HELLESDON PARISH COUNCIL
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Minutes of the Full Council Meeting of Hellesdon Parish Council held on Tuesday 8th March 2022 at 7pm at The Parish Office, Council Chambers, Diamond Jubilee Lodge

PRESENT:

Cllr W Johnson (Chair)
Cllr R Sear
Cllr D Fahy
Cllr U Franklin
Cllr L Douglass
Cllr G Diffey
Cllr S Gurney
Cllr D Britcher
Cllr K Avenell
Cllr G Britton
Cllr R Forder

In attendance: Mrs F LeBon, 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 for absence were received from Cllr D King, Cllr R Potter, Cllr P Sparkes, Cllr M Fulcher and Cllr S Bush-Trivett which were **ACCEPTED.**

2. Declarations of Interest and Dispensations

No declarations or dispensations were declared.

3. Minutes from Full Council meeting held 15th February 2022

The Minutes of the Full Council meeting held on 15th February 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these minutes. Cllr Britcher abstained from the vote due to not being in attendance at this meeting.

4. Public Participation

A member of the public queried recent correspondence from Norfolk County Council which detailed the road improvements along Middletons Lane resulting from the Persimmon developer contributions. The member of the public felt that an alternative site for the pedestrian crossing should be considered. Cllr S Gurney advised that the original public consultation for these improvements happened in 2016 and the recent correspondence was for properties near to the proposed crossing to confirm the Road Traffic Order.
A query was received about the opening date for the community centre. There is not a firm opening date but progress meetings with the contractors are due to restart shortly.

5. Reports

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

Approved……

Date……

- Cllr Britcher welcomed the decision to not raise the council tax at Broadland Council for 2022/2023
- Cllr Prutton outlined the process for the £150 refund for those residing in council tax properties in bands A-D for energy costs and advised there would be discretionary payments for higher bands.
- Cllr Gurney advised that she will confirm the location for the proposed pedestrian crossing on Middletons Lane. The roadworks on the Sweetbriar bridge will continue for 4-5 weeks. She had arranged for traffic lights to be located on the bridge on the diversion route and for wardens to monitor the traffic. A burst water main outside the chemist had resulted in four way traffic lights, but this was now repaired. A new drainage system will be installed at Fifers Lane but the works cannot be postponed to allow other local works to finish. The highways forward plan projects for Hellesdon were outlined and it was noted that the Broadland/South Norfolk Accommodation review remained in progress.
- Beat Officer PC Matt Hill was welcomed to the meeting. He reported that the current Safer Neighbourhood Team priorities are speeding, burglaries and theft from vehicles. A day of action was held on the Reepham Road to take enforcement action against those speeding. The police are aware of the problems with parking outside the school and are trying to book a civil enforcement officer to assist. The new SNT priorities will be speeding and road safety and anti-social behaviour, the latter of which will result in high visibility patrols. The clerk is to find out if the SAM data is sent to the police.

6. Financial Matters

It was RESOLVED TO ACCEPT THE FOLLOWING REPORTS:

a) Bank Reconciliation – February 2022
b) Earmarked reserves summary.
c) Payments – February 2022
d) Receipts – February 2022
e) Detailed Income and Expenditure 1st April 2021 – 28th February 2022
The clerk is to report back to council on the overspend on the Inspections budget and the breakdown of the payment to Broadland Council between the by-election recharge and emptying of the dog bins.

7. Planning Committee

The minutes and decisions arising from the Planning Committee meeting held on 15th February had been circulated to councillors. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

8. Property, Policy and Resources Committee

The minutes and decisions arising from the Property, Policy and Resources Committee meeting held on 1st March had been circulated to councillors. Cllr Gurney advised that since the committee report was published and distributed to councillors, further work has begun in earnest into investigating the ownership of the street light on the hammerhead at Bush Road. This has involved looking at the original planning application for the allotments and also the works initiated on a Section 38 transfer to Norfolk County Council. She also reported that an inspection has been done of the pianos in the community centre to check for water damage. It has been established that the pianos will need tuning, but there is no evidence of water damage. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

Approved……

Date……

9. Whistleblowing Policy

The draft Whistleblowing Policy had been circulated to members. It was **RESOLVED TO ADOPT THIS POLICY**

10. Staffing Committee

The minutes and decisions arising from the Staffing Committee meeting held on 17th February had been circulated to councillors. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

11. Events Committee

A verbal report was given by Cllr Douglass. The volunteer evening had been a success and the Jubilee fete will be going ahead on 4th June. The band and PA system have been confirmed, the prizes arranged and the layout is in the process of being modified to suit the event and number of stall holders. Food vendors are in the process of being sourced.

The collection of donations for the people affected by the war in Ukraine has been very successful and volunteers are at the parish office every day sorting the goods and taking them to the distribution centre. It was **AGREED** to purchase a Ukrainian flag to show solidarity with the people of Ukraine.

It was **RESOLVED TO NOTE THE CONTENT OF THE REPORT AND THE DECISIONS MADE**

12. 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. **THIS WAS AGREED**

13. Community Centre

An update was given by Cllr Gurney on the progress with the refurbishment of the Community Centre. Updated plans were provided which showed improvements to the Ref's Room, toilets and an improved storage area. An updated financial report was also provided. It was **AGREED** to accept the updated layout drawing and the financial report.

14. Exchange of Information

Cllr Gurney updated the meeting on the outcome of the grant application from the bowls club and also the set up for the Grounds Team after 1st April. It was also noted that the bus lane on Cromer Road is also to be used for taxis.

15. Time and Venue of Next Council meeting.

Confirmed the time and location of the next meeting of the Full Council as 12th April 2022 at 7pm, in the Council Chamber. It was also noted that a date needs to be set for the Annual Parish Meeting.

Meeting closed at 9.27 pm

Approved……

Date……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING 12th April 2022

1. **Annual Parish Meeting**
   The date of the Annual Parish Meeting has been agreed as Tuesday 3rd May (a week prior to the annual meeting of the Parish Council).

2. **Parish Defibrillators**

   The Parish Council has agreed to a defibrillator and cabinet at the top of Bush Road. The Parish Council is in possession of one cabinet and is currently trying to source a compatible plinth for it. The defibrillators themselves have been delayed due to the difficulty of sourcing component parts.

   The District Councillors have also pledged money from their Members' grants for a further defibrillator and cabinet to be located on the Reepham Road.

3. **NALC Summer Conference**
   The NALC Summer Conference and AGM will be on July 6th at Fakenham Race Course (9am – 3pm). It will also be live streamed for those not in attendance. Cost Per delegate attending is £25 *

   Headline Speaker – Bob Flowerdew, organic gardener.
   Other Speakers - Asher Minns, co-Chair of the Norwich Climate Commission and Executive Director or the Tyndall Centre for Climate Change Research, UEA
   Keith Stevens, Chairman, National Association of Local Councils
   Giles Orpen-Smellie, Norfolk Police & Crime Commissioner

4. **Skip Amnesty**

   Working in partnership with Transforming Local Communities, a Hellesdon Spring Clean / Skip Amnesty Day has been provisionally booked for 1st June 11am – 3pm. TLC will arrange for a skip(s) to be on the community centre car park, and to be collected later in the day, and will also arrange for a volunteer litter pick.

5. **Recruitment**
   A new Grounds Person has been appointed and commences work on 12th April.

6. **Ukrainian Flag**
   The Ukrainian Flag has been installed below the Union Flag at the parish offices

7. **Annual Accounts**
   The External Auditor has issued the Annual Return for 2021/2022. The deadline for this is the 1st July 2022. A new Practitioners Guide for 2022 has also been issued, details of which can be found here

Items for Parish Council to consider –

To Consider delegates for the NALC Summer Conference on 6th July

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2022	Active Saver 4401	243,348.63	
31/03/2022	Business Current Account 2077	585.70	
31/03/2022	Petty Cash	44.50	
31/03/2022	Active Saver 7702	337,861.08	
31/03/2022	Active Saver 4503	81,405.47	
31/03/2022	Number 2 account 0958	357,409.15	
			1,020,654.53

Other Cash & Bank Balances

	20.00
	1,020,674.53

Unpresented Payments

	100.06
	1,020,574.47

Receipts not on Bank Statement

	0.00
Closing Balance	**1,020,574.47**

All Cash & Bank Accounts

1	Current Bank Account	243,834.27
2	Petty Cash	44.50
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	357,409.15
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	**1,020,574.47**

	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	1,301.00	11,701.00
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	2,054.80	2,054.80
		295,154.41	**-9,745.95**	**285,408.46**

Date	Payee Name	£ Total Amnt	Nature of transaction
28/02/2022	BNP Paribas Leasing Solutions	£100.00	Wessex mower option to purchase fee
02/03/2022	SLCC	£39.00	clerk conference 2022
02/03/2022	Vodafone Ltd	£157.52	usage & plan 16 Feb - 15 Mar
03/03/2022	DD Health & Safety Supplies	£147.60	work boots & trousers
03/03/2022	Just Regional Publishing	£526.80	Advert new grounds person
03/03/2022	Paston Chase	£334.80	hpc domain renewal & yearly rental www
03/03/2022	Pips Skips Ltd	£282.00	exchange 12 yrd skip
07/03/2022	Refund hire deposit HCC	£54.00	refund hire deposit HCC
07/03/2022	Westcotec Ltd	£90.00	SAM program Jan
07/03/2022	UK Fuels Ltd	£88.38	diesel Feb 22
07/03/2022	Melton Builders of Beetley Ltd	£88,345.06	interim valuation 7
07/03/2022	Barclays Bank Plc	£10.90	charges 13 Jan - 13 Feb
09/03/2022	IRIS Business Software	£238.80	Payroll y/e training
10/03/2022	Ben Burgess Groundscare Equipmnt	£172.91	service mower
10/03/2022	CMATS (Eastern) Ltd	£600.00	CDM consultant M&E works HCC
10/03/2022	E Doe & Sons	£1,519.23	new Honda mower
10/03/2022	E Fire	£239.40	fire extinguisher service
10/03/2022	Huw Gray Ridgeons	£5.35	tape & jubilee clips
10/03/2022	Mayday Office Equipment	£157.04	photo copies Jan- Feb
10/03/2022	Norse Commercial Services	£892.80	park locking 31 Jan - 27 Feb
10/03/2022	D J Designs Ltd	£4,537.50	design & procurement fees HCC
10/03/2022	Norfolk County Council	£600.00	NP Law fees 2022/2023
10/03/2022	Communicorp	£12.00	Clerk & council subs 2022
14/03/2022	Apple.com	£0.79	I cloud storage plan
16/03/2022	Westcotec Ltd	£167.40	repair SAM
18/03/2022	**Net salaries & back pay**	**£15,765.28**	**Mar payroll**
21/03/2022	Norfolk Pension Fund	£4,318.34	Mar contributions
21/03/2022	HMRC	£5,969.78	PAYE & EER NI conts Mar 22
23/03/2022	Agrovista UK Ltd	£836.10	seavolution & evolution bowling green
23/03/2022	Amazon	£31.43	wrist bands for fayre
23/03/2022	Collier Turf Care	£414.85	pest preventor; soil acidifier; lawnsand; rose food; fertilser
23/03/2022	IRIS HR	£48.00	HR support
23/03/2022	I Sell Pianos	£55.00	piano inspection
23/03/2022	Milne Marketing	£97.54	cleaning materials
23/03/2022	Osiris Technologies	£286.02	monthly IT support; phones, broad band; anti virus licence & cloud back up
23/03/2022	Origin Amenity Solutions	£481.97	line marking paint & flush thru
23/03/2022	Viking Direct	£138.40	refuse sacks; copy ppr; pens; highlighters; Nice day paper; containers
23/03/2022	Total Gas & Energies	£36.24	electricity Feb 22 allotments
23/03/2022	Connections Entertainmrnts	£50.00	deposit fayre games
24/03/2022	Booker Ltd	£183.84	refreshments/ prizes fayres
25/03/2022	Zurich Municipal	£9,787.85	insurance 2022/2023
25/03/2022	Hellesdon Pre School	£10.00	stall rent returned (community no charge)
25/03/2022	Turtle Engineering	£270.00	plinth for defibrillator cabinet
25/03/2022	Broadland District Council	£624.00	business rates
28/03/2022	Hitachi Capital Finance	£540.00	lease Boomer/hedge cutter
28/03/2022	BNP Paribas Leasing Solutions	£278.00	HP Wessex mower
28/03/2022	Shred Station	£30.00	shredding cofidential waste
28/03/2022	Westcotec Ltd	£1,623.00	repairs to SAM
30/03/2022	Vodafone Ltd	£172.69	usage 16 Feb - 15 Mar
31/03/2022	Amazon.com	£4.99	Ukrainian flag
31/03/2022	E Fire	£360.00	CCTV/alarms service
31/03/2022	Empower Services Ltd	£16,159.74	interim valuation 1 MEP works
31/03/2022	Just Regional Publishing	£540.00	Just Hellesdon advert 23 Mar
31/03/2022	Norse Commercial Services	£518.40	parks lock/unlock Mar 22
31/03/2022	Viking Direct	£106.97	stationery
31/03/2022	SLCC	£39.00	2nd delegate 2022 conference

Invoices due for payment

Invoice date	Payee	Amount	Expenditure
25/03/2022	E Fire	£138.00	key pad office door not working
27/03/2022	UK Fuels Ltd	£55.27	fuel Mar 2022
31/03/2022	Mayday Office Equipment	£24.00	maintenance support Apr 2022

Receipts between 01/03/2022 - 20/03/2022

Date	Income	Amount	Notes
07/03/2022	Bank interest current a/c	£0.72	loyalty reward
09/03/2022	Football pitch hire	£84.00	Junior team Feb
22/03/2022	Jubilee Fayre	£10.00	stall rent
31/03/2022	Football training	£64.80	commercial rate

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Community Centre								
1410	Community Centre Inc ML Room	0	972	0	(972)			0.0%	
	Community Centre :- Income	**0**	**972**	**0**	**(972)**				**0**
4150	Utilities	0	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	97	0		0	100.0%	
4480	Memberships & Subscriptions	0	0	1,600	1,600		1,600	0.0%	
4560	Property Maintain/Replacement	0	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	18,059	459,523	0	(459,523)		(459,523)	0.0%	
	Community Centre :- Indirect Expenditure	**18,059**	**472,609**	**33,082**	**(439,527)**	**0**	**(439,527)**	**1428.6%**	**0**
	Net Income over Expenditure	**(18,059)**	**(471,637)**	**(33,082)**	**438,555**				
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**						

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		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	8,067	69,486	90,916	21,430		21,430	76.4%	
4010	Groundstaff	3,951	42,962	64,663	21,701		21,701	66.4%	
4020	Care Takers	3,748	39,958	81,042	41,084		41,084	49.3%	
4040	PAYE	4,182	33,959	0	(33,959)		(33,959)	0.0%	
4045	Pension Scheme	4,318	40,475	40,841	366		366	99.1%	
4050	Staff Expenses	0	25	0	(25)		(25)	0.0%	
4055	Staff training	277	1,255	4,000	2,745	3,000	(255)	106.4%	
4070	Profess Fees/Agency Personnel	0	630	0	(630)		(630)	0.0%	
4080	Employer NI	1,787	15,209	17,510	2,301		2,301	86.9%	
4090	Protective clothing/workwear	0	398	3,050	2,652		2,652	13.0%	
	Staff :- Indirect Expenditure	**26,330**	**244,357**	**302,022**	**57,665**	**3,000**	**54,665**	**81.9%**	**0**
	Net Expenditure	**(26,330)**	**(244,357)**	**(302,022)**	**(57,665)**				
130	Council Office								
1070	PWLB received	499,825	499,825	0	(499,825)			0.0%	
1360	Electricity FIT	0	264	500	236			52.8%	
	Council Office :- Income	**499,825**	**500,089**	**500**	**(499,589)**			**100017.**	**0**
4112	Advertising	0	89	185	96		96	48.1%	
4150	Utilities	624	12,332	12,365	33		33	99.7%	
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	20	203	1,500	1,297		1,297	13.6%	
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	100	311	200	(111)		(111)	155.5%	
4420	Telephone and Broadband	169	3,354	3,000	(354)		(354)	111.8%	
4425	IT Support and Maintenance	151	1,958	2,900	942		942	67.5%	
4430	Photocopier	0	2,459	2,260	(199)		(199)	108.8%	
4435	Contingencies	25	324	500	176		176	64.7%	
4440	Stationery	180	500	670	170		170	74.7%	
4445	Postage	0	81	150	69		69	53.9%	
4450	Inspections	0	384	595	211		211	64.6%	
4485	Other Licences/Fees	40	2,482	2,670	188		188	93.0%	
4500	PWLB	0	30,493	43,826	13,333		13,333	69.6%	
4560	Property Maintain/Replacement	415	3,279	2,000	(1,279)		(1,279)	163.9%	
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%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4595	Misc contributions	0	200	0	(200)		(200)	0.0%	200
4630	Consumables	81	81	0	(81)		(81)	0.0%	
4635	cleaning agents/materials	0	345	20	(325)		(325)	1725.0%	
	Council Office :- Indirect Expenditure	**1,806**	**63,029**	**78,541**	**15,512**	**0**	**15,512**	**80.2%**	**200**
	Net Income over Expenditure	**498,019**	**437,060**	**(78,041)**	**(515,101)**				
6000	plus Transfer from EMR	0	200						
	Movement to/(from) Gen Reserve	**498,019**	**437,260**						
150	Investment								
1080	Bank Interest Received	0	78	2,000	1,922			3.9%	
1090	Monthly Loyalty Rewards	1	14	35	21			40.8%	
	Investment :- Income	**1**	**93**	**2,035**	**1,942**			**4.5%**	**0**
4060	Bank Charges	19	265	600	335		335	44.2%	
	Investment :- Indirect Expenditure	**19**	**265**	**600**	**335**	**0**	**335**	**44.2%**	**0**
	Net Income over Expenditure	**(18)**	**(173)**	**1,435**	**1,608**				
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	270	1,666	300	(1,366)		(1,366)	555.2%	
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	**270**	**1,966**	**1,000**	**(966)**	**0**	**(966)**	**196.6%**	**0**
	Net Expenditure	**(270)**	**(1,966)**	**(1,000)**	**966**				
180	Media and Communications								
4100	Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105	Newsletter-Printing/Distributi	450	4,740	5,000	260		260	94.8%	
4110	Website and Emails	0	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	**450**	**11,031**	**14,950**	**3,919**	**0**	**3,919**	**73.8%**	**1,899**
	Net Expenditure	**(450)**	**(11,031)**	**(14,950)**	**(3,919)**				
6000	plus Transfer from EMR	0	1,899						

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
	Movement to/(from) Gen Reserve	**(450)**	**(9,131)**						
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	259	445	2,500	2,055		2,055	17.8%	445
	Events :- Indirect Expenditure	**259**	**445**	**2,500**	**2,055**	**0**	**2,055**	**17.8%**	**445**
	Net Expenditure	**(259)**	**(445)**	**(2,500)**	**(2,055)**				
6000	plus Transfer from EMR	365	445						
	Movement to/(from) Gen Reserve	**106**	**0**						
210	Grounds								
1200	Football Hire Charges	140	1,265	1,050	(215)			120.5%	
1210	Football Training Area Hire	140	1,627	3,000	1,373			54.2%	
1215	Grass cutting agreement	0	13,213	13,057	(156)			101.2%	
1270	Floodlights Income	0	20	750	730			2.7%	
	Grounds :- Income	**280**	**16,126**	**17,857**	**1,731**			**90.3%**	**0**
4195	Keys/Locks	0	4	30	26		26	13.6%	
4200	Locking parks	432	7,368	0	(7,368)		(7,368)	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
4205	Replacement Bins	0	9	1,000	991		991	0.9%	
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	0	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	636	796	1,394	598		598	57.1%	
4295	Equipment - New/Replacement	0	2,131	500	(1,631)		(1,631)	426.3%	1,555
4320	Small tools	97	236	500	264		264	47.3%	
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	536	1,852	2,590	738		738	71.5%	
4435	Contingencies	0	0	2,982	2,982		2,982	0.0%	
4630	Consumables	0	289	575	286		286	50.3%	
4635	cleaning agents/materials	0	112	100	(12)		(12)	111.8%	
	Grounds :- Indirect Expenditure	**1,701**	**33,129**	**36,094**	**2,965**	**0**	**2,965**	**91.8%**	**1,555**
	Net Income over Expenditure	**(1,421)**	**(17,003)**	**(18,237)**	**(1,234)**				
6000	plus Transfer from EMR	0	1,555						
	Movement to/(from) Gen Reserve	**(1,421)**	**(15,448)**						
220	Machinery and Vehicles								
4160	Repairs/Maintenance	0	331	680	349		349	48.7%	
4265	Fuel	46	1,580	1,200	(380)		(380)	131.6%	
4290	Servicing	0	4,259	5,500	1,241		1,241	77.4%	
4295	Equipment - New/Replacement	0	949	0	(949)		(949)	0.0%	949
4310	Hire of Machinery	758	8,181	9,098	917		917	89.9%	
4680	Depreciation	0	0	2,250	2,250		2,250	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**804**	**15,300**	**18,728**	**3,428**	**0**	**3,428**	**81.7%**	**949**
	Net Expenditure	**(804)**	**(15,300)**	**(18,728)**	**(3,428)**				
6000	plus Transfer from EMR	0	949						
	Movement to/(from) Gen Reserve	**(804)**	**(14,351)**						
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%	

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
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)**				
240	Allotments								
1100	Allotment Income	0	3,206	2,500	(706)			128.3%	
1105	Allotment administration fee	0	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	**0**	**4,463**	**3,985**	**(478)**			**112.0%**	**0**
4145	Landowner Rent	0	1,243	1,900	657		657	65.4%	
4150	Utilities	35	433	1,700	1,267		1,267	25.5%	
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	0	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	**35**	**5,701**	**5,395**	**(306)**	**0**	**(306)**	**105.7%**	**5,682**
	Net Income over Expenditure	**(35)**	**(1,237)**	**(1,410)**	**(173)**				
6000	plus Transfer from EMR	0	4,421						
6001	less Transfer to EMR	0	1,261						
	Movement to/(from) Gen Reserve	**(35)**	**1,922**						
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)**						

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
255	Hard Courts and Car Park								
1220	Tennis Hire Charges	0	304	650	346			46.8%	
1230	Netball Hire Charges	110	343	760	417			45.2%	
	Hard Courts and Car Park :- Income	**110**	**647**	**1,410**	**763**			**45.9%**	**0**
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	(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	**0**	**179**	**4,030**	**3,851**	**0**	**3,851**	**4.4%**	**0**
	Net Income over Expenditure	**110**	**469**	**(2,620)**	**(3,089)**				
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	289	954	1,000	46		46	95.4%	
	Bowling Green :- Indirect Expenditure	**289**	**954**	**1,250**	**296**	**0**	**296**	**76.3%**	**0**
	Net Income over Expenditure	**(289)**	**846**	**(1,250)**	**(2,096)**				
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	1,567	2,317	2,273	(44)		(44)	101.9%	
4655	Bus Shelters	0	0	500	500		500	0.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**1,567**	**2,747**	**2,773**	**26**	**0**	**26**	**99.1%**	**0**
	Net Expenditure	**(1,567)**	**(2,747)**	**(2,773)**	**(26)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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)**				
	Grand Totals:- Income	**500,215**	**1,109,449**	**25,787**	**(1,083,662)**			**4302.4%**	
	Expenditure	**51,589**	**887,413**	**539,997**	**(347,416)**	**3,000**	**(350,416)**	**164.9%**	
	Net Income over Expenditure	**448,626**	**222,037**	**(514,210)**	**(736,247)**				
	plus Transfer from EMR	**365**	**20,207**						
	less Transfer to EMR	**0**	**10,461**						
	Movement to/(from) Gen Reserve	**448,991**	**231,783**						

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 March 8th 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 and Cllr Fulcher which were **ACCEPTED.**

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

3. To receive approval of minutes of the committee meeting held on 15th February 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

20220206 85 Meadow Way, NR6 6XX Single storey front and side extension.	Supported.

7. Exchange of Information
No further information exchanged

8. Date, time and venue of next meeting
Next meeting will be held on **Tuesday 12th April 2022 at 6.15 pm**.

The meeting closed at 6.25 pm.

Approved.....

Date.....

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 30th March 2022 at 7pm 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 M Fulcher

Also in Attendance:
F LeBon – Clerk

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

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

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

3. To Approve the Minutes of the Meeting Held on 1st March 2022
Minutes had been circulated from the meeting held on 1st March 2022. These were **AGREED**.

Cllr Gurney provided an update on the siting of new defibrillators in the parish and explained that the street light outside 85 Bush Road was installed by Hellesdon Parish Council as part of the planning conditions for the allotments and the street light is drawing electricity from the toilet block on the allotments.
In light of the fact that the outside toilets will available at the community centre, there is no need to provide a separate port-a-loo for the bowls club this season.

4. Public Participation
No public present at the meeting.

Urgent Business
To Consider Actions to Progress Works to the Changing Rooms, Referee's Room and Storage Area at the Community Centre
As a result of the recent meeting with the project manager, options were provided about proceeding with additional works as a variation to the existing contract or going out to tender as a new contract. It was **AGREED** to create a separate project for these works and go out to

Approved.....

Date.....

tender at the earliest opportunity, with an intended start date for as soon as possible after the current contractual and remedial works had been completed.

5. To Conduct Review of Risk Assessments

The committee reviewed the council's risk assessments. Subject to wording open to interpretation, such as 'regularly' or 'frequently' being made more prescriptive, these were **ACCEPTED**. It was also **AGREED** to investigate a handheld anemometer to allow for a definitive definition of windspeed.

6. Health and Safety

a) To Receive Health and Safety Audit

A health and safety audit had been conducted by the council's contractor Worknest. The contents of the audit were **NOTED** as were the action points for the council.

b) To Consider Adoption of the Health and Safety Policy Manual

The Health and Safety Policy Manual created by Worknest was presented to the committee. It was **AGREED** that the Clerk should do a thorough review of this document and make recommendations to ensure that it is specific to Hellesdon Parish Council.

c) To Consider Adoption of the Health and Safety Handbook

The Health and Safety Handbook created by Worknest was presented to the committee. It was **AGREED** that the Clerk should do a thorough review of this document and make recommendations to ensure that it is specific to Hellesdon Parish Council.

7. To Agree Programme for Policy Review

The Clerk reported that there appeared to be several of the council's policies due for review, and a programme to bring these up to date would be created.

8. To Agree Renewal of Parish Insurance Policy

The finance officer had sought quotes for the renewal of the council's insurance policy. This had proven difficult due to the outstanding works on the community centre. It was **AGREED** to renew the insurance policy with Zurich on a 3 year long term agreement at a cost of £9,787.85, which was within the amount budgeted.

9. To Agree Requirements for Policy on Infectious Diseases (including Covid 19)

Discussions occurred as to the issues that may be encountered from 1st April when the government releases all Covid restrictions and free testing ceases. Government guidance is expected on 1st April. It was **AGREED** that this is to be delegated to the Clerk to review these guidelines and incorporate the committee's suggestions, where possible, to create a policy for the council. This will be emailed to the committee upon completion.

10. Exchange of Information

It was raised that a parishioner had complained about a smell coming from the catering at the Whiffler Pub. This was noted as a matter for Environmental Health at Broadland Council. Parking in this area was also discussed.

Date of next meeting: To be agreed

The meeting closed at 9.15pm.

Approved.....

Date.....

Item 10 – SLCC Conference

Cllr Gurney and the Clerk attended the SLCC Conference on 25th March. During this conference the following presentations were made and subsequent discussions held about Hellesdon.

Speaker: Dr Nigel Hargreaves – Climate Change Commissioner & Founder of Synfo

The rapid increase in climate change was discussed and the impact it will have, not only globally by locally. We discussed 'localising' and 'doing our bit'. Some local options we discussed were:

1) Rainwater harvesting from the roof of the community centre, to irrigate the bowling green. *We discussed the extent of the surface area of the community centre roof and feel that this could be explored further to conserve water.*
2) For future tree planting schemes, to consider which trees are best at collecting CO^2 and which would be hardier in the anticipated future climate.
3) Prioritising climate in Neighbourhood Plans.
4) Looking 'upstream' when it comes to procurement. Are 'cheaper' materials coming from areas of forced labour?
5) Paying extra for 'green' electricity
6) Community fridges to reduce food waste and support local people.

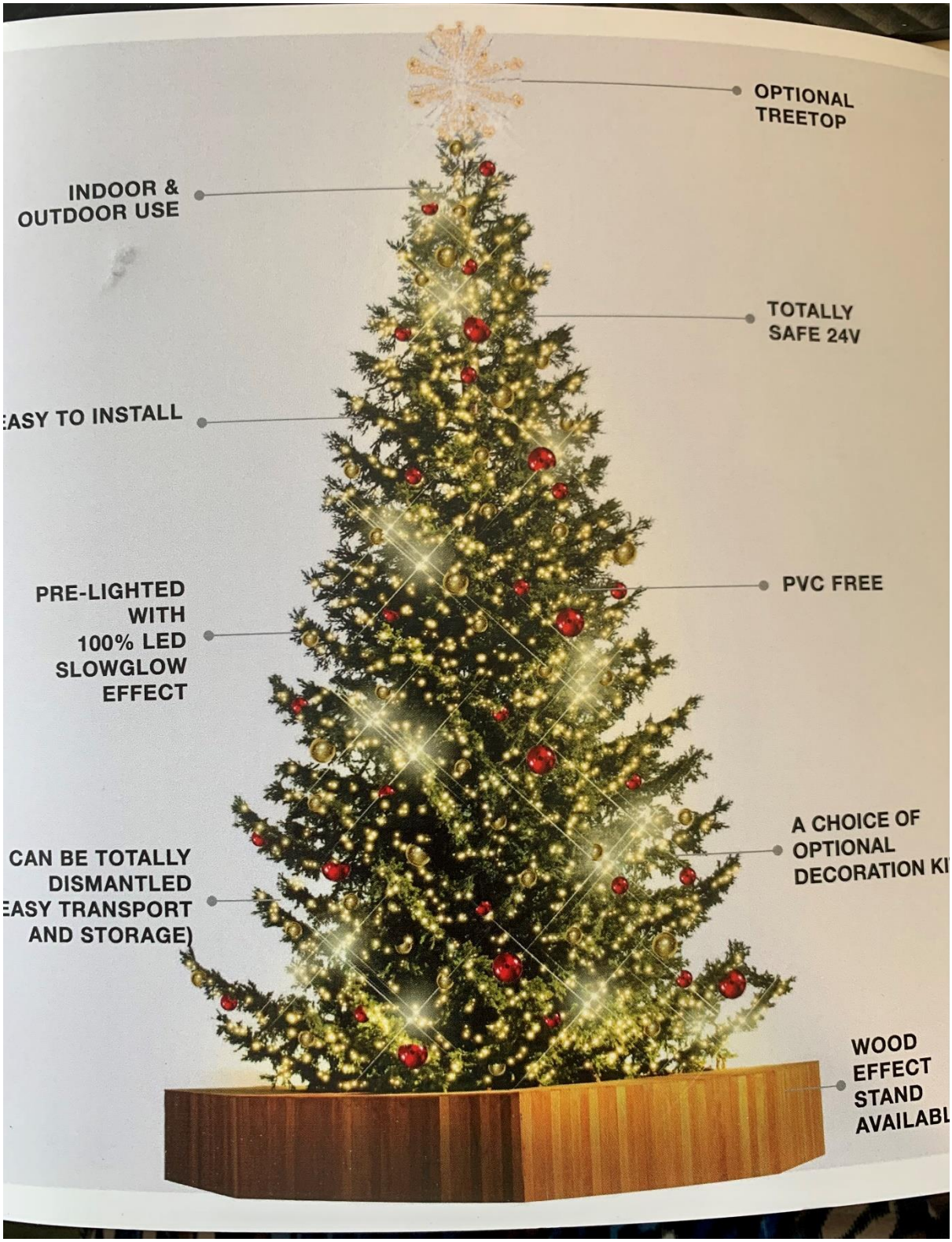
Speaker: Richard Herrell – Norfolk Fire and Rescue

Community Emergency Planning was discussed. We established that Hellesdon has a community emergency plan for large events such as an incident at the airport or at the Sweet Briar Industrial Estate. But it was unsure if there was a plan in place for small scale incidents whereby local people would need support for a period of time. These events may include localised power failure, localised flooding or snow. *Contact is being made with the Community Resilience officers at Broadland council to progress this further.*

The Emergency Rest Station Box that was always kept in the community centre is now in the parish office for safe keeping.

Speaker: Blachere Illuminations

Blachere discussed more environmentally friendly ways to decorate the parish. We discussed long lasting artificial trees, to prevent real trees being felled:



More details on the Nordika range can be [found here]

There may be a possibility for the Bull Roundabout, and also for decorating the community centre, as much of the community centre decorations have become mouldy after being stored for so long in damp conditions.

Decorations made from recycled plastic bottles were also shown. These included snowflakes:

Recyprint

Less plastic bottles for a clean planet

▶ 500 billion bottles are produced every year and many of them end up being littered or in the oceans.

At Blachere, we have decided to tackle the scourge of plastic pollution by recycling PET (polyethylene terephthalate) from the food industry to create beautiful and innovative decorations using this unique material - rPET (recycled PET).
Indeed, each year, about 8 million tons of waste end up in the oceans and form the 7th continent - a vortex of floating plastics equivalent in size to 1/3 of Europe.

Recycling, creating, innovating.

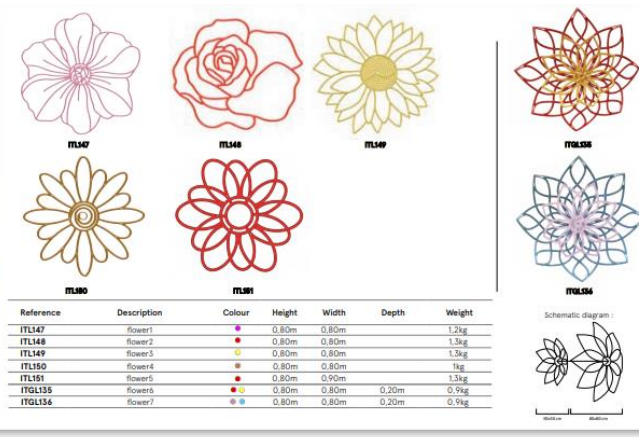
The bottles we salvage are sorted by colour (from colourless to blue), then crushed into flakes to be shaped for extrusion. The granules resulting from this transformation are then injected into our 3D printers to create unique blue decorations.

This unrivalled method helps to limit greenhouse gas emissions and to keep our nature clean from plastic bottles as far as possible.

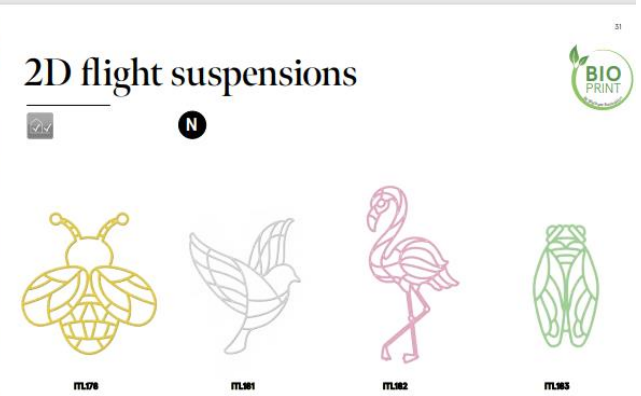
The whole range is presented pages 32-33, 110 and 119.

8 recycled plastic bottles are needed to create one flake of 80 cm.

And also flowers and bees



Reference	Description	Colour	Height	Width	Depth	Weight
ITL147	flower1		0,80m	0,80m		1,2kg
ITL148	flower2		0,80m	0,80m		1,3kg
ITL149	flower3		0,80m	0,80m		1,3kg
ITL150	flower4		0,80m	0,80m		1kg
ITL151	flower5		0,80m	0,90m		1,3kg
ITGL135	flower6		0,80m	0,80m	0,20m	0,9kg
ITGL136	flower7		0,80m	0,80m	0,20m	0,9kg



And finally an innovative way of encouraging people to recycle!

Speaker: Rigby Taylor

Representatives from Rigby Taylor discussed the use of wild flowers as part of landscape management in parishes. Project Pollin-8 was also discussed as part of sowing seeds that are particularly attractive to bees, in primarily blue colours.

A free sample of 'Alliance' seeds which consists of cornflowers and poppies will be send to Hellesdon Parish Council for a test area.

Speaker: Green and Clean

'Green' cemeteries and crematoria were discussed and how recent changes in environmental legislation could affect parishes that are responsible for burials.

It was emphasised that cemeteries formed part of land use and sustainability and ought to be lobbied to be part of District Local Plans.

Speaker: Queen's Platinum Jubilee

Discussions occurred about the types of event being held and the insurances to be in place in case of unforeseen incidents.

Hellesdon Parish Council has offered to do a presentation at a future event on community apiaries

The slides from the event can be found here