Agenda Item 2

Declaration of Interests and Dispensations

Meeting Guidance

Non participation in case of disclosable pecuniary interest

Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which affects –

a. your own financial interest or well-being;
b. a financial interest or well-being of a relative or close associate; or
c. a financial interest or wellbeing of a body included under Other Registrable Interests

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

Where a matter affects the financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Dispensations

A member knowingly having a DPI in any matter to be considered at a meeting of the authority (or one of its committees, sub-committees, joint committees or joint sub committees) must not take part in any discussion nor vote on the matter at the meeting (section 31 of the Localism Act 2011). That is unless that member has obtained a dispensation from the authority in question which (per section 33 of the 2011 Act) may be granted in specified circumstances for up to four years on written request from the member in question to the proper officer. These circumstances are specified in section 33(2) and in summary are that:

- Without the dispensation, the proportion of those prohibited from participating in the relevant business would be so great as to impede the transaction of that business or the representation of different political groups on the body in question would be so upset as to alter the likely vote outcome on the relevant business;
- A dispensation is in the interests of those living in the authority's area;
- Under executive arrangements and without the dispensation, each member of the executive would be prevented from taking part in any particular executive business;
- It is otherwise appropriate to grant a dispensation.

HP HC HELLESDON PARISH COUNCIL
The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
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Minutes the Meeting of Hellesdon Parish Council held on Tuesday 8th November 2022 at 7pm at The Council Chambers, Diamond Jubilee Lodge

PRESENT:

Cllr S Gurney (Chair)
Cllr K Avenell
Cllr S Bush-Trivett
Cllr L Douglass
Cllr R Forder
Cllr M Fulcher
Cllr W Johnson
Cllr G Britton
Cllr G Diffey
Cllr D Fahy
Cllr U Franklin
Cllr D King

In attendance: Mrs F LeBon (Clerk), District Cllr S Prutton and six members of the public.

WELCOME – Cllr Gurney welcomed Councillors and members of the public to the meeting.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr D Britcher, Cllr R Potter, Cllr R Sear and Cllr P Sparkes. These were **ACCEPTED.**

2. Declarations of Interest and Dispensations

Cllr Douglass declared an interest in item 10a, as a resident of Drayton Wood Road.
Cllr Avenell declared an interest in item 10a, as a resident of Drayton Wood Road.
Cllr Diffey declared an interest in item 11, as an employee of Norfolk Library Services.

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

The Minutes of the Full Council meeting held on 11th October 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

A presentation was given to provide more details regarding concerns about traffic along Drayton Wood Road (item 10a). Members of the public also contributed to this matter raising concerns about verbal abuse from drivers, speeding and high traffic volumes. The public preference would be for this road to be access only or, at the very least, a 20mph speed limit put in place.
Cllr Gurney advised that approximately £30,000 had been spent on Drayton Wood Road and the current traffic management features were deemed by Norfolk County Council as being correct in terms of design.

5. Reports

a) Clerk's Report

This had been previously circulated. Cllr Bush-Trivett queried what signage was needed for Cottingham's Park. The Clerk advised that signage would clarify who to contact in the event of a problem in this area, who to contact in the event of an emergency and location details to assist the emergency services. This report was **ACCEPTED**.

Approved……

Date……

b) Verbal Report from District and County Councillors

Verbal updates were provided as follows:

- Cllr Prutton reported that she had attended a presentation to the Dementia Club of £300, which will enable them to expand into the community centre should it be required. This money was from a 'Keep it Going' Grant obtained by Cllr Gurney from Broadland Council.
- Cllr King reported that personal circumstances had prevented him from attending meetings, however he is keeping abreast of council business remotely as much as possible.
- Cllr Gurney reported that the South Norfolk and Broadland staff are due to move into the Horizon building shortly. The cost of the purchase was £7.1m, which was divided between the two councils. Thorpe Lodge is now on the market to help offset the cost to Broadland Council.
  The Broadland Community Hearts Awards have been presented.
- In her role as County Councillor, Cllr Gurney reported that discussions about devolution have restarted. The county council is in the process of setting the precept, and Holt Hall has been sold to Greshams School.

c) Verbal Update from Chairman

Cllr Gurney reported that she will be attending Remembrance Services on behalf of the Parish Council on 11th November and 13th November.

The café has opened and has been very successful, and the community centre is starting to build up.

She has visited parishioners to offer congratulations for a 100th birthday and a 70th wedding anniversary.

Cllr Britton queried whether the No.30 bus service would continue. Cllr Gurney responded that there are no plans to cancel the service, but it had not been able to run properly over the last six months due to the roadworks on Hospital Lane.

6. Financial Matters

a) Bank Reconciliation – October 2022

It was **AGREED** to accept this reconciliation.

b) Earmarked reserves summary

After a query, the Clerk confirmed that £85,000 CIL had been received, but was yet to be allocated back to earmarked reserves. It was **AGREED** to accept this report.

c) Payments – October 2022

The payments detailed in the written report were **AGREED**.

d) Receipts – October 2022

The receipts detailed in the written report were **AGREED**.

e) Detailed Income and Expenditure 1st April 2022 – 31st October 2022

This written report was **ACCEPTED**.

7. Planning Committee

The minutes and decisions arising from the Planning Committee meetings held on 11th and 25th October had been circulated. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

Cllr Gurney Declared an Interest in the Residents' Christmas Party, as a musician playing in the Accordion Band

8. Events

a) To Note the Decisions made by the Events Committee on 22nd October and 2nd November

Approved……

Date……

Cllr Douglass reported that the arrangements are now complete for the official re-opening of the community centre on 24th November.
Arrangements for the open day on 3rd December are going well. It is hoped to get a few more groups involved. An appeal was made for volunteers to help on the day.
The Scarecrow Festival did not have as many entries as last year and this was because a theme was set. Next year the event will not be themed to increase participation.
An appeal was made for volunteers to help with the Residents' party on 10th December.

11. Community Centre

a) To Receive Report on Community Centre Refurbishment Project

A written report had been previously circulated to councillors. Cllr Gurney confirmed that the refurbishment project had been funded jointly by CIL payments from developers and a loan from the Public Works Loan Board. The £500,000 loan was taken out at a considerably low interest rate.

b) **To Consider IT Requirements to Support Community Centre Operation**

A written report had been previously circulated to councillors, providing options for telephone and broadband within the community centre.
Cllr King raised concerns that a single broadband line for both the council offices and the community centre could cause problems for the effective running of the council when broadband is being used heavily in the community centre. He proposed that option 2, which included a second broadband line, should be accepted by the council. This was seconded by Cllr Bush-Trivett and **CARRIED**.

c) To Receive Report on Café Opening

A written report was provided to councillors on the early successes of the opening of the community café.

d) To Receive Report on Progress of Warm Room

A written report had been previously circulated to councillors, which detailed the successful grant application of £600 to start the project. Cllr Gurney thanked all parties who had helped, including local residents who had donated furniture, books, DVDs and games. Also Norwich Airport which had generously donated £500 to facilitate a new television and DVD player.
Tea and coffee now needs to be sourced for days when the café isn't open.

Cllr Avenell and Cllr Douglass Left the Room

10. Highways

a) To Receive Report on Traffic Issues on Drayton Wood Road, Caused by the NDR and Consider Actions Resulting from Report

After considering the report that had been circulated and comments raised under public participation, it was **AGREED** that the report should be sent to Norfolk Country Council to consider the concerns raised. The modelling data should also be requested for Drayton Wood Road pre-NDR and post-NDR, unless the post NDR data was during the Covid pandemic and if so new data should be requested.

Cllr Avenell and Cllr Douglass Re-Joined the Meeting
The Meeting was Adjourned for 10 minutes
Cllr Fulcher and Cllr Bush-Trivett Left the Meeting

b) To Receive Correspondence Regarding Asda Traffic Lights and Consider Escalation to Highways

Correspondence had been received from a parishioner regarding the difficulty in crossing the road between Asda and Sweetbriar. It was **AGREED** that this correspondence should be directed to NCC Highways.

Approved……

Date……

Cllr Diffey Left the Room

11. Library Protection Scheme

a) To Consider Scheme for the Protection of the Library from Vehicle Strike

A mock-up of a proposed scheme had been provided by Norfolk County Council, however Cllr Gurney and the Clerk had requested more detailed information, especially in regards to the ownership of the land where the scheme is proposed to be installed. It is likely that the proposed bollards will stand on land belonging to the Parish Council therefore a legal agreement or memorandum of understanding will be required to ensure clarification on liability.
It was **AGREED** more information would be required on the design and location prior to the council making a decision.

Cllr Diffey Re-Joined the Meeting

12. Training

a) To Agree Delegates for the Norfolk ALC Autumn Conference

Details of the Autumn Conference were circulated. It was **AGREED** that Cllr Gurney, Cllr Douglass and the Clerk should attend, subject to their availability on this date.

13. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the items 14 and 15 in view of the confidential nature of the business to be transacted. This was **AGREED.**

14. Staffing

Cllr Douglass updated the meeting on the recruitment for the caretaking team. An alternative proposal had been circulated to councillors for a position of Facilities Manager. The position, candidate and salary scale were **AGREED**.
The success of the community café had brought about some additional considerations for staffing. It was **AGREED** that a Café Assistant would be employed to work between 9.30am and 1.30pm whilst the café was open. It was further **AGREED** that the café supervisor should be granted an extra 4 hours a week on a Monday for baking and food prep on an 'as needed' basis.
It was reported that there was demand for people to bring dogs into the café. It was **AGREED** that, subject to a Risk Assessment, dogs should be allowed in the buggy park area of the foyer but not in the main café area (with the exception of assistance dogs). Buggies will be permitted in the community centre but they will not be permitted to block corridors, doorways or fire exits. The caretakers will ensure this is enforced.

15. To Receive Update on Land Process and Consider Further Actions

Cllr Gurney updated the meeting. A meeting is in the process of being arranged, with the Hellesdon Parish Council attendees agreed at the recent PP&R meeting.

16. Matters for the Next Agenda

No agenda items raised.

17. Time and Venue of Next Council meeting.

Tuesday 13th December at 7pm in the Council Chamber. Cllr Gurney requested that if councillors cannot attend they should send apologies to the Clerk.

The meeting closed at 10.30pm

Approved……

Date……

DRAFT

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
13th December 2022

ITEM	COMMENTS
Community Centre	Agenda item The IT infrastructure as agreed at the previous meeting has been instructed, and work has commenced.
Car Park – Community Centre	Agenda item to discuss Library Protection Scheme
Parish Council Offices Diamond Jubilee Lodge	No matters to report
Recreation Ground including Children's Play areas	Agenda items under Playing Fields, Allotments and Amenities.
Skate Park & MUGA	It is hoped that the Smartgate for the tennis courts can be installed the week before Christmas (subject to the co-ordination of the gate contractor and electrician).
Meadow Way	No matters to report
Mountfield Park	No matters to report
Cottinghams Park	Signage is required in this area – clerk to address
Allotments	Agenda items under Playing Fields, Allotments and Amenities. The planning application for the additional car parking has been validated and is in the consultation process.
Community Orchard	It is recommended that the Community Apiary and Orchard Working group meets to agree Terms of Reference and working practices
Community Apiary	It is recommended that the Community Apiary and Orchard Working group meets to agree Terms of Reference and working practices
Cemetery Car Park	No matters to report
Persimmons Homes	Broadland Council is awaiting revised layout plans, then will re-consult
Public Toilets	No matters to report
Litter & Dog Waste Bins	Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council. Broadland Council has agreed to repair the litter bin on Middletons Lane (close to junction with Nursery Close) and 'will subsequently be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. This communication has yet to be received.
Bus Shelters	No matters to report
Benches	No matters to report
War Memorial	No matters to report
Highways	The Streetscene officers are due to visit Hellesdon from 12th December. A list of highways faults identified by councillors has been sent
Staffing	Agenda item
Street Lighting	Long term faulty street lights have been repaired on Amsterdam Way.

Events	Agenda item
Meeting Dates	All committee budget meetings have been held, with the exception of PP&R (in the process of being arranged).
Health and Safety	Work Nest has arranged a visit on 17th January to discuss Health and Safety.
Other Matters	1) One final form is required to change the Barclays mandate. 2) The staff continue to review all emails and paperwork to ensure they are compliant with GDPR. Staff have been reminded that they are not permitted to keep personal details on file 'just in case' and people have a right to be forgotten. 3) The Norfolk ALC autumn conference due to be held on 23rd November was unfortunately cancelled.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 6 December 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2022	Active Saver 4401	341,486.18	
30/11/2022	Business Current Account 2077	500.00	
06/12/2022	Petty Cash	200.16	
30/11/2022	Active Saver 7702	337,889.96	
30/11/2022	Active Saver 4503	81,412.43	
30/11/2022	Number 2 account 0958	60,481.37	
06/12/2022	Cafe float	148.96	
			822,119.06

Other Cash & Bank Balances

	20.00
	822,139.06

Unpresented Payments

	345.70
Closing Balance	**821,793.36**

All Cash & Bank Accounts

1	Current Bank Account	341,640.48
2	Petty Cash	200.16
3	Active Saver 7702	337,889.96
4	Active Saver Emergency 4503	81,412.43
5	Number 2 account	60,481.37
6	Cafe float	148.96
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	**821,793.36**

Hellesdon Parish Council Current Year

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Play Equipment	12,190.10	-10,000.00	2,190.10
321	EMR Site Fencing	257.40		257.40
322	EMR Machinery	11,701.00	-6,000.00	5,701.00
323	EMR Hard Surface Area	15,000.00	-15,000.00	0.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	2,026.00	1,370.00	3,396.00
326	EMR Elections	2,903.70	4,500.00	7,403.70
327	EMR War Memorial	4,380.00		4,380.00
328	EMR Burial Ground Land	10,000.00	-10,000.00	0.00
329	EMR Com Centre Contingency	15,739.68	-10,000.00	5,739.68
330	EMR Parish Poll Provision	6,000.00		6,000.00
331	EMR Mountfield Park	43,026.99	-27,564.00	15,462.99
332	EMR Good Causes in Hellesdon	4,270.00		4,270.00
333	EMR Interest on Prev 9m Depos	0.00		0.00
334	EMR HEL2**	53,127.24	-40,000.00	13,127.24
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	5,140.00		5,140.00
347	EMR Land Acquisition account	59,752.17	-59,000.00	752.17
348	EMR Community Engagement Reser	2,350.00		2,350.00
349	EMR IT Reserve	5,241.59	2,000.00	7,241.59
350	EMR Community Apiary & allotme	131.17	-76.82	54.35
351	EMR Events	2,054.80		2,054.80
		285,408.46	**-169,770.82**	**115,637.64**

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/11/2022	Range	£95.56	warm room/cafe purchases
01/11/2022	Public Works Loan Board	£8,945.20	loan repay DJL
01/11/2022	Broadland District Council	£147.00	business rates stores
01/11/2022	Broadland District Council	£314.00	business rates tractor shed
01/11/2022	Trade UK	£20.18	hose clip pack/outlet hose w/m
01/11/2022	Vodafone Ltd	£74.00	usage & plan 16 Sep - 15 Nov
01/11/2022	Café reimburse	£61.68	reimburse cafe purchases
02/11/2022	Sum Up	£1.00	card fees cafe takings 1 Nov
03/11/2022	Curry's Business	£463.56	tv warm room
03/11/2022	Sum Up	£0.19	card fee invoice 2129
04/11/2022	Nisbets Catering Equipment	£28.77	credit note re refund
04/11/2022	Barclays Bank Plc	£15.55	commission 13 Sep - 12 Oct
04/11/2022	Sum Up	£0.70	card fees cafe 3 Nov
07/11/2022	R WELLS MEMORIALS	£477.60	plaque re opening HCC
07/11/2022	AC Leigh (Norwich) Ltd	£141.16	keys cut to code
07/11/2022	Cash Tills Direct	£535.20	cash till cafe
07/11/2022	Hugh Crane Equipment	£485.80	repair floor polisher
07/11/2022	Milne Marketing Ltd	£153.07	soap, detergents & dustbags
07/11/2022	Just Regional Publishing	£540.00	Advert Just Hellesdon 2 Nov
07/11/2022	Nisbets Catering Equipment	£81.59	knife set
07/11/2022	Drayton Farms Ltd	£972.00	allotment rent Nov -Mar 23
09/11/2022	Sum Up	£0.36	card fee cafe receipts 8 Nov
09/11/2022	UK Fuels Ltd	£199.78	diesel Oct 22
10/11/2022	Petty Cash	£100.00	transfer
11/11/2022	Anglia Culinary Suppliers Ltd	£785.69	cafe stock
11/11/2022	Broadland UK Ltd	£41.16	scarecrow trail awards
11/11/2022	The Calypso Coffee Company	£247.97	call out to coffee machine
11/11/2022	Custance & Son Ltd	£246.00	annual service/boiler inspect
11/11/2022	East Fire Extinguisher & Alarm	£390.00	alarm reset HCC
11/11/2022	PHS Group	£2,425.93	Sanitary Contract
11/11/2022	Mayday Office Equipment Servic	£267.92	mono copies Sep - Oct
11/11/2022	Norwich Electrical Co Ltd	£54.00	call out charge defib light
11/11/2022	Viking Direct	£236.48	stationery
11/11/2022	B&M Retail Ltd	£25.08	tea twels, grater, shaker
11/11/2022	Sum Up	£0.64	card fee cafe 10 Nov
11/11/2022	Bookers	£136.73	Cleaning Consumables
11/11/2022	Street Solutions UK	£385.49	50 traffic cones
11/11/2022	Sum Up	£94.80	card reader & cradle cafe
14/11/2022	Apple.com	£0.79	i pad cloud storage
15/11/2022	Gopak	£60.00	Table Feet HCC
15/11/2022	Party Delights Ltd	£35.93	red baqueting roll
16/11/2022	Amazon.com	£121.98	overcharge invoice 138722
16/11/2022	The Calypso Coffee Company	£9.34	letter H stencil for choc shak
16/11/2022	DD Health & Safety Supplies Lt	£903.42	hand wipes
16/11/2022	Ernest Doe & Sons Ltd	£13.99	vehicle shampoo
16/11/2022	East Fire Extinguisher & Alarm	£324.00	alarm monitoring fees
16/11/2022	Norfolk Prestige Fencing	£5,994.00	fencing Recreation Ground
16/11/2022	Osiris Technologies	£586.02	IT monthly support
16/11/2022	The Garden Guardian	£1,949.40	grass cutting instalment
16/11/2022	Taurus Monitoring Ltd	£342.00	legionella risk assessment DJL
16/11/2022	Co-oP	£50.98	cafe purch r/burse
16/11/2022	Co-oP	£17.31	cafe purchases
16/11/2022	B & M Retail	£294.00	xmas decs/lights/baking ware
18/11/2022	Sum Up	£1.06	card fees 17 Nov
18/11/2022	Anglian Water Business (Nation	£41.59	water charges 27 Jul- 2 Nov
21/11/2022	Norfolk County Council	£63.00	DBS check
21/11/2022	Total Gas & Power	£695.88	gas Oct 2022
21/11/2022	Filmbank media	£143.00	PVSL Licence warm room
21/11/2022	Sum up	£1.07	plot 25 card fee
22/11/2022	Bookers	£145.53	cafe purchases
22/11/2022	The Photo card ID people	£17.81	lanyard/photo holder MW
22/11/2022	Nisbets Catering Equipment	£90.39	P/Ledger Electronic Payment
22/11/2022	ASDA	£83.91	purchases HCC re open
23/11/2022	Desira Group Plc	£377.86	van MOT & service
23/11/2022	Sum Up	£0.91	card fees 22 Nov
23/11/2022	Wilko.com	£58.95	Xmas crackers
23/11/2022	B & M Retail	£64.00	baking ppr/ containers
24/11/2022	AC Leigh (Norwich) Ltd	£60.00	P/Ledger Electronic Payment
24/11/2022	Allman Woodcock Ltd	£420.00	HCC reinstatement cost assessm
24/11/2022	Earth Anchors Ltd	£4,437.60	notice boards x 3
24/11/2022	East Fire Extinguisher & Alarm	£186.00	call out labour
24/11/2022	Just Regional Publishing	£420.00	advert Just Hellesdon
24/11/2022	Norfolk Association of Local C	£72.00	councillor training
24/11/2022	PHS Group	£72.00	resite airscent burst white
24/11/2022	Pips Skips Ltd	£288.00	exchange 12 yrd skip
24/11/2022	Royal British Legion	£20.00	poppy wreath
24/11/2022	Petty Cash	£150.00	Top up petty cash
24/11/2022	Cafe Float	£50.00	cafe purchases
24/11/2022	Total Gas & Power	£23.44	elec Oct 22
24/11/2022	Morrisons	£20.00	deposit party sandwiches
24/11/2022	Post Office Ltd	£50.00	vouchers for pianists HCC open
25/11/2022	Broadland District Council	£624.00	business rates office
25/11/2022	Sum Up	£0.99	card fee 24 Nov takings
25/11/2022	Nisbets Catering Equipment	£79.17	P/Ledger Electronic Payment
28/11/2022	Drayton Farms Ltd	£301.50	allotment rent Nov -Mar 23
29/11/2022	Party Delights	£31.94	table cloths residents party
30/11/2022	A C Building Services	£400.00	remove/reinstate insulation
30/11/2022	Arnolds Keys LLP	£2,100.00	professional fees Valuation
30/11/2022	Amazon.com	£87.53	H & S Law poster
30/11/2022	Broadland District Council	£677.40	commercial waste 1 Apr-31 Mar
30/11/2022	Broadland UK Ltd	£23.75	cylinder key to pattern
30/11/2022	The Calypso Coffee Company	£75.95	coffee capsules single shot
30/11/2022	Ellis Whitam Ltd	£3,593.40	H & S core year 2
30/11/2022	Fabric Flare Solutions Ltd	£621.18	flame treatment curtains
30/11/2022	Greasebusters (Norfolk) Ltd	£288.00	degrease kitch extraction can
30/11/2022	Norwich Electrical Co Ltd	£446.40	switch fuse supp/new insector
30/11/2022	Nisbets Catering Equipment	£169.55	pump action flasks x 2
30/11/2022	Norse Commercial Services Ltd	£1,152.00	Security Services
30/11/2022	Origin Amenity Solutions	£1,024.80	line marking paint
30/11/2022	Viking Direct	£179.42	photo copy paper
30/11/2022	ASDA	£30.00	Shloer HCC re-opening
30/11/2022	Lidl	£24.53	gifts resident 100 b/day
30/11/2022	Whittingtons	£14.91	oasis bricks,anchor tape etc
30/11/2022	ASDA	£6.25	bin liners/plastic tubs
30/11/2022	Sum Up	£0.97	card fee takings 29 Nov
30/11/2022	TV Licensing	£159.00	warm room TV
30/11/2022	Anglian Water Business (Nation	£84.58	water allotments 12 Aug-11 Nov
30/11/2022	Vodafone Ltd	£74.00	charges/plan 16 Oct- 15 Dec

Receipts Nov 2022

Date	Cash Received from	Receipt Description	Receipt total
01/11/202	Allotment User	plot 23 rent	£63.16
01/11/202	Allotment User	rent plot 99	£63.16
01/11/202	Allotment User	rent plot 103	£63.16
01/11/202	Allotment User	rent plot 102	£63.16
02/11/202	Allotment User	rent plot 121	£63.16
02/11/202	Allotment User	plot 27 rent	£63.16
03/11/202	Allotment User	rent plot 35	£63.16
03/11/202	Allotment User	plot 17 rent Oct 22	£21.91
03/11/202	Allotment User	rent plot 66	£63.16
04/11/202	Allotment User	rent plot 49	£63.16
04/11/202	Allotment User	rent plot 118	£63.16
04/11/202	Allotment User	rent plot 112	£63.16
04/11/202	Allotment User	rent plot 62	£63.16
04/11/202	Allotment User	rent plot 29	£63.16
04/11/202	Allotment User	rent plot 44	£63.16
07/11/202	Allotment User	rent plot 114	£63.16
07/11/202	Allotment User	rent plot 60	£19.00
07/11/202	Allotment User	rent plot 28	£63.16
07/11/202	Allotment User	rent plot 122	£63.16
14/11/202	Allotment User	rent plot 6	£63.16
21/11/202	Allotment User	plot 25 rent	£63.16
23/11/202	Allotment User	plot 100 rent	£63.16
04/11/202	Barclays Bank Plc	loyalty reward 13 Sep - 12 Oct	£1.41
07/11/202	Barclays Bank Plc	interest precept account	£23.52
04/11/202	Broadland District Council	warm room donation	£600.00
14/11/202	Casual Hire	hire kitchen 26 nov	£19.44
14/11/202	Casual Hire	damage deposit 14 Nov	£150.00
14/11/202	Casual Hire	hire ML hall 26 Nov	£168.48
22/11/202	Casual Hire	SW room 28 Nov	£84.24
02/11/202	Norwich Airpport	donation re warm room HCC	£500.00
01/11/202	Sales Recpts Page 1484	Sales Recpts Page 1484	£18.16
01/11/202	Sales Recpts Page 1485	Sales Recpts Page 1485	£12.08
03/11/202	Sales Recpts Page 1486	Sales Recpts Page 1486	£11.24
04/11/202	Sales Recpts Page 1487	Sales Recpts Page 1487	£259.20
04/11/202	Sales Recpts Page 1488	Sales Recpts Page 1488	£125.50
07/11/202	Sales Recpts Page 1489	Sales Recpts Page 1489	£97.20
08/11/202	Sales Recpts Page 1490	Sales Recpts Page 1490	£59.88
08/11/202	Sales Recpts Page 1491	Sales Recpts Page 1491	£12.14
10/11/202	Sales Recpts Page 1492	Sales Recpts Page 1492	£58.32
11/11/202	Sales Recpts Page 1493	Sales Recpts Page 1493	£401.28
14/11/202	Sales Recpts Page 1494	Sales Recpts Page 1494	£84.00
14/11/202	Sales Recpts Page 1495	Sales Recpts Page 1495	£45.36
14/11/202	Sales Recpts Page 1497	Sales Recpts Page 1497	£145.80
14/11/202	Sales Recpts Page 1498	Sales Recpts Page 1498	£116.64
07/11/202	Sales Recpts Page 1499	Sales Recpts Page 1499	£28.50
07/11/202	Sales Recpts Page 1500	Sales Recpts Page 1500	£77.76
07/11/202	Sales Recpts Page 1501	Sales Recpts Page 1501	£207.36
17/11/202	Sales Recpts Page 1502	Sales Recpts Page 1502	£189.56
18/11/202	Sales Recpts Page 1503	Sales Recpts Page 1503	£42.00
21/11/202	Sales Recpts Page 1504	Sales Recpts Page 1504	£194.40
23/11/202	Sales Recpts Page 1505	Sales Recpts Page 1505	£230.40
01/11/202	Takings - Cafe	cafe cash takings 1 Nov	£71.90
02/11/202	Takings - Cafe	card takings 1 Nov	£59.60
03/11/202	Takings - Cafe	cash takings 3 Nov	£86.65
04/11/202	Takings - Cafe	card receipts 3 Nov	£41.20
08/11/202	Takings - Cafe	cafe cash takings 8 Nov	£70.40
09/11/202	Takings - Cafe	card receipts 8 Nov	£21.30
10/11/202	Takings - Cafe	card receipts 10 Nov	£39.40
11/11/202	Takings - Cafe	cash receipts 10 Nov	£114.60
15/11/202	Takings - Cafe	cafe cash takings 15 Nov	£81.25
17/11/202	Takings - Cafe	card receipts 15 Nov	£59.00
17/11/202	Takings - Cafe	cash takings 17 Nov	£88.00
17/11/202	Takings - Cafe	card takings 17 Nov	£63.00
22/11/202	Takings - Cafe	cash takings 22 Nov	£87.75
22/11/202	Takings - Cafe	card receipts 22 Nov	£54.10
22/11/202	Takings - Cafe	card receipts 24 Nov	£58.50
24/11/202	Takings - Cafe	cash takings 24 Nov	£163.80
29/11/202	Takings - Cafe	cash takings 29 Nov	£79.25
29/11/202	Takings - Cafe	card receipts 29 Nov	£57.40
25/11/202	Tennis - Casual Hire	tennis court hire	£7.00

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

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								
1400	Community Centre Income	0	28,600	15,000	(13,600)			190.7%	
1410	Community Centre Inc ML Room	1,409	2,587	0	(2,587)			0.0%	
1415	Community Centre Inc SW Room	810	1,454	0	(1,454)			0.0%	
1420	Community Centre Inc OH Room	15	53	0	(53)			0.0%	
1425	Community Centre Inc Spr Room	388	622	0	(622)			0.0%	
1435	Warm room grants	1,100	1,100	0	(1,100)			0.0%	
1445	Community centre kitchenette	48	93	0	(93)			0.0%	
1460	Hire of flasks	40	60	0	(60)			0.0%	
1475	Storage charge	30	50	0	(50)			0.0%	
	Community Centre :- Income	**3,841**	**34,619**	**15,000**	**(19,619)**			**230.8%**	**0**
4150	Utilities	506	1,271	24,060	22,789		22,789	5.3%	
4250	PHS services	60	1,111	2,289	1,178		1,178	48.6%	
4295	Equipment - New/Replacement	331	1,173	1,000	(173)		(173)	117.3%	
4300	Equipment-Repair/Maintenance	0	415	500	86		86	82.9%	
4416	Water dispenser	0	0	362	362		362	0.0%	
4435	Contingencies	0	125	0	(125)		(125)	0.0%	
4450	Inspections	155	1,175	624	(551)		(551)	188.2%	
4480	Memberships & Subscriptions	0	0	1,680	1,680		1,680	0.0%	
4560	Property Maintain/Replacement	508	1,025	1,500	475		475	68.3%	
4630	Consumables	20	105	25	(80)		(80)	421.5%	
4635	cleaning agents/materials	0	531	1,500	969		969	35.4%	
4645	Warm room expenditure	824	824	0	(824)		(824)	0.0%	
4695	community centre redevelopment	918	459,524	0	(459,524)		(459,524)	0.0%	
	Community Centre :- Indirect Expenditure	**3,321**	**467,279**	**33,540**	**(433,739)**	**0**	**(433,739)**	**1393.2%**	**0**
	Net Income over Expenditure	**519**	**(432,660)**	**(18,540)**	**414,120**				
110	Administration								
1076	Precept	0	552,939	0	(552,939)			0.0%	7,870
1099	Community Infrastructure	0	91,597	0	(91,597)			0.0%	
	Administration :- Income	**0**	**644,536**	**0**	**(644,536)**				**7,870**
4065	councillor training	74	74	1,000	926		926	7.4%	
4070	Profess Fees/Agency Personnel	2,100	3,050	0	(3,050)		(3,050)	0.0%	
4465	External Audit	0	2,000	1,365	(635)		(635)	146.5%	
4470	Internal Audit	0	970	2,500	1,530		1,530	38.8%	
4475	Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480	Memberships & Subscriptions	0	1,574	1,540	(34)		(34)	102.2%	
4550	Insurance	0	9,879	10,171	292		292	97.1%	
	Administration :- Indirect Expenditure	**2,174**	**18,048**	**21,576**	**3,528**	**0**	**3,528**	**83.6%**	**0**
	Net Income over Expenditure	**(2,174)**	**626,488**	**(21,576)**	**(648,064)**				
6001	less Transfer to EMR	0	7,870						

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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	**(2,174)**	**618,618**						
120	Staff								
4000	Admin Staff	9,608	53,261	147,638	94,377		94,377	36.1%	
4010	Groundstaff	7,474	36,564	93,429	56,865		56,865	39.1%	
4020	Care Takers	4,975	27,630	87,360	59,730		59,730	31.6%	
4030	Additional Staff	0	0	6,500	6,500		6,500	0.0%	
4040	PAYE	5,280	24,081	0	(24,081)		(24,081)	0.0%	
4045	Pension Scheme	6,420	32,471	0	(32,471)		(32,471)	0.0%	
4055	Staff training	0	1,500	2,500	1,000	3,000	(2,000)	180.0%	
4080	Employer NI	2,712	12,274	0	(12,274)		(12,274)	0.0%	
4090	Protective clothing/workwear	18	1,325	3,000	1,675		1,675	44.2%	
	Staff :- Indirect Expenditure	**36,489**	**189,105**	**340,427**	**151,322**	**3,000**	**148,322**	**56.4%**	**0**
	Net Expenditure	**(36,489)**	**(189,105)**	**(340,427)**	**(151,322)**				
130	Council Office								
1360	Electricity FIT	0	333	358	25			92.9%	
	Council Office :- Income	**0**	**333**	**358**	**25**			**92.9%**	**0**
4112	Advertising	0	324	185	(139)		(139)	175.1%	
4150	Utilities	740	7,141	13,924	6,783		6,783	51.3%	
4250	PHS services	0	21	53	32		32	39.9%	
4295	Equipment - New/Replacement	0	81	2,500	2,419		2,419	3.2%	
4400	Chairman's Budget	402	1,046	1,500	454		454	69.7%	
4405	Expense/Mileage Members	0	24	100	77		77	23.5%	
4410	Expense/Mileage Staff	0	68	100	32		32	67.9%	
4415	Refreshments	59	191	300	109		109	63.7%	
4420	Telephone and Broadband	2,473	4,013	3,500	(513)		(513)	114.7%	
4425	IT Support and Maintenance	394	2,901	4,954	2,053		2,053	58.6%	
4430	Photocopier	21	1,779	2,500	721		721	71.2%	
4435	Contingencies	0	25	250	225		225	10.0%	
4440	Stationery	129	472	500	28		28	94.4%	
4445	Postage	(1)	62	150	88		88	41.5%	
4450	Inspections	98	546	624	78		78	87.5%	
4485	Other Licences/Fees	59	2,906	2,914	8		8	99.7%	
4500	PWLB	8,945	43,095	43,094	(1)		(1)	100.0%	
4560	Property Maintain/Replacement	285	526	2,500	1,974		1,974	21.1%	
4565	Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570	Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4595	Misc contributions	0	0	200	200		200	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
4630	Consumables	10	103	25	(78)		(78)	411.7%	
4635	cleaning agents/materials	0	47	20	(27)		(27)	235.4%	
	Council Office :- Indirect Expenditure	**13,613**	**65,370**	**85,143**	**19,773**	**0**	**19,773**	**76.8%**	**0**
	Net Income over Expenditure	**(13,613)**	**(65,038)**	**(84,785)**	**(19,747)**				
150	Investment								
1080	Bank Interest Received	59	60	900	840			6.7%	
1090	Monthly Loyalty Rewards	1	6	8	2			81.0%	
	Investment :- Income	**61**	**67**	**908**	**841**			**7.3%**	**0**
4060	Bank Charges	35	205	180	(25)		(25)	113.7%	
	Investment :- Indirect Expenditure	**35**	**205**	**180**	**(25)**	**0**	**(25)**	**113.7%**	**0**
	Net Income over Expenditure	**26**	**(138)**	**728**	**866**				
160	Planning								
4130	Hire of Rooms	0	325	300	(25)		(25)	108.3%	
	Planning :- Indirect Expenditure	**0**	**325**	**300**	**(25)**	**0**	**(25)**	**108.3%**	**0**
	Net Expenditure	**0**	**(325)**	**(300)**	**25**				
170	Health and Safety								
4135	Consultancy Fees	2,995	4,547	2,400	(2,147)		(2,147)	189.4%	
4140	Defibrillator	84	(29)	300	329		329	(9.7%)	
4295	Equipment - New/Replacement	0	154	150	(4)		(4)	102.8%	
4630	Consumables	17	17	0	(17)		(17)	0.0%	
	Health and Safety :- Indirect Expenditure	**3,096**	**4,689**	**2,850**	**(1,839)**	**0**	**(1,839)**	**164.5%**	**0**
	Net Expenditure	**(3,096)**	**(4,689)**	**(2,850)**	**1,839**				
180	Media and Communications								
4105	Newsletter-Printing/Distributi	350	3,295	5,000	1,705		1,705	65.9%	
4110	Website and Emails	0	694	3,000	2,306		2,306	23.1%	
4155	IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460	CCTV	0	0	1,450	1,450		1,450	0.0%	
4685	Noticeboards	3,698	3,698	4,725	1,027	3,698	(2,671)	156.5%	
	Media and Communications :- Indirect Expenditure	**4,048**	**7,687**	**16,175**	**8,488**	**3,698**	**4,790**	**70.4%**	**0**
	Net Expenditure	**(4,048)**	**(7,687)**	**(16,175)**	**(8,488)**				

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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	1,178	1,505	327		327	78.3%	
	Stores :- Indirect Expenditure	**147**	**1,178**	**1,505**	**327**	**0**	**327**	**78.3%**	**0**
	Net Expenditure	**(147)**	**(1,178)**	**(1,505)**	**(327)**				
195	Tractor Shed								
4150	Utilities	314	2,516	3,213	697		697	78.3%	
4450	Inspections	0	310	552	242		242	56.2%	
4560	Property Maintain/Replacement	0	0	375	375		375	0.0%	
	Tractor Shed :- Indirect Expenditure	**314**	**2,826**	**4,140**	**1,314**	**0**	**1,314**	**68.3%**	**0**
	Net Expenditure	**(314)**	**(2,826)**	**(4,140)**	**(1,314)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	89	89	500	411		411	17.7%	
4120	Over 65 Entertainment	0	0	300	300		300	0.0%	
4630	Consumables	121	121	50	(71)		(71)	242.0%	
	Residents' Parties :- Indirect Expenditure	**210**	**210**	**850**	**640**	**0**	**640**	**24.7%**	**0**
	Net Expenditure	**(210)**	**(210)**	**(850)**	**(640)**				
205	Events								
1480	Events income	0	473	0	(473)			0.0%	
	Events :- Income	**0**	**473**	**0**	**(473)**				**0**
4122	Events	590	1,690	3,000	1,310		1,310	56.3%	
	Events :- Indirect Expenditure	**590**	**1,690**	**3,000**	**1,310**	**0**	**1,310**	**56.3%**	**0**
	Net Income over Expenditure	**(590)**	**(1,218)**	**(3,000)**	**(1,782)**				
210	Grounds								
1200	Football Hire Charges	140	612	350	(262)			174.9%	
1210	Football Training Area Hire	194	1,114	2,415	1,301			46.1%	
1215	Grass cutting agreement	0	14,469	13,213	(1,256)			109.5%	
1270	Floodlights Income	4	4	0	(4)			0.0%	
	Grounds :- Income	**337**	**16,198**	**15,978**	**(220)**			**101.4%**	**0**
4195	Keys/Locks	20	513	290	(223)		(223)	176.8%	
4200	Locking parks	888	6,619	0	(6,619)		(6,619)	0.0%	
4205	Replacement Bins	0	0	250	250		250	0.0%	
4210	Emptying Bins/Fresheners	677	677	4,329	3,652		3,652	15.6%	

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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
4215	Seats - Repair/Replacement	0	0	500	500		500	0.0%	
4220	Signage - New/Replacement	0	40	200	160		160	20.0%	
4225	Floodlights Maintenance/Repair	0	0	525	525		525	0.0%	
4245	Highway grass verge cutting	1,625	12,996	11,684	(1,312)		(1,312)	111.2%	
4255	Skip hire	240	1,440	2,400	960		960	60.0%	
4260	Shrub/Tree/Hedge	0	0	750	750		750	0.0%	
4270	Fertilisers/Weed & Moss Killer	180	215	1,878	1,663		1,663	11.5%	
4295	Equipment - New/Replacement	0	89	500	411		411	17.8%	
4320	Small tools	0	0	1,575	1,575		1,575	0.0%	
4325	fence repairs	4,995	12,559	6,132	(6,427)		(6,427)	204.8%	7,564
4390	Materials	674	674	2,750	2,076		2,076	24.5%	
4395	Wetting Agents/Preservatives	0	0	353	353		353	0.0%	
4435	Contingencies	0	173	4,000	3,827		3,827	4.3%	
4630	Consumables	19	73	262	189		189	27.8%	
4635	cleaning agents/materials	0	88	310	222		222	28.5%	
	Grounds :- Indirect Expenditure	**9,317**	**36,157**	**38,688**	**2,531**	**0**	**2,531**	**93.5%**	**7,564**
	Net Income over Expenditure	**(8,980)**	**(19,959)**	**(22,710)**	**(2,751)**				
6000	plus Transfer from EMR	0	7,564						
	Movement to/(from) Gen Reserve	**(8,980)**	**(12,395)**						
220	Machinery and Vehicles								
4160	Repairs/Maintenance	0	396	714	318		318	55.5%	
4265	Fuel	0	1,173	1,500	327		327	78.2%	
4290	Servicing	322	3,405	5,800	2,395		2,395	58.7%	
4305	Parts- Repair/Replace/Spare	0	0	0	(0)		(0)	0.0%	
4310	Hire of Machinery	0	2,250	6,975	4,725		4,725	32.3%	
	Machinery and Vehicles :- Indirect Expenditure	**322**	**7,225**	**14,989**	**7,764**	**0**	**7,764**	**48.2%**	**0**
	Net Expenditure	**(322)**	**(7,225)**	**(14,989)**	**(7,764)**				
230	Trees								
4240	Emergency Work	0	0	1,500	1,500	945	555	63.0%	
4455	work & inspections	0	7,255	7,000	(255)	220	(475)	106.8%	
	Trees :- Indirect Expenditure	**0**	**7,255**	**8,500**	**1,245**	**1,165**	**80**	**99.1%**	**0**
	Net Expenditure	**0**	**(7,255)**	**(8,500)**	**(1,245)**				
240	Allotments								
1100	Allotment Income	753	3,110	3,299	189			94.3%	

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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
1105	Allotment administration fee	0	75	100	25			75.0%	
1110	Water Charge	223	920	750	(170)			122.7%	
1115	Pest control charge	111	494	625	131			79.0%	
1335	Refund street lighting	0	900	0	(900)			0.0%	
	Allotments :- Income	**1,087**	**5,499**	**4,774**	**(725)**			**115.2%**	**0**
4145	Landowner Rent	506	1,363	1,243	(120)		(120)	109.6%	
4150	Utilities	302	1,329	1,113	(216)		(216)	119.4%	
4170	Pest Control	0	350	625	275		275	56.0%	
4175	Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4560	Property Maintain/Replacement	0	333	2,081	1,748		1,748	16.0%	77
	Allotments :- Indirect Expenditure	**808**	**3,375**	**5,162**	**1,787**	**0**	**1,787**	**65.4%**	**77**
	Net Income over Expenditure	**278**	**2,124**	**(388)**	**(2,512)**				
6000	plus Transfer from EMR	0	77						
	Movement to/(from) Gen Reserve	**278**	**2,201**						
250	Play Areas								
4300	Equipment-Repair/Maintenance	0	466	2,750	2,284		2,284	16.9%	
4450	Inspections	0	263	250	(13)		(13)	105.0%	
	Play Areas :- Indirect Expenditure	**0**	**728**	**3,000**	**2,272**	**0**	**2,272**	**24.3%**	**0**
	Net Expenditure	**0**	**(728)**	**(3,000)**	**(2,272)**				
255	Hard Courts and Car Park								
1220	No longer in use	0	22	0	(22)			0.0%	
1225	Outside courts	26	350	500	150			69.9%	
1230	No longer in use	0	390	0	(390)			0.0%	
	Hard Courts and Car Park :- Income	**26**	**761**	**500**	**(261)**			**152.2%**	**0**
4300	Equipment-Repair/Maintenance	0	40	0	(40)		(40)	0.0%	
4340	Surface - Repair	0	0	1,570	1,570		1,570	0.0%	
4345	Surface Clean Chemicals	0	0	419	419		419	0.0%	
4390	Materials	0	0	289	289		289	0.0%	
4560	Property Maintain/Replacement	0	0	2,200	2,200		2,200	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**0**	**40**	**4,478**	**4,438**	**0**	**4,438**	**0.9%**	**0**
	Net Income over Expenditure	**26**	**721**	**(3,978)**	**(4,699)**				
260	Bowling Green								
1240	Bowls Hire Charges	0	1,800	1,800	0			100.0%	
	Bowling Green :- Income	**0**	**1,800**	**1,800**	**0**			**100.0%**	**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
4160	Repairs/Maintenance	0	0	210	210		210	0.0%	
4390	Materials	0	752	1,751	999		999	42.9%	
	Bowling Green :- Indirect Expenditure	**0**	**752**	**1,961**	**1,209**	**0**	**1,209**	**38.3%**	**0**
	Net Income over Expenditure	**0**	**1,048**	**(161)**	**(1,209)**				
265	Memorials								
4360	Rose Renewal	0	0	420	420		420	0.0%	
4575	War Memorial	0	0	473	473		473	0.0%	
	Memorials :- Indirect Expenditure	**0**	**0**	**893**	**893**	**0**	**893**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(893)**	**(893)**				
270	Traffic Highways/Environment								
1350	Parish Partnership grant	0	3,200	3,200	0			100.0%	
	Traffic Highways/Environment :- Income	**0**	**3,200**	**3,200**	**0**			**100.0%**	**0**
4650	SAM2 Weekly Move	448	823	1,200	378		378	68.5%	
4655	Bus Shelters	0	0	500	500		500	0.0%	
4670	Parish Partnership Scheme	0	6,400	6,400	0		0	100.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**448**	**7,223**	**8,100**	**878**	**0**	**878**	**89.2%**	**0**
	Net Income over Expenditure	**(448)**	**(4,023)**	**(4,900)**	**(878)**				
300	Cafe								
1500	Café Income	1,081	1,081	0	(1,081)			0.0%	
	Cafe :- Income	**1,081**	**1,081**	**0**	**(1,081)**				**0**
1610	cafe capital costs	1,128	6,474	0	(6,474)		(6,474)	0.0%	
4630	Consumables	0	130	0	(130)		(130)	0.0%	
4710	Café Purchases	(261)	1,285	0	(1,285)		(1,285)	0.0%	
	Cafe :- Indirect Expenditure	**867**	**7,889**	**0**	**(7,889)**	**0**	**(7,889)**		**0**
	Net Income over Expenditure	**214**	**(6,808)**	**0**	**6,808**				
	Grand Totals:- Income	**6,432**	**708,566**	**42,518**	**(666,048)**			**1666.5%**	
	Expenditure	**75,799**	**829,256**	**595,457**	**(233,799)**	**7,863**	**(241,662)**	**140.6%**	
	Net Income over Expenditure	**(69,367)**	**(120,690)**	**(552,939)**	**(432,249)**				
	plus Transfer from EMR	**0**	**7,641**						
	less Transfer to EMR	**0**	**7,870**						
	Movement to/(from) Gen Reserve	**(69,367)**	**(120,919)**						

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: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on Tuesday 8th November 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton
Cllr U. Franklin
Cllr S. Bush-Trivett
Cllr M. Fulcher
Cllr B. Johnson

Also In Attendance
L. Pointin – Senior Admin Officer
Cllr D. King
The Chair welcomed all to the meeting.

1. Apologies and acceptance for absence
No apologies were received.

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

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

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)
None.

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

6. Planning Applications for Consideration

Application	Agreed Response
20221664 112 Middletons Lane, NR6 5BR Extension to the rear garden room on the back of the garage to create storage area and potting shed.	Object - The drawings are of poor quality which in turn are difficult to read. From what can be seen it looks as if there are two different finishes to the roof.
20221668 17 Eversley Road, NR6 6SG Single storey side link extension garage conversion.	Object – Overdevelopment of site. 1. It would be detrimental to the amenities of neighbouring properties. 2. It could potentially be used as a separate dwelling.

Approved.....

Date.....

	3. An increase in onstreet park would create greater traffic associated risks as the property is near a corner.
20221667 8 Windsor Road, NR6 5NT Proposed single storey flat roof extension.	No Objection.

7. Exchange of Information

No further information exchanged.

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 22nd November 2022 at 6.15pm.

The meeting closed at 6.31 pm.

DRAFT

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: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Playing Fields, Allotments and Amenities Committee held on Tuesday 29th November 2022 7pm at Diamond Jubilee Lodge

Present: Cllr B. Johnson (Chairman)
Cllr K. Avenell
Cllr L. Douglass
Cllr U. Franklin
Cllr D. King

Also in Attendance:
Mrs F LeBon (Clerk), Mr K Sage (Facilities Manager) and 2 members of the public

The Chairman welcomed all to the meeting and read out the transparency rules to facilitate the recording of the meeting.

1. **Apologies and acceptance for absence**
Apologies were received from Cllr G. Diffey.

2. **Declarations of Interest and Dispensations**
Cllr Johnson declared an interest in matters relating to Hellesdon Bowls Club, as a member of the club.

3. **To Approve the Minutes of the Meeting 30th August 2022**
The Minutes had been circulated from the meeting of 30th August 2022. These were **AGREED**.

4. **Public Participation**
A member of the public was concerned that a response had not been received from the council regarding queries he had sent, particularly regarding the new allotment rules, application of pesticides and pest control. The Clerk confirmed that a written response had been sent on 9th August 2022 and quoted from the letter. The Facilities Manager advised the process for applying pesticides and the level of qualification required for the strength of pesticides used by the parish council.
A member of the public reported that an animal had been digging along the fence line at the allotment site. That member of the public is to provide more detail of the location and the Facilities Manager will attend site to investigate further.

5. **Allotments**
a. To Consider Correspondence relating to Donations of Allotment Produce to Food Banks.
A query had been received by Parish Council as follows.

'I am personally trying to put together something to encourage plot holders to donate to food banks , is this acceptable ?'

The Clerk advised that there is a restriction under the Parish Council's allotment rules that produce cannot be sold, but there was no such restriction on a donation at no charge.

Whilst under the Allotment Act 1922, part of the definition of an allotment is 'wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family', the exceptional economic times were considered. It was **AGREED** that the Parish Council would not intervene if donations of excess produce from allotment plots were made to support the community, as long as there was no commercial benefit.

b. **To Consider Correspondence relating to the Placement of a Shed on Plot 56**

Correspondence had been received from HAHA about allowing them to place a shed on plot 56. Plot 56 houses a stop cock so it is not on the Parish Council's list to be let. It was **AGREED** that HAHA be permitted to install a shed on plot 56, under the following conditions:

1) That the shed be installed in the location as agreed with the Facilities Manager
2) The shed should not impede access to, or maintenance for, the stopcock.
3) That the shed complies with all prevailing shed rules.
4) The shed be removed if such instance occurs that the Parish Council requires the plot to be vacated.
5) Only the one shed is to be placed on this plot and nothing else.

c. To Consider Correspondence relating to HAHA Representation of Allotment Holders

The Clerk provided a report on the request from HAHA to represent allotment holders. A request had been made by the council in July for a copy of HAHA's constitution, but to date this had not been received.

There had never been any queries with HAHA bringing generic queries to the Parish Council, particularly those that had been discussed in democratic meetings of HAHA, however the request suggests that HAHA wished to represent allotment holders on individual issues, including those involving contractual matters. It was stressed that the tenancy agreement is between each individual tenant and the Parish Council, and that information under these agreements should not be divulged to HAHA under Data Protection Legislation.

It was **AGREED** to note the correspondence from HAHA but not engage with queries of an individual nature relating to the contracts between the individual tenant and the Parish Council.

d. To Receive Report on Number of Paid / Unpaid Tenancy Renewals

The Clerk reported that there was now only one unpaid tenancy and this was being actively chased to find out whether the tenant wishes to retain their plot.

6. Tennis Courts

a. To Receive Update on Tennis Court Project

The Clerk reported that the agreement with National Tennis has been signed and an open day was held on Saturday 8th October. This was well attended and the children's class has grown by word of mouth. The adult classes have not proved as popular, but it is anticipated that these will grow when tennis is in season.

As per the license agreement, National Tennis will be invoiced quarterly in arrears. This means the Parish Council will receive funding for the tennis courts out of season, which it hasn't done historically. All the funding forms for the SMARTgate have been received and are ready to be sent back to the LTA. There has been a delay as a result of a problem with the electrical feed and the distance from the gate location and the power board that feeds the floodlights. An alternative solution has been sought utilising the router from the community centre and a 4G SIM, which is awaiting contractor sign off.

7. Parks

a. To Alternative Signage for Parks in Relation to Dog Control

The Clerk reported that at the last meeting, a discussion occurred about the signage on the recreation ground about dogs being on leads.

This is something that the Parish Council cannot enforce without a Public Space Protection Order. There is already a Public Spaces Protection Order on the recreation ground, as taken out by Broadland Council, but this only covers dog fouling. A change to Broadland Council's Public Spaces Protection Order would have to be requested, and this would have to be consulted upon, which could lead to tension with dog owners who use the area.

If the Parish Council wishes for dogs to be kept on leads for the purpose of keeping dogs under control, there is already legislation in place for this purpose under The Dangerous Dogs Act 1991 (as amended by the Anti-social Behaviour, Crime and Policing Act 2014).

Alternative signage was put forward to emphasise the responsibilities of dog owners. Cllrs Avenell and King put forward additional wording which was **AGREED** should be worked into the proposed signs.

It was **AGREED** that prices should be obtained for signs for all of the parish owned open spaces and this should be added to the 2023/2024 budget.

8. Budget

a. To Receive Prices for Verge Cutting in 2023/2024

The Clerk reported that prices had been requested from contractors for ten cuts per year (the Norfolk County Council standard is 4 cuts) with an option for more cuts if requested. The specification has requested strimming around street furniture and signs, rather than weedkilling which had been the source of numerous complaints this season.

The specification had been sent to local contractors and also been placed on Contracts Finder for maximum exposure.

Prices received were:

	Contractor 1	**Contractor 2**
Price for 10 cuts	£11,913.00	£8,910.95
Price for each additional cut	£1,191.00	£731.15
Other Information	Will not provide a strimming service but will weedkill around street furniture and signs	Will incorporate strimming in the price

It was **AGREED** to recommend that the award of contract be to contractor 2, based on value for money and being in line with the specification.

b. To Consider Committee Budget for 2023/2024

All areas of the committee budget were considered:

Allotments: To review allotment uptake. If there are allotments that haven't been taken up by Hellesdon residents, should these be offered to non-residents to maximise income? Also investigate projects where earmarked reserves could be used rather than precepted for, and options for the apiary.

Bowling Green: A meeting is to be held with the bowls club to discuss options for the cost of maintaining the green.

CCTV/Notice Boards: The Clerk reported on the recent problems with the CCTV. This is to be escalated to PP&R. Also, to see if earmarked reserves could be used for the final noticeboard replacement.

Playing Fields: The cost of verge cutting was discussed under item 8a. The condition of the floodlights was also discussed. A full professional report was required of the floodlights, then a business case put together and budgeted for.
Hard Courts: The replacement of metal signposts on the driveway is to be incorporated into the 2022/23 property maintenance budget where possible and reduce the amount precepted for in 2023/2024. The driveway lighting should be looked into at the same time as the flood lighting. It should also be considered whether the surfacing of the hard courts should be replaced with match funding.
Machinery and Vehicles: Discussions occurred as to the age of the gang mower and of the van. Further information is to be presented to PP&R with options such as trade in and HP, for further consideration.
War Memorial and Rose Garden: As much of the 2022/2023 budget should be used as possible on the war memorial, and the proposed budget for 2023/2024 should be reduced. The budget for roses in 2023/2024 should be reduced, but it should be ensured that there is a memorial rose for Her Late Majesty.
Play Areas: The budget for play equipment repairs in 2023/2024 should be increased as the equipment is aging. Inspections should be made in 2022/2023 to ensure that the 2022/2023 budget is utilised where appropriate.
Stores: Agreed as per officer recommendation.
Tractor Shed: Agreed as per officer recommendation.
Highways: The SAM2 budget should be adjusted for the additional batteries required and chargers, and not for a contractor to move the signs.
Trees: Ensure that the works required for 2022/2023 are instructed for tree work required on the Recreation Ground.

The 2023/2024 recommendations will be put forward to PP&R for further consideration and then to full council for final agreement.

9. Exchange of Information
None raised.

10. To confirm the date, time and venue of the next meeting
To be agreed in the New Year.

MEETING CLOSED AT 9.30pm

DRAFT

Meeting of Hellesdon Parish Council

13th December 2022

Item 10a - To Receive Report on Community Centre Refurbishment Project and Consider any Resulting Actions

a) To Receive Report on Refurbishment Project

The Parish Council's Project Manager continues to work with the representative from Aviva to conclude the Parish Council's claim for damage to the building. Counter claims have been submitted from the contractor and these are being worked through by the Project Manager. As a result, the final account has yet to be concluded. This is causing problems for items that need to be resolved for the benefit of our hirers.

In the meantime, the snag lists for both contractors are being worked through. Some snags are being disputed, whilst others are being blamed on the other contractor. It will reach the stage where both contractors may need to be in a room together to establish liability.

AV Equipment

As part of the M&E contract, the contractors were instructed to strip out the wiring to all AV equipment in the community centre. A claim has been made for the equipment damaged by the water ingress (totalling £3,327.02) but not for the wiring because of the contractual instructions. This has meant that the community centre has no AV equipment at present. In the short term this was bearable, but pressure is now being placed upon the council to provide a form of AV equipment to allow hirers to play music and use microphones in both the ML and SW. It would also allow for the completion of the hearing loop amplifier in the ML room and a hearing loop placed in the SW room.

The quotes received to supply and install a new AV system are:

ML Room: £4,875.00

SW Room: £2,700.00

TOTAL: £7,575.00

It was hoped that the £3,327.02 claim for equipment and the £5,000 provisional sum which was originally in the refurbishment budget would pay for this, but until the final account is agreed there is a moratorium on works such as this through the refurb budget.

The Parish Council will need to decide whether to place these items on order through another budget, until such time when the final account is refurb account is agreed. This is at the risk that the final account may not favour the expense.

Stage

The stage was damaged by the floodwater and had to be removed as part of the flooring work. The Parish Council is only entitled to the same stage back, so opted for a 'betterment' option of a new sectional stage. The cost of the new sectional stage is £4,920.59, but our Project Manager has advised the insurance company that we would be claiming £1,726.92 for the cost of the old stage. The insurance company has advised *'It does seem to be on the high side and does not reflect the*

costs to remove the old stage from site, however rather than discuss this item in isolation I suggest this is included in our discussions regarding the overall account.'

Again, as there has been no agreement from the insurance company, the Parish Council will need to decide whether to place the stage on order through another budget, until such time when the final account is refurb account is agreed. This is at the risk that the final account may not favour the expense.

Pressure is mounting from hirers and the cost of the new stage is unlikely to be valid any more as it was obtained in July.

CCTV

Six of the Council's CCTV cameras are no longer working. Upon investigation, the wires in the roof have been cut. The building contractor is denying responsibility for this and is blaming the M&E, and has asked the Parish Council to engage Efire for a more investigative work. In the first progress meeting it was agreed that 'NC confirmed that the CCTV currently located in the community centre needs to be active during the build / PM to review with the contractors electrician' and in the second progress meeting it was agreed 'PM confirmed that the CCTV currently located in the community centre still active / PM to review if working daily during contract and advise NC'.

The Clerk has not engaged EFire as that would make the Parish Council liable for the bill. Instead the Clerk has asked for the daily CCTV checklist as agreed to be done by the building contractor, to establish which contractor was responsible for the building when the CCTV cameras ceased working. To move this forwards, the Project Manager has asked the building contractor to engage EFire to do more investigative work and has undertaken that, should it be proved that any aspect of the CCTV has failed because of age, the Parish Council will pay for this portion of the report.

Invoices for loss of income have been issued which total £28,600. Additional invoices for physical damage and works done by Hellesdon Parish Council staff are in the process of being issued and total in excess of £10,000. The Project Manager will take these invoices to the insurance underwriter and discuss against the counter claims to resolve the final account.

Meeting of Hellesdon Parish Council

13th December 2022

Item 10c – To Consider Parish Council run club for Senior Citizens

Since the community centre has reopened, there have been some groups that have not returned. Most notably, these are social groups for senior citizens. This is not uncommon for senior social groups after the Covid pandemic.

Cllr Gurney, in consultation with Cllrs Douglass, Forder and Johnson, has researched this matter and found that in Hellesdon there is a need for such a group to restart in the interests of the social wellbeing of senior citizens in Hellesdon.

The proposal is that the Parish Council starts a group once a month which would provide activities at low cost for senior citizens. This would be run by volunteers and Cllr Gurney has established interest in this. The proposed dates for running is every 3rd Friday of the month, in the afternoon. Consultation has been had with the library to ensure this does not clash with similar groups run under their jurisdiction. The third Friday will complement the library's dementia café which runs on the last Friday of each month. Dependent on numbers, this can start in the Warm Room, and if numbers grow it can move to the Sylvia Watling Room.

Activities will be arranged each month. These can range from crafts to films, to guest speakers.

Consideration for the Parish Council

- The provision of a room once a month, free of charge, to facilitate this group.
- Volunteers are working alongside the elderly and these would be deemed as vulnerable adults. It is therefore recommended that volunteers are DBS checked (the cost of a volunteer DBS check is £20.83 through NCC's umbrella scheme).
- Volunteers officially working under the jurisdiction of the Parish Council are covered by the Parish Council's insurance.
- A voluntary donation will be asked of each attendee to cover refreshments. Any excess money that has been received and not required for refreshments will be paid into the Parish Council's bank account, under a ring fenced cost code, to support future activities of the group.
- An initial budget is to be set of £500, which can be taken from the EMR Good Causes for Hellesdon. The balance of this EMR is currently £4,270

Subject to council agreement, it is hoped to start on Friday 20th January.

MODEL COUNCILLOR-OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

> *"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.*
>
> *At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.*
>
> *councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.*
>
> *[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.*
>
> *Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.*
>
> *The roles are very different but need to work in a complementary way.*
>
> *It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In*

turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly

- comply, at all times, with the Officers' Code of Conduct, and such other policies or procedures approved by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed. Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the

foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council’s activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council’s Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council’s position in relation to disputes, major planning developments, court issues or individuals’ complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

Meeting of Hellesdon Parish Council

13th December 2022

Item 12 - To Receive Updated Plans and Consider License for Bollard Scheme

An email was received from the Estates Team at Norfolk County Council regarding the Library Protection Scheme. They have advised:

'Nplaw has advised that a licence is the appropriate way to do this. NCC would be responsible for installing/maintaining/repairing/replacing the bollards as required, and would undertake to reinstate the land to the parish council's satisfaction if required at the end of the arrangement.

I am awaiting some further information about the proposed bollards from a colleague and hope to be able to share that shortly, together with a plan/image.

Are you happy for me to ask nplaw to prepare a draft licence document that I can share with you for comment/agreement? I am assuming something like a 20 year term would be suitable, but let me know if you disagree. Are you happy with a peppercorn rent?'

The Parish Council's response to this was:

'Thank you for your email and for moving this forwards.

If you could draft the license, as per your proposal below, then I can take this to council for consideration, along with the plans when you've received them. '

As of the date of this report, the Parish Council has not received any further information. As soon as the proposal is available it will be presented to full council.