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

Minutes of the Full Council Meeting of Hellesdon Parish Council held on Tuesday 15th February 2022 at 7pm at The Parish Office, Council Chambers, Diamond Jubilee Lodge

PRESENT:

Cllr D King (Chairman)
Cllr W Johnson
Cllr R Sear
Cllr D Fahy
Cllr S Bush-Trivett
Cllr G Britton
Cllr R Forder
Cllr S Gurney
Cllr R Potter
Cllr K Avenell
Cllr U Franklin
Cllr L Douglass

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

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

1. Apologies and Acceptance for Absence

Apologies of absence were received from Cllr G Diffey, Cllr P Sparkes, Cllr D Britcher and Cllr M Fulcher which were **ACCEPTED.**

2. Declarations of Interest and Dispensations

Cllr U Franklin advised of her membership of Hellesdon Horticultural Association.
No further declarations or dispensations were received.

3. Minutes from Full Council meeting held 11th January 2022

The Minutes of the Full Council meeting held on 11th January 2022 had been previously circulated. These were accepted by all those at the meeting, it was **RESOLVED TO ACCEPT**

4. Public Participation

A representative of Hellesdon Horticultural Association (HHA) outlined the availability of RHS Community Wellbeing Grants to supporting groups to deliver gardening projects to improve the wellbeing of participants of between £5,000 and £10,000. The deadline was Monday 7 March. It was agreed to support a HHA application. A HHA/HPC meeting was set for Thursday 21st February.

5. Reports

Verbal updates were provided by the District and County Councillors present.

- Cllr Prutton announced that the loose manholes on the Cromer Road were fixed.
- Cllr Gurney advised that drainage on the Cromer Road was to be improved by NCC, that the tree removal on Drayton High Road was proceeding in line with the agreed developer development and that tree works were also in progress along Middletons Lane. The

Approved……

Date……

petition relating to the Cromer Road bus lane had had over 700 signatures, so moving towards the 1000 target. Our new HCC highways contact was Richard Pearson.

- Cllr King advised that the 'Tiny Forest' tree planting in the recreation ground was scheduled for the following day and that a volunteer evening was scheduled for 17th February – a good attendance was needed for planned events to proceed this year.
- There was no police report for this meeting, but it was noted that PC Matthew Hill, the new police beat officer, would be attending the next meeting.

6. Financial Matters

It was RESOLVED TO ACCEPT THE FOLLOWING REPORTS:

a) Bank Reconciliation – January 2022
b) Earmarked reserves summary.
c) Payments – January 2022
d) Receipts – January 2022
e) Detailed Income and Expenditure 1st April 2021 – 31st January 2022

7. Planning

The minutes and decisions arising from the Planning Committee meeting held on 11th January and the 25th January. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

8. Events Working Group

An update was provided on a number of events were being planned for later in the year, provided enough volunteers come forward, to include an Easter trail and a Diamond Jubilee event.

Councillors agreed the creation of a Events committee, to take responsibility for the running of future events, including related finances/ budgets, on cost centres 200 & 205. Clerk to provide draft terms of reference for council agreement.

9. **Staffing Committee**

Council noted the resignation of Cllr Diffey from the Staffing Committee and agreed Cllr Avenell as the replacement for subsequent meetings.

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

11. Staffing Update

An update was provided on the recruitment of a new permanent Clerk. It was noted that interviews had been held that day, and it was hoped to confirm the appointment of Faye Le Bon shortly. The interim clerk was thanked for his support in the recruitment process.

12. Community Centre

An update was given by Cllr Gurney on the progress with the refurbishment of the Community Centre, with the opening date now expected to be Summer 2022, following the difficulty which had arisen was in having to deal with water having leaked into the building, and consequent insurance claim for the contractor. Councillors were updated on the currently anticipated costs,

Approved……

Date……

now including toilet and changing room refurbishment. Another room been identified for hirer storage and this would be fitted out with new cupboards of various sizes for future hirer use.

13. **Exchange of Information**

A meeting had taken place with Broadland regarding progress with the Persimmon Development and resulting provision of community infrastructure, with a further meeting scheduled. Councillors were also updated on other planned projects/ future developments at sites around the parish.

14. Time and Venue of Next Council meeting.

Confirmed the time and location of the next meeting of the Full Council as 8th March 2022 at 7.00 pm , in the Council Chamber

Meeting closed at 9.15 pm

DRAFT

Approved……

Date……

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 28 February 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2022	Active Saver 4401	256,594.03	
28/02/2022	Business Current Account 2077	500.00	
28/02/2022	Petty Cash	118.30	
28/02/2022	Active Saver 7702	337,861.08	
28/02/2022	Active Saver 4503	81,405.47	
28/02/2022	Number 2 account 0958	503,794.64	
			1,180,273.52

Other Cash & Bank Balances

	20.00
	1,180,293.52

Unpresented Payments

	700.06
	1,179,593.46

Receipts not on Bank Statement

	0.00
Closing Balance	**1,179,593.46**

All Cash & Bank Accounts

1	Current Bank Account	256,393.97
2	Petty Cash	118.30
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	503,794.64
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	**1,179,593.46**

Hellesdon Parish Council Current Year

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Play Equipment	7,490.71	4,699.39	12,190.10
321	EMR Site Fencing	257.40		257.40
322	EMR Machinery	10,400.00	2,250.00	12,650.00
323	EMR Hard Surface Area	14,000.00	1,000.00	15,000.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	576.00	1,450.00	2,026.00
326	EMR Elections	2,903.70		2,903.70
327	EMR War Memorial	4,380.00		4,380.00
328	EMR Burial Ground Land	17,000.00	-7,000.00	10,000.00
329	EMR Com Centre Contingency	15,739.68		15,739.68
330	EMR Parish Poll Provision	6,000.00		6,000.00
331	EMR Mountfield Park	43,026.99		43,026.99
332	EMR Good Causes in Hellesdon	5,770.00	-1,500.00	4,270.00
333	EMR Interest on Prev 9m Depos	0.00		0.00
334	EMR HEL2**	54,910.14	-1,782.90	53,127.24
335	EMR Car Park/Paths at HCC	0.00		0.00
336	EMR Car Park Soakaway	0.00		0.00
337	EMR Driveway Sinkage	500.00		500.00
338	EMR Grit bins	1,203.62		1,203.62
339	EMR Outreach provision	0.00		0.00
340	EMR PF Ownership signs	2,500.00		2,500.00
341	EMR Precept Shortfall	13,190.00		13,190.00
342	EMR Staff contingency payments	10,000.00		10,000.00
343	EMR Privet Hedge Driveway	500.00		500.00
344	EMR Equipment & Storafe	0.00		0.00
345	EMR Bus shelter	323.00		323.00
346	EMR Green Grid	5,340.00	-200.00	5,140.00
347	EMR Land Acquisition account	69,752.17	-10,000.00	59,752.17
348	EMR Community Engagement Reser	2,350.00		2,350.00
349	EMR IT Reserve	5,141.00	100.59	5,241.59
350	EMR Community Apiary & allotme	0.00	131.17	131.17
351	EMR Events	0.00	2,420.01	2,420.01
		295,154.41	**-8,431.74**	**286,722.67**

Date	Payee Name	£ Total Amnt	Nature of transaction
01/02/2022	Trade UK	£162.67	cutting blades for saw and grinders
01/02/2022	Vodafone Ltd	£157.52	mobile phones usage/plan 16 Dec - 15 Feb
03/02/2022	Total Energies	£37.68	electricity allotments Dec 21
04/02/2022	Barclays Bank	£11.20	charges 13 Dec - 12 Jan
04/02/2022	HMRC	£3,734.96	PAYE Jan 2022
04/02/2022	Norfolk Pension Fund	£2,565.86	contributions Jan 22
07/02/2022	Westcotec	£90.00	SAM program Dec 21
08/02/2022	Melton Builders of Beetley Ltd	£64,641.13	interim valuation no 6
08/02/2022	Broadland UK	£116.62	keys, engraved plaques 2021
08/02/2022	Broadland District Council	£6,582.67	emptying dog/litter bins & recharge costs May 21 by election
08/02/2022	Ben Burgess Grounds Care	£801.55	service John Deere tractor
08/02/2022	DAC Beachcroft Claims Ltd	£9.06	vat uninsured losses recovery drive way railings
08/02/2022	DD Health & Safety	£99.54	handy wipes, black gloves, gel
08/02/2022	Ernest Doe & Son	£140.55	swing blades major mower
08/02/2022	G & G Fencing	£186.48	erect noticeboard Middletons Lane
08/02/2022	IRIS HR	£48.00	HR support
08/02/2022	Just Regional Publishing	£420.00	advert Just Hellesdon 26 Jan
09/02/2022	Canham Consulting	£420.00	structure check under air handling units HCC
09/02/2022	Allotment holder	£51.86	refund rent; admin fee & deposit
09/02/2022	Komplan Ltd	£506.16	repair to nest swing hanger
09/02/2022	Mayday Office Equipment Svs	£24.00	maint support copier/pinter
09/02/2022	Pips Skips	£282.00	skip hire
09/02/2022	Siemens Financial Svs Ltd	£356.40	lease copier 16 Feb - 15 May
09/02/2022	Taverham Nursery Centre	£6.79	roses memorial garden
09/02/2022	UK Fuels	£109.77	fuel Jan 2022
09/02/2022	Viking Direct	£57.21	p/copy paper; magnets; tape & tea bags
14/02/2022	Apple.com	£0.79	I cloud storage plan (I pad grounds)
18/02/2022	Anglan Water	£538.62	HCC 3 Nov - 2 Feb (leak under investigation)
18/02/2022	Net salaries	£10,860.19	Feb payroll
21/02/2022	Rialtas Business Suite	£807.60	accting software annual licence
21/02/2022	Norfolk Pension Fund	£2,649.49	Feb contributions
21/02/2022	HMRC	£3,805.21	PAYE & EER NI Feb payroll
22/02/2022	CMATS (Eastern) Ltd	£600.00	cdm consultant M & E HCC
22/02/2022	Norse Commercial Services	£921.60	January park locking/unlocking
22/02/2022	Osiris Technologies	£7.50	1 mth remote phone user
22/02/2022	Osiris Technologies	£286.02	IT Support, cloud back up, anti virus licence, telephone & broadband
22/02/2022	Reinbursement EEE 23	£25.00	eye sight test 17/02/2022
22/02/2022	E Fire	£108.00	call out 10 Sep
22/02/2022	HUW Gray Ridgeons	£425.21	sand, shingle, paving apiary
22/02/2022	Pips Skips	£282.00	skip hire 3 Feb
22/02/2022	Origin Amenities	£562.80	weed killer & de greener
24/02/2022	Total Energies	£40.58	electricity allotments Jan 22
25/02/2022	Broadland District Council	£624.00	business rates office
28/02/2022	BNP Paribas	£278.00	HP Wessex mower
28/02/2022	Hitachi Capital Finance	£540.00	lease Boomer tractor & hedge cutter

Invoices due for payment

Invoice date	Payee	Amount	Expenditure
21/02/2022	Just Regional	£420.00	Advert Just Hellesdon 23 Feb
28/02/2022	Just Regional	£106.80	Advert new grounds person
11/02/2022	Ben Burgess Groundscare Equip	£11.99	gease gard John Deere
18/02/2022	Paston Chase Ltd	£112.80	domain name renewal hellesdon-pc.gov.uk
18/02/2022	Paston Chase Ltd	£222.00	Yearly rental world wide space hellesdon-pc.gov.uk
23/02/2022	Pip Skips	£282.00	skip hire
16/02/2022	DD Health & Safety Supplies	£147.60	work boots & trousers

Receipts between 01/02/2022 - 28/02/2022

Date	Income	Amount	Notes
04/02/2022	Bank interest current a/c	£0.81	monthly loyalty reward
08/02/2022	Insurance recovery	£100.00	uninsured losses d/way railing
09/02/2022	Feed in Tariff DJL	£28.57	electricty export from DJL
16/02/2022	Football pitch hire	£84.00	December pitch hire

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Community Centre								
1410	Community Centre Inc ML Room	0	972	0	(972)			0.0%	
	Community Centre :- Income	**0**	**972**	**0**	**(972)**				**0**
4150	Utilities	539	12,116	23,000	10,884		10,884	52.7%	
4195	Keys/Locks	0	29	40	11		11	72.0%	
4250	Sanitary Waste Disposal	0	(178)	2,180	2,358		2,358	(8.2%)	
4295	Equipment - New/Replacement	0	0	1,000	1,000		1,000	0.0%	
4300	Equipment-Repair/Maintenance	0	0	585	585		585	0.0%	
4416	Water dispenser	0	11	345	334		334	3.3%	
4435	Contingencies	0	233	1,300	1,067		1,067	17.9%	
4450	Inspections	0	97	526	429		429	18.4%	
4480	Memberships & Subscriptions	0	0	1,600	1,600		1,600	0.0%	
4560	Property Maintain/Replacement	90	539	0	(539)		(539)	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	74,471	440,964	0	(440,964)		(440,964)	0.0%	
	Community Centre :- Indirect Expenditure	**75,100**	**454,050**	**33,511**	**(420,539)**	**0**	**(420,539)**	**1354.9%**	**0**
	Net Income over Expenditure	**(75,100)**	**(453,078)**	**(33,511)**	**419,567**				
110	Administration								
1076	Precept	0	514,210	0	(514,210)			0.0%	9,200
1085	Grants received	0	12,000	0	(12,000)			0.0%	
1095	S106 contributions	0	2,022	0	(2,022)			0.0%	
1099	Community Infrastructure	0	56,951	0	(56,951)			0.0%	
	Administration :- Income	**0**	**585,183**	**0**	**(585,183)**				**9,200**
4065	councillor training	0	452	1,000	548		548	45.2%	
4465	External Audit	0	1,300	1,325	25		25	98.1%	
4470	Internal Audit	0	2,815	2,380	(435)		(435)	118.3%	
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	**0**	**16,148**	**20,573**	**4,425**	**0**	**4,425**	**78.5%**	**0**
	Net Income over Expenditure	**0**	**569,035**	**(20,573)**	**(589,608)**				
6001	less Transfer to EMR	0	9,200						
	Movement to/(from) Gen Reserve	**0**	**559,835**						

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120	Staff								
4000	Admin Staff	4,627	61,419	90,916	29,497		29,497	67.6%	
4010	Groundstaff	3,191	39,012	64,663	25,651		25,651	60.3%	
4020	Care Takers	3,042	36,210	81,042	44,832		44,832	44.7%	
4040	PAYE	5,444	29,776	0	(29,776)		(29,776)	0.0%	
4045	Pension Scheme	5,215	36,156	40,841	4,685		4,685	88.5%	
4050	Staff Expenses	25	25	0	(25)		(25)	0.0%	
4055	Staff training	0	978	4,000	3,022	3,000	22	99.5%	
4070	Profess Fees/Agency Personnel	0	630	0	(630)		(630)	0.0%	
4080	Employer NI	2,097	13,422	17,510	4,088		4,088	76.7%	
4090	Protective clothing/workwear	123	398	3,050	2,652		2,652	13.0%	
	Staff :- Indirect Expenditure	**23,764**	**218,026**	**302,022**	**83,996**	**3,000**	**80,996**	**73.2%**	**0**
	Net Expenditure	**(23,764)**	**(218,026)**	**(302,022)**	**(83,996)**				
130	Council Office								
1360	Electricity FIT	0	264	500	236			52.8%	
	Council Office :- Income	**0**	**264**	**500**	**236**			**52.8%**	**0**
4112	Advertising	89	89	185	96		96	48.1%	
4150	Utilities	624	11,708	12,365	657		657	94.7%	
4195	Keys/Locks	0	49	50	1		1	98.4%	
4250	Sanitary Waste Disposal	0	0	50	50		50	0.0%	
4295	Equipment - New/Replacement	0	0	150	150		150	0.0%	
4400	Chairman's Budget	0	183	1,500	1,317		1,317	12.2%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	0	0	100	100		100	0.0%	
4415	Catering for Meeting	15	211	200	(11)		(11)	105.5%	
4420	Telephone and Broadband	233	3,184	3,000	(184)		(184)	106.1%	
4425	IT Support and Maintenance	144	1,807	2,900	1,093		1,093	62.3%	
4430	Photocopier	0	2,328	2,260	(68)		(68)	103.0%	
4435	Contingencies	0	299	500	201		201	59.7%	
4440	Stationery	0	320	670	350		350	47.8%	
4445	Postage	0	81	150	69		69	53.9%	
4450	Inspections	0	384	166	(218)		(218)	231.5%	
4485	Other Licences/Fees	94	2,442	2,670	228		228	91.5%	
4500	PWLB	0	30,493	43,826	13,333		13,333	69.6%	
4560	Property Maintain/Replacement	0	2,664	2,000	(664)		(664)	133.2%	
4565	Elections/Parish Poll	0	3,356	4,500	1,144		1,144	74.6%	
4570	Church Grass Cutting Contribut	0	750	750	0		0	100.0%	
4595	Misc contributions	0	200	0	(200)		(200)	0.0%	200

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4635	cleaning agents/materials	0	345	20	(325)		(325)	1725.0%	
	Council Office :- Indirect Expenditure	**1,199**	**60,892**	**78,112**	**17,220**	**0**	**17,220**	**78.0%**	**200**
	Net Income over Expenditure	**(1,199)**	**(60,628)**	**(77,612)**	**(16,984)**				
6000	plus Transfer from EMR	0	200						
	Movement to/(from) Gen Reserve	**(1,199)**	**(60,428)**						
150	Investment								
1080	Bank Interest Received	0	78	2,000	1,922			3.9%	
1090	Monthly Loyalty Rewards	1	14	35	21			38.7%	
	Investment :- Income	**1**	**92**	**2,035**	**1,943**			**4.5%**	**0**
4060	Bank Charges	19	246	600	354		354	41.1%	
	Investment :- Indirect Expenditure	**19**	**246**	**600**	**354**	**0**	**354**	**41.1%**	**0**
	Net Income over Expenditure	**(18)**	**(155)**	**1,435**	**1,590**				
160	Planning								
4130	Hire of Rooms	0	0	300	300		300	0.0%	
	Planning :- Indirect Expenditure	**0**	**0**	**300**	**300**	**0**	**300**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(300)**	**(300)**				
170	Health and Safety								
4135	Consultancy Fees	0	300	500	200		200	60.0%	
4140	Defibrillator	5	1,396	300	(1,096)		(1,096)	465.2%	
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	**5**	**1,696**	**1,000**	**(696)**	**0**	**(696)**	**169.6%**	**0**
	Net Expenditure	**(5)**	**(1,696)**	**(1,000)**	**696**				
180	Media and Communications								
4100	Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105	Newsletter-Printing/Distributi	350	4,290	5,000	710		710	85.8%	
4110	Website and Emails	6	959	1,000	41		41	95.9%	
4155	IT Infrastructure	0	1,943	2,000	57		57	97.2%	1,899
4460	CCTV	0	0	1,450	1,450		1,450	0.0%	
4685	Noticeboards	0	3,388	4,000	612		612	84.7%	
	Media and Communications :- Indirect Expenditure	**356**	**10,581**	**14,950**	**4,369**	**0**	**4,369**	**70.8%**	**1,899**
	Net Expenditure	**(356)**	**(10,581)**	**(14,950)**	**(4,369)**				
6000	plus Transfer from EMR	0	1,899						
	Movement to/(from) Gen Reserve	**(356)**	**(8,681)**						

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
190	Stores								
4150	Utilities	0	1,472	1,500	28		28	98.1%	
	Stores :- Indirect Expenditure	**0**	**1,472**	**1,500**	**28**	**0**	**28**	**98.1%**	**0**
	Net Expenditure	**0**	**(1,472)**	**(1,500)**	**(28)**				
195	Tractor Shed								
4150	Utilities	0	3,144	3,213	69		69	97.8%	
4450	Inspections	0	135	166	31		31	81.3%	
4560	Property Maintain/Replacement	0	69	550	481		481	12.5%	
	Tractor Shed :- Indirect Expenditure	**0**	**3,348**	**3,929**	**581**	**0**	**581**	**85.2%**	**0**
	Net Expenditure	**0**	**(3,348)**	**(3,929)**	**(581)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	0	279	655	376		376	42.6%	
4120	Over 65 Entertainment	0	0	300	300		300	0.0%	
4630	Consumables	0	81	50	(31)		(31)	161.1%	
	Residents' Parties :- Indirect Expenditure	**0**	**359**	**1,005**	**646**	**0**	**646**	**35.8%**	**0**
	Net Expenditure	**0**	**(359)**	**(1,005)**	**(646)**				
205	Events								
4122	Events	0	186	2,500	2,314		2,314	7.4%	80
	Events :- Indirect Expenditure	**0**	**186**	**2,500**	**2,314**	**0**	**2,314**	**7.4%**	**80**
	Net Expenditure	**0**	**(186)**	**(2,500)**	**(2,314)**				
6000	plus Transfer from EMR	0	80						
	Movement to/(from) Gen Reserve	**0**	**(106)**						
210	Grounds								
1200	Football Hire Charges	210	1,125	1,050	(75)			107.1%	
1210	Football Training Area Hire	41	1,488	3,000	1,512			49.6%	
1215	Grass cutting agreement	0	13,213	13,057	(156)			101.2%	
1270	Floodlights Income	0	20	750	730			2.7%	
	Grounds :- Income	**251**	**15,846**	**17,857**	**2,011**			**88.7%**	**0**
4195	Keys/Locks	0	4	30	26		26	13.6%	
4200	Locking parks	0	6,192	0	(6,192)		(6,192)	0.0%	
4205	Replacement Bins	0	9	1,000	991		991	0.9%	

Continued over page

		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	3,227	3,520	293		293	91.7%	
4215	Seats - Repair/Replacement	0	12	1,000	988		988	1.2%	
4220	Signage - New/Replacement	0	90	0	(90)		(90)	0.0%	
4225	Floodlights Maintenance/Repair	0	0	500	500		500	0.0%	
4245	Highway grass verge cutting	0	11,132	13,057	1,925		1,925	85.3%	
4255	Skip hire	545	2,355	2,700	345		345	87.2%	
4260	Shrub/Tree/Hedge	0	725	1,556	831		831	46.6%	
4270	Fertilisers/Weed & Moss Killer	0	161	1,394	1,233		1,233	11.5%	
4295	Equipment - New/Replacement	0	2,131	500	(1,631)		(1,631)	426.3%	1,555
4320	Small tools	0	140	500	360		360	27.9%	
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	526	1,316	2,590	1,274		1,274	50.8%	
4435	Contingencies	0	0	2,982	2,982		2,982	0.0%	
4630	Consumables	0	285	575	290		290	49.5%	
4635	cleaning agents/materials	0	112	100	(12)		(12)	111.8%	
	Grounds :- Indirect Expenditure	**1,071**	**30,680**	**36,094**	**5,414**	**0**	**5,414**	**85.0%**	**1,555**
	Net Income over Expenditure	**(821)**	**(14,833)**	**(18,237)**	**(3,404)**				
6000	plus Transfer from EMR	0	1,555						
	Movement to/(from) Gen Reserve	**(821)**	**(13,278)**						
220	Machinery and Vehicles								
4160	Repairs/Maintenance	17	331	680	349		349	48.7%	
4265	Fuel	0	1,460	1,200	(260)		(260)	121.6%	
4290	Servicing	0	3,808	5,500	1,692		1,692	69.2%	
4310	Hire of Machinery	675	7,423	9,098	1,675		1,675	81.6%	
4680	Depreciation	0	0	2,250	2,250		2,250	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**691**	**13,022**	**18,728**	**5,706**	**0**	**5,706**	**69.5%**	**0**
	Net Expenditure	**(691)**	**(13,022)**	**(18,728)**	**(5,706)**				
230	Trees								
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%	
	Trees :- Indirect Expenditure	**0**	**725**	**8,500**	**7,775**	**0**	**7,775**	**8.5%**	**0**
	Net Expenditure	**0**	**(725)**	**(8,500)**	**(7,775)**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
240	Allotments								
1100	Allotment Income	(6)	3,206	2,500	(706)			128.3%	
1105	Allotment administration fee	(13)	125	0	(125)			0.0%	
1110	Water Charge	0	489	750	261			65.2%	
1115	Pest control charge	0	643	735	92			87.4%	
	Allotments :- Income	**(18)**	**4,463**	**3,985**	**(478)**			**112.0%**	**0**
4145	Landowner Rent	0	1,243	1,900	657		657	65.4%	
4150	Utilities	62	399	1,700	1,301		1,301	23.4%	
4170	Pest Control	0	350	735	385		385	47.6%	
4175	Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4195	Keys/Locks	0	27	30	3		3	90.6%	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	354	3,181	500	(2,681)		(2,681)	636.1%	5,649
4635	cleaning agents/materials	0	15	0	(15)		(15)	0.0%	
	Allotments :- Indirect Expenditure	**416**	**5,666**	**5,395**	**(271)**	**0**	**(271)**	**105.0%**	**5,682**
	Net Income over Expenditure	**(434)**	**(1,203)**	**(1,410)**	**(207)**				
6000	plus Transfer from EMR	354	4,421						
6001	less Transfer to EMR	0	1,261						
	Movement to/(from) Gen Reserve	**(80)**	**1,957**						
250	Play Areas								
4295	Equipment - New/Replacement	0	11,350	0	(11,350)		(11,350)	0.0%	10,738
4300	Equipment-Repair/Maintenance	0	1,654	2,750	1,096		1,096	60.2%	
4450	Inspections	0	244	250	6		6	97.6%	
	Play Areas :- Indirect Expenditure	**0**	**13,248**	**3,000**	**(10,248)**	**0**	**(10,248)**	**441.6%**	**10,738**
	Net Expenditure	**0**	**(13,248)**	**(3,000)**	**10,248**				
6000	plus Transfer from EMR	0	10,738						
	Movement to/(from) Gen Reserve	**0**	**(2,511)**						
255	Hard Courts and Car Park								
1220	Tennis Hire Charges	0	304	650	346			46.8%	
1230	Netball Hire Charges	0	233	760	527			30.7%	
	Hard Courts and Car Park :- Income	**0**	**537**	**1,410**	**873**			**38.1%**	**0**
4195	Keys/Locks	0	9	0	(9)		(9)	0.0%	
4340	Surface - Repair	0	0	500	500		500	0.0%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4345	Surface Clean Chemicals	0	270	178	(92)		(92)	151.7%	
4390	Materials	0	0	352	352		352	0.0%	
4560	Property Maintain/Replacement	(100)	(101)	2,350	2,451		2,451	(4.3%)	
4580	Car Park/ Pathways	0	0	650	650		650	0.0%	
Hard Courts and Car Park :- Indirect Expenditure		**(100)**	**179**	**4,030**	**3,851**	**0**	**3,851**	**4.4%**	**0**
	Net Income over Expenditure	**100**	**359**	**(2,620)**	**(2,979)**				
260	Bowling Green								
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	665	1,000	335		335	66.5%	
	Bowling Green :- Indirect Expenditure	**0**	**665**	**1,250**	**585**	**0**	**585**	**53.2%**	**0**
	Net Income over Expenditure	**0**	**1,135**	**(1,250)**	**(2,385)**				
265	Memorials								
1280	Memorial Garden Income	0	75	0	(75)			0.0%	
	Memorials :- Income	**0**	**75**	**0**	**(75)**				**0**
4360	Rose Renewal	0	110	25	(85)		(85)	440.7%	
4575	War Memorial	0	292	200	(92)		(92)	145.8%	
	Memorials :- Indirect Expenditure	**0**	**402**	**225**	**(177)**	**0**	**(177)**	**178.6%**	**0**
	Net Income over Expenditure	**0**	**(327)**	**(225)**	**102**				
270	Traffic Highways/Environment								
4645	Rolling maintenance programme	0	430	0	(430)		(430)	0.0%	
4650	SAM2 Weekly Move	0	750	2,273	1,523		1,523	33.0%	
4655	Bus Shelters	0	0	500	500		500	0.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**0**	**1,180**	**2,773**	**1,593**	**0**	**1,593**	**42.6%**	**0**
	Net Expenditure	**0**	**(1,180)**	**(2,773)**	**(1,593)**				
300	Community Cafe								
1500	Community Café Income	0	1	0	(1)			0.0%	
	Community Cafe :- Income	**0**	**1**	**0**	**(1)**				**0**
	Net Income	**0**	**1**	**0**	**(1)**				

Continued over page

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**233**	**609,234**	**25,787**	**(583,447)**			**2362.6%**	
Expenditure	**102,521**	**832,771**	**539,997**	**(292,774)**	**3,000**	**(295,774)**	**154.8%**	
Net Income over Expenditure	**(102,288)**	**(223,537)**	**(514,210)**	**(290,673)**				
plus Transfer from EMR	**354**	**18,893**						
less Transfer to EMR	**0**	**10,461**						
Movement to/(from) Gen Reserve	**(101,934)**	**(215,105)**						

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

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

PRESENT:
Cllr Britton
Cllr Johnson
Cllr Franklin
Cllr Sear
Also In Attendance
Ms L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. Apologies and acceptance for absence
There were apologies from Cllr Potter which were **ACCEPTED.**

2. **Declarations of Interest and Dispensations**
No declarations made

3. To receive approval of minutes of the committee meeting held on 25th January 2022 from those members present at the held meeting.
Minutes were previously circulated and **AGREED** by those present at the meetings held

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)
No public in attendance

5. General Matters/Planning Outcomes
Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED.**

6. Applications Considered

20220020 48 Hercules Road, NR6 5HH Single storey rear & side extension. Removal of existing garage.	Supported.
20220049 12 Cressener Close, NR6 5RF Remove existing conservatory and garage. Erection of side extension and front porch.	Supported.
20220177 16 Firs Road, NR6 6UP Side & rear extensions	Supported.
20220074 13 Samson Road, NR6 5HG Proposed porch, single storey side extension and 2 storey rear extension with various associated alterations.	Supported.

Approved.....

Date.....

20220069 19 Coronation Road, NR6 5HB Single storey rear extension and infill porch to the front.	Supported.
20220066 131 Links Avenue, NR6 5PQ Alterations to roof to remove hip and form gable - revised proposal to amend materials to render finish and include rendering of existing bungalow.	Supported.
20212171 69 Westwood Drive, NR6 5DF Self contained annexe and garage/storage.	Object. Creates a backland development, long term solution for a short term problem.
20220005 49 Neylond Crescent, NR6 5QE Rear extension and porch to front.	No objection in principle but more details plans would be appreciated to include dimensions.

* Reconsultation for 20212181 (140 Reepham Road NR 6 5NY) response agreed prior to the meeting due to 14 day consultation – as per previous objection (**Developed over building line, out of character of existing area, size of building could lead to commercial use**).

7. Exchange of Information

No further information exchanged

8. Date, time and venue of next meeting

If there are any planning applications the next meeting will be held on **Tuesday 8th March 2022 at 6.15 pm**.

The meeting closed at 6.37 pm.

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
Parish Clerk: Faye LeBon

Minutes of the meeting of the Property, Policy & Resources Committee held on Wednesday 1st March 2022 at 3pm at Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon

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

Cllr M Fulcher attended via zoom for a portion of the meeting.

Also in Attendance:
F LeBon – Clerk
R Reeve – Locum Clerk

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

1. Apologies and acceptance for absence
Apologies were received from Cllr Potter and Cllr King. These were **ACCEPTED.**

2. Declarations of Interest and Dispensations
Cllr Johnson declared an interest in item 8 as a member of the bowls club.
No further declarations of interest made.

3. To Approve the Minutes of the Meeting Held on 24th November 2021
Minutes had been circulated from the meeting held on 24th November 2021.
The minutes from the 24th November 2021 were **AGREED**. Cllr Britcher abstained from the vote due to not being in attendance at this meeting.

4. Public Participation
No public present at the meeting.

5. 5a. Internal Audit – 2021/22 interim report
Noted interim report recommendations made, and actions being taken
5b. Internal Audit – 2022/23 engagement
Agreed to re-engage the current internal auditors for 2022/23 year, but to test the market for best value for the 2023/24 year.

6. Grit bin
This is being progressed with Norfolk County Council. This was **noted** by members.

Approved.....

Date.....

7. Allotments

7.1 Defibrillator

An update was provided on the request from HAHA for a grant to provide a defibrillator on the allotment site. Quotes had been received for the electric supply to connect a defibrillator to, firstly to connect to the toilet wall, and secondly to connect to exterior of the site via the supply from the street light. The latter option would allow for the defibrillator to be accessible when the allotment site is closed.

It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Britcher that, in principal, the defibrillator should be located outside the site to be publicly accessible. The cost of connecting the supply would be £2,163.15 and would be taken from the Good Causes for Hellesdon Budget. However the council would incorporate the £500 grant that had already been secured by HAHA into this cost.

7.2 20th Anniversary

HAHA has requested support from Hellesdon Parish Council for celebrating the 20th anniversary of the Allotments and/ or also the Queen's Diamond celebrations at this site. It was **AGREED** that as the council was holding a community fete for the Queen's Diamond Jubilee, that HAHA should be invited to have a stall at the fete to celebrate with the community.

7.3 Community Allotment

It was **NOTED** that the terms and conditions for an RHS grant for a community allotment were too onerous. Alternative options were discussed and it was **AGREED** to investigate the feasibility of sub dividing the plots into areas smaller than half a plot to support those who wanted to have an allotment, but without the time to look after a larger area.

8. Bowls Club

The Committee considered a request both for a grant towards a kitchen for the Bowls Club, as well as a request to provide an electrical/ water supply. Concerns were raised over the condition of the building and the uncertainty of the of the costs of the electrical supply, water supply and drainage therefore it was **AGREED** to reject the grant application. Other options for the bowls club could be looked at that could be more permanent.

It was **AGREED** to provide a mobile toilet/ port-a-loo, as provided last year due to the delay in toilets being provided within the Community Centre

9. Community Centre

Terms for future hiring of the Community Centre were noted. It was AGREED that the hire charges should be held upon reopening and reviewed after six months. Further investigations will be done into the level of damage deposits and the cancellation terms. Charges for the sports facilities will be reviewed by the Playing Fields, Allotments and Amenities Committee.

10. Exchange of Information

It was raised that an email had been sent to members about opportunities for highway improvements and tidying up areas of Hellesdon that were subject to graffiti, litter or chewing gum.

Date of next meeting: To be agreed

The meeting closed at 5.00pm.

Approved.....

Date.....

HELLESDON PARISH COUNCIL - WHISTLEBLOWING POLICY

Policy	2
Background	2
Principles	2
Procedure	3
Date protection	4

Policy

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment

and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.

- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

Procedure

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chairman of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014: www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf

Data protection

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

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

Date of policy: March 2022
Approving committee: Policy, Policy and Resources Committee
Date of committee meeting:1st March 2022
Date for next review: March 2025

— policy ends here —

The wording of this policy is based on an employee's statutory right to make a disclosure in the public interest. Adopting and applying this policy as it stands will support the council to comply with this right.

An employee making a genuine disclosure under this policy is protected from victimisation and any unfavourable treatment. If a member of staff believes they have been treated differently because they have made a disclosure, they may be able make a claim to an Employment Tribunal irrespective of whether they are a casual, fixed term worker, or an established member of staff.

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
Parish Clerk: Russell Reeve

Present: Cllr S Gurney – Chair of the Committee
Cllr G Britton
Cllr U Franklin
Cllr K Avenell
Cllr B Johnson
R Reeve – Locum Clerk

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

1. **Apologies and acceptance for absence**
   An apology was received from Cllr David King, this was **ACCEPTED**

2. **Declarations of Interest and Dispensations**
   No declarations made or dispensations requested

3. **Approval of minutes of the Committee meeting held on 5th January 2022 from those members present at the held meeting**
   Minutes had been circulated from the meeting held on 5th January 2022. With a correction of date meeting held, it was **RESOLVED TO ADOPT THE MINUTES OF THE MEETING**

4. **Public Participation**
   No members of the public present.

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

   AGREED BY ALL

6. **Recruitment for the Clerk post**
   Councillors were advised of the outcomes from the recruitment of the new permanent Clerk, and the success of Faye LeBon, and were looking forward to welcoming her once she starts on 28th February.

7. **Revision to hours worked for office team**
   Senior administration Officer - agreed to employ at hours at 37 hours per week, due to current workload and work priorities
   Support Officer - to review later in year, when impact of community centre opening becomes clearer.
   Both - to review at staff appraisals towards end of year.

8. **To agree timings/ documentation for the recruitment of a Grounds Person**
   8.1 Agree existing grounds person to reduce to 16 hours from 1st April, with a meeting to be arranged next week to agree operational details, followed by issue of a letter to amend personal contract terms.
   8.2 Recruitment of new grounds person – advertisement, job description, pay rate and hours worked were agreed, for recruitment of this role during March.

9. **To agree timings/ documentation for caretaker recruitment**
   Upon arrival of new Clerk, an early task will be to progress requested reductions of care taker hours (two persons), whilst checking operational requirements for operation of facilities in the coming months are able to be secured, then to proceed with recruitment of a full time caretaker/ facilities person alongside re-opening of the recreation centre.

10. **Update on other Staffing matters**

    Agreed to reduce full time grounds staff hours from 40 to 37, without pay reduction.

11. **Exchange of Information**

    Councillors requested that the value for money being obtained from having a contractor locking/ unlocking gates be checked, as better that some/ all of this activity to return 'in-house'.

    Councillors remain keen to support further steps better integrate 'outside workforce' activities across grounds/ care taking staff.

    Councillors noted that some nearby councils were having difficulty with staff recruitment.

    Councillors asked that the availability of staff over the jubilee weekend be checked/ secured if possible, and that close attention be given to staffing over the Christmas period at the end of the year.

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

    Late March – date/ timing to be determined.

The Meeting closed at 4:30 p.m.