

# **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 Full Council Meeting of Hellesdon Parish Council Held on Tuesday 14<sup>th</sup> September 2021 At The Parish Office, Council Chambers, Diamond Jubilee Lodge**

### **PRESENT:**

Cllr D King, Chair  
Cllr W Johnson, Vice Chair (Left at Agenda item 6)  
Cllr S Gurney  
Cllr D Fahy  
Cllr R Sear  
Cllr S Bush-Trivett  
Cllr L Douglass  
Cllr K Avenell  
Cllr R Forder

**In attendance:** Mrs N Carver, Clerk  
Mr D Thrower CEO Wensum Trust  
District Cllr S Prutton  
2 Members of the public

**WELCOME** –The Chairman welcomed Councillors, Mr. Thrower from Wensum Trust and members of the public.

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

Apologies of absence were received from Cllr Britton, Cllr Diffey, Cllr Franklin, Cllr Fulcher and Cllr Potter, these were **ACCEPTED**.

**Cllr Johnson Noted he would need to leave the meeting at 8pm.**

*To note apologies received from Cllr Britcher on Voicemail picked up after the meeting*

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

No further declarations or dispensations were received.

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

The Minutes of the Full Council meeting held on 10<sup>th</sup> August 2021 were circulated, they were accepted by all those present at the meeting as a true record, it was **RESOLVED TO ACCEPT**

### **4. Wensum Trust**

Mr. Thrower CEO of Wensum Trust attended the meeting and gave a verbal update on the Trust. He updated on how they as a Trust had dealt and continue to deal with Covid. Since he took on the position of CEO the Trust has become financially stronger over the 3 years despite Covid. One of the key areas the Trust is working on is the mental health of its students – and Investing time in this. Working with students on direction in a career path, by working alongside outside companies, like the Royal Shakespeare Company, in turn making the curriculum rich and exciting.

Approved.....

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

Engaging with the children to have a career path that may not always be academic but looking at the apprenticeships that are on offer. The Trust have the support and are working with Norman Lamb.

The Arden Grove development has had a delay but are hoping to open in early November. Mr. Thrower spoke with regards to working in partnership with the Parish Council, in the future and would like to look to come back and have wider discussions on how they could do this.

Questions from the Councillors were then verbally presented to Mr. Thrower -

Cllr Gurney asked for an update regards to the plans for a possible new school at Firside. Mr. Thrower updated that Firside had been elected as part redevelopment program for either a refurbishment or new build following a meeting with DFE. This is still at early stages but it will enable Firside to be equipped in suitable buildings to further educate the children.

Cllr Gurney asked about the career path into nursing/social care had been looked at for the High School career development, Mr. Thrower responded that they are now trying to pursue this going forward.

Cllr King spoke with regards to a possible future Youth Council, the Parish Council had already worked with the High School recently consulting with the children on equipment in the Yard and would like to continue the democratic processes followed. He said that the Parish Council would like to continue to work with the School/Trust working on future projects with a possible focus group. Mr Thrower would be happy to look at this and continue to work with the Parish Council. Cllr Douglass asked for the school to participate at the Diamond Jubilee Fair next May 2022 with performances from the school's students, Mr. Thrower said that the school would be happy to participate, Cllr Douglass to follow up on this.

**5. Public Participation**

A member of the public asked the council for an update on the 20mph speed limit for Meadow Way.

Cllr Gurney responded as the County Councillor. The change in speed limit has a number of legal processes to go through before it can be imposed. Cllr Gurney will speak with the Highways Officer for an update on this matter.

The question was then asked as to why all the other schools in Hellesdon already had a speed limit of 20mph in place, but not Meadow Way. Cllr Gurney explained that this goes back to when the limits were put in place the rear gate of Firside was not operational and meant there was no provision at the time to put a restriction on speed. The speed limit reduction for Meadow Way has been lambasted by local residents and other political groups, however the Clerk will contact the school and ask if another trial period, closing the rear gates could be carried out.

The resident then asked about why the new Zebra crossing outside Firside School was put in place as there is now a lollypop person. Cllr Gurney responded that the Zebra crossing was placed there as an accident prevention along with the wooden bollards, as there was no lollypop person in place at the time. Cllr Gurney will look into why there is now a lollypop person on this section of road as she had not been made aware of this by the County Council.

**6. Reports from**

**a) Parish Clerk**

The Parish Clerk's report was previously circulated.

**RESOLVED TO ACCEPT THE REPORT**

Correspondence from Norfolk County Council had been previously circulated to all Councillors and **NOTED**

Approved.....

Date.....

**CONT AGENDA ITEM 6a.**

Correspondence on the Parish Partnership 2022/2023 funding had been circulated to all Councillors. The Clerk had requested for Councillors to consider options for Parish Partnership funding 2022/2023. Cllr King suggested looking at additional and possible replacement SAM 2 speed monitoring Units for the Parish, no further suggestions were made. Item to be included on the Agenda at the October Meeting of the Full Council.

**b) Updates from County and District Councillors**

Verbal reports were given by the following County and District Councillors.

- District Cllr Prutton updated the Parish that the £500 grant funding she received from Broadland District Council today, had been approved to be used to help fund a defibrillator at the Apple Green Station on Cromer Road, along with funds raised by Bodyworks and Apple Green themselves. This will be another defibrillator in the Parish that can be accessed 24h a day. County and District Cllr Gurney gave a verbal update. Herself and Cllr King had met with Parish Hall on the Low Road and discussed having a defibrillator located there using their District Councillor Grant Funding. On a District level the homelessness in the Parish from private rentals has recently increased and she is working to see if the empty properties in the Parish can be used to accommodate these families.

The Contract for waste collection service has been allocated and information related to this will be given to the District Councillors at the end of the month, the Parish Council will be updated at next Full Council meeting in October.

Cllr Gurney updated on County matters. At the last meeting of Norfolk County Council Transforming Cities, it was agreed that they will not be removing the crossing on the Boundary Road, this was a result in cross party working with herself and the County Councillor in Mile Cross. This is now not been removed from the plans, though there will be a public consultation taking place looking at a cycle way going through Vera road/Overbury Road, this possibly making Vera Road one way. The aim is to encourage cyclists through the Parish into the city.

- c) A verbal update from the Chairman was given. He attended a Norfolk Police Priority Setting meeting along with District Councillor Prutton. Items for Hellesdon that were discussed at the meeting were Anti Social Behavior and Speeding, as a priority. He updated the Councillors that the winter Covid strategy was being discussed today at Westminster, more information to follow.

- d) The Police Report for August 2021 was **NOTED**

**7. Financial Matters**

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

- a) Bank Reconciliation – August 2021  
The document was previously circulated, it was **RESOLVED TO ACCEPT**
- b) Earmarked reserves summary.  
The document was previously circulated, it was **RESOLVED TO ACCEPT**
- c) Approval of Payments – August 2021  
The document was previously circulated, it was **RESOLVED TO ACCEPT**

Approved.....

Date.....

HPC Full Council Mins 14<sup>th</sup> September 2021

**CONT. AGENDA ITEM 7**

## d) Approval of Receipts – August 2021

The document was previously circulated, it was

**RESOLVED TO ACCEPT**

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

The document was previously circulated, it was

**RESOLVED TO ACCEPT**

**8. Broadland District Council Matters**

a) The current consultation for Broadland District Council Licensing Review was previously circulated to all Councillors. Cllr King as Chair of Licensing Committee at Broadland, gave a verbal update on the changes being put forward the main Key change is that it will look to include a formal test. Cllr Gurney said she was pleased with the changes that were being put forward including item 5. No further comments. Cllr King asked that if people wished they can respond directly.

b) It was discussed at the Full Council meeting in July and a response was sent to the leader of Broadland and South Norfolk regarding the correspondence on the Broadland and South Norfolk Accommodation consultation.

The Parish Council discussed that what they feel was most relevant about the review is how we as a Council and how the parishioners are able to engage with Broadland and speak/meet with the relevant officers, especially with relation to planning and housing matters.

Cllr Gurney spoke with regards to the community bus which used to service the residents in the parish and that this is no longer running. Residents do expect some service provision, and the possibility of community hubs has been discussed at Broadland. There were no further comments or responses to be sent.

**9. Armed Forces Covenant**

a) Information relating to the Armed Forces Covenant was previously circulated. This was discussed by and it was Proposed from Chair, seconded by Cllr Avenell to adopt the Covenant. It was

**RESOLVED TO AGREE BY ALL**

b) It was discussed to appoint an Armed Forces Champion representative. Cllr Potter had shown interest in taking on this role, it was has proposed from the Chair, seconded by Cllr Bush-Trivett to appoint Cllr Potter. It was agreed by all and

**RESOLVED TO ACCEPT THE PROPOSAL FROM THE CHAIR**

**10. Norfolk County Council Consultation**

The Transport for Norwich Strategy Consultation letter was previously circulated to all councilors. The information on the proposal was discussed and it was agreed for the Clerk to send a response on behalf of the council.

**11. Events Working Group**

The minutes from the recent Events meeting held on Tuesday 7<sup>th</sup> September 2021 were previously circulated and it was

**RESOLVED TO NOTE THE MINUTES. IT WAS AGREED FOR THE DECISIONS MADE TO BE DISCUSSED AFTER AGENDA ITEM 16**

Approved.....

Date.....

HPC Full Council Mins 14<sup>th</sup> September 2021

**12. Planning**

The minutes and decisions made from the Planning Committee meeting held on 10<sup>th</sup> August 2021 were previously circulated it was

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

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

- a) Cllr King gave a verbal update to the Council from the Committee meeting held on 7<sup>th</sup> September 2021. The Committee had agreed to support the Tiny Forests Project being led by both the County and District Council and had allocated an area on the Recreation Ground near to the Wildlife area. The Committee had, in line with the allotment rules, agreed to increase the rental fees to £45 for the allotment year 2022/2023 given all allotment holders a year's notice.

**14. Property, Policy and Resources**

A verbal update was given by Cllr Gurney Chair of PP&R Committee, regarding the re-roofing of the Community Centre. She informed the Council, following a meeting with the Project Leader and the Main Contractor there is a delay to re-roofing of the Community Center, of approx. 6 weeks, this delay is from issues relating to Covid including isolation of the on site workforce.

**15. Community Centre Committee**

The minutes of the Committee meeting held on 9<sup>th</sup> August were previously circulated to all Councillors, at the Full Council meeting in July these were verbally given by Cllr Johnson. It was **RESOLVED FOR THE MINUTES TO BE NOTED**

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

Agenda items 17 and 18 to be discussed after agenda item 19.

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

The next scheduled meeting of the Full Council will be on 12<sup>th</sup> October 2021 at 7pm in the Council Chambers.

The following items were discussed following the resolution passed in agenda item 16.

**11. Events Working Group****17. Staffing Update**

Cllr Gurney gave an update to the Council on the current staffing matters. We have a 2 staff currently off on sickness related matters. The Clerk will keep the Chair of the Staffing Committee updated.

**18. Exchange of information only.**

Vacancies on Committees and Working Groups will be added to the next agenda of the Full Council.

The meeting closed at 10:25

Approved.....

Date.....

HPC Full Council Mins 14<sup>th</sup> September 2021

## AGENDA ITEM 6a

## CLERK'S REPORT FOR COUNCIL MEETING 12.10.21

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	AGENDA ITEM
Car Park – Community Centre	Whilst the work to the roof is taking place the community centre car park will have a limited capacity, a sign has been put on the gates to ask only those using the facilities are to use the car park. A number of large deliveries are planned in the coming month, this will involve temporary short closure to the car park and will be advertised accordingly and notice given to those who are affected.
Parish Council Offices Diamond Jubilee Lodge	There is currently no gas connected to the Parish Council Office as this was capped when building works started on the Community Centre. The days are now becoming colder, a request has been made to the Contractor/Project Manager for this to be looked into as it effects health and safety working regulations.
Recreation Ground including Children's Play areas	The Youth Shelter has now been installed at the Yard, it is positioned to face the CCTV. The nest swing will be installed on 13 <sup>th</sup> October
Skate Park & MUGA	
Meadow Way	The entrance gate into the play area as you entre Meadow Way, is in need of repair the welding has worn and the gate is unsafe. This has been locked and a sign put on to use the alternative entrance. We are awaiting contractor to repair.
Mountfield Park	Full cut on the wild flower area has now been done ready to be reseeded in the spring. Paths will be put in to allow walkers to wonder through the area without disturbing the planting
Cottinghams Park	
Allotments	The allotment renews have been sent out with many of the plot holders paying by card and Bacs. This has been much more time efficient for the office.
Community Orchard	
Community Apiary	2 wild flower areas have now been put in this will help feed the bees, and enhance the area. We will look to publicise the group again in the spring to encourage new members.
Cemetery Car Park	
Persimmons Homes	There has been a number of complaints in to the office with regards to works being carried out on the site, including the noise from the piling being carried out. These have been redirected to Broadland District Council.
Public Toilets	The toilets are now closed during the work on site for the Community Centre. A temporary toilet is on site, outside the parish office and is cleaned daily.
Litter & Dog Waste Bins	
Bus Shelters	
Benches	
Notice Boards	We have chased the contractor for a date to install the 3 new boards.
War Memorial	Kevin will now be looking at cleaning the memorial ready for November. Please see AGENDA ITEM 9

Highway Rangers	The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office no of any such areas and we will add it to the schedule we send them We have sent a number of requests to the
Highway Verges	A tender will be sent out for end of September for the coming year 2022 cuts.
Staffing	AGENDA ITEM
Mobile Phones	
Street Lighting	
Cromer Road/Aylsham Road Transport for Norwich Consultation	
Gas Works Allotment Site	No current update
Events	This month sees the First Scarecrow Festival take place during the October half term. We have had over 20 residents so far contact us to be added to the trail map. Asda have also offered to support us with prizes along with a local business. We will be holding a Charity coffee morning on Thursday 28 <sup>th</sup> October for. This will be in the council chambers 10am to 12 noon.
Meeting Dates	Community Centre – PP&R – TBC PA&A – Budget Setting 12 <sup>th</sup> October 2021 2pm Staffing – TBC Annual Parish Meeting – Date to be confirmed for 2022
Parish Partnership Funding 2022/2023	We have now been contacted by Norfolk County Council who will be offering the Parish Partnership Scheme again for 2022 and 2023, letter attached to report. . Could councillors give thought as to a proposal for this.

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

**Hellesdon Parish Council - Clerk**

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**From:** Sarah Harris <sarah.harris@broadland.gov.uk>  
**Sent:** 20 September 2021 10:41  
**Cc:** Licensing (EH)  
**Subject:** Broadland District Council's Gambling Policy Review  
**Attachments:** Summary of changes.docx

Good morning,

**Gambling Act 2005**  
**Broadland District Council's Gambling Policy Review**

All Councils throughout England and Wales are required to review their Gambling Policy every 3 years. Broadland's current Policy expires in January 2022. We are therefore carrying out a public consultation on the Policy document and you have been contacted as an individual, organisation or business who may be affected by this Policy review.

Please follow the link below to view the draft Policy:

[www.southnorfolkandbroadland.gov.uk/gamblingpolicyreviewbdc](http://www.southnorfolkandbroadland.gov.uk/gamblingpolicyreviewbdc)

If you would like a hard copy of the Policy document please contact the Licensing Team by emailing [licensing@broadland.gov.uk](mailto:licensing@broadland.gov.uk) or calling 01603 430574.

You are invited to comment on the draft Policy. The consultation period begins on 20 September 2021 and all comments must be in writing and received by **1 November 2021**. Should you wish to comment via email please send comments to [licensing@broadland.gov.uk](mailto:licensing@broadland.gov.uk).

Any comments you submit should clearly state your name, any organisation or persons you may be responding on behalf of and your address. All comments received will be made public (via Council agendas and the website). If you would prefer that your comments are not published as part of this process, please make this clear on your response.

As advised above, the authority is currently working under relatively tight time constraints due the requirements of the legislation. We would therefore be grateful if Parish and Town Councils are able to convene a meeting to enable consideration of the draft policy document and respond within the 6 week consultation period.

At the end of the consultation period, all comments and representations received will be carefully considered. A report detailing the proposed new policy will be presented to the Council's Licensing and Regulatory Committee for consideration. Subsequently a report will be presented to the Council recommending adoption of the agreed Policy. Further information will be published at the end of the consultation period on the Council's website.

Kind regards,

Sarah Harris

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**Sarah Harris**  
**Licensing Team Leader**  
Working days – Monday to Thursday morning  
t 01603 430580 e [sarah.harris@broadland.gov.uk](mailto:sarah.harris@broadland.gov.uk)



## **Gambling Act 2005**

### **Draft Revised Statement of Principles (Policy Statement)**

#### **Key Proposed Changes**

Amendments have been made to the policy in accordance with the amendments within the Guidance insofar as they relate to the Authority's Gambling Statement of Principles.

Some changes have been made where the wording has been amended in accordance with the below list or to simplify the wording of the policies.

There are no proposed material changes to the Authority's processes. Fundamentally the policy has not made any amendments as to how the Authority deals with licensing applications under the Gambling Act 2005.

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**Hellesdon Parish Council Current Year**
**Bank - Cash and Investment Reconciliation as at 30 September 2021**


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**Confirmed Bank & Investment Balances**
Bank Statement Balances

30/09/2021	Active Saver 4401	229,418.01	
30/09/2021	Business Current Account 2077	500.00	
30/09/2021	Petty Cash	92.23	
30/09/2021	Active Saver 7702	337,827.30	
30/09/2021	Active Saver 4503	81,397.33	
30/09/2021	Number 2 account 0958	671,652.81	
			<b>1,320,887.68</b>

Other Cash & Bank Balances

**20.00**

**1,320,907.68**

Unpresented Payments

**58,123.14**

**1,262,784.54**

Receipts not on Bank Statement

**0.00**

**1,262,784.54**

**Closing Balance**
All Cash & Bank Accounts

1	Current Bank Account	171,794.87
2	Petty Cash	92.23
3	Active Saver 7702	337,827.30
4	Active Saver Emergency 4503	81,397.33
5	Number 2 account	671,652.81
	Other Cash & Bank Balances	20.00
	<b>Total Cash &amp; Bank Balances</b>	<b>1,262,784.54</b>

04/10/2021  
10:56

**Hellesdon Parish Council Current Year**  
**Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Play Equipment	7,490.71	9,832.31	17,323.02
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	10,400.00	2,250.00	12,650.00
323 EMR Hard Surface Area	14,000.00	1,000.00	15,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	576.00	1,450.00	2,026.00
326 EMR Elections	2,903.70		2,903.70
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	17,000.00	-7,000.00	10,000.00
329 EMR Com Centre Contingency	15,739.68		15,739.68
330 EMR Parish Poll Provision	6,000.00		6,000.00
331 EMR Mountfield Park	43,026.99		43,026.99
332 EMR Good Causes in Hellesdon	5,770.00	-1,500.00	4,270.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	54,910.14	-1,782.90	53,127.24
335 EMR Car Park/Paths at HCC	0.00		0.00
336 EMR Car Park Soakaway	0.00		0.00
337 EMR Driveway Sinkage	500.00		500.00
338 EMR Grit bins	1,203.62		1,203.62
339 EMR Outreach provision	0.00		0.00
340 EMR PF Ownership signs	2,500.00		2,500.00
341 EMR Precept Shortfall	13,190.00		13,190.00
342 EMR Staff contingency payments	10,000.00		10,000.00
343 EMR Privet Hedge Driveway	500.00		500.00
344 EMR Equipment & Storage	0.00		0.00
345 EMR Bus shelter	323.00		323.00
346 EMR Green Grid	5,340.00	-200.00	5,140.00
347 EMR Land Acquisition account	69,752.17	-10,000.00	59,752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	5,141.00	100.59	5,241.59
350 EMR Community Apiary & allotme	0.00	537.08	537.08
351 EMR Events	0.00	2,420.01	2,420.01
	<u>295,154.41</u>	<u>-2,892.91</u>	<u>292,261.50</u>

Payments  
September 2021

Date	Payee Name	£ Total Amnt	Details
01/09/2021	Broadland District Council	£147.00	business rates stores
01/09/2021	Broadland District Council	£1,010.00	business rates community centre
01/09/2021	Broadland District Council	£314.00	business rates groundsman shed
01/09/2021	Trade UK	£11.00	padlock tennis court
01/09/2021	Sum up	£0.04	card fee cafe takings 27 Aug
02/09/2021	Sum up	£0.12	card fee 1 Sep tennis hire
02/09/2021	Vodafone Ltd	£157.52	mobile usage 16 Jul - 15 Aug
03/09/2021	Anglian Water Business (Nation	£38.58	water HCC site 3 Aug - 16 Aug
06/09/2021	Simonthe Beekeeper	£36.48	fencing veil suit z x 2
07/09/2021	Barclays Bank Plc	£7.51	commission 13 Jul - 12 Aug
08/09/2021	UK Fuels Ltd	£260.66	fuel 28 Jul - 25 Aug
10/09/2021	ALH Building Designs Ltd	£4,875.00	M & E design fee
10/09/2021	Collier Turf Care Ltd	£520.30	weed killer, fertiliser, lawn sand, grass seed
10/09/2021	IRIS HR	£48.00	HR Support
10/09/2021	Land Survey Solutions Ltd	£1,140.00	measured building survey
10/09/2021	Mayday Office Equipment Serv	£235.45	photocopies Jul - Aug
10/09/2021	Milne Marketing Ltd	£133.01	pristine soap, black sacks
10/09/2021	Norfolk Association of Local C	£36.00	internal control course 14 Jul
10/09/2021	Norse Commercial Services Ltd	£892.80	locking/unlocking parks Aug 2021
10/09/2021	Origin Amenity Solutions	£1,103.86	de greener, herbicide, line marker paint, flush thru sprayer
10/09/2021	Huws Gray Ridgeons	£19.26	cable ties
20/09/2021	DD Health & Safety Supplies Lt	£80.28	polo shirt grounds staff
20/09/2021	Net salaries Sep 21	£11,949.74	Sep 21 payroll
20/09/2021	Fenland Leisure Products Ltd	£294.00	rocker spring Meadow Way play area
20/09/2021	The Garden Guardian	£1,669.80	highway verge cutting instalment
20/09/2021	Just Regional Publishing	£420.00	advert Just Helledon 8 Sep
20/09/2021	Kingspan Water & Energy Ltd	£358.44	rainwater harvester service
20/09/2021	Komplan Ltd	£659.36	repair supernova play equipment
20/09/2021	Osiris Technologies	£316.02	monthly IT supp, anti vir licne, telephones, broadband, cloud back up
20/09/2021	Viking Direct	£36.94	pouches, pockets, p/copy paper, magnets
22/09/2021	Harkness roses	£64.93	QE rose & plaque

Payments

September 2021

24/09/2021	Melton Builders of Beetley Ltd	£57,957.08	Interim valuation 2
24/09/2021	Kingspan Water & Energy Ltd	£847.15	replacemnt pump rainwater harvester
27/09/2021	BNP Paribas Leasing Solutions	£278.00	HP Wessex mower
27/09/2021	Broadland District Council	£624.00	business rates office
27/09/2021	HM Revenue & Customs	£3,742.43	PAYE/EER NI
27/09/2021	Norfolk Pension Fund	£3,360.49	Sep 21 conts
28/09/2021	Hitachi Capital Finance	£540.00	lease tractor/hedge cutter
28/09/2021	Total Gas & Power	£16.78	elec allotments Aug
29/09/2021	East Fire Extinguisher & Alarm	£360.00	fire risk assessments grounds shed/office
29/09/2021	G & G Fencing Ltd	£96.00	weld play area gate
29/09/2021	PKF Littlejohn LLP	£1,560.00	external auditor fees 20/21 Annual Return
30/09/2021	Information Commissioner	£35.00	Data protection renewal fee
30/09/2021	Post Office Ltd	£66.00	2nd class stamps
30/09/2021	Vodafone Ltd	£157.52	mobile phone usage/plans

Invoices due for payment

Inv date	Payee	Amount	Expenditure
24/09/2021	E Fire	£191.11	fire alarm,emergency lighting service - office
30/09/2021	Mayday Office Equipment	£24.00	maintenance support photocopies Oct 21
22/09/2021	Milne Marketing	£82.98	t/rolls, centre feed rolls,J cloths, scourer sponge
29/09/2021	NORSE Commercial Servs Ltd	£691.20	locking/unlocking parks Sep 21
30/09/2021	Steelway Fencesecure Ltd	£8,601.23	youth shelter

Receipts  
September 2021

Date	Income	Amount	Notes
01/09/2021	café takings	£2.25	card takings
02/09/2021	Tennis	£7.00	court hire
02/09/2021	Football training	£54.00	community hire
02/09/2021	Tennis	£56.00	court hire Sep
07/09/2021	Monthly loyalty	£0.31	interest 13 Jul - 12 Aug
14/09/2021	café takings	£108.80	cash
14/09/2021	Football training	£21.60	community hire
17/09/2021	Feed in tariff	£144.49	office solar panels

04/10/2021

## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
<b>100 Community Centre</b>								
1410 Community Centre Inc ML Room	43	972	0	(972)			0.0%	
Community Centre :- Income	<u>43</u>	<u>972</u>	<u>0</u>	<u>(972)</u>				<u>0</u>
4150 Utilities	1,010	8,970	23,000	14,030		14,030	39.0%	
4195 Keys/Locks	0	29	40	11		11	72.0%	
4250 Sanitary Waste Disposal	0	(178)	2,180	2,358		2,358	(8.2%)	
4295 Equipment - New/Replacement	0	0	1,000	1,000		1,000	0.0%	
4300 Equipment-Repair/Maintenance	0	0	585	585		585	0.0%	
4416 Water dispenser	0	11	345	334		334	3.3%	
4435 Contingencies	0	143	1,300	1,157		1,157	11.0%	
4450 Inspections	0	0	526	526		526	0.0%	
4480 Memberships & Subscriptions	0	0	1,600	1,600		1,600	0.0%	
4560 Property Maintain/Replacement	219	449	0	(449)		(449)	0.0%	
4630 Consumables	0	0	625	625		625	0.0%	
4635 cleaning agents/materials	0	239	2,310	2,071		2,071	10.4%	
4695 community centre redevelopment	48,298	127,747	0	(127,747)		(127,747)	0.0%	
Community Centre :- Indirect Expenditure	<u>49,526</u>	<u>137,410</u>	<u>33,511</u>	<u>(103,899)</u>	<u>0</u>	<u>(103,899)</u>	<u>410.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(49,483)</u>	<u>(136,438)</u>	<u>(33,511)</u>	<u>102,927</u>				
<b>110 Administration</b>								
1076 Precept	0	257,105	0	(257,105)			0.0%	9,200
1085 Grants received	0	12,000	0	(12,000)			0.0%	
1095 S106 contributions	0	1,410	0	(1,410)			0.0%	
Administration :- Income	<u>0</u>	<u>270,515</u>	<u>0</u>	<u>(270,515)</u>				<u>9,200</u>
4065 councillor training	0	0	1,000	1,000		1,000	0.0%	
4465 External Audit	1,300	1,300	1,325	25		25	98.1%	
4470 Internal Audit	0	1,270	2,380	1,110		1,110	53.4%	
4475 Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480 Memberships & Subscriptions	0	1,394	1,200	(194)		(194)	116.1%	
4550 Insurance	0	9,687	9,668	(19)		(19)	100.2%	
Administration :- Indirect Expenditure	<u>1,300</u>	<u>14,151</u>	<u>20,573</u>	<u>6,422</u>	<u>0</u>	<u>6,422</u>	<u>68.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,300)</u>	<u>256,364</u>	<u>(20,573)</u>	<u>(276,937)</u>				
6001 less Transfer to EMR	0	9,200						
<b>Movement to/(from) Gen Reserve</b>	<u>(1,300)</u>	<u>247,164</u>						

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
<b>120 Staff</b>								
4000 Admin Staff	5,653	33,921	90,916	56,995		56,995	37.3%	
4010 Groundstaff	3,214	23,041	64,663	41,622		41,622	35.6%	
4020 Care Takers	3,082	20,899	81,042	60,143		60,143	25.8%	
4040 PAYE	2,545	16,033	0	(16,033)		(16,033)	0.0%	
4045 Pension Scheme	3,360	20,899	40,841	19,942		19,942	51.2%	
4055 Staff training	0	55	4,000	3,945		3,945	1.4%	
4070 Profess Fees/Agency Personnel	0	210	0	(210)		(210)	0.0%	
4080 Employer NI	1,197	7,545	17,510	9,965		9,965	43.1%	
4090 Protective clothing/workwear	99	193	3,050	2,857		2,857	6.3%	
Staff :- Indirect Expenditure	<b>19,152</b>	<b>122,795</b>	<b>302,022</b>	<b>179,227</b>	<b>0</b>	<b>179,227</b>	<b>40.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(19,152)</b>	<b>(122,795)</b>	<b>(302,022)</b>	<b>(179,227)</b>				
<b>130 Council Office</b>								
1360 Electricity FIT	0	141	500	359			28.1%	
Council Office :- Income	<b>0</b>	<b>141</b>	<b>500</b>	<b>359</b>			<b>28.1%</b>	<b>0</b>
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	624	4,570	12,365	7,795		7,795	37.0%	
4195 Keys/Locks	0	12	50	38		38	25.0%	
4250 Sanitary Waste Disposal	0	0	50	50		50	0.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4400 Chairman's Budget	0	30	1,500	1,470		1,470	2.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	0	100	100		100	0.0%	
4415 Catering for Meeting	41	143	200	57		57	71.3%	
4420 Telephone and Broadband	251	1,755	3,000	1,245		1,245	58.5%	
4425 IT Support and Maintenance	143	1,090	2,900	1,810		1,810	37.6%	
4430 Photocopier	20	1,341	2,260	919		919	59.3%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	31	144	670	526		526	21.5%	
4445 Postage	66	71	150	79		79	47.2%	
4450 Inspections	159	159	166	7		7	95.9%	
4485 Other Licences/Fees	35	2,148	2,670	522		522	80.4%	
4500 PWLB	0	8,945	43,826	34,881		34,881	20.4%	
4560 Property Maintain/Replacement	1,005	1,442	2,000	558		558	72.1%	
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	200	0	(200)		(200)	0.0%	200
4635 cleaning agents/materials	55	55	20	(35)		(35)	272.6%	
Council Office :- Indirect Expenditure	<b>2,430</b>	<b>22,105</b>	<b>78,112</b>	<b>56,007</b>	<b>0</b>	<b>56,007</b>	<b>28.3%</b>	<b>200</b>
<b>Net Income over Expenditure</b>	<b>(2,430)</b>	<b>(21,965)</b>	<b>(77,612)</b>	<b>(55,647)</b>				
6000 plus Transfer from EMR	0	200						

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
<b>Movement to/(from) Gen Reserve</b>	<b>(2,430)</b>	<b>(21,765)</b>						
<b>150 Investment</b>								
1080 Bank Interest Received	0	0	2,000	2,000			0.0%	
1090 Monthly Loyalty Rewards	0	4	35	31			10.6%	
Investment :- Income	0	4	2,035	2,031			0.2%	0
4060 Bank Charges	14	89	600	511		511	14.9%	
Investment :- Indirect Expenditure	14	89	600	511	0	511	14.9%	0
<b>Net Income over Expenditure</b>	<b>(13)</b>	<b>(85)</b>	<b>1,435</b>	<b>1,520</b>				
<b>160 Planning</b>								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	0	0	300	300	0	300	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>				
<b>170 Health and Safety</b>								
4135 Consultancy Fees	300	300	500	200		200	60.0%	
4140 Defibrillator	0	1,410	300	(1,110)		(1,110)	470.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Health and Safety :- Indirect Expenditure	300	1,710	1,000	(710)	0	(710)	171.0%	0
<b>Net Expenditure</b>	<b>(300)</b>	<b>(1,710)</b>	<b>(1,000)</b>	<b>710</b>				
<b>180 Media and Communications</b>								
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105 Newsletter-Printing/Distributi	350	2,145	5,000	2,855		2,855	42.9%	
4110 Website and Emails	0	741	1,000	259		259	74.1%	
4155 IT Reserve	0	1,943	2,000	57		57	97.2%	1,899
4460 CCTV	0	0	1,450	1,450		1,450	0.0%	
4685 Noticeboards	0	3,233	4,000	767		767	80.8%	
Media and Communications :- Indirect Expenditure	350	8,062	14,950	6,888	0	6,888	53.9%	1,899
<b>Net Expenditure</b>	<b>(350)</b>	<b>(8,062)</b>	<b>(14,950)</b>	<b>(6,888)</b>				
6000 plus Transfer from EMR	0	1,899						
<b>Movement to/(from) Gen Reserve</b>	<b>(350)</b>	<b>(6,163)</b>						

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
<b>190 Stores</b>								
4150 Utilities	147	884	1,500	616		616	58.9%	
Stores :- Indirect Expenditure	147	884	1,500	616	0	616	58.9%	0
<b>Net Expenditure</b>	<b>(147)</b>	<b>(884)</b>	<b>(1,500)</b>	<b>(616)</b>				
<b>195 Tractor Shed</b>								
4150 Utilities	314	1,888	3,213	1,325		1,325	58.8%	
4450 Inspections	0	0	166	166		166	0.0%	
4560 Property Maintain/Replacement	0	69	550	481		481	12.5%	
Tractor Shed :- Indirect Expenditure	314	1,957	3,929	1,972	0	1,972	49.8%	0
<b>Net Expenditure</b>	<b>(314)</b>	<b>(1,957)</b>	<b>(3,929)</b>	<b>(1,972)</b>				
<b>200 Residents' Parties</b>								
4115 Consumable- Food/Beverage	0	0	655	655		655	0.0%	
4120 Over 65 Entertainment	0	0	300	300		300	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Residents' Parties :- Indirect Expenditure	0	0	1,005	1,005	0	1,005	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,005)</b>	<b>(1,005)</b>				
<b>205 Events</b>								
4122 Events	(69)	170	2,500	2,330		2,330	6.8%	80
Events :- Indirect Expenditure	(69)	170	2,500	2,330	0	2,330	6.8%	80
<b>Net Expenditure</b>	<b>69</b>	<b>(170)</b>	<b>(2,500)</b>	<b>(2,330)</b>				
6000 plus Transfer from EMR	0	80						
<b>Movement to/(from) Gen Reserve</b>	<b>69</b>	<b>(90)</b>						
<b>210 Grounds</b>								
1200 Football Hire Charges	0	358	1,050	692			34.1%	
1210 Football Training Area Hire	204	1,209	3,000	1,791			40.3%	
1215 Grass cutting agreement	0	13,213	13,057	(156)			101.2%	
1270 Floodlights Income	0	20	750	730			2.7%	
Grounds :- Income	204	14,801	17,857	3,056			82.9%	0
4195 Keys/Locks	0	0	30	30		30	0.0%	
4200 Locking parks	576	2,544	0	(2,544)		(2,544)	0.0%	
4205 Replacement Bins	0	0	1,000	1,000		1,000	0.0%	

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
4210 Emptying Bins/Fresheners	0	0	3,520	3,520		3,520	0.0%	
4215 Seats - Repair/Replacement	0	12	1,000	988		988	1.2%	
4220 Signage - New/Replacement	0	90	0	(90)		(90)	0.0%	
4225 Floodlights Maintenance/Repair	0	0	500	500		500	0.0%	
4245 Highway grass verge cutting	1,392	8,349	13,057	4,708		4,708	63.9%	
4255 Green Waste Removal	0	900	2,700	1,800		1,800	33.3%	
4260 Shrub/Tree/Hedge	54	168	1,556	1,388		1,388	10.8%	
4270 Fertilisers/Weed & Moss Killer	0	0	1,394	1,394		1,394	0.0%	
4295 Equipment - New/Replacement	0	576	500	(76)		(76)	115.3%	
4320 Small tools	33	51	500	449		449	10.2%	
4325 fence repairs	0	2,790	4,000	1,211		1,211	69.7%	
4385 Pegs & Bolts Purchase	0	0	90	90		90	0.0%	
4390 Materials	0	616	2,590	1,974		1,974	23.8%	
4435 Contingencies	0	0	4,335	4,335		4,335	0.0%	
4630 Consumables	3	108	575	467		467	18.7%	
4635 cleaning agents/materials	0	112	100	(12)		(12)	111.8%	
<b>Grounds :- Indirect Expenditure</b>	<b>2,058</b>	<b>16,316</b>	<b>37,447</b>	<b>21,131</b>	<b>0</b>	<b>21,131</b>	<b>43.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,854)</b>	<b>(1,515)</b>	<b>(19,590)</b>	<b>(18,075)</b>				
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	5	69	680	611		611	10.1%	
4265 Fuel	360	984	1,200	216		216	82.0%	
4290 Servicing	0	2,206	5,500	3,294		3,294	40.1%	
4310 Hire of Machinery	675	4,049	9,098	5,049		5,049	44.5%	
4680 Depreciation	0	0	2,250	2,250		2,250	0.0%	
<b>Machinery and Vehicles :- Indirect Expenditure</b>	<b>1,040</b>	<b>7,308</b>	<b>18,728</b>	<b>11,420</b>	<b>0</b>	<b>11,420</b>	<b>39.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,040)</b>	<b>(7,308)</b>	<b>(18,728)</b>	<b>(11,420)</b>				
<u>230 Trees</u>								
4240 Emergency Work	0	0	1,500	1,500		1,500	0.0%	
4450 Inspections	0	380	2,000	1,620		1,620	19.0%	
4455 Work following Inspections	0	345	5,000	4,655		4,655	6.9%	
<b>Trees :- Indirect Expenditure</b>	<b>0</b>	<b>725</b>	<b>8,500</b>	<b>7,775</b>	<b>0</b>	<b>7,775</b>	<b>8.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(725)</b>	<b>(8,500)</b>	<b>(7,775)</b>				
<u>240 Allotments</u>								
1100 Allotment Income	0	76	2,500	2,424			3.1%	
1105 Allotment administration fee	0	100	0	(100)			0.0%	

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
1110 Water Charge	0	0	750	750			0.0%	
1115 Pest control charge	0	0	735	735			0.0%	
Allotments :- Income	<u>0</u>	<u>176</u>	<u>3,985</u>	<u>3,809</u>			<u>4.4%</u>	<u>0</u>
4145 Landowner Rent	0	857	1,900	1,043		1,043	45.1%	
4150 Utilities	16	73	1,700	1,627		1,627	4.3%	
4170 Pest Control	0	0	735	735		735	0.0%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4195 Keys/Locks	0	9	30	21		21	30.6%	9
4295 Equipment - New/Replacement	0	24	0	(24)		(24)	0.0%	24
4390 Materials	0	428	430	2		2	99.5%	
4560 Property Maintain/Replacement	4	2,767	500	(2,267)		(2,267)	553.4%	5,235
4635 cleaning agents/materials	15	15	0	(15)		(15)	0.0%	
Allotments :- Indirect Expenditure	<u>35</u>	<u>4,173</u>	<u>5,395</u>	<u>1,222</u>	<u>0</u>	<u>1,222</u>	<u>77.3%</u>	<u>5,268</u>
Net Income over Expenditure	<u>(35)</u>	<u>(3,996)</u>	<u>(1,410)</u>	<u>2,586</u>				
6000 plus Transfer from EMR	0	4,007						
6001 less Transfer to EMR	0	1,261						
Movement to/(from) Gen Reserve	<u>(35)</u>	<u>(1,250)</u>						
<u>250 Play Areas</u>								
4295 Equipment - New/Replacement	7,168	7,168	0	(7,168)		(7,168)	0.0%	7,168
4300 Equipment-Repair/Maintenance	877	1,153	2,750	1,597		1,597	41.9%	
4450 Inspections	0	244	250	6		6	97.6%	
Play Areas :- Indirect Expenditure	<u>8,044</u>	<u>8,564</u>	<u>3,000</u>	<u>(5,564)</u>	<u>0</u>	<u>(5,564)</u>	<u>285.5%</u>	<u>7,168</u>
Net Expenditure	<u>(8,044)</u>	<u>(8,564)</u>	<u>(3,000)</u>	<u>5,564</u>				
6000 plus Transfer from EMR	7,168	7,168						
Movement to/(from) Gen Reserve	<u>(877)</u>	<u>(1,397)</u>						
<u>255 Hard Courts and Car Park</u>								
1220 Tennis Hire Charges	53	304	650	346			46.8%	
1230 Netball Hire Charges	0	233	760	527			30.7%	
Hard Courts and Car Park :- Income	<u>53</u>	<u>537</u>	<u>1,410</u>	<u>873</u>			<u>38.1%</u>	<u>0</u>
4195 Keys/Locks	0	9	0	(9)		(9)	0.0%	
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	270	178	(92)		(92)	151.7%	
4390 Materials	0	0	352	352		352	0.0%	
4560 Property Maintain/Replacement	0	0	2,350	2,350		2,350	0.0%	

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
4580 Car Park/ Pathways	0	0	650	650		650	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	279	4,030	3,751	0	3,751	6.9%	0
<b>Net Income over Expenditure</b>	<b>53</b>	<b>258</b>	<b>(2,620)</b>	<b>(2,878)</b>				
<u>260 Bowling Green</u>								
1240 Bowls Hire Charges	0	1,800	0	(1,800)			0.0%	
Bowling Green :- Income	0	1,800	0	(1,800)				0
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%	
4390 Materials	0	334	1,000	666		666	33.4%	
Bowling Green :- Indirect Expenditure	0	334	1,250	916	0	916	26.7%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,466</b>	<b>(1,250)</b>	<b>(2,716)</b>				
<u>265 Memorials</u>								
4360 Rose Renewal	0	51	25	(26)		(26)	203.7%	
4575 War Memorial	0	0	200	200		200	0.0%	
Memorials :- Indirect Expenditure	0	51	225	174	0	174	22.6%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(51)</b>	<b>(225)</b>	<b>(174)</b>				
<u>270 Traffic Highways/Environment</u>								
4645 Rolling maintenance programme	0	322	0	(322)		(322)	0.0%	
4650 SAM2 Weekly Move	75	450	920	470		470	48.9%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	75	772	1,420	648	0	648	54.4%	0
<b>Net Expenditure</b>	<b>(75)</b>	<b>(772)</b>	<b>(1,420)</b>	<b>(648)</b>				
<u>300 Hello Cafe</u>								
1500 HelloCafé Income	0	1	0	(1)			0.0%	
Hello Cafe :- Income	0	1	0	(1)				0
<b>Net Income</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>(1)</b>				
<b>Grand Totals:- Income</b>	<b>300</b>	<b>288,947</b>	<b>25,787</b>	<b>(263,160)</b>			<b>1120.5%</b>	
<b>Expenditure</b>	<b>84,715</b>	<b>347,855</b>	<b>539,997</b>	<b>192,142</b>	<b>0</b>	<b>192,142</b>	<b>64.4%</b>	
<b>Net Income over Expenditure</b>	<b>(84,415)</b>	<b>(58,908)</b>	<b>(514,210)</b>	<b>(455,302)</b>				
plus Transfer from EMR	7,168	13,354						
less Transfer to EMR	0	10,461						
<b>Movement to/(from) Gen Reserve</b>	<b>(77,247)</b>	<b>(56,015)</b>						

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
<b>100 Community Centre</b>								
1410 Community Centre Inc ML Room	43	972	0	(972)			0.0%	
Community Centre :- Income	<u>43</u>	<u>972</u>	<u>0</u>	<u>(972)</u>				<u>0</u>
4150 Utilities	1,010	8,970	23,000	14,030	14,030	39.0%		
4195 Keys/Locks	0	29	40	11	11	72.0%		
4250 Sanitary Waste Disposal	0	(178)	2,180	2,358	2,358	(8.2%)		
4295 Equipment - New/Replacement	0	0	1,000	1,000	1,000	0.0%		
4300 Equipment-Repair/Maintenance	0	0	585	585	585	0.0%		
4416 Water dispenser	0	11	345	334	334	3.3%		
4435 Contingencies	0	143	1,300	1,157	1,157	11.0%		
4450 Inspections	0	0	526	526	526	0.0%		
4480 Memberships & Subscriptions	0	0	1,600	1,600	1,600	0.0%		
4560 Property Maintain/Replacement	219	449	0	(449)	(449)	0.0%		
4630 Consumables	0	0	625	625	625	0.0%		
4635 cleaning agents/materials	0	239	2,310	2,071	2,071	10.4%		
4695 community centre redevelopment	48,298	127,747	0	(127,747)	(127,747)	0.0%		
Community Centre :- Indirect Expenditure	<u>49,526</u>	<u>137,410</u>	<u>33,511</u>	<u>(103,899)</u>	<u>0</u>	<u>(103,899)</u>	<u>410.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(49,483)</u>	<u>(136,438)</u>	<u>(33,511)</u>	<u>102,927</u>				
<b>110 Administration</b>								
1076 Precept	0	257,105	0	(257,105)			0.0%	9,200
1085 Grants received	0	12,000	0	(12,000)			0.0%	
1095 S106 contributions	0	1,410	0	(1,410)			0.0%	
Administration :- Income	<u>0</u>	<u>270,515</u>	<u>0</u>	<u>(270,515)</u>				<u>9,200</u>
4065 councillor training	0	0	1,000	1,000	1,000	0.0%		
4465 External Audit	1,300	1,300	1,325	25	25	98.1%		
4470 Internal Audit	0	1,270	2,380	1,110	1,110	53.4%		
4475 Legal Fees	0	500	5,000	4,500	4,500	10.0%		
4480 Memberships & Subscriptions	0	1,394	1,200	(194)	(194)	116.1%		
4550 Insurance	0	9,687	9,668	(19)	(19)	100.2%		
Administration :- Indirect Expenditure	<u>1,300</u>	<u>14,151</u>	<u>20,573</u>	<u>6,422</u>	<u>0</u>	<u>6,422</u>	<u>68.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,300)</u>	<u>256,364</u>	<u>(20,573)</u>	<u>(276,937)</u>				
6001 less Transfer to EMR	0	9,200						
<b>Movement to/(from) Gen Reserve</b>	<u>(1,300)</u>	<u>247,164</u>						

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
<b>120 Staff</b>								
4000 Admin Staff	5,653	33,921	90,916	56,995		56,995	37.3%	
4010 Groundstaff	3,214	23,041	64,663	41,622		41,622	35.6%	
4020 Care Takers	3,082	20,899	81,042	60,143		60,143	25.8%	
4040 PAYE	2,545	16,033	0	(16,033)		(16,033)	0.0%	
4045 Pension Scheme	3,360	20,899	40,841	19,942		19,942	51.2%	
4055 Staff training	0	55	4,000	3,945		3,945	1.4%	
4070 Profess Fees/Agency Personnel	0	210	0	(210)		(210)	0.0%	
4080 Employer NI	1,197	7,545	17,510	9,965		9,965	43.1%	
4090 Protective clothing/workwear	99	193	3,050	2,857		2,857	6.3%	
Staff :- Indirect Expenditure	<u>19,152</u>	<u>122,795</u>	<u>302,022</u>	<u>179,227</u>	<u>0</u>	<u>179,227</u>	<u>40.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(19,152)</u>	<u>(122,795)</u>	<u>(302,022)</u>	<u>(179,227)</u>				
<b>130 Council Office</b>								
1360 Electricity FIT	0	141	500	359			28.1%	
Council Office :- Income	<u>0</u>	<u>141</u>	<u>500</u>	<u>359</u>			<u>28.1%</u>	<u>0</u>
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	624	4,570	12,365	7,795		7,795	37.0%	
4195 Keys/Locks	0	12	50	38		38	25.0%	
4250 Sanitary Waste Disposal	0	0	50	50		50	0.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4400 Chairman's Budget	0	30	1,500	1,470		1,470	2.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	0	100	100		100	0.0%	
4415 Catering for Meeting	41	143	200	57		57	71.3%	
4420 Telephone and Broadband	251	1,755	3,000	1,245		1,245	58.5%	
4425 IT Support and Maintenance	143	1,090	2,900	1,810		1,810	37.6%	
4430 Photocopier	20	1,341	2,260	919		919	59.3%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	31	144	670	526		526	21.5%	
4445 Postage	66	71	150	79		79	47.2%	
4450 Inspections	159	159	166	7		7	95.9%	
4485 Other Licences/Fees	35	2,148	2,670	522		522	80.4%	
4500 PWLB	0	8,945	43,826	34,881		34,881	20.4%	
4560 Property Maintain/Replacement	1,005	1,442	2,000	558		558	72.1%	
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	200	0	(200)		(200)	0.0%	200
4635 cleaning agents/materials	55	55	20	(35)		(35)	272.6%	
Council Office :- Indirect Expenditure	<u>2,430</u>	<u>22,105</u>	<u>78,112</u>	<u>56,007</u>	<u>0</u>	<u>56,007</u>	<u>28.3%</u>	<u>200</u>
<b>Net Income over Expenditure</b>	<u>(2,430)</u>	<u>(21,965)</u>	<u>(77,612)</u>	<u>(55,647)</u>				
6000 plus Transfer from EMR	0	200						

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
<b>Movement to/(from) Gen Reserve</b>	<b>(2,430)</b>	<b>(21,765)</b>						
<b>150 Investment</b>								
1080 Bank Interest Received	0	0	2,000	2,000			0.0%	
1090 Monthly Loyalty Rewards	0	4	35	31			10.6%	
Investment :- Income	<u>0</u>	<u>4</u>	<u>2,035</u>	<u>2,031</u>			<u>0.2%</u>	<u>0</u>
4060 Bank Charges	14	89	600	511		511	14.9%	
Investment :- Indirect Expenditure	<u>14</u>	<u>89</u>	<u>600</u>	<u>511</u>	<u>0</u>	<u>511</u>	<u>14.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b>(13)</b>	<b>(85)</b>	<b>1,435</b>	<b>1,520</b>				
<b>160 Planning</b>								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>				
<b>170 Health and Safety</b>								
4135 Consultancy Fees	300	300	500	200		200	60.0%	
4140 Defibrillator	0	1,410	300	(1,110)		(1,110)	470.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Health and Safety :- Indirect Expenditure	<u>300</u>	<u>1,710</u>	<u>1,000</u>	<u>(710)</u>	<u>0</u>	<u>(710)</u>	<u>171.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(300)</b>	<b>(1,710)</b>	<b>(1,000)</b>	<b>710</b>				
<b>180 Media and Communications</b>								
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105 Newsletter-Printing/Distributi	350	2,145	5,000	2,855		2,855	42.9%	
4110 Website and Emails	0	741	1,000	259		259	74.1%	
4155 IT Reserve	0	1,943	2,000	57		57	97.2%	1,899
4460 CCTV	0	0	1,450	1,450		1,450	0.0%	
4685 Noticeboards	0	3,233	4,000	767		767	80.8%	
Media and Communications :- Indirect Expenditure	<u>350</u>	<u>8,062</u>	<u>14,950</u>	<u>6,888</u>	<u>0</u>	<u>6,888</u>	<u>53.9%</u>	<u>1,899</u>
<b>Net Expenditure</b>	<b>(350)</b>	<b>(8,062)</b>	<b>(14,950)</b>	<b>(6,888)</b>				
6000 plus Transfer from EMR	0	1,899						
<b>Movement to/(from) Gen Reserve</b>	<b>(350)</b>	<b>(6,163)</b>						

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
<b>190 Stores</b>								
4150 Utilities	147	884	1,500	616		616	58.9%	
Stores :- Indirect Expenditure	147	884	1,500	616	0	616	58.9%	0
<b>Net Expenditure</b>	<b>(147)</b>	<b>(884)</b>	<b>(1,500)</b>	<b>(616)</b>				
<b>195 Tractor Shed</b>								
4150 Utilities	314	1,888	3,213	1,325		1,325	58.8%	
4450 Inspections	0	0	166	166		166	0.0%	
4560 Property Maintain/Replacement	0	69	550	481		481	12.5%	
Tractor Shed :- Indirect Expenditure	314	1,957	3,929	1,972	0	1,972	49.8%	0
<b>Net Expenditure</b>	<b>(314)</b>	<b>(1,957)</b>	<b>(3,929)</b>	<b>(1,972)</b>				
<b>200 Residents' Parties</b>								
4115 Consumable- Food/Beverage	0	0	655	655		655	0.0%	
4120 Over 65 Entertainment	0	0	300	300		300	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Residents' Parties :- Indirect Expenditure	0	0	1,005	1,005	0	1,005	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,005)</b>	<b>(1,005)</b>				
<b>205 Events</b>								
4122 Events	(69)	170	2,500	2,330		2,330	6.8%	80
Events :- Indirect Expenditure	(69)	170	2,500	2,330	0	2,330	6.8%	80
<b>Net Expenditure</b>	<b>69</b>	<b>(170)</b>	<b>(2,500)</b>	<b>(2,330)</b>				
6000 plus Transfer from EMR	0	80						
<b>Movement to/(from) Gen Reserve</b>	<b>69</b>	<b>(90)</b>						
<b>210 Grounds</b>								
1200 Football Hire Charges	0	358	1,050	692			34.1%	
1210 Football Training Area Hire	204	1,209	3,000	1,791			40.3%	
1215 Grass cutting agreement	0	13,213	13,057	(156)			101.2%	
1270 Floodlights Income	0	20	750	730			2.7%	
Grounds :- Income	204	14,801	17,857	3,056			82.9%	0
4195 Keys/Locks	0	0	30	30		30	0.0%	
4200 Locking parks	576	2,544	0	(2,544)		(2,544)	0.0%	
4205 Replacement Bins	0	0	1,000	1,000		1,000	0.0%	

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
4210 Emptying Bins/Fresheners	0	0	3,520	3,520		3,520	0.0%	
4215 Seats - Repair/Replacement	0	12	1,000	988		988	1.2%	
4220 Signage - New/Replacement	0	90	0	(90)		(90)	0.0%	
4225 Floodlights Maintenance/Repair	0	0	500	500		500	0.0%	
4245 Highway grass verge cutting	1,392	8,349	13,057	4,708		4,708	63.9%	
4255 Green Waste Removal	0	900	2,700	1,800		1,800	33.3%	
4260 Shrub/Tree/Hedge	54	168	1,556	1,388		1,388	10.8%	
4270 Fertilisers/Weed & Moss Killer	0	0	1,394	1,394		1,394	0.0%	
4295 Equipment - New/Replacement	0	576	500	(76)		(76)	115.3%	
4320 Small tools	33	51	500	449		449	10.2%	
4325 fence repairs	0	2,790	4,000	1,211		1,211	69.7%	
4385 Pegs & Bolts Purchase	0	0	90	90		90	0.0%	
4390 Materials	0	616	2,590	1,974		1,974	23.8%	
4435 Contingencies	0	0	4,335	4,335		4,335	0.0%	
4630 Consumables	3	108	575	467		467	18.7%	
4635 cleaning agents/materials	0	112	100	(12)		(12)	111.8%	
<b>Grounds :- Indirect Expenditure</b>	<b>2,058</b>	<b>16,316</b>	<b>37,447</b>	<b>21,131</b>	<b>0</b>	<b>21,131</b>	<b>43.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,854)</b>	<b>(1,515)</b>	<b>(19,590)</b>	<b>(18,075)</b>				
<b>220 Machinery and Vehicles</b>								
4160 Repairs/Maintenance	5	69	680	611		611	10.1%	
4265 Fuel	360	984	1,200	216		216	82.0%	
4290 Servicing	0	2,206	5,500	3,294		3,294	40.1%	
4310 Hire of Machinery	675	4,049	9,098	5,049		5,049	44.5%	
4680 Depreciation	0	0	2,250	2,250		2,250	0.0%	
<b>Machinery and Vehicles :- Indirect Expenditure</b>	<b>1,040</b>	<b>7,308</b>	<b>18,728</b>	<b>11,420</b>	<b>0</b>	<b>11,420</b>	<b>39.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,040)</b>	<b>(7,308)</b>	<b>(18,728)</b>	<b>(11,420)</b>				
<b>230 Trees</b>								
4240 Emergency Work	0	0	1,500	1,500		1,500	0.0%	
4450 Inspections	0	380	2,000	1,620		1,620	19.0%	
4455 Work following Inspections	0	345	5,000	4,655		4,655	6.9%	
<b>Trees :- Indirect Expenditure</b>	<b>0</b>	<b>725</b>	<b>8,500</b>	<b>7,775</b>	<b>0</b>	<b>7,775</b>	<b>8.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(725)</b>	<b>(8,500)</b>	<b>(7,775)</b>				
<b>240 Allotments</b>								
1100 Allotment Income	0	76	2,500	2,424			3.1%	
1105 Allotment administration fee	0	100	0	(100)			0.0%	

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
1110 Water Charge	0	0	750	750			0.0%	
1115 Pest control charge	0	0	735	735			0.0%	
Allotments :- Income	<u>0</u>	<u>176</u>	<u>3,985</u>	<u>3,809</u>			<u>4.4%</u>	<u>0</u>
4145 Landowner Rent	0	857	1,900	1,043		1,043	45.1%	
4150 Utilities	16	73	1,700	1,627		1,627	4.3%	
4170 Pest Control	0	0	735	735		735	0.0%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4195 Keys/Locks	0	9	30	21		21	30.6%	9
4295 Equipment - New/Replacement	0	24	0	(24)		(24)	0.0%	24
4390 Materials	0	428	430	2		2	99.5%	
4560 Property Maintain/Replacement	4	2,767	500	(2,267)		(2,267)	553.4%	5,235
4635 cleaning agents/materials	15	15	0	(15)		(15)	0.0%	
Allotments :- Indirect Expenditure	<u>35</u>	<u>4,173</u>	<u>5,395</u>	<u>1,222</u>	<u>0</u>	<u>1,222</u>	<u>77.3%</u>	<u>5,268</u>
Net Income over Expenditure	<u>(35)</u>	<u>(3,996)</u>	<u>(1,410)</u>	<u>2,586</u>				
6000 plus Transfer from EMR	0	4,007						
6001 less Transfer to EMR	0	1,261						
Movement to/(from) Gen Reserve	<u>(35)</u>	<u>(1,250)</u>						
<b>250 Play Areas</b>								
4295 Equipment - New/Replacement	7,168	7,168	0	(7,168)		(7,168)	0.0%	7,168
4300 Equipment-Repair/Maintenance	877	1,153	2,750	1,597		1,597	41.9%	
4450 Inspections	0	244	250	6		6	97.6%	
Play Areas :- Indirect Expenditure	<u>8,044</u>	<u>8,564</u>	<u>3,000</u>	<u>(5,564)</u>	<u>0</u>	<u>(5,564)</u>	<u>285.5%</u>	<u>7,168</u>
Net Expenditure	<u>(8,044)</u>	<u>(8,564)</u>	<u>(3,000)</u>	<u>5,564</u>				
6000 plus Transfer from EMR	7,168	7,168						
Movement to/(from) Gen Reserve	<u>(877)</u>	<u>(1,397)</u>						
<b>255 Hard Courts and Car Park</b>								
1220 Tennis Hire Charges	53	304	650	346			46.8%	
1230 Netball Hire Charges	0	233	760	527			30.7%	
Hard Courts and Car Park :- Income	<u>53</u>	<u>537</u>	<u>1,410</u>	<u>873</u>			<u>38.1%</u>	<u>0</u>
4195 Keys/Locks	0	9	0	(9)		(9)	0.0%	
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	270	178	(92)		(92)	151.7%	
4390 Materials	0	0	352	352		352	0.0%	
4560 Property Maintain/Replacement	0	0	2,350	2,350		2,350	0.0%	

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## Hellesdon Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

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
4580 Car Park/ Pathways	0	0	650	650		650	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	279	4,030	3,751	0	3,751	6.9%	0
<b>Net Income over Expenditure</b>	<b>53</b>	<b>258</b>	<b>(2,620)</b>	<b>(2,878)</b>				
<b>260 Bowling Green</b>								
1240 Bowls Hire Charges	0	1,800	0	(1,800)			0.0%	
Bowling Green :- Income	0	1,800	0	(1,800)				0
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%	
4390 Materials	0	334	1,000	666		666	33.4%	
Bowling Green :- Indirect Expenditure	0	334	1,250	916	0	916	26.7%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,466</b>	<b>(1,250)</b>	<b>(2,716)</b>				
<b>265 Memorials</b>								
4360 Rose Renewal	0	51	25	(26)		(26)	203.7%	
4575 War Memorial	0	0	200	200		200	0.0%	
Memorials :- Indirect Expenditure	0	51	225	174	0	174	22.6%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(51)</b>	<b>(225)</b>	<b>(174)</b>				
<b>270 Traffic Highways/Environment</b>								
4645 Rolling maintenance programme	0	322	0	(322)		(322)	0.0%	
4650 SAM2 Weekly Move	75	450	920	470		470	48.9%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	75	772	1,420	648	0	648	54.4%	0
<b>Net Expenditure</b>	<b>(75)</b>	<b>(772)</b>	<b>(1,420)</b>	<b>(648)</b>				
<b>300 Hello Cafe</b>								
1500 HelloCafé Income	0	1	0	(1)			0.0%	
Hello Cafe :- Income	0	1	0	(1)				0
<b>Net Income</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>(1)</b>				
<b>Grand Totals:- Income</b>	<b>300</b>	<b>288,947</b>	<b>25,787</b>	<b>(263,160)</b>			<b>1120.5%</b>	
<b>Expenditure</b>	<b>84,715</b>	<b>347,855</b>	<b>539,997</b>	<b>192,142</b>	<b>0</b>	<b>192,142</b>	<b>64.4%</b>	
<b>Net Income over Expenditure</b>	<b>(84,415)</b>	<b>(58,908)</b>	<b>(514,210)</b>	<b>(455,302)</b>				
plus Transfer from EMR	7,168	13,354						
less Transfer to EMR	0	10,461						
<b>Movement to/(from) Gen Reserve</b>	<b>(77,247)</b>	<b>(56,015)</b>						

## Hellesdon Parish Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2021

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 2021 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>NATASHA CARVER</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>NATASHA CARVER (CLERK)</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>21/9/2021</u></p>	<p>(e) Insert the date of placing of the notice</p>

## Section 1 – Annual Governance Statement 2020/21

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 2021, 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"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

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

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

22/06/21

and recorded as minute reference:

AGOV 11/16m 61 22-06-21

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

Chairman

Clerk

www.hellesdon-pc.gov.uk

## Section 2 – Accounting Statements 2020/21 for

Hellesdon Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	578,852	715,719	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	457,220	484,516	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	192,624	170,882	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	266,591	256,318	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	17,890	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	228,496	251,314	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	715,719	845,595	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	687,999	845,092	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	2,992,555	3,044,271	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	234,696	224,677	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	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 2021 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

22<sup>nd</sup> - 06 - 2021

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

22/06/21

as recorded in minute reference:

Account Item 6h - 22-06-21

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

### Section 3 – External Auditor Report and Certificate 2020/21

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 2021; 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 2020/21

Except for the matters reported below, 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 2020/21

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 2021.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

17/09/2021

\* 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))



# Annual Internal Audit Report 2020/21

Hellesdon Parish Council

www.hellesdon-pc.gov.uk

During the financial year ended 31 March 2021, 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 2020/21 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			N/A
M. The authority, during the previous year (2019-20) 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 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

09/12/2020 11/05/2021

Name of person who carried out the internal audit

Giles Ke-Kham, Director, Lacking Gowen

Signature of person who carried out the internal audit



Date

24/05/2021

\*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).

c Local Members

Your Ref:  
Date: June 2021

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

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

Dear Sir/Madam

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

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

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

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

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

*Continued .../*

Continuation sheet

Dated : June 2021

-2-

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

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

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

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

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

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

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

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

Continuation sheet

Dated : June 2021

-3-

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

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

#### Schemes which will not be considered

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

#### Information you must include in your bid

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

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

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

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

Yours sincerely



Martin Wilby  
Cabinet Member for Highways, Infrastructure & Transport

**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: (please include a plan/map of the extents of the scheme):</b>			
<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>			



## Hellesdon Parish Council

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**We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.**

Signed on behalf of:

**Hellesdon Parish Council**

Signed:

Name:

Position:

Date:

**HP HELLESDON PARISH COUNCIL**

## **The Armed Forces Covenant**

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

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

And their Families

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

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

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

## Section 1: Principles of the Armed Forces Covenant

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

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

## Section 2: Demonstrating our Commitment

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

- appoint an **Armed Forces Champion** to promote support for the Armed Forces community;
- promote the fact that we are an **Armed Forces-friendly Council**, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public;
- encourage support for military sponsored **Cadet Organisations**; encouraging support for and membership of local cadet units;
- support and promote support for **Armed Forces Events** such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- support and promote support for **Armed Forces Charities**;

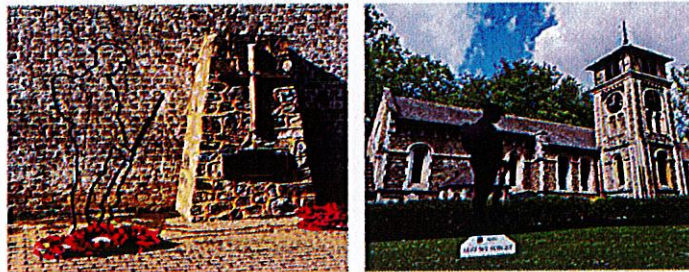
2.2 We will publicise these commitments through our literature and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our residents on how we are doing.



**REPORT TO FULL COUNCIL****Subject: 2021 Remembrance Collection RBLI****Author: Natasha Carver****Date: 5<sup>th</sup> October 2021**

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As you may already know, RBLI provides stable, permanent employment for veterans and those with disabilities. As part of their employment, our veterans produce the Tommy; a symbolic military figure that has become a nationally recognised symbol of Remembrance and military support.



The Tommy acts as a poignant, thought provoking symbol that allows communities across the nation to collectively remember and honour the fallen, acting as a focal point in bringing communities together in Remembrance.

It really is thanks to the support from Councils and communities that RBLI has been able to keep providing assistance and employment for our veterans throughout the pandemic. This year, by purchasing one of their Tommies, our veterans would be honoured to help bring your community together and have your support.

Below are three options to choose from, these could be located at either the Parish Office or the war memorial.

**TO ACTION**

**Council to consider purchasing and placement of an item from the 2021 collection**



#### Wall-Mounted Metal Tommy £66.99

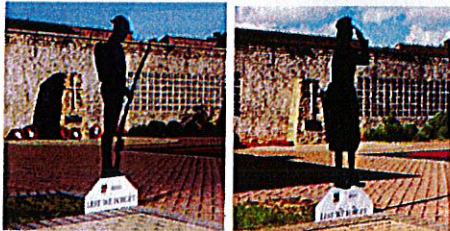
The Wall-Mounted Metal Tommy is made from weathered Corten steel which comes with a beautiful patina to protect it against the elements.

Whether in your garden, at a memorial or any other spot that you choose, these Tommys can be securely mounted on a most surfaces with screws.

These are solid enough to withstand the elements and the natural rusting process creates a protective barrier which will help the steel last for years to come.

Please note that these are not toys and every care should be taken when unpacking and installing these.

Size: H: 62cm x W: 28cm



#### Unknown Tommy Statue /Unknown Women in War Statue £175.00 each

##### BESPOKE ORDERS

Bespoke orders can be catered for, with your own message at the bottom and custom logo or village/ town crest.

Material:	Aluminium Composite (3mm thick)
Size:	1.47m- 4ft 10
Weight:	4kg
Suitability:	Can be installed in the ground using included angle irons, or mounted on the side of a wall or building using wall plugs and fixing screws (not included.) Suitable for permanent use, or easily removed and re-installed for events such as Remembrance or VE Day.
Assembly:	Self assembly with included assembly guide using pre-cut holes and fixings. Very easy (5 mins).
Contents:	- 1 x Unknown Tommy Statue/Unknown Woman - 1 x 6ft 30mm face Angle Iron - 1 x 3ft 30mm face Angle Iron - 5 x Locking nuts & bolts - 5 x Washers & bolt caps

Unknown Tommies are light, easy to position and durable, serving as a very impressive and permanent reminder of our nation's fallen soldiers and those who continue to serve.

# **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](mailto:clerk@hellesdon-pc.gov.uk)

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

### **PRESENT:**

Cllr Johnson  
Cllr Sear  
Cllr King

### **Also In Attendance**

Cllr Forder  
Mrs. N Carver – Clerk

The clerk welcomed all to the meeting, unfortunately both the Chair and Vice chair are unable to attend the meeting, those members present to elect a chair. Cllr Johnson proposed Cllr King this was seconded by Cllr Sear and **AGREED**

1. **Apologies and acceptance for absence**  
There were apologies from Cllr Britton, Cllr Fulcher 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 14<sup>th</sup> September 2021 from those members present at the held meeting.**  
Minutes were previously circulated and **AGREED** by those present at the meetings held
4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)  
No public in attendance
5. **General Matters/Planning Outcomes**  
Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED**.
6. **Applications for Consideration**

20211327 87 Reepham Road, NR6 5LQ 6ft timber fence with concrete posts and gravel boards to front, side and rear.	Object – Fence curtilage facing the road to be under 1m.
20211453 26 Cottinghams Drive, NR6 6PS Erection of fencing around perimeter.	Object - Not in keeping with the surrounding properties with potential overdevelopment of the site.

<b>20211425</b> 72 Gowing Road, NR6 6UJ Single storey rear extension for utility & garden room.	Approve
<b>20211440</b> 66 Overbury Road, NR6 5LB Removal of garage door & installation of door & sidelight to convert garage into a home office.	Approve – Planning officer to be satisfied there is sufficient parking
<b>20211421</b> 35 Coronation Road, NR6 5HB Single story flat roof extension to the rear.	No Objection
<b>20211446</b> 1 Hercules Close, NR6 5HL Flat roof extension and garage conversion to hobby room with roof raised to match house flat roof. There will also be a link between the two made from aluminum patio sliding doors and glass conservatory roof. A new opening in the side of the house for rear bedroom window also x3 rooflights installed in the lounge and kitchen.	No Objection
<b>20211456</b> 36 Wood View Road, NR6 5QD Demolition of existing conservatory and construction of new flat roof extension with Lantern roof lights.	No Objection – Planning officer to be satisfied that there is no overlooking to neighboring properties
<b>20211457</b> 54 Prince Andrews Road, NR6 6XG Single storey 1 bed garden annex self contained building to rear of existing dwelling garden with shared amenity, utilities, access & egress.	Object – Overdevelopment to the site
<b>20211470</b> 31 Hawthorne Avenue, NR6 6LE Adding 4 skylights in the existing roof, 2 on the south elevation and 2 on the north elevation.	No Objection
<b>20211481</b> 29 Links Avenue, NR6 5PE Flat roofed single storey infill extension at rear.	No Objection
<b>20211521</b> 7 Halden Avenue, NR6 6UX Single storey front extension. Front and rear dormer extension to enable conversion of attic into accommodation.	No Objection
<b>20211480</b> 237 Drayton High Road, Drayton, NR6 5BT Erection of proposed double garage.	No Objection
<b>20211487</b> 28 Hercules Road, NR6 5HH Loft conversion with gable end and dormer to rear.	No Objection
<b>21/01216/F</b> Land West Of Gambling Close Norwich Continued use of existing 50-space car park and expansion to provide an additional 50 parking spaces, for a further 3-year period.	No Objection

<b>21/01196/O</b> Norwich Airport Amsterdam Way Norwich NR6 6JA Outline application with all matters reserved except access from Broadland Northway (A1270) for up to 60,000 sqm (GEA) of aviation-related uses (Use Classes E(g)(ii), E(g)(iii), B2, B8 and F1(a)) and up to 60,000	No Objection
<b>20211570</b> 12 Gorse Avenue, NR6 6LA Single storey rear and side extension.	No Objection

7. **Exchange of Information**

No further exchange of information

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

This was confirmed as **Tuesday 28<sup>th</sup> September at 6.30pm** in the Council Chambers.

The meeting closed at 6:50 pm.

DRAFT

## **HPC HELLESDON PARISH COUNCIL**

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

### Minutes of the meeting of the Planning Committee held on Tuesday 28<sup>th</sup> September 2021 at 6:30pm in Hellesdon Community Centre, Wood View Road, Hellesdon

**PRESENT:**

Cllr Fulcher – Vice Chair  
Cllr Johnson  
Cllr Sear  
Cllr Franklin  
Also In Attendance  
Mrs. N Carver – Clerk

The Vice Chair welcomed all to the meeting.

**1. Apologies and acceptance for absence**

There were apologies from Cllr Britton and Cllr Potter 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> September 2021 from those members present at the held meeting.**

Minutes were previously circulated and **AGREED** by those present at the meetings held

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

No public in attendance

**5. General Matters/Planning Outcomes**

Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED**.

**6. Applications for Consideration**

20211598 5 Blackberry Court, Sweet Briar Retail Park NR6 5DN New Signage .	No Comment
22011578 63 Reepham Road Hellesdon NR6 5LF Single storey rear extension	No Objection – Subject to adequate off Road Parking provision,

**7. Exchange of Information**

Planning Application 20202984 have appealed to the secretary of State against the decision made by the District Council.

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

This was confirmed as **Tuesday 12<sup>th</sup> October at 6.15pm** in the Council Chambers.

The meeting closed at 6:50 pm.

## **HPC HELLEDON PARISH COUNCIL**

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

### **Minutes of the meeting of the Playing fields, Allotments and Amenities Committee held on Tuesday 7<sup>th</sup> September 2021 at 7pm**

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 U Franklin  
Cllr S Gurney  
Cllr K Avenell  
Cllr Douglass  
N Carver – Clerk

The Chairman welcomed members of the committee. Apologies were given for the meeting starting at 7:20pm due to the meeting before over running.

**1. Apologies and acceptance for absence**

There were apologies received from Cllr Diffey, these were ACCEPTED.

**2. Declarations of Interest and Dispensations**

No further dispensations or declarations were made.

**3. To Approve the Minutes of the Meeting 29<sup>th</sup> June 2021**

The Minutes had been circulated from the meeting of 29<sup>th</sup> June 2021, Cllr King proposed to accept the minutes. It was

**RESOLVED TO ADOPT THE MINUTES**

**4. Public Participation**

No members of the public present.

**5. ROSPA Report**

The ROSPA reports were previously circulated to the committee. A verbal update on the repairs and replacement parts required following the ROSPA inspection including any areas needing attention was given by the Clerk. All issues items have now been completed by our Grounds team excluding the replacement gasket on the Super Nova, this was repaired by Kompan.

## 6. Bush Road Allotments

- a) To confirm allotment holders request for incinerator on site and confirm days for use  
Following a request from the allotment holders which was discussed at the last committee meeting , Cllr Gurney gave a verbal update regarding to the information that was needed for permission to be granted. Cllr Gurney had spoken with HAHA and they had installed a Weathervane to help with wind direction, she had also confirmed with the airport that the allotment holders would need to call and confirm the days they would be looking to use the incinerators, and provide them with a point of contact on site. Cllr Gurney proposed that we grant the allotment holders 4 days per year on a trial basis for the next 6 months. Reasonable notification must be provided along with contact details to the office prior to the chosen days. The proposal was seconded by Cllr Avenell, It Was **RESOLVED TO ACCEPT**
- b) A request from HAHA had been received by the Clerk asking if they could install a defibrillator on the allotment site. A discussion was had and **AGREED** that it would be ideally situated on the toilets. The Parish Council would not be able to fully fund this and it must be done by the allotment holders, Cllr King said funding of £500 can be formally requested from the Parish Council to help support.
- c) Following the allotment rules a discussion was had on the yearly rental fees charged for the allotments for 2022/2023. Keeping inline with the average rates charged, It was proposed to increase the fees to £45 for a full plot per year by Cllr Avenell and seconded by Cllr Franklin , agreed by all. It was **RESOLVED TO INCREASE FEES FOR 2022/2023 ALLOTMENT YEAR TO £45. As per allotment regulations this will be sent to all plot holders in their renewal packs giving them a years notice of the change.**

## 7. Tiny Forests Funding Project

Previous correspondence from Norfolk County Council and Broadland District Council relating to the Tiny Forests Project was circulated prior to the meeting. The project was discussed along with site recommendations identified following a visit from Norfolk County Council and Broadland with the Clerk. The sites identified are an area on the Recreation Ground next to the wildlife area, and a provisional site on Mountfeild Park. The quality of the soil at Mountfield Park would need to be assessed prior to any trees being planted. The project would be funded from DEFRA and managed by Norfolk County Council until 2023, at this time the Parish will take on responsibility. Cllr King Proposed for the Recreation Ground site to be allocated for the project, with Moundfeild park to be considered if there is enough funding available for two sites. It was seconded by Cllr franklin and agreed by all committee. It was **RESOLVED TO ACCEPT THE PROPOSAL**

## 8. Recreation Ground

A verbal update from the Clerk was given on the installation of the new play equipment for the Yard. The youth shelter will be installed on the 30<sup>th</sup> September and the nest swing will be week commencing 14<sup>th</sup> October. As many of the older users bike to the recreation ground a discussion was had on providing them with a bike rack in the area, the cost would be small upto £100. It was proposed by Cllr King and Seconded by Cllr Avenell agreed by all to purchase a rack. It was **RESOLVED FOR THE CLERK TO ARRANGE FOR A BIKE RACK FROM THE BUDGET**

## 9. Mountfield Park

The committee discussed the entrance gates to the park following recent damage. It was agreed for the clerk to look at a new entrance to the park with path lighting as an ongoing project including possible funding.



**10. Verge Cutting**

To discuss the verge cutting in the parish for the coming year

A discussion was had on the current grass cutting in place including issues that had been raised by parishioners to the Councillors, this included the use of weed killer.

Following a discussion it was proposed by Cllr King and seconded by Cllr Gurney to go out to tender.

This was agreed by all. It was

**RESOLVED FOR THE GRASS CUTTING CONTRACT TO GO OUT TO TENDER FOR 2022 SEASON WITH THE FOLLOWING STIPULATIONS**

- 1. No weed killer to be used**
- 2. Grass to be cut no less than 1” and to be kept under 3”**
- 3. Quotation to include the option of a hopper for grass collection**

**11. Exchange of Information**

Cllr Gurney updated the committee with regards to the Community Apiary.

There are currently 6 members to the group with 8 active hives. The hives are now being closed down for winter period, with regular feeding. Hoping to get the hives through the winter and promote the group for more active members.

Cllr Gurney spoke with regards to a number of dog owners in the Parish using the poo bins for waste cleared from their own gardens, this has been noted when people are driving up to the bins and getting out with waste sack full. The clerk will put a post out to remind all dog owners that the bins in the Parish are for Dog walkers to use when out and not for waste produced in their homes.

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

The next meeting of the committee will be Budget setting date and time TBC

**MEETING CLOSED AT 09:25pm**

