HELLESDON PARISH COUNCIL
The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
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Minutes of the Full Council Meeting of Hellesdon Parish Council held on Tuesday 11th January 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 M Fulcher
Cllr L Douglass
Cllr R Forder
Cllr S Gurney
Cllr R Potter
Cllr P Sparkes
Cllr U Franklin
Cllr G Britton
Cllr D Britcher
Cllr K Avenell

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

An apology of absence was received from Cllr G Diffey which was **ACCEPTED.**

2. Declarations of Interest and Dispensations

No further declarations or dispensations were received.

3. Minutes from Full Council meeting held 14th December 2021

The Minutes of the Full Council meeting held on 14th December 2021 had been previously circulated. Following a correction being made of those present, these were accepted by all those at the meeting as a true record, it was **RESOLVED TO ACCEPT**

4. Public Participation

None on this occasion

5. Reports

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

- Cllr Gurney updated on County matters, including that there was a need to lobby to secure improvements to the bus lane on the Cromer Road, which was not operating as intended, due to being too narrow and poor road marking/ signage.
- Cllr Gurney drew attention to the plans for a new pedestrian crossing outside of Hellesdon High School, which would also benefit the hospital staff and patients.
- It was hoped to secure the naming of a road on the Persimmon development as Gerald Batty Crescent, in memory of the former Hellesdon High School headteacher.

Approved……

Date……

- Trees had now been secured for the High School site, with planting on 15th January.
- Cllr Gurney briefly summarized key challenges in the Norfolk CC budget, including in addressing a shortage of car home places/ staff.
- Together with Cllr King, Cllr Gurney had secured funding towards a defibrillator for the Parish Hall on Low Road.

6. Financial Matters

It was RESOLVED TO ACCEPT THE FOLLOWING REPORTS:

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

7. Budget Setting 2022/2023

Budget summary papers for 2022/2023 had been circulated to Councillors. Cllr King outlined some of the factors in deciding the budget and advised that some uncertainty remained, including in payroll costs, with the staff pay award for the current year still not settled. Councillors were highly appreciative of the work of the Finance Officer in compiling the budget. The precept for Hellesdon Parish Council for 2022/2023, being the total amount to be requested from Broadland District Council, was determined as being £552,939.00. This level of precept request was proposed by Cllr Gurney and seconded by Cllr King and, with the exception of an abstention by Cllr Britcher, it was **RESOLVED BY ALL** to ratify this precept figure. Cllr Gurney thanked all for efforts with the budget this year.

8. Events Working Group

Christmas hampers had been provided to 27 households, together with 86 bags, following the nominations that had been received. Councillors were made aware of a number of thank you letters from residents who had received hampers or bags.

A number of events were now being planned for later in the year, with an Events Working Group meeting to be held soon .

9. Planning

The minutes and decisions arising from the Planning Committee meeting held on 14th December had been previously circulated, and it was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

10. Community Centre

An update was given by Cllr Gurney on the current progress of the roofing installation for the Community Centre, including in dealing with water having leaked into the building. It was hoped to have a clearer picture on completion of works after the project meeting on the 13th.

11. 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.**

Approved……

Date……

12. Grass Cutting Contract

It was agreed to award the 2022 Highways Verges Grass Cutting contract to Gardenguardian, who had provided the most competitive price for undertaking the 12 cuts expected in the current year. This had been priced at £12,996.00. The option to request up to 4 further cuts, so up to 16 in total, was proposed and agreed, should these be required. Reasons for the constraints on large scale strimmer use were noted, but it was still hoped use of weed killer could be kept at a minimum.

7. Staffing Update

The Minutes from the Committee meeting held on 5th January 2022 had been circulated to all Councillors. An update was provided on the resignation of the previous Clerk and the steps now being taken towards recruiting a replacement person. It was agreed that the interview panel would remain as Cllrs Gurney, King and Britton, with interviews to held on 15th February. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

8. **Exchange of Information**

Concerns were raised about the actual scale and timeframe for completion of the development of the former golf course site by Persimmon. This would impact on the provision of related infrastructure in the parish, as well as the Parish Council's finances, so it was agreed to contact Broadland DC to check on expected outcomes. It was RESOLVED that the clerk write to Broadland DC accordingly, with drafting input from Cllrs Fulcher, Douglass, King, Britcher and Gurney.

It was also agreed to look for ways of reducing the length of future meetings, for example by more use of written updates.

9. Time and Venue of Next Council meeting.

Confirmed the time and location of the next meeting of the Full Council as 15th February 2022 at 7.00 pm , in the Council Chamber

Meeting closed at 9.00 pm

DRAFT

Approved……

Date……

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2022	Active Saver 4401	360,762.94	
31/01/2022	Business Current Account 2077	500.00	
31/01/2022	Petty Cash	147.33	
31/01/2022	Active Saver 7702	337,861.08	
31/01/2022	Active Saver 4503	81,405.47	
31/01/2022	Number 2 account 0958	503,802.64	
			1,284,479.46

Other Cash & Bank Balances

	20.00
	1,284,499.46

Unpresented Payments

	100.06
	1,284,399.40

Receipts not on Bank Statement

	0.00
Closing Balance	**1,284,399.40**

All Cash & Bank Accounts

1	Current Bank Account	361,162.88
2	Petty Cash	147.33
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	503,802.64
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	**1,284,399.40**

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	485.51	485.51
351	EMR Events	0.00	2,420.01	2,420.01
		295,154.41	**-8,077.40**	**287,077.01**

Date	Payee Name	£ Total Amnt	Nature of transaction
04/01/2022	Broadland District Council	£147.00	business rates stores
04/01/2022	Broadland District Council	£314.00	business rates grounds shed
05/01/2022	Petty cash	£100.00	
05/01/2022	Kingspan Water & Energy	£200.52	new rainwater tank sensor
05/01/2022	UK Fuels	£76.60	Dec vehicle fuel
06/01/2022	Barclays Bank Plc	£12.40	charges 15 Nov - 12 Dec
10/01/2022	Screwfix	£38.31	decorating materials
12/01/2022	Huws Gray Ridgeons	£32.66	thinners and paint brushes
12/01/2022	IRIS HR	£48.00	HR monthly support
12/01/2022	Larking Gowen	£1,854.00	mid year internal audit fee
12/01/2022	Mayday Office Equipment Servs	£278.69	copies/prints 29 Oct- 30 Dec
12/01/2022	Milne Marketing	£236.24	black sacks, cleaners & blue rolls
12/01/2022	Norse Commercial Servs Ltd	£1,382.40	lock park x 7/ unlock x 1 29 Nov - 2 Jan
12/01/2022	Osiris Technologies	£286.02	mthly IT supp; anti virus licence; cloud back up & phone system user
12/01/2022	Pest Express Ltd	£420.00	pest control allotments Oct 21 - Apr 22
12/01/2022	Hellesdon Parochial Church Council	£750.00	donation grass cutting
12/01/2022	Norwich & District Beekeepers	£41.25	membership 2022
20/01/2022	Payroll	£10,744.32	Jan net salaries
25/01/2022	Total Gas & Power	£405.92	elec office Oct - Dec 2021
25/01/2022	Total Gas & Power	£1,537.60	elec Oct - Dec 2021
25/01/2022	Broadland District Council	£624.00	business rates office
27/01/2022	BNP Paribas Leasing Solutions	£278.00	HP Wessex mower
28/01/2022	BT	£158.76	phone charges 1 Jan - 31 Mar
28/01/2022	Hitachi Capital	£540.00	lease Boomer & hedge cutter

Invoices due for payment

Invoice date	Payee	Amount	Expenditure
17/12/2021	Broadland District Council	£3,226.60	emptying dog/litter bins annual charge
19/01/2022	Broadland District Council	£3,356.07	Parish by election recharge
10/01/2022	Ben Burgesss Groundscare	£801.55	service John Deere tractor
31/01/2022	Broadland UK Ltd	£21.60	cylinder keys/mortice keys
31/01/2022	Broadland UK Ltd	£44.04	cylinder keys office
31/01/2022	Broadland UK Ltd	£30.72	plaques for roses
31/01/2022	Broadland UK Ltd	£4.90	genuine cylinder key
31/01/2022	Broadland UK Ltd	£15.36	engraved plaque
07/01/2022	DAC Beachcroft Claims	£9.06	vat insurance recovery
31/01/2022	DD Health & Safety Supplies	£99.54	handy wipes, black gloves, gel
31/01/2022	Ernest Doe & Sons	140.55	swing blades major blower
12/01/2022	G & G Fencing Ltd	£186.48	errect noticeboard Middletons Lane
30/01/2022	IRIS HR	£48.00	HR Support
24/01/2022	Just Regional Publishing	£420.00	advert Just Hellesdon 26 Jan
17/01/2022	Kompan Ltd	£506.16	repair nest swing hanger
31/01/2022	Mayday Office Equipment Servs	£24.00	copier/printer maintenance support
31/01/2022	Norse Commercial Services Ltd	£921.60	lock/unlock parks 3 Jan - 30 Jan
27/01/2022	Pips Skips Ltd	£282.00	skip hire
16/01/2022	Siemens Financial Servicves	£356.40	lease copier/printer 16 Feb - 15 May
22/01/2022	Taverham Nursery Centre	£6.79	roses
08/01/2022	Viking Direct	£57.21	photo copy paper, magnets, tape
21/01/2022	Melton Builders of Beetley Ltd	£64,641.13	interim valuation 6

Receipts between 01/01/2022 - 31/01/2022

Date	Income	Amount	Notes
06/01/2022	Allotments	£13.64	water & pest control charges
06/01/2022	Allotments	£13.64	water & pest control charges
06/01/2022	Interest received	£1.17	Monthly loyalty reward
06/01/2022	Football training	£140.40	November training
10/01/2022	Allotments	£13.64	water & pest control charges
13/01/2022	Rose & plaque	£45.00	Memorial Garden
18/01/2022	HM Revenue & Customs	£41,714.59	vat refund
25/01/2022	Allotments	£72.49	deposit, admin fee & rent

		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	11,577	23,000	11,423		11,423	50.3%	
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	0	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	53,868	366,493	0	(366,493)		(366,493)	0.0%	
	Community Centre :- Indirect Expenditure	**53,868**	**378,951**	**33,511**	**(345,440)**	**0**	**(345,440)**	**1130.8%**	**0**
	Net Income over Expenditure	**(53,868)**	**(377,979)**	**(33,511)**	**344,468**				
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	1,545	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	**1,545**	**16,148**	**20,573**	**4,425**	**0**	**4,425**	**78.5%**	**0**
	Net Income over Expenditure	**(1,545)**	**569,035**	**(20,573)**	**(589,608)**				
6001	less Transfer to EMR	0	9,200						
	Movement to/(from) Gen Reserve	**(1,545)**	**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	4,511	56,793	90,916	34,123		34,123	62.5%	
4010	Groundstaff	3,191	35,820	64,663	28,843		28,843	55.4%	
4020	Care Takers	3,042	33,169	81,042	47,873		47,873	40.9%	
4040	PAYE	0	24,333	0	(24,333)		(24,333)	0.0%	
4045	Pension Scheme	0	30,941	40,841	9,900		9,900	75.8%	
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	0	11,325	17,510	6,185		6,185	64.7%	
4090	Protective clothing/workwear	0	275	3,050	2,775		2,775	9.0%	
	Staff :- Indirect Expenditure	**10,744**	**194,262**	**302,022**	**107,760**	**3,000**	**104,760**	**65.3%**	**0**
	Net Expenditure	**(10,744)**	**(194,262)**	**(302,022)**	**(107,760)**				
130	Council Office								
1360	Electricity FIT	28	264	500	236			52.8%	
	Council Office :- Income	**28**	**264**	**500**	**236**			**52.8%**	**0**
4112	Advertising	0	0	185	185		185	0.0%	
4150	Utilities	4,192	11,084	12,365	1,281		1,281	89.6%	
4195	Keys/Locks	37	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	12	196	200	4		4	97.8%	
4420	Telephone and Broadband	359	2,951	3,000	49		49	98.4%	
4425	IT Support and Maintenance	143	1,663	2,900	1,237		1,237	57.3%	
4430	Photocopier	167	2,328	2,260	(68)		(68)	103.0%	
4435	Contingencies	0	299	500	201		201	59.7%	
4440	Stationery	41	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	80	2,348	2,670	322		322	87.9%	
4500	PWLB	0	30,493	43,826	13,333		13,333	69.6%	
4560	Property Maintain/Replacement	167	2,664	2,000	(664)		(664)	133.2%	
4565	Elections/Parish Poll	3,356	3,356	4,500	1,144		1,144	74.6%	
4570	Church Grass Cutting Contribut	750	750	750	0		0	100.0%	
4595	Misc contributions	0	200	0	(200)		(200)	0.0%	200
4635	cleaning agents/materials	0	345	20	(325)		(325)	1725.0%	
	Council Office :- Indirect Expenditure	**9,304**	**59,693**	**78,112**	**18,419**	**0**	**18,419**	**76.4%**	**200**
	Net Income over Expenditure	**(9,276)**	**(59,429)**	**(77,612)**	**(18,183)**				
6000	plus Transfer from EMR	0	200						

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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
	Movement to/(from) Gen Reserve	**(9,276)**	**(59,229)**						
150	Investment								
1080	Bank Interest Received	0	78	2,000	1,922			3.9%	
1090	Monthly Loyalty Rewards	1	13	35	22			36.4%	
	Investment :- Income	**1**	**91**	**2,035**	**1,944**			**4.5%**	**0**
4060	Bank Charges	20	227	600	373		373	37.9%	
	Investment :- Indirect Expenditure	**20**	**227**	**600**	**373**	**0**	**373**	**37.9%**	**0**
	Net Income over Expenditure	**(19)**	**(136)**	**1,435**	**1,571**				
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	0	1,391	300	(1,091)		(1,091)	463.6%	
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	**0**	**1,691**	**1,000**	**(691)**	**0**	**(691)**	**169.1%**	**0**
	Net Expenditure	**0**	**(1,691)**	**(1,000)**	**691**				
180	Media and Communications								
4100	Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105	Newsletter-Printing/Distributi	350	3,940	5,000	1,060		1,060	78.8%	
4110	Website and Emails	0	953	1,000	47		47	95.3%	
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	155	3,388	4,000	612		612	84.7%	
	Media and Communications :- Indirect Expenditure	**505**	**10,225**	**14,950**	**4,725**	**0**	**4,725**	**68.4%**	**1,899**
	Net Expenditure	**(505)**	**(10,225)**	**(14,950)**	**(4,725)**				
6000	plus Transfer from EMR	0	1,899						
	Movement to/(from) Gen Reserve	**(505)**	**(8,325)**						

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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
190	Stores								
4150	Utilities	147	1,472	1,500	28		28	98.1%	
	Stores :- Indirect Expenditure	**147**	**1,472**	**1,500**	**28**	**0**	**28**	**98.1%**	**0**
	Net Expenditure	**(147)**	**(1,472)**	**(1,500)**	**(28)**				
195	Tractor Shed								
4150	Utilities	314	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	**314**	**3,348**	**3,929**	**581**	**0**	**581**	**85.2%**	**0**
	Net Expenditure	**(314)**	**(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	70	915	1,050	135			87.1%	
1210	Football Training Area Hire	0	1,447	3,000	1,553			48.2%	
1215	Grass cutting agreement	0	13,213	13,057	(156)			101.2%	
1270	Floodlights Income	0	20	750	730			2.7%	
	Grounds :- Income	**70**	**15,596**	**17,857**	**2,261**			**87.3%**	**0**
4195	Keys/Locks	4	4	30	26		26	13.6%	
4200	Locking parks	768	6,192	0	(6,192)		(6,192)	0.0%	
4205	Replacement Bins	0	9	1,000	991		991	0.9%	

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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
4210	Emptying Bins/Fresheners	3,227	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	Green Waste Removal	235	1,810	2,700	890		890	67.0%	
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	81	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	0	790	2,590	1,800		1,800	30.5%	
4435	Contingencies	0	0	2,982	2,982		2,982	0.0%	
4630	Consumables	83	285	575	290		290	49.5%	
4635	cleaning agents/materials	0	112	100	(12)		(12)	111.8%	
	Grounds :- Indirect Expenditure	**4,397**	**29,608**	**36,094**	**6,486**	**0**	**6,486**	**82.0%**	**1,555**
	Net Income over Expenditure	**(4,327)**	**(14,013)**	**(18,237)**	**(4,224)**				
6000	plus Transfer from EMR	0	1,555						
	Movement to/(from) Gen Reserve	**(4,327)**	**(12,458)**						
220	Machinery and Vehicles								
4160	Repairs/Maintenance	117	314	680	366		366	46.2%	
4265	Fuel	91	1,460	1,200	(260)		(260)	121.6%	
4290	Servicing	668	3,808	5,500	1,692		1,692	69.2%	
4310	Hire of Machinery	675	6,748	9,098	2,350		2,350	74.2%	
4680	Depreciation	0	0	2,250	2,250		2,250	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**1,551**	**12,330**	**18,728**	**6,398**	**0**	**6,398**	**65.8%**	**0**
	Net Expenditure	**(1,551)**	**(12,330)**	**(18,728)**	**(6,398)**				
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)**				

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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
240	Allotments								
1100	Allotment Income	23	3,212	2,500	(712)			128.5%	
1105	Allotment administration fee	13	138	0	(138)			0.0%	
1110	Water Charge	15	489	750	261			65.2%	
1115	Pest control charge	19	643	735	92			87.4%	
	Allotments :- Income	**70**	**4,481**	**3,985**	**(496)**			**112.5%**	**0**
4145	Landowner Rent	0	1,243	1,900	657		657	65.4%	
4150	Utilities	36	337	1,700	1,363		1,363	19.8%	
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	18	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	2,826	500	(2,326)		(2,326)	565.3%	5,294
4635	cleaning agents/materials	0	15	0	(15)		(15)	0.0%	
	Allotments :- Indirect Expenditure	**54**	**5,250**	**5,395**	**145**	**0**	**145**	**97.3%**	**5,328**
	Net Income over Expenditure	**16**	**(769)**	**(1,410)**	**(641)**				
6000	plus Transfer from EMR	0	4,067						
6001	less Transfer to EMR	0	1,261						
	Movement to/(from) Gen Reserve	**16**	**2,037**						
250	Play Areas								
4295	Equipment - New/Replacement	0	11,350	0	(11,350)		(11,350)	0.0%	10,738
4300	Equipment-Repair/Maintenance	422	1,654	2,750	1,096		1,096	60.2%	
4450	Inspections	0	244	250	6		6	97.6%	
	Play Areas :- Indirect Expenditure	**422**	**13,248**	**3,000**	**(10,248)**	**0**	**(10,248)**	**441.6%**	**10,738**
	Net Expenditure	**(422)**	**(13,248)**	**(3,000)**	**10,248**				
6000	plus Transfer from EMR	0	10,738						
	Movement to/(from) Gen Reserve	**(422)**	**(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%	

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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
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	(1)	2,350	2,351		2,351	0.0%	
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**
	Net Income over Expenditure	**0**	**259**	**(2,620)**	**(2,879)**				
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	38	75	0	(75)			0.0%	
	Memorials :- Income	**38**	**75**	**0**	**(75)**				**0**
4360	Rose Renewal	54	110	25	(85)		(85)	440.7%	
4575	War Memorial	0	292	200	(92)		(92)	145.8%	
	Memorials :- Indirect Expenditure	**54**	**402**	**225**	**(177)**	**0**	**(177)**	**178.6%**	**0**
	Net Income over Expenditure	**(16)**	**(327)**	**(225)**	**102**				
270	Traffic Highways/Environment								
4645	Rolling maintenance programme	0	430	0	(430)		(430)	0.0%	
4650	SAM2 Weekly Move	75	750	2,273	1,523		1,523	33.0%	
4655	Bus Shelters	0	0	500	500		500	0.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**75**	**1,180**	**2,773**	**1,593**	**0**	**1,593**	**42.6%**	**0**
	Net Expenditure	**(75)**	**(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)**				

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Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

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	**206**	**609,001**	**25,787**	**(583,214)**			**2361.7%**	
Expenditure	**83,001**	**730,250**	**539,997**	**(190,253)**	**3,000**	**(193,253)**	**135.8%**	
Net Income over Expenditure	**(82,795)**	**(121,249)**	**(514,210)**	**(392,961)**				
plus Transfer from EMR	**0**	**18,539**						
less Transfer to EMR	**0**	**10,461**						
Movement to/(from) Gen Reserve	**(82,795)**	**(113,172)**						

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 11th January 2022 at 6:00pm in Hellesdon Community Centre, Wood View Road, Hellesdon

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

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 14th December 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 Considered

20212163 16 Sutherland Avenue, NR6 5LW Single storey side and rear extension**.**	No objection - subject to adequate parking.
20212166 39 Meadow Way, NR6 5NN Single storey rear and side extension.	No objection - subject to adequate parking.
20212173 19 Hamond Road, NR6 5RR Single storey rear extension and first floor addition including new dormer to west elevation.	Object - Overdevelopment of site as well as inadequate parking for a five bedroomed property.
20212176 98 Reepham Road, NR6 5PD Single storey side extension and first floor rear extension.	No objection.

20212181 140 Reepham Road, NR6 5NY Demolish old shed and build timber frame extension for office (retrospective).	Developed over building line, out of character of existing area, size of building could lead to commercial use.
20212204 93 Cromer Road, NR6 6XW Change of use from guest house to a residential dwelling.	Extension requested.
20212030 49 Hamond Road, NR6 5RR Single storey side extension.	Object, overdevelopment of the site. Previous rejection remains. **23/11/2021 Object.** Overdevelopment of the site with inadequate parking for no. of bedrooms and limitations to street parking.
20212220 Hellesdon Lane, High School, Middletons Lane, NR6 5SB Proposed 4 classroom first floor extension with staircase block.	No objection providing the tree screening at the rear and side remains.
20212254 14 Brandon Close, NR6 5SE Front Extension.	Supported.
20211327 87 Reepham Road, NR6 5LQ 6ft timber fence with concrete posts and gravel boards to front, side and rear.	No objection.
20212222 2A Windsor Road, NR6 5NP Formation of annexe within existing dwelling, single and two storey extensions on south elevation and side extension to north elevation with external staircase and associated internal and external alterations.	Object, the annexe presents a long term solution for a short term problem, cannot be easily absorbed into house when no longer required as an annexe. Design is out of character with existing scale and area.

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 25th January 2022 at 6.30 pm** via Zoom.

The meeting closed at 6.47 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

Minutes of the meeting of the Planning Committee held on Tuesday 25th January 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

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

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 11th 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

20212068 31 Middletons Lane, NR6 5NQ Erection of a single storey rear extension and new roof to garage.	Over development, would have an adverse effect on neighbouring properties.
20212297 77 Hawthorne Avenue, NR6 6LF Rear Extension.	Lack of detail and over development of site. Could potentially lead to lack of parking spaces.
20212311 16 Pinewood Close, NR6 5LX New single storey rear extension and detached garage	No objection.
20220056 32 Harlington Avenue, NR6 5LJ	No objection.

Demolition of conservatory and erection of single storey extension	
20212204 93 Cromer Road, NR6 6XW Change of use from guest house to a residential dwelling	Supported.

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 15th February 2022 at 6.15 pm**.

The meeting closed at 6.30 pm.

HELLESDON PARISH COUNCIL

Minutes of the Meeting of Hellesdon Events Working Group Held on Monday 17th January at 3pm in the Council Chamber

Present at the Meeting
Cllr Douglass
Cllr Forder
Cllr Gurney
L Pointin – Admin Officer

1. **Welcome**
The Chair welcomed the members present

2. **Apologies and acceptance for absence**
Apologies were received from Cllr Johnson these were **ACCEPTED.**

3. **To note the minutes from last Working Group Meeting 4th November 2021**
The minutes from last Working Group Meeting 4th November 2021 were **NOTED**

4. **Easter 2022 (Hellesdon 2022 Easter Trail)**
It has been proposed that the Parish runs an Easter Egg Trail similar to the Scarecrow Trail, any of the following can be displayed at the front windows of home addresses / businesses, it will be Easter themed:
   - A picture (A3 size)
   - Decorated eggs, chicks or rabbits
   - Can be either an image or papier-mache (how to make a papier mache easter egg)

Residents and businesses will be invited to take part and will need to register for this by the 1st April 2022.
A map will be available via Facebook, HPC website or can be collected from the Parish Office.
The event will run from Saturday 9th April to Monday 18th April 2022.

5. **Platinum Diamond Jubilee Community Fair 2022**
It has been agreed that this will be now advertised with the initial view of getting stall holder's / businesses onboard.
There will be 3 areas of activities:
The ~~Community Centre café~~ Parish Office will be open for refreshments and cakes, there will be an exhibition in the Council Chamber, one part will be old Hellesdon (residents will be invited to provide images of Hellesdon in the past). There will also be a section for 'Meeting the Royals in Hellesdon', these could be images with a brief description of how and when? Cllr Gurney will be in charge of the Parish Office.
There will also be an area for flower arrangements to commemorate the Platinum Diamond Jubilee, '70 Years in Colour'.
Cllr Forder will be in charge the arena as well and supplying a PA for the event.
Programme of activities for the arena:
   - Fancy Dress for children and adults (royal themed), there will be a prize for the winners.
   - Children's egg and spoon race (under 10's and over 10's) this will be in heats and there will be commemorative cups for the winners.
   - 3 legged races for parents and children (mum and child and dad and child) this will be in heats and there will commemorative cups for the winners.
   - Tug of War – by street.
   - Cutest puppy and handsomest hound, LP see if Fido's will provide prizes.
   - Bonny baby competition.

There will be 2 children's rides at the entrance of the Recreation Ground and 2 sets of 6 toilets which would be placed in the car park.
Awaiting prices for toilets and the Coconut Shy.
Splat the Rat can be hired for £30 from Bounce Back Castles, they are based in Thorpe St Andrew. They would not be able to deliver but it can be collected from them.
St John's Ambulance can provide 2 first aiders for £96 + VAT, if they provide a gazebo there would be an additional cost of £130 + VAT.

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

Tuesday 1st February January 2022.

HELLESDON PARISH COUNCIL

Minutes of the Meeting of Hellesdon Events Working Group
Held on Tuesday 1st February at 11.30 am in the Council Chamber

Present at the Meeting
Cllr Douglass
Cllr Franklin
Cllr Johnson
Cllr Gurney
L Pointin – Admin Officer
K Sage – Head Groundsman

1. Welcome
The Chair welcomed the members present

2. Apologies and acceptance for absence
No apologies received.

3. To note the minutes from last Working Group Meeting 17th January 2022
The minutes from last Working Group Meeting 17th January 2022 were **NOTED**

4. Platinum Diamond Jubilee Community Fair 2022
Kevin Sage attended the meeting to discuss the layout of the recreation ground as he has had previous experience of setting up the grounds for Hellesdon Carnivals. Through the discussions it was agreed that it should scale back the size of the event as currently we are limited with resources to help on the day.

- For the cutest puppy, handsomest hound and bonny baby competition, residents will be invited to submit an image of their chosen subject. Photo's will be placed on an exhibition board, this will allow residents to vote on their favourite.
- Cllr Douglass and Hellesdon Parish Council will publish appeals for volunteers on relevant Facebook pages, inviting residents to actively be involved on the 4th June 2022. An Open Evening is to be held on the 17th February 2022 @7pm, this will enable the Parish Council to gauge whether or not it will be possible to run the event, sadly without the additional support of at least 20 helpers it cannot go ahead.
- It is hoped that the outside public toilets will be available to use, as well as the toilets in the Parish Office.
- For the café to be run out of the Parish Office at least one person would be required to hold a Food Hygiene certificate. Options are currently being explored.
- Cllr Forder is looking at sourcing the PA system as well as a teacup ride.
- Office to make enquiries regarding insurance and music licence, also to contact the local scouts group to see if they wish to have a coconut shy and crockery stall, free of charge.

5. To confirm the date, time and venue of the next meeting
Thursday 17th February January 2022 @7pm, public participation.

Work		Gross Spend		Payments		Outstanding
Melton Builders variation sheet 9 running total		£619,387.00	Less payments so far	£341,186.00	Balance due	£278,201.00
Empower running total 28/01/2022 M & E work		£425,989.00	Less payments so far	£0.00	Balance due	£425,989.00
Additional cost for changing rooms & toilets Melton Builders Empower	£93,510.00 £37,150.00					
		£130,660.00	Less payments so far	£0.00	Balance due	£130,660.00
Total expected spend		**£1,176,036.00**	**Total payments so far**	**£341,186.00**	**Total balance due**	**£834,850.00**

Above includes a project contingency (£50k), there will also be some project savings, but possibly being offset by any unmet claim for water damage

Funds set aside:		
PWLB		£500,000.00
CIL		£259,666.00
EMR HCC contingency		£15,740.00
Sub total		£775,406.00
Less payments made		
Melton Bldrs 12/08 - 15/12	£341,186.00	
Prof fees	£25,252.83	
		£366,438.83
Remaining funds set aside for project:		**£408,967.17**

Extra funds required:		
Total balance due	£834,850	
Less remaining funds set aside for project	£408,967	
Extra funds required	**£425,883**	*

*** Funds potentially available:**		
General Reserves	£437,270	
Ear Marked Reserves	£271,337	
CIL Apr 2022	£6,171	
CIL Oct 2022	£85,425	TBC
CIL Apr 2023	£142,377	TBC