibility to key sites in Greater Norwich



Improve safety on and near the road network, especially for pedestrians and cyclists



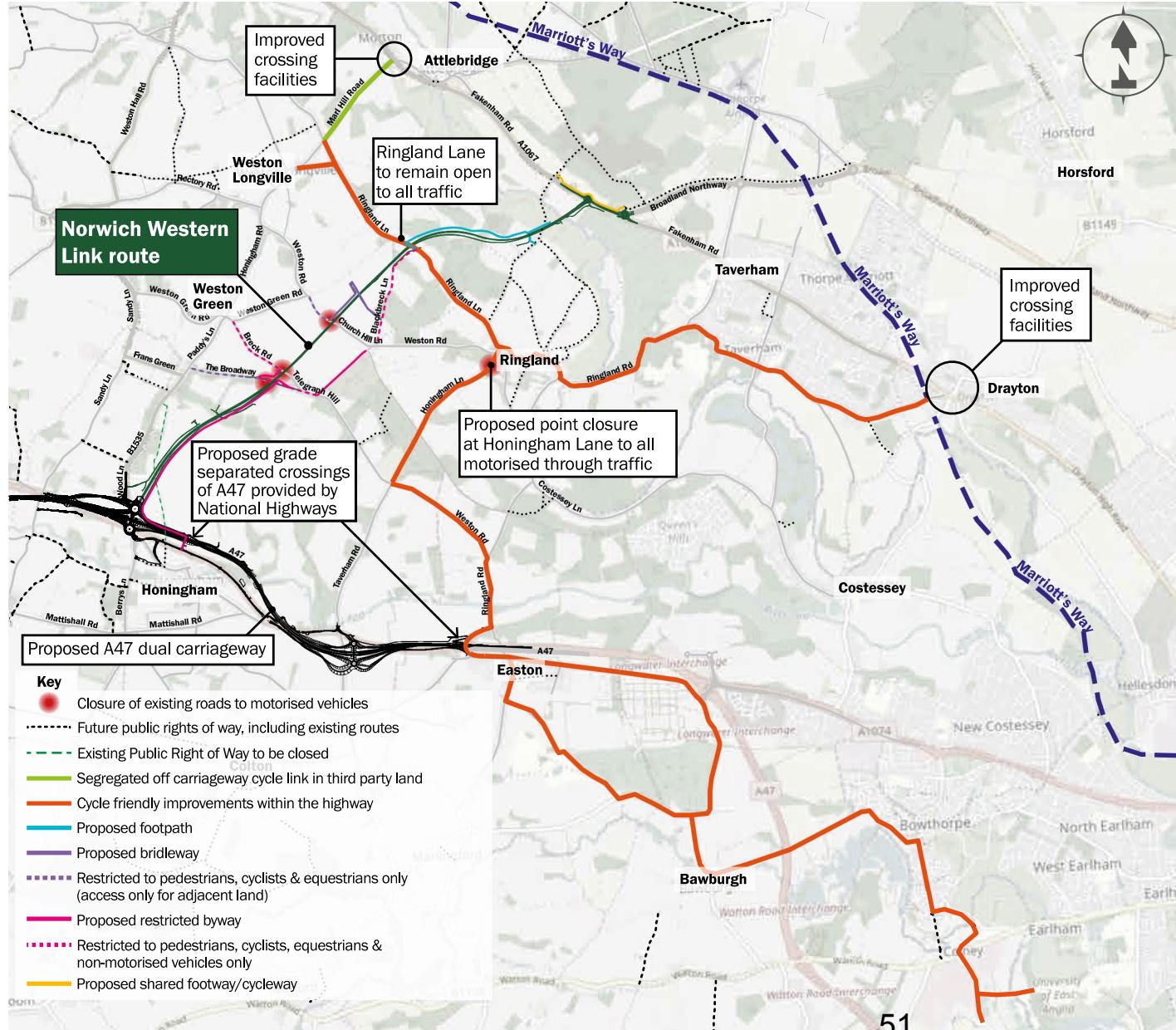
Protect the natural and built environment, including the integrity of the River Wensum Special Area of Conservation



Improve connectivity and journey times on key routes in Greater Norwich

# Update on Local Access Consultation proposals

Between July and September 2020, we carried out a public consultation which asked for views on changes to Public Rights of Way and other complementary measures to support walking, cycling and public transport use to the west of Norwich. We also asked for feedback on proposals for the local roads that will be crossed by the Norwich Western Link. The feedback we have received has been taken into account as the design of the road has been developed. These are shown on the map where appropriate.



## Local roads

As a result of feedback we have made these changes to our proposals:

- Ringland Lane is to be kept open to all traffic via an underpass of the Norwich Western Link, although it will be closed at times during construction.
- Weston Road/Church Hill Lane and Breck Road/Breck Lane are to be severed at the point at which they are crossed by the Norwich Western Link.

- The Broadway is to be kept open as a through route to farm traffic, walkers, cyclists and horse riders only via a green bridge over the Norwich Western Link, which would also serve as a wildlife crossing.

Honingham Lane is due to be closed temporarily as part of the National Highways A47 North Tuddenham to Easton Dualling project. Following the temporary closure we are proposing to introduce a permanent point closure on Honingham Lane to prevent through access for motorised traffic. This will support our aim to encourage cycling as part of the proposed network of cycle friendly routes (see further details below).

In all instances where roads are being closed or severed, access to adjacent properties will be maintained. Further details on the proposals for the roads crossed by the Norwich Western Link are shown later in the brochure.

## Public Rights of Way

New Public Rights of Way will be created to improve links between routes and communities, and some existing Public Rights of Way will be re-routed closer to the Norwich Western Link.

Following the Local Access Consultation and environmental studies, an additional green bridge across the Norwich Western Link is proposed to carry the bridleway over the road and connect to Blackbreck Lane. This will also allow bats to safely cross the road.

For consistency with cycling measures being provided by National Highways as part of the A47 improvements, the previously proposed cycle link from Honingham Village Hall into the village has also been removed from the strategy.

## Walking and cycling measures across the wider area

We're proposing to introduce measures to support walking and cycling across the area to the west of Norwich. This will include making roads safer, creating two new pedestrian and cycle crossing facilities across the A1067 and providing a separate off-road cycle path adjacent to Marl Hill Road.

## Public transport

We are still exploring options for a potential new bus service which could be viable once the Norwich Western Link is in place and are continuing to discuss this with bus operators and developers in the surrounding area.

## Design of the Norwich Western Link

We have separated the 3.9-mile dual carriageway route of the Norwich Western Link into Northern, Viaduct, Central and Southern sections over the coming pages to provide details on:

- The alignment of the route and its fit within the landscape and surrounding biodiversity
- Constraints and considerations that have informed the design
- Key features and structures such as the road's junctions, the viaduct, green bridges and underpasses
- Landscaping and environmental mitigation measures close to the route, with the visualisations showing the planting at a mature state
- Other measures we are proposing include drainage ponds and changes to Public Rights of Way
- The land required for the road, including that needed on a temporary basis during the construction period, is shown by the draft red line boundary on the maps within this brochure. This includes landscaping and habitat creation immediately along the route, but may be amended to include environmental mitigation further from the road, once the environmental assessment has been completed.

The Norwich Western link has been developed through a collaborative process between engineering and environmental specialists in line with relevant industry standards and taking into account the feedback received at previous consultations and the latest ecological survey data. The design has been created with careful consideration to the environment and sensitivities of the area in which it will be sited.

The design and key features of the Norwich Western Link route can be seen in our fly-through video, which can be viewed on the consultation website via [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl).

## Features of the Norwich Western Link

There are many features along the Norwich Western Link that will protect and support wildlife and reduce the impact the road will have on the area. These include:

- Sloped earth bunds will help hide the Norwich Western Link from view. They are between 2 and 5 metres tall and will be planted with native trees, shrubs and other plants to provide new habitats and provide wildlife corridors to link to existing ones. The planted bunds will also help reduce the amount of noise in the surrounding area. The bunds also enable the re-use of earth excavated for the scheme, which will reduce the number of HGV trips to and from the site.
- Wildlife crossings, which are described further on page 18 of this brochure provide places for wildlife to safely cross the road, as well as pedestrians, cyclists, and horse riders in some locations.
- Drainage ponds will provide new habitat for a number of species; and
- Roadside verges will have careful planting which will help direct wildlife to wildlife crossings and provide new habitats.

### Northern section of the route

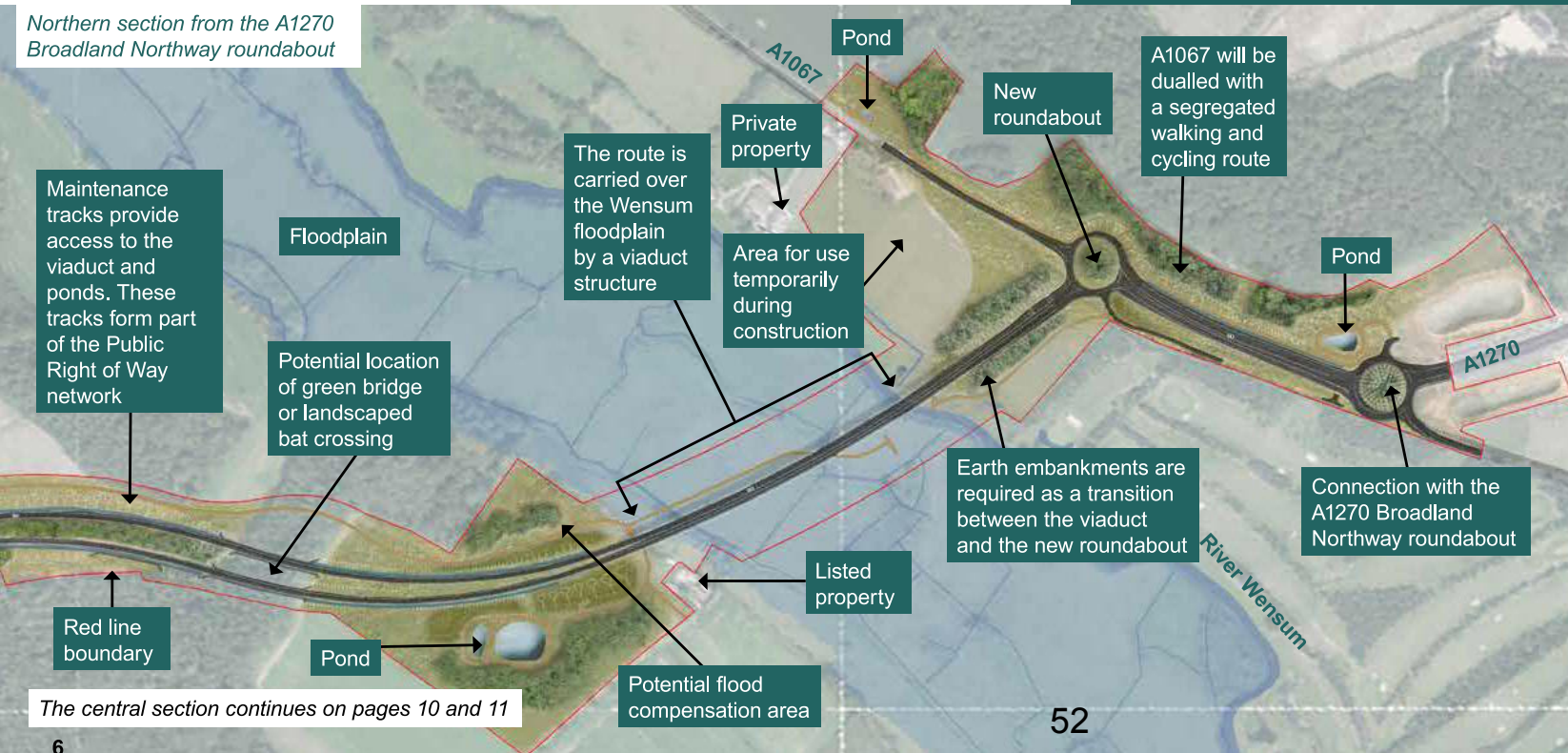
The northern section of the Norwich Western Link would include a connection with the western end of the A1270 Broadland Northway by dualling a section of the existing Fakenham Road and the construction of a new roundabout. The route would then proceed south, crossing the River Wensum floodplain by means of a viaduct, with earth embankments at either side to raise the level of the road. The proposed road passes through existing agricultural land and woodland, with a number of bends to

minimise impacts on important habitats, including ancient woodland. The road separates on the approach to the woodland areas to allow for a wildlife crossing in this location. A maintenance track will be provided to the viaduct, which will form part of the new walking and cycling network.

The plans include several design elements to minimise the impact of the road on the environment.

- The roundabout will not be lit at night to minimise the impact of wildlife in this area, such as bats.
- Sloped earth bunds are planned around the roundabout and on the northwest and southeast approaches to the viaduct. The bunds will reduce noise and screen the road from view.
- There will be a wildlife crossing providing connectivity between retained woodland so that animals can cross the road safely. The design of this crossing is still under development in consultation with statutory bodies, such as Natural England.
- There are also plans to slightly increase the floodplain area of the River Wensum to balance the small area taken by columns that support the viaduct.

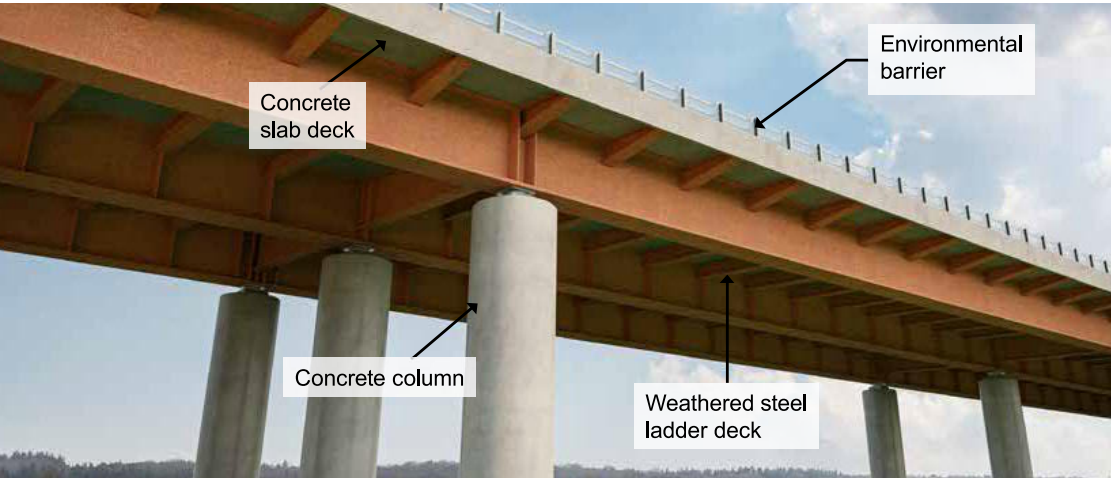
Northern section from the A1270 Broadland Northway roundabout



## The River Wensum viaduct

A viaduct is needed to carry the Norwich Western Link across the River Wensum Special Area of Conservation. The proposed design of the viaduct and the construction methods have all been carefully selected to minimise the impact on the surroundings and in particular to not affect the integrity of the River Wensum Special Area of Conservation.

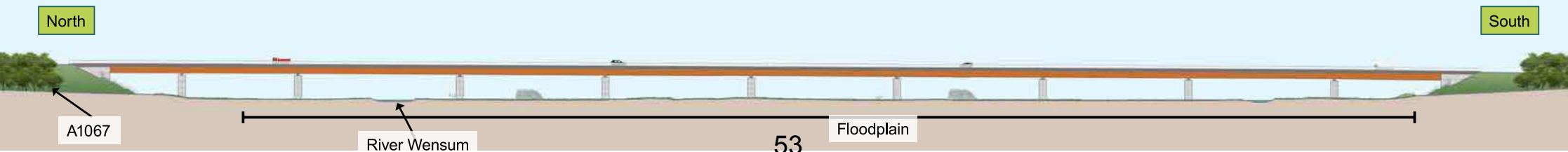
### The viaduct design



The River Wensum is a designated Special Area of Conservation (SAC) and Site of Special Scientific Interest (SSSI), with important ecological characteristics and species that must be preserved. The design and construction methods for the viaduct have been carefully considered and will:

- Minimise construction within the floodplain by using longer spans between the concrete columns which support the viaduct structure. Abutments – which support the viaduct at either end - will be built outside the extent of the floodplain.
- The columns will be sited so that they don't impact on ditches which contain protected species.
- Cross the River Wensum at a height that minimises shading, which can impact on the local ecology.
- Reduce the lifetime maintenance requirements by choosing materials such as weathered steel which doesn't require painting.
- Reduce the visual impact of the viaduct, particularly from key viewpoints in the area, for example by using clear environmental barriers rather than solid fencing

The viaduct crossing the floodplain



## The environmental barrier

The viaduct design includes a multi-purpose transparent environmental barrier on the outer edges to minimise the impact of noise and tyre spray from road traffic.

Noise, landscape, heritage and ecological assessments will be undertaken as part of the Environmental Impact Assessment process to ensure the design of the barrier takes account of all environmental considerations.



Viaduct with environmental barrier



Visualisation of the viaduct at road level

### The water environment

The main water bodies in the area are the River Wensum and the tributary of the River Tud, as well as underlying groundwater aquifers. A flood risk assessment will consider the impacts of both permanent and temporary works on the floodplains to ensure water can still naturally collect here. To reduce the risk of flooding caused by the addition of structures in the floodplain, such as the concrete viaduct columns, additional areas of the floodplain will be created to allow water to safely collect elsewhere. This will ensure that there is no increased risk of flooding. Potential changes to river and groundwater flows will also be considered, although it is expected that any changes and associated impacts with the final design would be small. Mitigation for changes to river flows in the River Wensum will be linked to the wider Wensum Restoration Strategy being brought forward by Natural England.



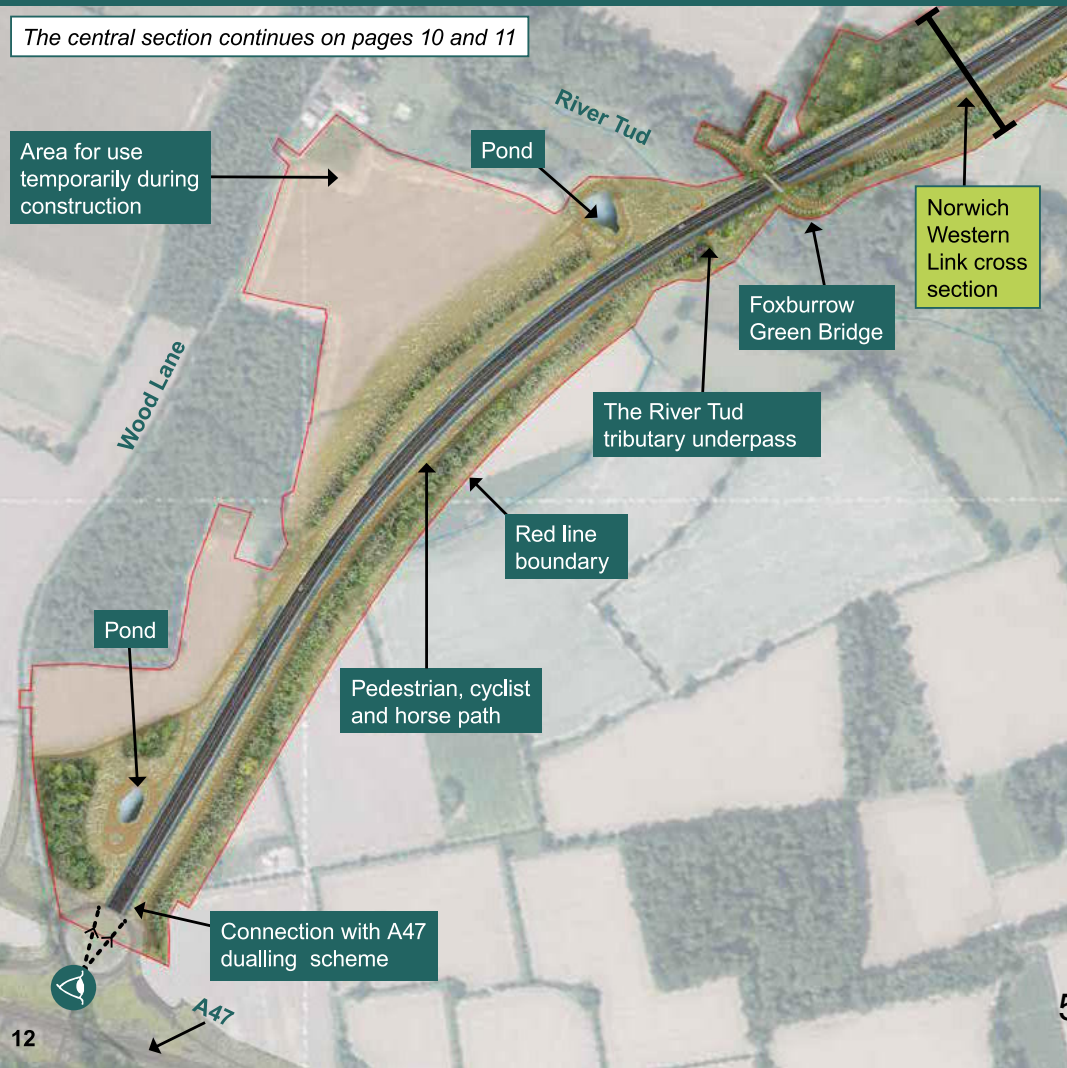
## Southern section of the route

The southern section of the Norwich Western Link crosses over a tributary of the River Tud and passes through existing agricultural land and woodland, before connecting to the A47, via a new junction provided by National Highways. National Highways, who have responsibility for the A47, are planning to realign and dual the A47 from Easton to North Tuddenham and the new junction passes beneath the A47, therefore in this section the Norwich Western Link will be predominantly below existing ground level.

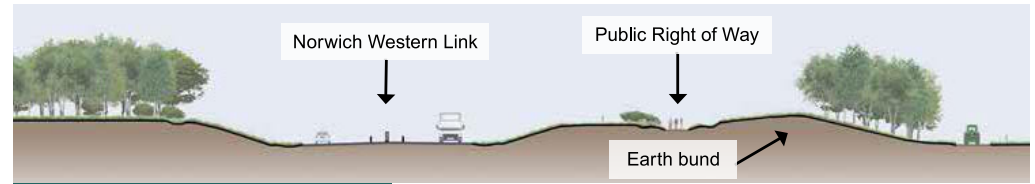
Features to support the natural environment in this area include:

- An underpass for the River Tud tributary. This is a common route for bats travelling east-west and an underpass would help them cross the road safely.
- Foxburrow Green Bridge, to support wildlife wanting to cross the new road. This green bridge will not be open to the public.
- A path for pedestrians and cyclists along the eastern side of the road.
- Sloped earth bunds are planned along the majority of the southern section on both sides of the road. There will be gaps to allow for green bridges, woodland retention, and other engineering features. On the western side of the road the bunds will stop 500 metres before the A47 junction.

The central section continues on pages 10 and 11



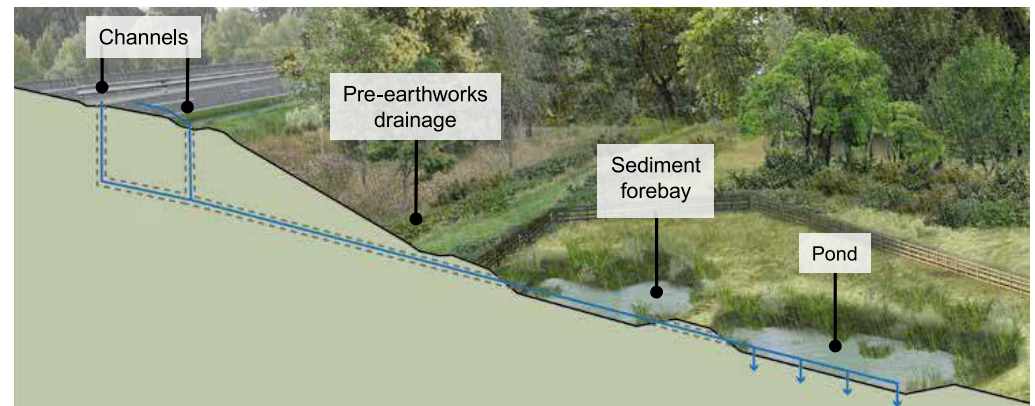
A47 junction visualisation looking north-east, planting shown at mature state



Norwich Western Link cross section

## Drainage design to manage surface water

Surface water needs to be drained from the highway to keep the road safe for vehicle use and to ensure that road materials last as long as possible. The road will be built so water flows into channels that will feed into pipes which connect to a small pond (sediment forebay). This ensures water is clean before it enters a final pond (drainage basin) where the water soaks back into the ground. In between the road and ponds there is a drainage ditch to collect water from adjacent land and make sure it doesn't flow towards the road (pre-earthworks drainage). Ponds offer benefits for biodiversity with appropriate planting for habitat and food sources. They may also attract insects which provide food for various species of bird and bat.



## Environmental considerations

The design of the Norwich Western Link has been developed to minimise adverse environmental impacts the proposed road may have on wildlife, the landscape and local residents. This has been balanced against other considerations, such as design standards, costs, and how effective the route will be at taking traffic off local roads. A summary of the main environmental considerations is provided on these pages.

We have produced an Environmental Information Document which provides more details on these considerations, and others, along with potential mitigation and enhancement measures. Information on where you can view this can be found on the back page of the brochure.

We are undertaking an Environmental Impact Assessment and Habitats Regulations Assessment which we will present in our planning application. This will outline how we have evaluated and mitigated the environmental impacts of the Norwich Western Link as well as enhancing the existing environment.

### Construction

We are already considering how to limit the impact of construction of the Norwich Western Link on the local environment. An Outline Construction Environmental Management Plan (OCEMP) will be prepared as part of the planning application which will detail the mitigation measures we will take to ensure that we avoid or minimise risk to the environment.

Specialist staff will be employed before and during construction to manage the environmental and ecological considerations.



The Norwich Western Link viaduct as it would be seen from the Wensum Valley Hotel, Golf and Country Club

## Air Quality

An air quality assessment will be carried out as part of the Environmental Statement which will be submitted as part of the planning application for the Norwich Western Link. The assessment will predict how air quality will change while the Norwich Western Link is being constructed and in use. It is likely that for existing communities nearby, air quality will improve as more traffic uses the Norwich Western Link rather than smaller local roads or travelling into the City. Mitigation measures for dust during the construction phase will be outlined in the OCEMP and are likely to include measures such as dust suppression, wheel washing, road cleaning, and construction site speed limits.

## Climate

During the construction phase, we will minimise greenhouse gas emissions by design solutions which will reduce material use, maximising the construction materials which are recycled and from renewable resources, using locally sourced materials where available and practical, and using more innovative and efficient machinery to reduce emissions. When we take into account the emissions associated with the construction of the Norwich Western Link, together with the reduction in emissions from vehicles that will use the route once built, our modelling shows that there is likely to be an overall reduction in carbon emissions. A climate resilience assessment will also be prepared to look at current and future climatic factors, such as temperature, storms, wind, and rainfall and how that might impact the Norwich Western Link.

## Cultural heritage

Low Farm Barn is a Grade II listed building which is situated close to the proposed route of the road. The proposed scheme would impact the rural setting of the barn through increases in noise and changes to the view.

A geophysical survey has been undertaken to identify archaeological activity along the route which may be affected by construction activities. Archaeological surveys are being undertaken to better understand the archaeological assets that may be affected and to identify appropriate mitigation, such as excavation and recording will be put in place during the construction phase.

## Noise and vibration

A detailed noise and vibration assessment will be carried out as part of the Environmental Statement which will use modelling to determine the changes as a result of the Norwich Western Link during construction and once open to the traffic. As far as possible, the design of the Norwich Western Link has included measures to limit the noise from the road; for instance, the use of a low noise road surface along the length of the road.

A significant proportion of the road will be behind sloped earth bunds, or in cuttings, which will screen the road. Measures to reduce construction noise and vibrations will be detailed in the OCEMP are likely to include limitations on working hours.

## Landscape and Visual Impact

The landscape design includes new planting areas, providing connectivity to existing planting for wildlife, visual screening for people, and beneficial new habitats for biodiversity. The type of planting includes new trees, scrub, hedgerows, wetland grasses, and rich grasses. All planting will be hardy native species which are commonly found in the area to ensure the scheme contributes positively to the landscape and replaces any planting lost during construction. Sloping earth bunds along the route will help reduce visual and noise disturbance. They will be between 2 and 5 metres high, depending on the part of the route and will be constructed from earth taken from elsewhere in the route, and in some places will be planted with trees. Planting will also help integrate new features like slopes and ponds, directing wildlife to new crossings and existing habitats.

The viaduct would be built high enough to ensure it clears the floodplain and minimises the impact on the environment. Because the bridge will be built in low-lying ground, we don't expect it to dominate the wider landscape. We would look to merge the bridge with its surroundings through planting and landscaping.



## Ecological mitigation and enhancements

Preserving and enhancing important local habitat are a crucial part of our plans, and we will work with local landowners and develop habitat creation further from the road, beyond the mitigations shown in this brochure which cover the area immediately along the route.

We are aiming to achieve a 10% Biodiversity Net Gain on applicable habitats by creating and enhancing habitats during construction. Biodiversity Net Gain is an approach to development that leaves biodiversity in a better state than before. Some of the ways we are planning to do this are described here, and if you'd like more detail, you can find it in the Environmental Information Document. Information on where you can view this can be found on the back page of the brochure.

### Wetland habitat creation and enhancement

New wetland habitat will be created close to the River Wensum, and suitable vegetation and conditions to provide habitat for Desmoulin Whorl snails. We will also improve existing ditches through widening them and reconnecting channels, translocating vegetation where possible. Adding fencing or extra-wide margins will also protect the ditches from cattle damage.

### Woodland creation and enhancement

We will plant a mix of native tree species with scrub species to provide understory and edge habitat. This will encourage and support a range of species, such as hedgehogs, badgers, birds, reptiles, and bats. Woodland corridors will link existing areas of habitat, improving connectivity for wildlife and enhancing the visual appearance of the landscape.

### Scrub creation

Scrub is a general term for shrubs such as wild privet, dogwood, buckthorn, and hawthorn which are typically found between grassland or heath and woodland. We will plant a diverse mix of species which will provide habitat for many of our native insects, birds and small mammals.

### Grassland creation

Grassland can be large open areas, or narrow strips of land. We will use native seed mixes, including wildflower species, to provide a diverse habitat that will attract a wide range of insects (such as butterflies and bees) and arthropods (like spiders and millipedes). This in turn will provide foraging habitat for predators.

### Hedgerow creation and enhancement

We will create new hedgerows providing new habitats for our native species and new corridors between existing habitats. Enhancing existing hedgerow with additional planting will improve the quality and diversity that these habitats already provide.

### Other habitat features

We will provide habitats for other species, such as bat and bird boxes. These will be in safe locations away from the new road.

## Proposed mitigation by key species

Over the past three years, we have carried out surveys to determine which species are found in and around the proposed route of the Norwich Western Link, working together with Natural England and the Environment Agency.

Some of the protected species we have identified, together with the mitigations we are proposing, are outlined in the table opposite.

Key species	Current situation	Mitigation
Bat species	Bats are widespread across the scheme, with pipistrelle species the most common. Barbastelle bats are found in the woodland in the central and northern areas of the scheme	Within the scheme boundary there is an objective to maintain as much of the existing foraging, commuting and roosting habitat as possible. Habitat creation and enhancement further from the road is required to avoid a net loss in suitable habitat. Provision of multiple crossing points to ensure commuting and foraging routes are maintained.
Barn Owls	Breeding territory present adjacent to site boundary with others recorded in the wider area.	Transfer of existing nest site (nest box) to suitable area away from the scheme highway. Enhanced and new foraging habitat for the species to be provided to avoid any net loss.
Badgers	Population widespread within the scheme boundary, but more prevalent in the northern woodlands	Habitat connectivity will be retained between setts to include features allowing badgers to cross the road safely. Fencing will be included to discourage crossing the road at unsafe locations
Desmoulin Whorl snails	Population is a qualifying feature of the River Wensum Special Area of Conservation; present in floodplain ditches within the scheme boundary and adjacent areas	Habitat creation and enhancement is proposed to ensure any indirect effects on this species are offset and that there is improved availability of suitable habitat.
Water voles and otters	Populations present in suitable habitat along the River Wensum and connected ditches, within and beyond the scheme boundary	Retention of wetland habitat where possible. Habitat connectivity must be retained within the scheme boundary with habitat creation and enhancement further from the road to avoid a net loss in suitable habitat

We have also identified other species near the proposed route of the Norwich Western Link including several species of fish, Great Crested Newts, the common toad, overwintering and breeding birds, reptiles, terrestrial invertebrates and aquatic macroinvertebrates.

## Ancient and veteran trees, ancient woodland, and hedgerows

The location of ancient/veteran trees has been considered throughout the development of the Norwich Western Link design. A detailed survey of ancient/veteran trees has been undertaken to confirm where an appropriate buffer can be maintained between the tree and construction activity. Some ancient/veteran trees will require removal. Once removed, if feasible, each ancient/veteran tree will be allowed to decompose in a suitable location, providing valuable habitat for wildlife. For each ancient/veteran tree removed, three times the area lost will be planted with new trees.

A 15-metre buffer zone will be maintained between the edge of ancient woodland and the Norwich Western Link scheme boundary. The impact of air quality changes on the ancient woodland due to traffic using the Norwich Western Link will be assessed as part of the environmental impact assessment. Appropriate mitigations, if required, will be presented in the Environmental Statement.

There is potential for important hedgerows to be impacted by the Scheme. Compensation and enhancement of hedgerows is an important consideration of both the landscape design and ecological mitigations, particularly to maintain commuting routes for bats.

## Connecting Wildlife Habitats

We will support wildlife connectivity between and within the areas they use for commuting and foraging. To maintain connectivity on either side of the road, we have designed multiple crossing points to help wildlife pass safely under or over the new road while keeping collision risk to a minimum. The crossings will be built at places that have been identified by our surveys as areas with high levels of animal movement.

## Connectivity Features

At two locations underpasses will be used to provide connectivity for the identified bat flight routes and other wildlife.

The Norwich Western Link is carried over Ringland Lane via a bridge, creating an underpass. The bridge and scheme fencing will be designed to prevent light from spilling onto Ringland Lane. Hedgerows and trees will be planted to enhance existing vegetation and guide bat species to the underpass location.

At Foxburrow Stream, a culvert will allow the stream to flow underneath the Norwich Western Link. The height and width of the culvert has been designed to provide safe passage for wildlife. New planting will enhance existing vegetation to help guide bat species to the culvert location.

The green bridges are proposed to provide multi-functional connections on either side of the road. The potential green bridge in the northern section will not be accessible by the public, but the others will include a surfaced central section for non-motorised users such as cyclists, pedestrians and horse riders. The green bridges will have hedges on either side, and a parapet system for safety to minimise light spill from the headlights of vehicles using the Norwich Western Link. They would be planted with trees, shrubs, and other native species to encourage wildlife to use them. Planting would join retained trees and shrubs.

Environmental experts are considering two separate designs to help bats cross the road safely in the northern section of the route. The first option is a landscape design that retains existing trees on either side of the road and in the central reservation. This approach allows bats to safely cross the road by flying at a height above the tree canopy.

The second option at the northern section of the scheme is a green bridge designed to provide connectivity as described above. At this location no access would be provided for non-motorised users, should a green bridge be progressed. Environmental and bat experts are consulting with statutory bodies, like Natural England, to decide which design will be used.



Visualisation of landscaped bat crossing, planting shown at a mature state

## Location of Connectivity Features

The location of wildlife connectivity features detailed on page 18 are shown on the map below.



Green Bridge perspective section

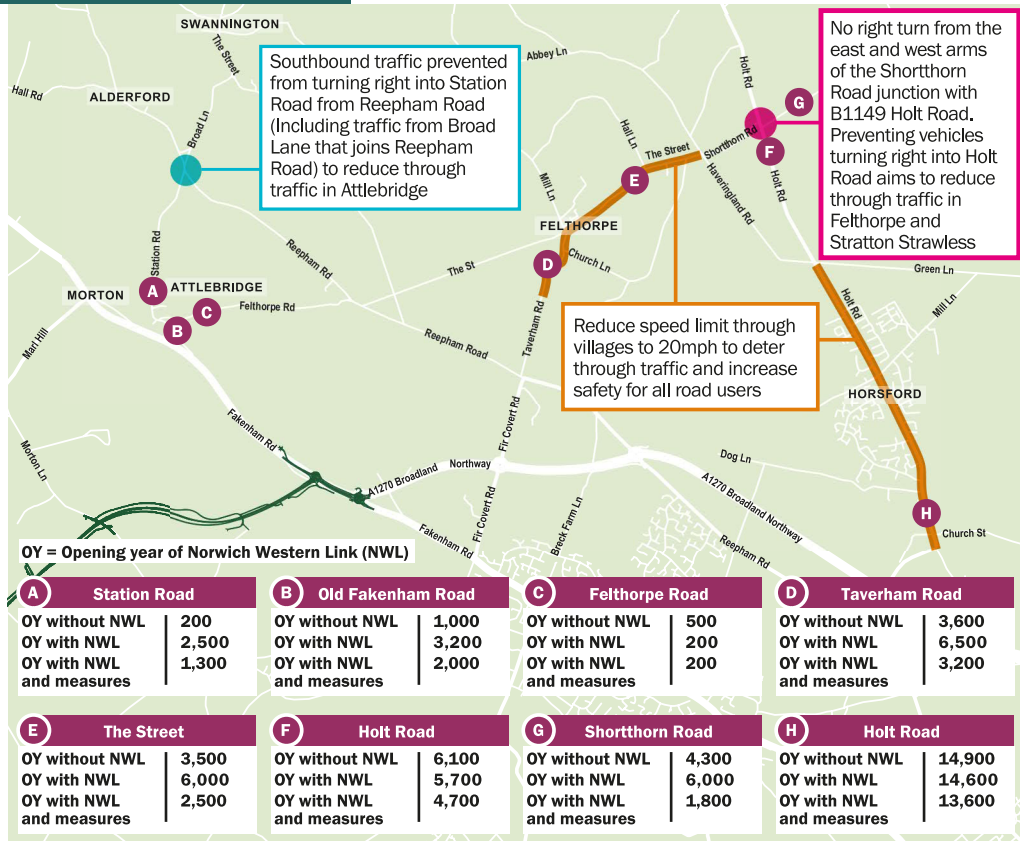
# Traffic modelling and local mitigation

Traffic modelling shows that the Norwich Western Link will significantly reduce traffic on many local roads. However, in a few locations, increases are predicted as traffic seeks to get to and from the new road. Some roads are more able to accommodate extra traffic, such as the A1270 (Broadland Northway), A1067 and A47. We are not proposing to introduce any measures on these roads. On B Roads and minor rural roads through local communities where an increase in average annual daily traffic of more than 1000 vehicles per day is predicted, we are proposing to bring in measures to mitigate this impact. We have discussed these proposals with local parish councils and we will continue to develop the measures with them, taking feedback from the consultation into account. These maps show the proposed traffic mitigation, illustrating the 2026 forecast average number of vehicles travelling in both directions daily.

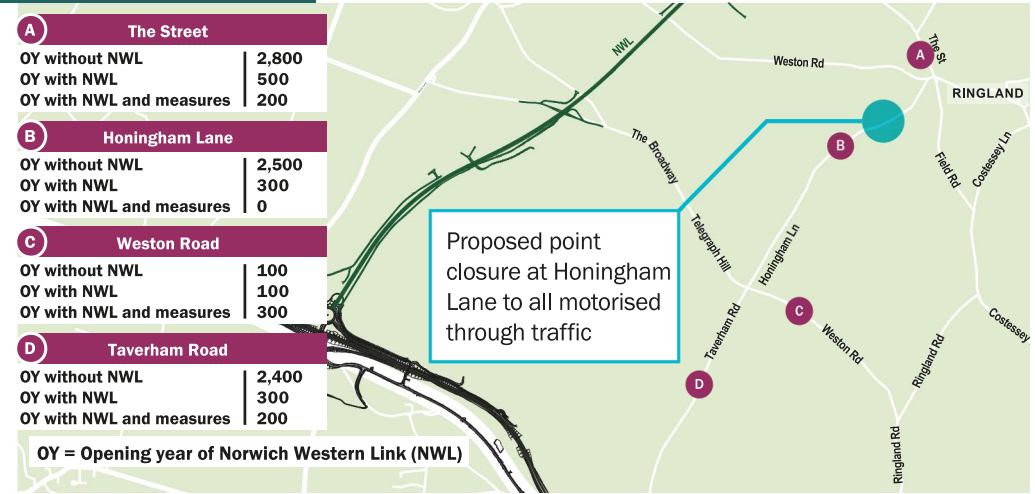
We are proposing a permanent point closure on Honingham Lane to motorised through traffic, with a restriction about 150m south of Ringland, once the Norwich Western Link opens. This will support our aim to encourage cycling as Honingham Lane forms part of our proposed network of cycle-friendly routes (see pages 4 and 5 for more details on this). A map showing the location of this proposed road closure is also shown below.

We are also preparing a Transport Assessment which will include details of proposed alterations to any junctions on the local road network if there is expected to be an increase in traffic as a result of the Norwich Western Link, which cannot be sustainably accommodated by the existing junction designs. Details of any proposed junction alterations will be included in the planning application.

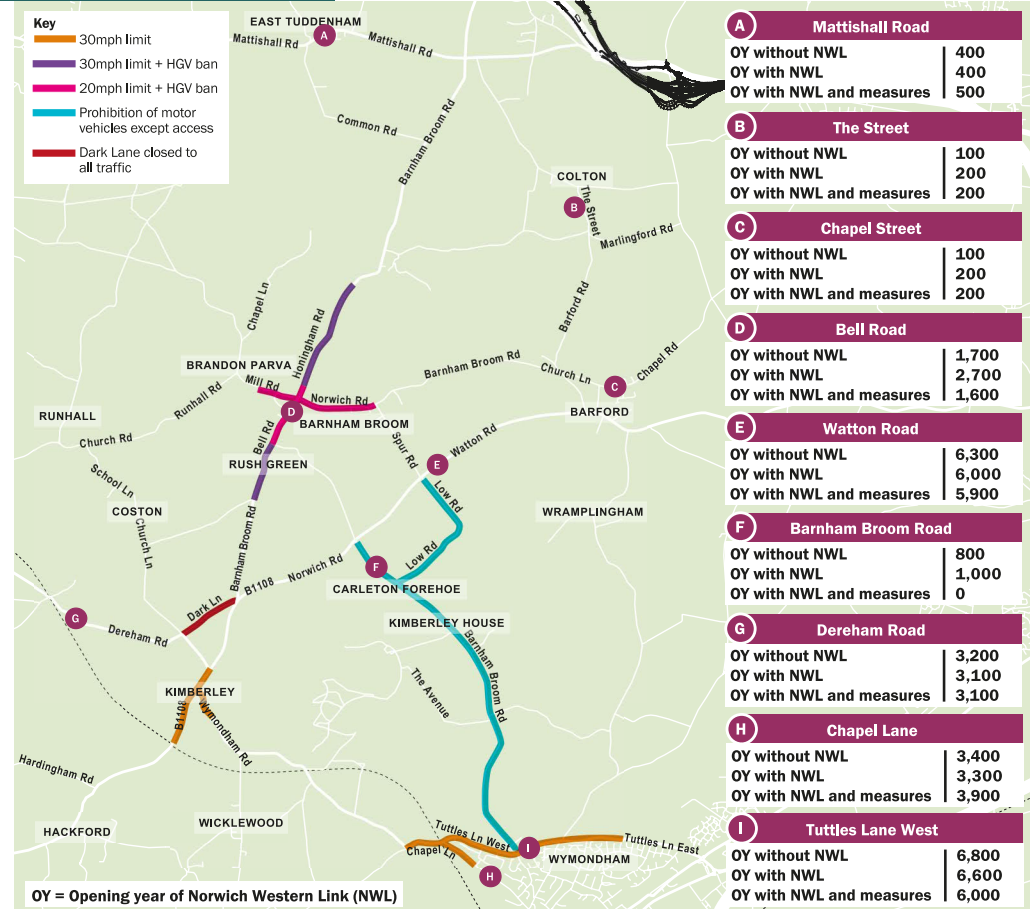
## Proposals to north of the A1067



## Proposal to Honingham Lane



## Proposals to south of the A47

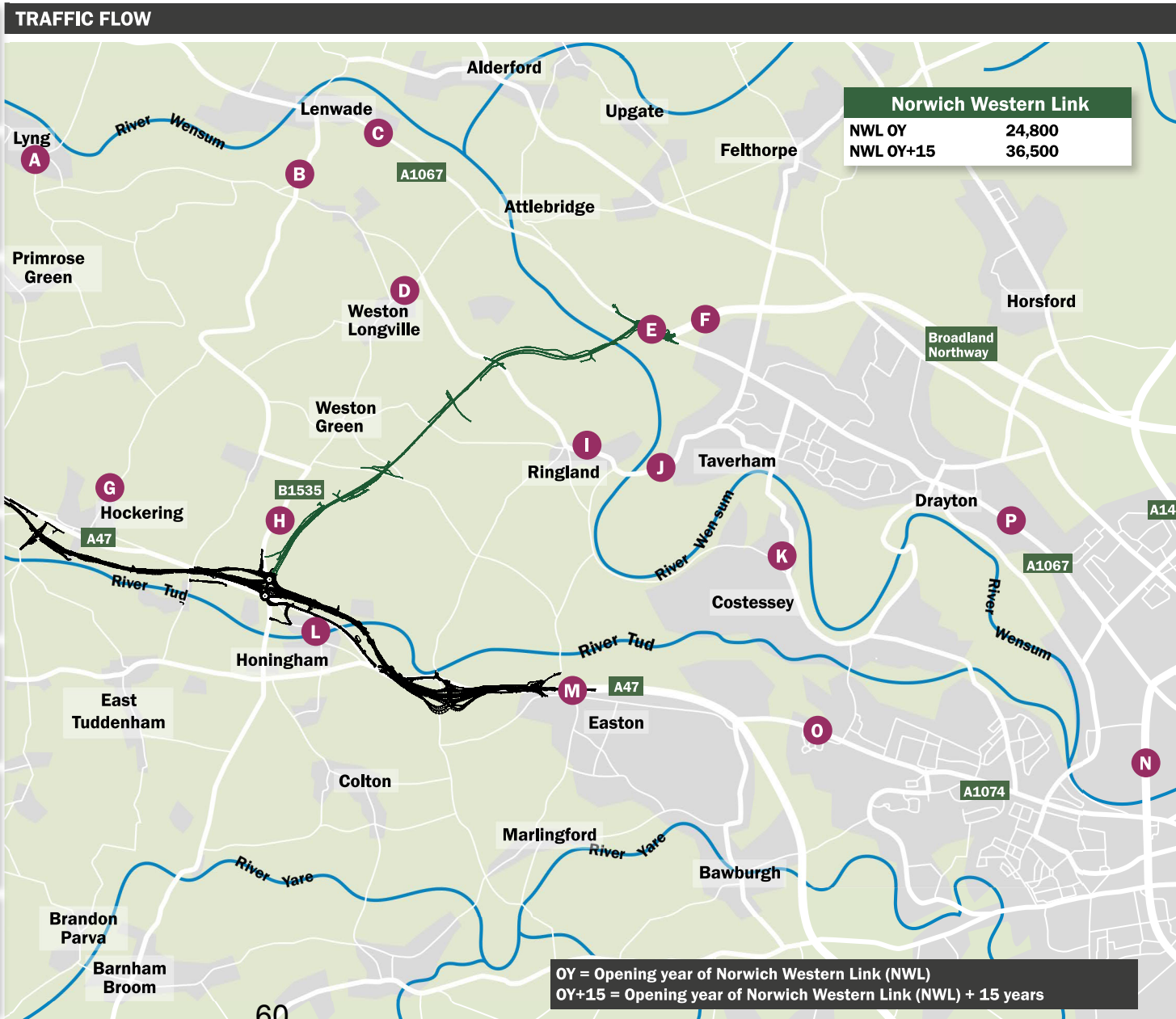


# Traffic flow map

The future year predicted traffic flows on local roads with and without the Norwich Western Link scheme in place are shown below. The forecast traffic situation is shown for 2026 and 15 years after opening. The National Highways proposals for A47 between North Tuddenham and Easton are also included in both scenarios with an expected opening date in 2025.

The map indicates that the Norwich Western Link will provide substantial traffic relief to the vast majority of minor roads to the west of Norwich, with over 24,000 vehicles per day using the Norwich Western Link instead. This increases to 36,000 15 years after opening. Without the Norwich Western Link, it is likely that traffic flows on minor routes will continue to increase.

<b>A The Common, Lyng</b> OY without NWL 3,200 OY with NWL 3,000 ▼6% OY+15 without NWL 3,900 OY+15 with NWL 3,600 ▼8%	<b>B Weston Hall Road</b> OY without NWL 4,300 OY with NWL 1,500 ▼65% OY+15 without NWL 5,400 OY+15 with NWL 1,300 ▼76%
<b>C A1067 at Lenwade</b> OY without NWL 12,800 OY with NWL 12,900 ▲1% OY+15 without NWL 16,300 OY+15 with NWL 15,300 ▼6%	<b>D Honingham Road</b> OY without NWL 3,900 OY with NWL 800 ▼79% OY+15 without NWL 5,200 OY+15 with NWL 800 ▼85%
<b>E A1067</b> OY without NWL 16,200 OY with NWL 34,100 ▲110% OY+15 without NWL 20,900 OY+15 with NWL 47,100 ▲125%	<b>F Broadland Northway</b> OY without NWL 12,700 OY with NWL 29,200 ▲130% OY+15 without NWL 17,300 OY+15 with NWL 41,400 ▲139%
<b>G Heath Road</b> OY without NWL 1,500 OY with NWL 1,000 ▼33% OY+15 without NWL 1,700 OY+15 with NWL 1,000 ▼41%	<b>H Wood Lane</b> OY without NWL 6,500 OY with NWL 1,800 ▼72% OY+15 without NWL 8,800 OY+15 with NWL 2,100 ▼76%
<b>I The Street, Ringland</b> OY without NWL 2800 OY with NWL 200 ▼93% OY+15 without NWL 4,800 OY+15 with NWL 300 ▼94%	<b>J Ringland Road</b> OY without NWL 2,700 OY with NWL 400 ▼85% OY+15 without NWL 4,700 OY+15 with NWL 500 ▼89%
<b>K Taverham Lane</b> OY without NWL 8,500 OY with NWL 7,300 ▼14% OY+15 without NWL 8,700 OY+15 with NWL 7,700 ▼11%	<b>L The Street, Honingham</b> OY without NWL 200 OY with NWL 300 ▲50% OY+15 without NWL 200 OY+15 with NWL 400 ▲100%
<b>M A47</b> OY without NWL 43,000 OY with NWL 42,200 ▼2% OY+15 without NWL 52,300 OY+15 with NWL 53,100 ▲2%	<b>N Sweet Briar Road</b> OY without NWL 30,100 OY with NWL 29,100 ▼3% OY+15 without NWL 32,500 OY+15 with NWL 31,400 ▼3%
<b>O A1074 Dereham Road</b> OY without NWL 30,700 OY with NWL 28,100 ▼8% OY+15 without NWL 33,700 OY+15 with NWL 31,100 ▼8%	<b>P A1067 Drayton High Road</b> OY without NWL 13,700 OY with NWL 13,900 ▲1% OY+15 without NWL 14,500 OY+15 with NWL 14,600 ▲1%



# Have your say

The consultation runs from Monday 15 August to Sunday 9 October.

The consultation website will be available to view throughout the consultation period via [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl), where people can also respond by filling in the consultation questionnaire. People who can't access the internet can request for paper copies of the consultation brochure and questionnaire to be posted to them. Please email us at [NWLConsultation@norfolk.gov.uk](mailto:NWLConsultation@norfolk.gov.uk) or ring us on 0344 800 8020 and give us your postal address. We recommend submitting your views as soon as you can before the consultation closes at midnight on Sunday 9 October 2022.

The Environmental Information Document can be viewed on the consultation website via [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl). This document will be available for the whole duration of the consultation. If you are unable to access the information online, a copy of the document will be available at the following locations: Taverham, Dereham, Reepham and Wymondham libraries as well at the Archive Centre at County Hall.

Staff will be available to discuss the consultation proposals via phone or internet calls during the consultation period. Appointments can be booked with members of the project team through the consultation website. Alternatively, please contact us on the number above and we'll arrange a time that is convenient for you.

We will also be running in-person events which will take place during the consultation period as follows.

Location	Date and Time
Barnham Broom Village Hall	Friday 2nd September 2022 – 12-8pm
The Costessey Centre – Stafford Hall	Friday 9th September 2022 – 1-8pm
Weston Longville – Hall for All	Thursday 15th September 2022 – 12-8pm
Felthorpe Village Hall	Thursday 22nd September 2022 – 12-8pm

There are several ways you can respond to the consultation. You can:

- Complete the consultation questionnaire online via [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl)
- Complete a paper copy of the consultation questionnaire and post it to: Freepost Plus RTCL-XSTT-JZSK, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH
- Email comments to [NWLConsultation@norfolk.gov.uk](mailto:NWLConsultation@norfolk.gov.uk)
- Write to: Freepost Plus RTCL-XSTT-JZSK, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH

If you need further assistance, please email us on [NWLConsultation@norfolk.gov.uk](mailto:NWLConsultation@norfolk.gov.uk) or ring us on **0344 800 8020** and we'll do our best to assist you.

Our privacy statement can be found at: <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/open-data-fois-and-data-protection/data-protection/privacy-notices/norfolk-county-council-privacy-notice>



## Agenda Item 13

### 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](http://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](#)

**Councillors had queries in relation to the set up, accessibility of emails. Osiris has responded as follows:**

### ***Set up***

Accounts would be created by Osiris in the format that you would like (e.g. FirstInitial,LastName@hellesdon-pc.gov.uk) with a password set per account.

These would then most likely be passed to the clerk for distribution to the councillors and councillors would be prompted to change the supplied password upon first login.

Osiris can provide training, however, the emails will be within outlook which several councillors would have used before? Osiris can provide an info sheet and links to training which would explain

common processes such as resetting a password, or any other processes councillors feel they may need.

### ***Accessibility***

Osiris staff, while technically possible, would never enter someone's email without express permission from the account holder or their senior unless required to do so under law. If an engineer was to do this, it would likely result in an instant dismissal and this action would be trackable.

The only admin Osiris would perform is resetting passwords and assigning permissions to accounts where requested and other, related tasks.

When a councillor leaves, there are several options, their account can be permanently deleted, in which case their email would be deleted after 90 days. The other, more common, option is that their email inbox is converted to a 'shared' mailbox, this allows the mailbox to sit in the background with the ability to be accessed if ever needed (compliance etc.)

### **GDPR**

Councillors are not exempt from the General Data Protection Regulations. All emails containing personal data (including names and email addresses) must be stored in accordance with the following:

1. **Lawfulness, fairness and transparency** — Processing must be lawful, fair, and transparent to the data subject.
2. **Purpose limitation** — You must process data for the legitimate purposes specified explicitly to the data subject when you collected it.
3. **Data minimization** — You should collect and process only as much data as absolutely necessary for the purposes specified.
4. **Accuracy** — You must keep personal data accurate and up to date.
5. **Storage limitation** — You may only store personally identifying data for as long as necessary for the specified purpose.
6. **Integrity and confidentiality** — Processing must be done in such a way as to ensure appropriate security, integrity, and confidentiality (e.g. by using encryption).
7. **Accountability** — The data controller is responsible for being able to demonstrate GDPR compliance with all of these principles.

Therefore all emails must be stored securely and deleted as soon as is necessary. Emails may not be stored 'just in case' they are needed for the future and **MUST NOT** be kept in the possession of a person when they cease to become a councillors.



cc Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/KT
Date: June 2022	Tel No.:	0344 800 8020
	Email:	martin.wilby@norfolk.gov.uk

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

Dear Sir/Madam

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

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last nine years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2023/24. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £350,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 09 December 2022. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2023 following approval by the Norfolk County Council Cabinet.

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

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

*Continued .../*

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

### What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email [evehicles@norfolk.gov.uk](mailto:evehicles@norfolk.gov.uk) – A website containing useful information is currently being developed and will be updated with new information regularly. We will be contacting Parish/Town Councils when this available.

*Continued.../*

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

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

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

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

### **Schemes which will not be considered**

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

### **Information you must include in your bid**

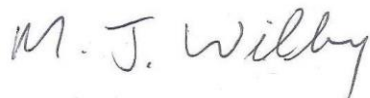
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future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

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

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

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

Yours sincerely



Martin Wilby  
Cabinet Member for Highways, Infrastructure & Transport

**Parish Partnership bid application form**

<b>Fund applied for:</b>	Parish Partnership Fund		
<b>Applicant details:</b>			
<b>Submitted by/contact:</b>			
<b>Phone Number:</b>			
<b>Email:</b>			
<b>Sum applied for:</b>			
<b>Total project cost:</b>			
<b>Project title:</b>			
<b>Project detail:</b> (please include a plan/map of the extents of the scheme):			
<b>plan/map attached:</b>	Yes / No		
<b>Any other funding:</b>			
<b>Parish Income:</b>	<b>Precept</b>	<b>Other Income</b>	<b>Total Yearly Income</b>
<b>Reason for works:</b>			
<b>Any relevant supporting documents (e.g. supportive correspondence) :</b>			
<b>Discussed with:</b>			

REPORT TO FULL COUNCIL

**Subject:** Possible Parish Partnership Project (50% NCC Funding)  
Replacement Bus Shelter (Drayton High Road)

**Author:** Louise Pointin

**Date:** 15<sup>th</sup> August 2022

It has been reported for a number of years that the bus stop on Drayton High Road opposite Asda is in a bad state of repair.



The bus stop is close to 20 years old and has perspex panels which can no longer be secured as the struts have failed.

The loose panels posed an immediate Health and Safety Risk and have now been removed, this leaves us with no alternative but to replace the bus shelter if deemed to be the responsibility of Hellesdon Parish Council.

With that in mind we have obtained quotes for a replacement bus shelter, one is like for like and the other for the same design which is commonly installed when replacing existing shelters within the parish.

**Supplier / Quote 1**

The supplier has provided 3 options with perch seat:

3.00Mtr x 1.30Mtr Pitched Roof Bus Shelter – Full Cantilever	£4,495.00
3.00Mtr x 1.30Mtr Pitched Roof Bus Shelter – Half or Full End Panels	£4,810.00
3.00Mtr x 1.30Mtr Pitched Roof Bus Shelter – Double Entry	£5,065.00
Removal and disposal of current Bush Shelter	£1,480.00

The price is inclusive of manufacture, delivery, and installation however it is not inclusive of traffic management or permission to work. The site of the bus shelter is set back from the road so it is unlikely that any special measures would be required.

**Supplier / Quote 2**

The supplier has provided 2 options with perch seat:

3 Bay 3.06mtr x 1.3mtr Cantilever Bus shelter with full length perch seat	£3,495.00
3 Bay 3.06mtr x 1.3mtr Bus shelter with staggered entry with 2m perch seat	£4,195.00
Removal and disposal Of Existing Shelter	£500.00

The price is inclusive of manufacture, delivery and installation.



**Recommendation**

The above image depicts the type of bus shelters which are installed on the Reepham Road. Should the Parish Council wish to proceed with this project under the Parish Partnership Scheme, the recommendation would be for supplier 2 to be engaged for the installation of 3 Bay 3.06mtr x 1.3mtr Cantilever Bus shelter with full length perch seat. The pricing is subject to change due to the cost of the materials.

Norfolk County Council would pay 50% of the funding therefore the cost to the Parish Council would be £1,997.50 (£3,495 + £500 / 2)