

HPC HELLEDON PARISH COUNCIL

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

Minutes of the Meeting of Hellesdon Parish Council Held on Tuesday 8th September 2020 by Zoom Online at 7.00 pm.

PRESENT: Cllr D King, Chair
Cllr S Gurney
Cllr G Britton
Cllr D Britcher
Cllr W Johnson, Vice-Chairman
Cllr K Avenell
Cllr Fahy
Cllr Franklin

In attendance: Mrs N Carver, Clerk
District Cllr Prutton

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

1. **Apologies and acceptance for absence**
Apologies from Cllr Attenborough, Cllr Fulcher, Cllr Sparks and Cllr Bush-Trivett, these were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
There were no requests for dispensations, and no additional interests declared.
3. **Minutes of the meeting held 4th August 2020**
The minutes of the full council zoom meeting held on 4th August 2020, were **RESOLVED TO ACCEPT**
4. **Public Participation**
Cllr Prutton had asked Parish Council asked for advice and help with an issue raised by a resident regarding parking. Cllr Gurney confirmed she had spoken to the resident and this is in hand. Cllr Prutton asked why company's information on the NHS quotation was redacted, the clerk confirmed it is standard practice.
5. **Reports from**
 - a) **Parish Clerk**
The clerks report was previously circulated.
RESOLVED TO ACCEPT

The following items were raised:

Clerk confirmed the cost of the baby change unit is £250.

Cllr Gurney spoke with regards to the locking of Meadow Way and of the Community Centre parks. Many residents had contacted Cllr Gurney along with the office asking for the gates to be closed of an evening. A discussion was had and it was proposed by Cllr Gurney and seconded by

Approved.....

Date.....

HPC Full Council Mins 8th September 2020

CONTINUE AGENDA ITEM 5

Cllr King, Cottinghams Park and Mountfield Park will remain open for residents to walk the dogs early in the morning or later in the evening, the Community Centre will be open between 8am and 8pm, and to lock Meadow way on the recommendation of the Clerk, this will be reviewed at the next Parish Council meeting. It Was

RESOLVED TO ACCEPT

Cllr Gurney Proposed to purchase the changing unit for outside toilet seconded by Cllr Britcher. It was

RESOLVED TO ACCEPT

b) **County and District Councillor**

- Cllr Gurney gave a verbal update for both County and District Council. There is a continuation of the work on Drayton Wood Road; road closure is in place for week beginning 21st September. Cllr Gurney spoke with regards to the zebra crossing on Middletons Lane, Norfolk County Council did a lengthy consultation including data analysis on the location of the crossing. It was not a substitute for the lollipop man, this is a requirement. To confirm the crossing has been installed in the right place. Links Avenue path resurfacing has now been completed. There is a lot of activity on licensing at the District and business is coming back to usual level. Cllr Gurney has given thanks to Viola as they have done a very good job during the past months. Cllr Franklin asked for an update on Meadow Way 20mph Cllr Gurney confirmed that this is now at the legal process and could take up to 18 months.

- No District Update from Cllr Prutton
- No District Update from Cllr Britcher
- No District Update from Cllr King

Cllr King gave a verbal report from the chair; he updated on the report previously instigated by Cllr Avenell on the parking issues around Helleston, this is now being looked at by the Transport Ministry, he will continue to update the council on this.

Two white Papers have been released, one on devolution, this should be published in the next two to three weeks. Second, Planning White paper has also been published, this is looking at taking powers away from local authorities. Both these will be updated at future meetings. Broadland cabinet have agreed to amend May 2019 development plan, allowing for a further Regulation 18 on GNLP. The Regulation 19 could now be delayed to 2022, this will have an effect on the Jarrolds site application, Cllr King hopes to gain further information on this.

6. **Financial Matters**

- a) Bank Reconciliation – 1st April to 31st August 2020.

The document previously circulated was discussed, and it was

RESOLVED TO ACCEPT

- b) Earmarked reserves summary.

The document previously circulated was discussed, Cllr Britcher asked when funding would come back for EMR345. The clerk updated that she is looking into this and report back at next meeting of the council.

RESOLVED TO ACCEPT

- c) Approval of Payments – July and August 2020.

The document previously circulated was discussed, Cllr Gurney asked to confirm which dishwasher was repaired; clerk confirmed this was the Community Centre. It was

RESOLVED TO ACCEPT

Approved.....

Date.....

HPC Full Council Mins 8th September 2020

CONTINUE AGENDA ITEM 6

- d) Approval of Receipts – July and August 2020.
The document previously circulated was discussed, and it was **RESOLVED TO ACCEPT**
- e) Detailed Income and Expenditure 1st April to 31st August 2020.
The document previously circulated was discussed, It was **RESOLVED TO ACCEPT THE REPORT**
- f) It was **NOTED** a grant of £1000 awarded from Football Foundation for additional goal posts had been received.
- g) It was **NOTED** a discretionary grant of £10,000 from Broadland District Council has been received for the Community Centre

7. Policy Review

The following policies had been reviewed by the officers with no amendments

- a) Accessibility Policy
- b) Bio Diversity Statement and Policy
- c) Graffiti Policy
- d) CCTV Policy
- e) Safeguarding Policy

Cllr King proposed to accept them seconded by Cllr Johnson, agreed. It was **RESOLVED TO ACCEPT**

8. SAM 2 Speed Sign

A lengthy discussion was had on the information/data received from the SAM 2 units. The clerk gave a verbal update on this, following questions raised.

It was

RESOLVED FOR THE OFFICERS TO PRODUCE A INFORMATION SHEET TO BE SENT TO THE COUNCILLORS EACH MONTH.

9. Key Workers Bench

a) A written report was circulated to all councillors on the purchasing of a memorial bench to thank key workers of Hellesdon, Cllr Gurney confirmed this was a replacement of a bench that was previously there and also in the facility of Hellesdon Hospital. It was proposed by Cllr King abs Seconded by Cllr Britton to purchase the bench quoted for. It was **RESOLVED TO ACCEPT**

c) Following the report with the officers recommendation, It was proposed by Cllr King and Seconded by Cllr Britton for the bench to be funded from EMR 332 Good causes of Hellesdon, It Was

d) RESOLVED TO ACCEPT WITH THE MONEY COMING FROM EMR 332 £1750

c) It was proposed by Cllr Britcher and Cllr Gurney for the following wording to be to be inscribed on the brass plaque

“With Grateful Thanks from the Residents of Hellesdon”

It was

RESOLVED TO ACCEPT

10. Residents Christmas Party

It was proposed from the chair and seconded by Cllr Avenell for the senior residents Christmas party to be cancelled for 2020. It was

Approved.....

Date.....

RESOLVED TO AGREE

11. Parish Council Meeting Dates

Following a lengthy discussion of the council on moving the parish council meeting currently held on first Tuesday of the month, being moved to the second Tuesday of the month. It was proposed by Cllr King and Seconded Cllr Johnson, It was

RESOLVED TO ACCEPT WITH 7 IN FAVOR AND ONE AGAINST

12. Planning

Planning decisions made by the planning committee up to 1st September were previously circulated, it was

RESOLVED TO ACCEPT

13. Community Center Committee

It was **NOTED** the next Community Centre meeting being held Monday 14th September 2020 10am via Zoom

14. Property, Policy and Resources

It was **NOTED** the next Property, Policy and Resources meeting being held Thursday 10th September 2020 6:30pm via Zoom

15. Playing Fields, Allotments and Amenities

It was **NOTED** the next Playing Fields Allotments and Amenities meeting being held Wednesday 16th September 2020 2pm via Zoom.

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

**Proposed by the chair seconded by Cllr Avenell
RESOLVED TO ACCEPT**

17. Exchange of information.

19. Time and venue of next council meeting

The next meeting to be held on Tuesday 13th October at 7pm via Zoom No further information to be exchanged

Items discussed under the resolution to exclude public and press

18. Staffing Update

The next staffing meeting to be held on Thursday 14th September at 8:30pm

The recent update from NALC relating to the NJC pay scales was **NOTED**

The meeting closed at 21:15

Approved.....

Date.....

CLERK'S REPORT FOR COUNCIL MEETING 13.10.20

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	The centre has now opened, with guidance in place to help with social distancing. We have a limited number of groups that have returned mainly due to numbers that can attend.
Car Park – Community Centre	No current updates
Parish Council Offices Diamond Jubilee Lodge	The office has been marked out to ensure social distancing can be maintained.
Recreation Ground	The gates are now being closed at 8pm, currently no incidents have been reported
Meadow Way	No current updates
Skate Park & MUGA	No Updates
Mountfield Park	Broadland Tree wardens have visited the site and have arranged for the replacement trees to be planted mid-November
Cottinghams Park	No current updates
Allotments	All renewal packs have now gone out and many have already paid by Bacs or card. We currently have had only 2 plots given up.
Community Orchard	Broadland Tree wardens have visited the site and have arranged for the replacement trees to be planted mid-November
Cemetery Car Park	Nothing to report
Persimmons Homes	Planning Application 20201679 for Phase 2 has been received by the Parish Council. This will be discussed at planning later in October.
Public Toilets	No updates
Litter & Dog Waste Bins	No updates
Bus Shelters	The bus shelter on Low Road was subject to graffiti on 21 st September, this was removed but unfortunately they paint had ingrained onto the Perspex; this has been replaced costing £200.
Benches	The Keyworkers bench agreed at the last meeting has been purchased and has arrived at the council, the works for the base to be installed has been put in to NCC, now waiting on a date.
War Memorial	The slabs around the memorial have been cleaned with moss remover and have come up well. Repointing work on these needs to be carried out, this can be done through grounds.

Highway Rangers	Nothing to report
Highway Verges	No Update
Staffing	AGENDA ITEM 18
Mobile Phones	No further update.
Street Lighting	No further update
Meeting Dates	No current dates planned. Next meeting of the committees will be for budget setting. Note: Following guidelines all meetings where possible to be held via Zoom

Items for Parish Council to consider/note –

COMMUNITY UPDATE

HELLEDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLEDON



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SEPTEMBER 2020



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



PC 230 JADE WEEKS PC 151 FELIX WOODCOCK

UPDATE FROM YOUR COMMUNITY ENGAGEMENT OFFICER

PC 1425 VICKY BAILEY

TEL: 07967 820083

E: VICTORIA.BAILEY@NORFOLK.PNN.POLICE.UK



We are always being made aware of scam phone calls, text messages and emails etc.

If you receive a fake message, forward the text, including phone number or company name, to 7726. It won't cost you anything and means your phone provider can investigate. If you responded to a scam text and provided your bank details, contact your bank immediately.

Spread the message about the Silent Solution so that people are aware. This could help to prevent abuse from happening. When dialling 999, if speaking or making an immediate sound would put you in danger, stay on the line and press 55 when prompted and the call will be transferred to the Police who will know it is an emergency call.

Stay safe,

Vicky

WHAT'S HAPPENING IN YOUR AREA?

I hope the latest edition of this newsletter finds you all well. As another month goes by, it seems that businesses and services have adapted to change and are beginning to return to their operations albeit in a reduced capacity. As I write this, the schools are set to re-open imminently and understandably there will be some changes and additional measures in place to ensure that they can operate safely. I work closely with the local schools and I am keen to re-engage with them once they open, so this month I will be visiting the schools on my areas to offer reassurance and an opportunity to engage with staff, parents and pupils alike. On the subject of schools, I would just like to use this opportunity to promote the message of parking safely and considerately near to schools.

This month, I have focussed on targeting ASB by undertaking high-visibility patrols of recreational grounds and public spaces across the parishes. During these patrols, I have positively engaged with members of the local community and I welcome this type of interaction whilst I am out on patrol, so please do feel free to come and speak to me if you have any local issues. I have also focussed my attention on undertaking proactive patrols in the area surrounding The Whiffler pub, Hellesdon following a report of drug misuse which has resulted in several stop searches at this location. In accordance with the SNAP priorities, I have also been addressing concerns around speeding by carrying out speed enforcement and I have overseen the installation of a system funded by Broadland District Council to monitor traffic flow and speed.

Regards,

Jade

CURRENT NEIGHBOURHOOD PRIORITIES

- HIGH VISIBILITY PRESENCE COVERING RECREATIONAL GROUNDS/PUBLIC SPACES IN THE AREAS OF HELLEDON, HORSFORD, SPIXWORTH & ST FAITHS
- SPEED ENFORCEMENT WHEN TIME ALLOWS

DATES FOR YOUR DIARY

- S.N.A.P MEETING – DATE TBC



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TALK TO YOUR LOCAL
BEAT MANAGER

COMMUNITY UPDATE

HELLEDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLEDON



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SEPTEMBER 2020



CRIME UPDATES AUGUST 20

Offence	Numbers	What could this entail
Arson	1	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	1	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	2	A person commits theft in a building or structure that is not lived in.
Burglary residential	0	Entry and theft in a building or a structure that is lived in.
Criminal Damage	15	A person destroys or damages property belonging to someone else.
Domestic	15	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	1	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	2	Any crime determined to have a hate element as per above.
Possession of controlled substance	0	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	1	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	8	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	0	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place, if stolen from a shed or garage this would be a BOTD.
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.



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05/10/2020

Hellesdon Parish Council Current Year

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	6,060.33	18,939.67	25,000.00
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	16,400.00	-6,000.00	10,400.00
323 EMR Hard Surface Area	14,000.00		14,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	4,573.00		4,573.00
326 EMR Elections	5,945.22	-3,041.52	2,903.70
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	17,000.00		17,000.00
329 EMR Com Centre Contingency	15,739.68		15,739.68
330 EMR Parish Poll Provision	6,000.00		6,000.00
331 EMR Mountfield Park	43,371.99		43,371.99
332 EMR Good Causes in Hellesdon	12,870.00	-4,000.00	8,870.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	55,315.14		55,315.14
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	1,500.00	-296.38	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 & Storage	0.00		0.00
345 EMR Bus shelter	-3,354.00	3,677.00	323.00
346 Green Grid	5,340.00		5,340.00
347 Land Acquisition account	69,752.17		69,752.17
348 Community Engagement Reserve	2,350.00		2,350.00
349 IT Reserve	5,141.00		5,141.00
	311,231.93	9,278.77	320,510.70

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Bank - Cash and Investment Reconciliation as at 30 September 2020

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/09/2020	Active Saver 4401	562,633.75
30/09/2020	Business Current Account 2077	500.00
30/09/2020	Petty Cash	107.64
30/09/2020	Active Saver 7702	337,426.60
30/09/2020	Active Saver 4503	81,346.07
		982,014.06
 <u>Other Cash & Bank Balances</u>		
		20.00
		982,034.06
 <u>Unpresented Payments</u>		
		100.00
		981,934.06
 <u>Receipts not on Bank Statement</u>		
		0.00
		981,934.06
 Closing Balance		
		981,934.06
 <u>All Cash & Bank Accounts</u>		
1	Current Bank Account	563,033.75
2	Petty Cash	107.64
3	Active Saver 7702	337,426.60
4	Active Saver Emergency 4503	81,346.07
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	981,934.06

Date	Payee	Expenditure type	Amount
01/09/2020	Westcotec	SAM program Jul	£90.00
01/09/2020	Broadland DC	business rates stores	£147.00
01/09/2020	Broadland DC	business rates community centre	£1,010.00
01/09/2020	Broadland DC	business rates grdsman shed	£314.00
01/09/2020	Screwfix	dye, tape, varnish, glue	£57.97
02/09/2020	Vodafone	mobile phones	£155.60
03/09/2020	L E Electrical	batteries grdsman shed shutter	£10.00
04/09/2020	Pure Resourcing	admin agency staff w/e 23 & 30 Aug	£1,544.40
04/09/2020	Collier Turf Care	football goals & nets	£1,299.61
04/09/2020	Milne Marketing	cleaning items	£469.47
04/09/2020	Viking Direct	sanitiser station	£50.33
04/09/2020	Mayday Office Equipment	Jun - Aug copies	£109.51
04/09/2020	DD Health & Safety Supplies	PPE protection kit & mesh visor	£32.70
04/09/2020	Pav Funball Football Academy	refund - called off due to weather	£64.50
07/09/2020	Barclays Bank	commission	£7.70
09/09/2020	Entanet	broadband 23 Aug - 22 Sep	£54.30
09/09/2020	UK Fuels	Aug fuel card	£99.21
10/09/2020	Agrovista UK Ltd	fertiliser football pitches	£675.00
10/09/2020	Collier Turf Care	fertiliser bowling green, weed killer allotments	£1,719.05
10/09/2020	IRIS HR	HR support Sep & Oct	£96.00
10/09/2020	Just Regional	Advert Just Helleston	£360.00
10/09/2020	Osiris Technologies	IT support Sep	£224.28
10/09/2020	Rigby Taylor	football pitch line marker/weed killer allotments	£593.88
10/09/2020	SLCC	membership fees	£50.42
10/09/2020	The Garden Guardian	grass verge cutting	£1,863.09
10/09/2020	Viking Direct	ergonomic mouse and document holder	£32.38
10/09/2020	EEE 5	mileage claim 4 Sep	£20.70
11/09/2020	Slimming World	refund credit on account - cessation	£95.52
11/09/2020	ESPO	wall fixing brackets for sanitiser	£21.90
11/09/2020	PKF Littlejohn	external audit report & certificate	£1,560.00
11/09/2020	Entanet	phone rental Sep 2020	£15.00
14/09/2020	L E Electrical	light bulb community centre	£2.00

18/09/2020	Clocking Systems	time cards	£50.40
18/09/2020	Salaries	Payroll Sep 2020	£14,669.70
21/09/2020	Dazzle	window cleaning Sep 2020	£75.00
21/09/2020	Nisbets	social distance signs/ sanitiser station/baby changing unit	£599.76
21/09/2020	Pure Resourcing	admin agency staff w/e 12 Sep	£772.20
21/09/2020	Viking Direct	Ladies toilet signs	£17.98
21/09/2020	Total Gas & Power	gas community centre Aug 2020	£49.09
24/09/2020	Pure Resourcing	admin agency staff w/e 20 Sep	£694.98
24/09/2020	Resident	reimburse replacement glass	£9.40
24/09/2020	Norfolk Pension Fund	Sep contributions	£3,838.09
24/09/2020	HMRC	PAYE & EER NI	£4,968.62
25/09/2020	Broadland DC	business rates office	£624.00
28/09/2020	Total Gas & Power	electricity allotments	£20.17
28/09/2020	Hitachi Capital Finance	lease tractor and hedgecutter	£540.00
28/09/2020	BNP Paribas Leasing	HP Wessex mower	£278.00
28/09/2020	Square Up	card transaction fees	£1.13
29/09/2020	Amari Norwich	perspex sheet for vandalised bus shelter	£239.36
30/09/2020	Vodafone	mobile phones	£155.60
30/09/2020	Information Commissioners Office	Data protection fee	£35.00
	Total		£40,484.00

Date	Description	Amount
01/09/2020	Casual tennis	£7.00
01/09/2020	Commercial hire	£80.00
02/09/2020	Casual tennis	£21.00
02/09/2020	Football	£35.00
02/09/2020	Commercial hire	£288.00
04/09/2020	Community hire	£20.00
07/09/2020	Netball	£19.00
07/09/2020	Loyalty interest	£0.24
08/09/2020	Grant	£10,000.00
10/09/2020	Football	£70.00
10/09/2020	Commercial hire	£80.00
14/09/2020	Netball	£19.00
15/09/2020	Football	£35.00
15/09/2020	Feed in tariff	£163.75
21/09/2020	Netball	£19.00
28/09/2020	Allotments	£45.00
28/09/2020	Football	£402.00
30/09/2020	Commercial hire	£20.00
30/09/2020	Parish P'ship grant	£3,677.00
30/09/2020	Precept 2nd instalment	£242,258.00
Total		£257,258.99



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Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Community Centre								
1260 Hire Facilities Sundries	60	300	0	(300)			0.0%	
1400 Community Centre Income	0	0	65,600	65,600			0.0%	
1410 Community Centre Inc ML Room	96	(306)	0	306			0.0%	
1415 Community Centre Inc SW Room	9	(191)	0	191			0.0%	
1435 Community Centre Inc SWB Room	0	(77)	0	77			0.0%	
Community Centre :- Income	165	(274)	65,600	65,874			(0.4%)	0
4150 Utilities	1,047	8,198	19,305	11,107		11,107	42.5%	
4195 Keys/Locks	0	0	100	100		100	0.0%	
4250 Sanitary Waste Disposal	0	2,138	2,100	(38)		(38)	101.8%	
4295 Equipment - New/Replacement	358	1,003	1,000	(3)		(3)	100.3%	
4300 Equipment-Repair/Maintenance	0	239	620	381		381	38.5%	
4416 Water dispenser	0	115	375	260		260	30.7%	
4435 Contingencies	0	36	2,300	2,264		2,264	1.6%	
4450 Inspections	60	60	500	440		440	12.0%	
4480 Memberships & Subscriptions	0	1,311	1,600	289		289	81.9%	
4560 Property Maintain/Replacement	(2,042)	1,272	15,420	14,148		14,148	8.2%	
4630 Consumables	42	256	500	244		244	51.2%	
4635 cleaning agents/materials	66	1,009	1,650	641		641	61.1%	
4645 Rolling maintenance programme	(60)	0	1,000	1,000		1,000	0.0%	
4695 community centre redevelopment	5,893	5,893	0	(5,893)		(5,893)	0.0%	
Community Centre :- Indirect Expenditure	5,364	21,529	46,470	24,941	0	24,941	46.3%	0
Net Income over Expenditure	(5,199)	(21,803)	19,130	40,933				
110 Administration								
1076 Precept	242,258	484,516	0	(484,516)			0.0%	
1085 Grants received	10,000	11,000	0	(11,000)			0.0%	
1095 S106 contributions	0	36,563	0	(36,563)			0.0%	
1099 Community Infrastructure	0	3,096	0	(3,096)			0.0%	
Administration :- Income	252,258	535,175	0	(535,175)				0
4465 External Audit	1,300	1,300	1,300	0		0	100.0%	
4470 Internal Audit	0	1,190	2,370	1,180		1,180	50.2%	
4475 Legal Fees	0	500	5,500	5,000		5,000	9.1%	
4480 Memberships & Subscriptions	0	1,105	1,500	395		395	73.6%	
4550 Insurance	0	9,397	9,227	(169)		(169)	101.8%	
Administration :- Indirect Expenditure	1,300	13,492	19,897	6,406	0	6,406	67.8%	0
Net Income over Expenditure	250,958	521,684	(19,897)	(541,581)				

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Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Staff								
4000 Admin Staff	4,753	25,680	99,923	74,243		74,243	25.7%	
4010 Groundstaff	4,602	24,669	62,705	38,036		38,036	39.3%	
4020 Care Takers	5,315	27,287	82,373	55,086		55,086	33.1%	
4040 PAYE	3,374	16,411	0	(16,411)		(16,411)	0.0%	
4045 Pension Scheme	3,838	20,047	41,353	21,306		21,306	48.5%	
4055 Staff training	0	823	5,100	4,277		4,277	16.1%	
4070 Profess Fees/Agency Personnel	1,882	18,064	13,450	(4,614)		(4,614)	134.3%	
4080 Employer NI	1,595	7,604	17,857	10,254		10,254	42.6%	
4090 Protective clothing/workwear	35	706	3,050	2,344		2,344	23.1%	
Staff :- Indirect Expenditure	25,393	141,291	325,811	184,521	0	184,521	43.4%	0
Net Expenditure	(25,393)	(141,291)	(325,811)	(184,521)				
130 Council Office								
1260 Hire Facilities Sundries	0	(0)	0	0			0.0%	
1360 Electricity FIT	0	210	550	340			38.1%	
Council Office :- Income	0	210	550	340			38.1%	0
4112 Advertising	0	0	200	200		200	0.0%	
4150 Utilities	633	4,195	10,500	6,305		6,305	40.0%	
4195 Keys/Locks	0	0	50	50		50	0.0%	
4250 Sanitary Waste Disposal	0	47	150	103		103	31.2%	
4295 Equipment - New/Replacement	42	64	150	86		86	42.9%	
4305 Parts- Repair/Replace/Spare	0	0	100	100		100	0.0%	
4400 Chairman's Budget	0	10	1,500	1,490		1,490	0.7%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	21	77	100	23		23	77.4%	
4415 Catering for Meeting	14	98	380	282		282	25.9%	
4420 Telephone and Broadband	187	1,485	2,860	1,375		1,375	51.9%	
4425 IT Support and Maintenance	187	1,047	2,500	1,453		1,453	41.9%	
4430 Photocopier	(3)	1,115	3,350	2,235		2,235	33.3%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	25	283	500	217		217	56.6%	
4445 Postage	0	4	300	296		296	1.4%	
4480 Memberships & Subscriptions	50	277	260	(17)		(17)	106.7%	
4485 Other Licences/Fees	110	3,485	3,400	(85)		(85)	102.5%	
4500 PWLB	0	8,945	43,826	34,881		34,881	20.4%	
4560 Property Maintain/Replacement	15	458	2,500	2,042		2,042	18.3%	
4570 Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4595 Misc contributions	9	9	0	(9)		(9)	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

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
4605 Grants awarded	0	4,000	0	(4,000)		(4,000)	0.0%	4,000
4630 Consumables	0	13	100	87		87	13.0%	
4635 cleaning agents/materials	1	1	30	29		29	2.3%	
Council Office :- Indirect Expenditure	1,291	25,614	74,106	48,492	0	48,492	34.6%	4,000
Net Income over Expenditure	(1,291)	(25,404)	(73,556)	(48,152)				
6000 plus Transfer from EMR	0	4,000						
Movement to/(from) Gen Reserve	(1,291)	(21,404)						
150 Investment								
1080 Bank Interest Received	0	0	475	475			0.0%	
1090 Monthly Loyalty Rewards	0	13	125	112			10.6%	
Investment :- Income	0	13	600	587			2.2%	0
4060 Bank Charges	10	130	0	(130)		(130)	0.0%	
Investment :- Indirect Expenditure	10	130	0	(130)	0	(130)		0
Net Income over Expenditure	(10)	(116)	600	716				
160 Planning								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	0	0	300	300	0	300		0
Net Expenditure	0	0	(300)	(300)				
170 Health and Safety								
4135 Consultancy Fees	0	0	500	500		500	0.0%	
4140 Defibrillator	0	0	300	300		300	0.0%	
4295 Equipment - New/Replacement	0	42	150	108		108	28.0%	
4630 Consumables	0	17	50	33		33	33.2%	
Health and Safety :- Indirect Expenditure	0	59	1,000	941	0	941	5.9%	0
Net Expenditure	0	(59)	(1,000)	(941)				
180 Media and Communications								
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105 Newsletter-Printing/Distributi	595	1,190	5,000	3,810		3,810	23.8%	
4110 Website and Emails	0	217	1,000	784		784	21.6%	
4155 IT Reserve	0	0	2,000	2,000		2,000	0.0%	
4460 CCTV	0	490	1,450	960		960	33.8%	
4685 Noticeboards	0	5,046	5,000	(46)		(46)	100.9%	
Media and Communications :- Indirect Expenditure	595	6,943	15,950	9,007	0	9,007	43.5%	0
Net Expenditure	(595)	(6,943)	(15,950)	(9,007)				

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

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
190 Stores								
4150 Utilities	147	884	1,480	596		596	59.7%	
4195 Keys/Locks	0	0	10	10		10	0.0%	
Stores :- Indirect Expenditure	147	884	1,490	606	0	606	59.3%	0
Net Expenditure	(147)	(884)	(1,490)	(606)				
195 Tractor Shed								
4150 Utilities	314	1,888	3,163	1,275		1,275	59.7%	
4195 Keys/Locks	0	0	30	30		30	0.0%	
4560 Property Maintain/Replacement	8	91	101	10		10	90.4%	
Tractor Shed :- Indirect Expenditure	322	1,979	3,294	1,315	0	1,315	60.1%	0
Net Expenditure	(322)	(1,979)	(3,294)	(1,315)				
200 Residents' Parties								
4115 Consumable- Food/Beverage	0	0	1,000	1,000		1,000	0.0%	
4120 Over 65 Entertainment	0	0	500	500		500	0.0%	
4630 Consumables	0	0	200	200		200	0.0%	
Residents' Parties :- Indirect Expenditure	0	0	1,700	1,700	0	1,700	0.0%	0
Net Expenditure	0	0	(1,700)	(1,700)				
205 Events								
4630 Consumables	0	0	2,000	2,000		2,000	0.0%	
Events :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
210 Grounds								
1200 Football Hire Charges	195	195	3,015	2,820			6.5%	
1210 Football Training Area Hire	753	1,541	210	(1,331)			733.6%	
1215 Grass cutting agreement	0	13,057	0	(13,057)			0.0%	
1250 Miscellaneous Activity Hire	0	975	0	(975)			0.0%	
1270 Floodlights Income	43	398	255	(143)			156.1%	
Grounds :- Income	990	16,165	3,480	(12,685)			464.5%	0
4160 Repairs/Maintenance	0	333	0	(333)		(333)	0.0%	
4195 Keys/Locks	0	0	100	100		100	0.0%	
4205 Replacement Bins	0	320	1,000	680		680	32.0%	
4210 Emptying Bins/Fresheners	0	0	3,450	3,450		3,450	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

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
4215 Seats - Repair/Replacement	0	603	1,000	397		397	60.3%	
4220 Signage - New/Replacement	0	0	275	275		275	0.0%	
4225 Floodlights Maintenance/Repair	250	500	1,000	500		500	50.0%	
4235 grounds alarm system	0	0	500	500		500	0.0%	
4245 Highway grass verge cutting	1,553	7,763	0	(7,763)		(7,763)	0.0%	
4255 Green Waste Removal	220	660	2,360	1,700		1,700	28.0%	
4270 Fertilisers/Weed & Moss Killer	631	1,133	3,844	2,711		2,711	29.5%	
4295 Equipment - New/Replacement	1,144	2,227	400	(1,827)		(1,827)	556.7%	
4320 Small tools	0	99	300	201		201	32.8%	
4325 fence repairs	0	3,091	3,000	(91)		(91)	103.0%	
4390 Materials	320	320	4,000	3,680		3,680	8.0%	
4480 Memberships & Subscriptions	0	0	200	200		200	0.0%	
4630 Consumables	100	123	100	(23)		(23)	122.8%	
Grounds :- Indirect Expenditure	4,217	17,171	21,529	4,358	0	4,358	79.8%	0
Net Income over Expenditure	(3,227)	(1,006)	(18,049)	(17,043)				
220 Machinery and Vehicles								
4265 Fuel	108	541	1,450	909		909	37.3%	
4290 Servicing	0	1,436	4,500	3,064		3,064	31.9%	
4310 Hire of Machinery	675	4,049	8,097	4,048		4,048	50.0%	
4435 Contingencies	0	285	3,270	2,985		2,985	8.7%	
4680 Depreciation	0	0	2,200	2,200		2,200	0.0%	
Machinery and Vehicles :- Indirect Expenditure	783	6,311	19,517	13,206	0	13,206	32.3%	0
Net Expenditure	(783)	(6,311)	(19,517)	(13,206)				
230 Trees								
4240 Emergency Work	0	0	1,500	1,500		1,500	0.0%	
4450 Inspections	0	0	1,500	1,500		1,500	0.0%	
4455 Work following Inspections	0	3,685	9,500	5,815		5,815	38.8%	
Trees :- Indirect Expenditure	0	3,685	12,500	8,815	0	8,815	29.5%	0
Net Expenditure	0	(3,685)	(12,500)	(8,815)				
240 Allotments								
1100 Allotment Income	38	271	2,750	2,479			9.9%	
1110 Water Charge	0	0	500	500			0.0%	
Allotments :- Income	38	271	3,250	2,979			8.3%	0
4145 Landowner Rent	0	919	1,900	981		981	48.4%	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

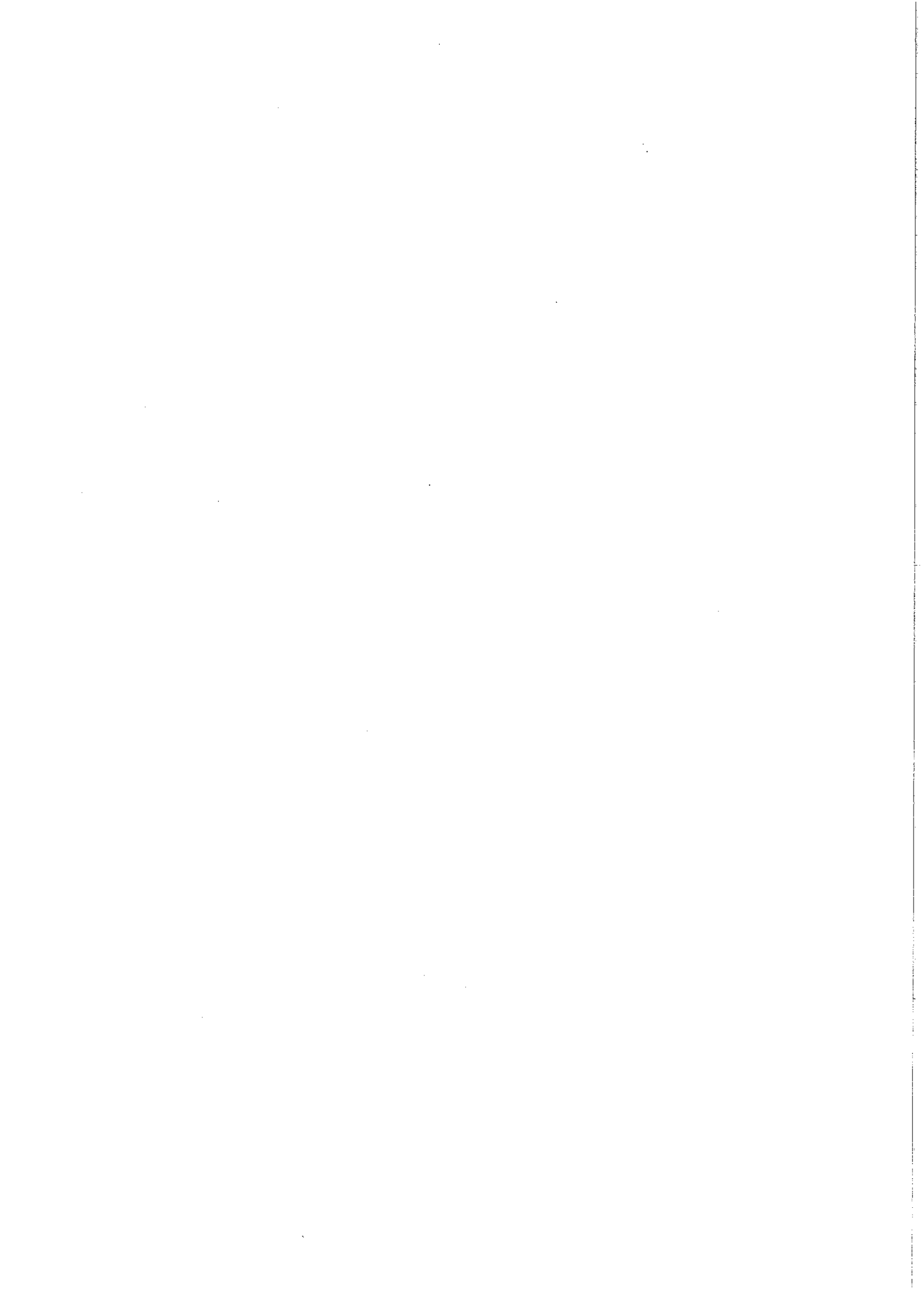
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150 Utilities	250	820	1,700	880		880	48.2%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4195 Keys/Locks	0	0	30	30		30	0.0%	
4390 Materials	395	395	429	34		34	92.1%	
4560 Property Maintain/Replacement	0	0	100	100		100	0.0%	
Allotments :- Indirect Expenditure	645	2,134	4,259	2,125	0	2,125	50.1%	0
Net Income over Expenditure	(607)	(1,862)	(1,009)	853				
250 Play Areas								
4295 Equipment - New/Replacement	0	17,637	0	(17,637)		(17,637)	0.0%	
4300 Equipment-Repair/Maintenance	0	267	5,750	5,483		5,483	4.7%	
4450 Inspections	0	244	273	29		29	89.4%	
Play Areas :- Indirect Expenditure	0	18,149	6,023	(12,126)	0	(12,126)	301.3%	0
Net Expenditure	0	(18,149)	(6,023)	12,126				
6000 plus Transfer from EMR	0	6,060						
Movement to/(from) Gen Reserve	0	(12,089)						
255 Hard Courts and Car Park								
1220 Tennis Hire Charges	163	630	275	(355)			229.1%	
1230 Netball Hire Charges	40	(621)	750	1,371			(82.8%)	
Hard Courts and Car Park :- Income	203	9	1,025	1,016			0.9%	0
4340 Surface - Repair	0	451	500	49		49	90.2%	
4345 Surface Clean Chemicals	0	0	159	159		159	0.0%	
4390 Materials	0	0	452	452		452	0.0%	
4560 Property Maintain/Replacement	0	0	400	400		400	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	451	1,511	1,060	0	1,060	29.8%	0
Net Income over Expenditure	203	(442)	(486)	(44)				
260 Bowling Green								
1240 Bowls Hire Charges	0	0	1,800	1,800			0.0%	
Bowling Green :- Income	0	0	1,800	1,800			0.0%	0
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%	
4390 Materials	0	334	1,550	1,216		1,216	21.6%	
Bowling Green :- Indirect Expenditure	0	334	1,800	1,466	0	1,466	18.6%	0
Net Income over Expenditure	0	(334)	0	334				

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

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
265 Memorials								
4360 Rose Renewal	0	0	25	25		25	0.0%	
4575 War Memorial	0	0	620	620		620	0.0%	
Memorials :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>645</u>	<u>645</u>	<u>0</u>	<u>645</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(645)</u>	<u>(645)</u>				
270 Traffic Highways/Environment								
1350 Bus Shelter Income	3,677	3,677	0	(3,677)			0.0%	
Traffic Highways/Environment :- Income	<u>3,677</u>	<u>3,677</u>	<u>0</u>	<u>(3,677)</u>				<u>0</u>
4645 Rolling maintenance programme	0	0	100	100		100	0.0%	
4650 SAM2 Weekly Move	(225)	150	920	770		770	16.3%	
4655 Bus Shelters	199	199	0	(199)		(199)	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	<u>(26)</u>	<u>349</u>	<u>1,020</u>	<u>671</u>	<u>0</u>	<u>671</u>	<u>34.3%</u>	<u>0</u>
Net Income over Expenditure	<u>3,703</u>	<u>3,328</u>	<u>(1,020)</u>	<u>(4,348)</u>				
Grand Totals:- Income	257,331	555,247	76,305	(478,942)			727.7%	
Expenditure	40,042	260,504	560,822	300,318	0	300,318	46.5%	
Net Income over Expenditure	<u>217,289</u>	<u>294,743</u>	<u>(484,517)</u>	<u>(779,260)</u>				
plus Transfer from EMR	0	10,060						
Movement to/(from) Gen Reserve	<u>217,289</u>	<u>304,803</u>						



Section 3 – External Auditor Report and Certificate 2019/20

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

1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

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 2019/20

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 2020.

External Auditor Name

PKF LITTLEJOHN LLP

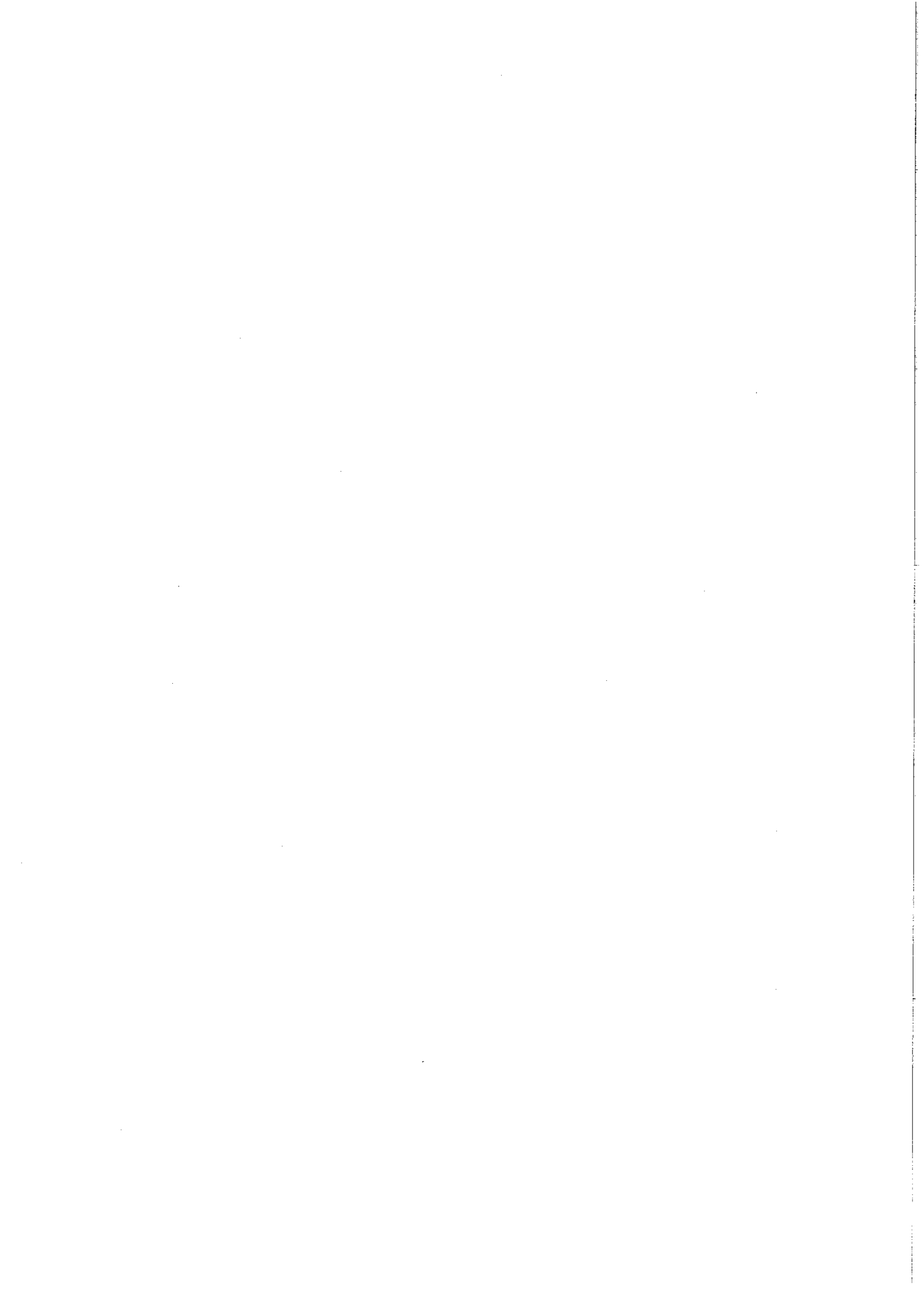
External Auditor Signature

PKF Littlejohn LLP

Date

01/09/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Subject: Replacement Tree

Author: Natasha Carver

Date: 6th October 2020

The 'Bull Roundabout' on Middletons Lane/ Reepham Road, was designed and planted by Kevin Sage our Head Grounds Man in the early 00's. The design incorporated 4 upright cherry trees. Over the time we have lost one of the trees on a couple of occasions. To reline the roundabout and replace the missing tree there will be a cost to the council outlined below

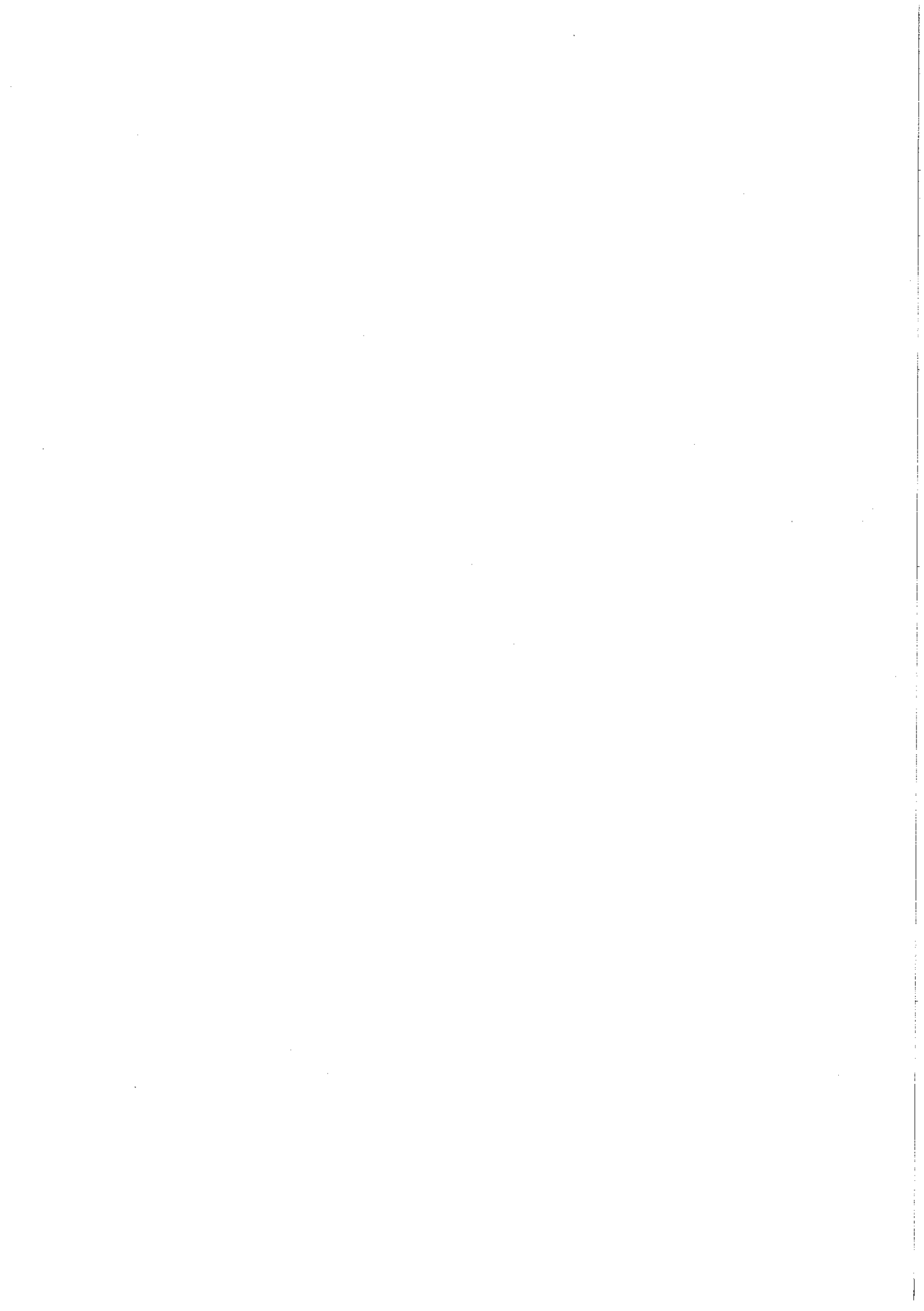
- Prunus Amanogawa (Upright Cherry) – 14-16cm, 45L Pot, 3-3.5m @£108.00 each ex vat (mature tree 6years)
- Delivery @£95.00 ex vat (Fixed Cost)
- Other costs (including compost/drainage aid/stakes and ties) £200 (aprox)

The site will be prepared by digging out up to a tonne of soil, this is due to the dying of previous trees on site, and replacing with good quality compost and drainage aid. No traffic management will be required. This work can be completed in house by our grounds team.

At the time of the work being carried out additional tasks on the roundabout can be programmed in including replacement and maintenance of shrubs

COUNCIL TO AGREE ON THE FOLLOWING

1. To purchase a replacement tree including associated costs
2. To agree cost centre allocation (Green Grid 346)



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

Responses of the Planning Committee for
15th September 2020

Committee members commenting:

Cllr Britton
Cllr Fulcher
Cllr Franklin

Public Comments received and acknowledged by

None received

Response sent to Broadland District and Norwich City Council by:

Mrs. N Carver – Clerk

Planning Applications for Consideration

20201543 34 Boundary Road, NR6 5HX Single storey extension to existing annexe.	Object The annexe is already a large building and the proposed extension would result in a significant dwelling where one would not normally be permitted. The annexe has no individual access and would result in a backland development situation with possible detriment to adjacent residential occupancy
20201601 106 Middletons Lane, NR6 5SR Replacement of rear conservatory with single storey flat roof extension.	No Objection

Date of next Agenda

29th September will be discussed by the committee and comments made by 6th October 2020.

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

**Responses of the Planning Committee for
6th October 2020**

Committee members commenting:

Cllr Britton
Cllr Fulcher
Cllr Franklin

Public Comments received and acknowledged by

None received

Response sent to Broadland District and Norwich City Council by:

Mrs. N Carver – Clerk

Planning Applications for Consideration

20201640 147 Reepham Road, NR6 5PH Single storey rear extension & front porch	No Objection
20201445 4 Devon Avenue, NR6 5BH Single storey rear extension	No Objection

Planning application 20201679 - Royal Norwich Golf Club, Drayton High Road, NR6 5AH
The above application will be discussed after 14th October.

The following was noted - Street Numbering - Information Only
4 New Dwellings, Adj 19 Eversley Road, Hellesdon – 19a, 21, 21a, 21b.

Date of next Agenda

13th October will be discussed by the committee and comments made by 20th October 2020.

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

**Minutes of Hellesdon Community Centre Committee meeting held on
Monday 14th September 2020 at 10am Via Zoom**

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

Present

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

Welcome

The Chairman welcomed and thanked all those in attendance and opened the meeting at 10:10am.

1. Apologies and acceptance for absence

Apologies were received from Cllr Fahy and Cllr Sparks these were **ACCEPTED**

2. Declarations of Interest and Dispensations

None received

3. Approval of minutes of meeting dated 13th July 2020.

The minutes of the committee meeting held via Zoom dated 13th July 2020, were previously circulated and were

RESOLVED TO ACCEPT

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

No public present

5. Financial Update

a) The clerk gave a financial update for the community centre. A discretionary grant from Broadland District Council of £10,000 has been received to go against the business rates for the building. Cllr Johnson Proposed to getting the Community Centre VAT registered, this was seconded by Cllr Gurney and agreed. It was

RESOLVED FOR THE CLERK TO LOOK INTO THE COMMUNITY CENTRE BEING VAT REGISTERED

6. Re Opening of the Community Centre

Following a discussion on the current guidelines it was **AGREED** to open the community centre. Cllr Gurney proposed for the clerk to action this following the relevant guidelines, this was seconded by Cllr Johnson and agreed by all. It was

RESOLVED FOR THE CLERK TO ACTION WITH IMMEDIATE EFFECT

A discussion was had on Sunday opening of the community centre, it was proposed to not open the centre, booking requests to be looked at on an individual basis. It was

RESOLVED TO ACCEPT

Cllr Gurney raised the need clearer signage on opening and closing of open spaces in Hellesdon including the recreation ground. The clerk will action this and update website.

7. Exchange of Information

None received

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

Date of the next meeting will be confirmed.

9. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) in view of the confidential nature of the business to be transacted.

None

Meeting closed at 10:40am

DRAFT

HP HC HELLEDON PARISH COUNCIL

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

Minutes of the meeting of the Property, Policy & Resources Committee held on Thursday 10th September 2020 at 6:30pm Via Zoom

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

Present: Cllr S Gurney – Chair of the Committee
Cllr D King
Cllr B Johnson
Cllr M Fulcher
N Carver – Clerk

The Chairman welcomed members and opened the meeting at 6:30pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr Britcher these were accepted.

2. Declarations of interest and Dispensations

No additional items noted.

3. To Approve the Minutes of the Meeting Held on 28th July 2020

Minutes had been circulated from the meeting held on 28th July 2020.
It was

RESOLVED TO ADOPT THE MINUTES OF THE MEETING

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

Proposed by Cllr Gurney, Seconded by Cllr Johnson and **AGREED.**

5. Community Centre

a) To receive update from DJ Designs.

A written report from DJ Designs was previously circulated addressing items raised from the last meeting. It was

RESOLVED TO NOTE AND ACCEPT THE REPORT

b) Cllr Gurney Proposed to accept the Canhams report for a full structural measured Survey and associated works quoted. Seconded by Cllr King. It was

RESOLVED TO ACCEPT

Approved.....

Date.....

6. Exchange of Information

The clerk updated the council on a gas leak found in the old Groundsmans Hut. This was reported to the council by Cadent and the gas cut off. The clerk had arranged for a commercial gas engineer to attend site.

The clerk to look at getting the Community Centre VAT registered.

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

The clerk will confirm the next meeting date

The meeting closed at 07:35pm

DRAFT

Approved.....

Date.....

**Minutes of the meeting of the Flaying fields, Allotments and Amenities Committee held on
Wednesday 16th September 2020 at 6:30pm Via Zoom**

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

Present: Cllr D King– Chair of the Committee
Cllr S Gurney
Cllr K Avenell
Cllr M Fulcher
N Carver – Clerk

The Chairman welcomed members and opened the meeting at 2pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr Franklin these were **ACCEPTED**.

2. Declarations of Interest and Dispensations

No additional items noted.

3. To Approve the Minutes of the Meeting 19th June 2020

Minutes had been circulated from the meeting of 19th June 2020.

It was

RESOLVED TO ADOPT THE MINUTES

4. Tree Works

a) A written report relating to an overgrown Hazel tree on Mountfeild Park was emailed to the committee and discussed. It was proposed by Cllr King and seconded by Cllr Fulcher and **RESOLVED TO APPROVE THE WORKS, TO BE FUNDED FROM EMR 331**

b) A written report relating to an overgrown Oak tree on Cottinghams Park was emailed to the committee and discussed. It was proposed by Cllr King and seconded by Cllr Fulcher and **RESOLVED TO APPROVE THE WORKS, TO BE FUNDED FROM EMR 334**

5. Allotments

a) The clerk gave a verbal report on the allotments; these have been very popular since lockdown with more being taken up.

b) Following a lengthy discussion it was proposed by Cllr King and Seconded by Cllr Avenell to accept a lifetime tenancy agreement, including the following amendments; one off charge at the start of the tenancy £15 administration and key charge. £30 refundable deposit on relinquish of the allotment garden. The rules to state no glass on the allotments(included in the shed policy). Charge of £10 for replacement keys.

It was

RESOLVED TO ADOPT. These will go out with the invoices on October 1st 2020

6. Playing fields

A verbal update was given to the committee; the goals for the football are now all on site and being used. Signage has now gone up on all noticeboards, Website and Facebook stating the opening times for all play areas, and open spaces.

7. Exchange of Information

Cllr King updated that he was still looking into the Kick Start Project with Broadland District Council
Cllr Fulcher will continue to look at the Green Grid now COVID restrictions have eased.

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

The clerk will confirm the next meeting date for October

The meeting closed at 2:55pm

DRAFT

HP HC HELLEDON PARISH COUNCIL

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Minutes of the meeting of the Staffing Committee held on
Thursday 10th September 2020 at 8:30pm Via Zoom

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

Present: Cllr S Gurney – Chair of the Committee
Cllr D King
Cllr B Johnson
Cllr G Britton
N Carver – Clerk

The Chairman welcomed members and opened the meeting at 8:30pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr U Franklin, these were **ACCEPTED**

2. Declarations of Interest and Dispensations

No declarations made or dispensations requested

3. Approval of minutes of the Committee meeting held on 15th January 2020 from those members present at the held meeting

Minutes had been circulated from the meeting held on 15th January:
It was

RESOLVED TO ADOPT THE MINUTES OF THE MEETING

4. Public Participation

No members of the public present

5. Resolution to Exclude the Press & Public

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

The meeting withdrew into Committee during discussion of the following items related to staffing matters

2/15
x/10

8. **Update on Staffing including office administration**

An update was given to the committee on the agreed NJC Pay agreement for 2020-2021. It was

RESOLVED TO ACCEPT

A report by the Clerk was circulated, it was agreed to take the Senior Office Administrator on as a permanent member of staff. Employment to commence from 1st October 2020 on 32.5 hours per week, NJC Payscale SPC 15.

RESOLVED for the clerk to contact an agency and complete the process.

9. **Exchange of Information**

Cllr King gave a verbal update on the government Kick Start project.

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

Next meeting to be held in October Date and time TBC.

The Meeting closed at 9:15 p.m.

DRAFT