HELLESDON PARISH COUNCIL
The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Minutes of the Full Council Meeting of Hellesdon Parish Council Held on Tuesday 14th December 2021 at 7pm At The Parish Office, Council Chambers, Diamond Jubilee Lodge

PRESENT:

Cllr W Johnson (acting Chairman)
Cllr R Sear
Cllr D Fahy
Cllr S Bush-Trivett
Cllr M Fulcher
Cllr L Douglass
Cllr S Gurney
Cllr R Potter
Cllr P Sparkes
Cllr U Franklin
Cllr G Diffey
Cllr K Avenell,

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

WELCOME –The Vice Chairman welcomed Councillors, the Locum Clerk and members of the public to the meeting. It was explained that the Locum Clerk would be working part-time until recruitment of a permanent replacement clerk was secured, probably until February.

1. Apologies and Acceptance for Absence

Apologies of absence were received from Cllr D King, Cllr R Forder and Cllr D Britcher these were **ACCEPTED. It was agreed for an extension of absence for Cllr Britton.**

2. Declarations of Interest and Dispensations

No further declarations or dispensations were received.

3. Minutes from Full Council meeting held 9th November 2021

The Minutes of the Full Council meeting held on 9th November 2021 were previously circulated, these were accepted by all those present at the meeting as a true record, it was
RESOLVED TO ACCEPT

4. Public Participation

An update was provided on the imminent delivery of a further defibrillator.

5. Reports from

a) Parish Clerk

The Parish Clerk's report was previously circulated.
RESOLVED TO ACCEPT THE REPORT

b) Verbal updates were provided by the District and County Councillors.

- Cllr Potter had been asked to be the young persons ambassador within BDC
- Cllr Prutton advised that the defibrillator she had funded had now been commissioned.

Approved……

Date……

- Cllr Gurney updated on County matters and that she had secured £1.6m funding for a cycle way linking up to the NDR, alongside other highway improvements.
- She was looking to secure improvements to the new cycle/ bus route on the Cromer Road, which was not operating as well as intended, and had secured retention of the crossing at the B&Q junction. Discussions would also be continued about securing adequate funding for BPC to take on street lighting responsibilities.
- Together with Cllr King, she had secured a further defibrillator for the parish.
- She also briefed on a recent meeting with Persimmon, with concerns being that the site might not now be fully developed in the way planned, due to terrain difficulties, and also that tree numbers retained were less than hoped.

c) Police Matters – Councillors Lacey and Avenall were keen to take up the offer of a tour around the parish, with the local Beat Officer.

6. Financial Matters

It was RESOLVED TO NOTE THE FOLLOWING REPORTS:

a) Bank Reconciliation – November 2021
b) Earmarked reserves summary.
Cllr Fulcher to be advised of details of monthly £200 payment from Green Grid.
c) Approval of Payments – November 2021
RESOLVED TO ACCEPT
d) Approval of Receipts – November 2021
RESOLVED TO ACCEPT
e) Detailed Income and Expenditure 1st April 2021 – 30th November 2021

7. Tree Works

Following the last meeting of Full Council in November, it was requested that a further quote be obtained. This had been provided. The contractor providing the original quotation, at £7945, remained the preferred firm to undertake the tree works.
RESOLVED TO ACCEPT THE PROPOSAL

8. GNLP – HEL4

A response was agreed for the Council's submission that a partly owned piece of land North East of the Reepham Road should continue to be designated as Recreational Open Space .
UNANIMOUSLY RESOLVED TO ACCEPT

9. Events Working Group – Christmas Hampers

Christmas hampers were about to be provided to a number of households, following nominations that had been received. Councillors wished to thank those who residents who had made donations.

10. Planning

The Minutes and decisions made from the Planning Committee meetings held on 9th and 23rd November were previously circulated, it was
RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE

11. Playing Fields, Allotments and Amenities

The Minutes from the Committee meeting held on 25th November 2021 were circulated to all Councillors. After an update, including on securing trees, it was
RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE

Approved……

Date……

12. **Property, Policy and Resources**
    The Minutes from the Committee meeting held on 24th November 2021 were circulated to all Councillors. An update was provided, including on having secured a firm to assist with H&S/ risk assessments. Councillors were briefed on the draft budget, with an opportunity to request amendments up until the January meeting, when the precept would be finally resolved. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

13. **Community Centre Committee**
    A verbal update was given by Cllr Gurney on the current progress of the roofing installation for the Community Centre, together with an update on now having to deal with water having leaked into the building.

14. **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.**

15. **Staffing Update**
    The Minutes from the Committee meeting held on 10th November 2021 were circulated to all Councillors. An update was provided on the resignation of the well regarded former Clerk, and an outline given of the plans for securing a permanent replacement. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

16. **Exchange of Information Only**
    An exchange of information noted.

17. **Time and Venue of Next Council meeting.**
    To confirm the time and location of the next meeting of the Full Council on 11th January 2022 at 7.00 pm , either in the Council Chambers or via Zoom

The following items were further discussed following the Resolution passed in Agenda Item 14
Community Centre update (item 13) and Staffing update Agenda (item 15)

Meeting Closed at 8.45pm

Approved……

Date……

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2021

Confirmed Bank & Investment Balances

Bank Statement Balances			
31/12/0201	Business Current Account 2077	500.00	
31/12/2021	Active Saver 4401	281,373.40	
31/12/2021	Petty Cash	62.93	
31/12/2021	Active Saver 7702	337,861.08	
31/12/2021	Active Saver 4503	81,405.47	
31/12/2021	Number 2 account 0958	561,692.30	
			1,262,895.18
Other Cash & Bank Balances			
			20.00
			1,262,915.18
Unpresented Payments			
			100.06
			1,262,815.12
Receipts not on Bank Statement			
			0.00
Closing Balance			**1,262,815.12**
All Cash & Bank Accounts			
1	Current Bank Account		281,773.34
2	Petty Cash		62.93
3	Active Saver 7702		337,861.08
4	Active Saver Emergency 4503		81,405.47
5	Number 2 account		561,692.30
	Other Cash & Bank Balances		20.00
	Total Cash & Bank Balances		**1,262,815.12**

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
01/12/2021	Broadland District Council	£147.00	business rates stores
01/12/2021	Broadland District Council	£314.00	business rates grounds shed
01/12/2021	Vodafone Ltd	£157.52	mobile plan/ usage 16 Oct - 15 Nov
06/12/2021	Barclays Bank Plc	£25.90	charges 13 Oct - 14 Nov
06/12/2021	Collier Turf Care	£555.07	fungicide b/green; wetting agents grounds general
06/12/2021	Ellis Whitam Ltd	£2,856.00	H & S annual support
06/12/2021	Just Regional Publishing	£540.00	Advert Just Hellesdon 30 Nov
06/12/2021	Mayday Office Equipment Servs	£24.00	maint supp Dec 21 p/copier
06/12/2021	Milne Marketing	£146.36	black sacks gropunds & office/ blue roll grounds
06/12/2021	Pip Skips	£270.00	exchange 12 yrd skip
06/12/2021	Taverham Nursery Centre	£6.79	rose Memorial Garden
08/12/2021	UK Fuels	£115.17	Nov fuel vehciles & machinery
09/12/2021	Microsoft	£815.04	M/soft 365 business basic/std licences
13/12/2021	Simon the Beekeeper	£57.83	fondant block, Apil Life var & oxalic acid cyrstals
14/12/2021	CBA Ashampoo	£27.85	page numbering software for use with printer
15/12/2021	Ben Burgess Groundscare	£914.08	service to bowling green mower
15/12/2021	DD Health & Safety	£50.16	body warmers caretakers x 2
15/12/2021	Huw Gray Ridgeons	£89.96	post mix for table tennis table
15/12/2021	IRIS HR	£48.00	monthly HR support
15/12/2021	Norse Commercial Servs Ltd	£921.60	daily park lock/unlock November
15/12/2021	Osiris Technologies	£286.02	mthly IT supp; anti virus licence; cloud back up & phone system user
15/12/2021	The Fresh Air Company	£498.00	air con annual major service
15/12/2021	Viking Direct	£25.16	document wallet pack 50
17/12/2021	Melton Builders	£69,289.60	Interim valuation 5
20/12/2021	HMRC	£3,977.06	PAYE & EER NI Dec 21
20/12/2021	Norfolk Pension Fund	£2,817.15	EER pension contributions Dec
20/12/2021	Payroll	£12,453.27	Dec net salaries
23/12/2021	Ben Burgess Groundscare	£1,866.00	new grounds equipment
23/12/2021	Pip Skips	£270.00	exchange 12 yrd skip
23/12/2021	G & G Fencing	£96.00	gate repair Meadow Way
23/12/2021	Just Regional Publishing	£420.00	Advert Just Hellesdon 20 Dec
23/12/2021	Total Gas & Power	£34.66	electricity allotments Nov 21
29/12/2021	Hitachi Capital Finance	£540.00	lease tractor & hedge cutter
29/12/2021	BNP Paribas Leasing Solutions	£278.00	HP repayment Wessex mower
29/12/2021	Broadland District Council	£624.00	business rates office
31/12/2021	Westcotec	£90.00	SAM program Nov 21
31/12/2021	Vodafone Ltd	£157.52	mobile plan/ usage 16 Nov - 15 Jan

Invoices due for payment

Invoice date	Payee	Amount	Expenditure
23/12/2021	Milne Marketing	£236.24	black sacks x 5 pack; cleaners x 8 packs & blue rolls x 4 packs
23/12/2021	Pest Express	£420.00	Pest control allotments Oct 21 - Apr 22
26/11/2021	Hellesdon Church Council	£750.00	churchyard/burial grd grass cutting contribution (per budget £750)

Receipts between 01/12/2021 - 31/12/2021

Date	Income	Amount	Notes
03/12/2021	Allotments	31.19	rent, water , pest control
06/12/2021	Football pitch	84	junior pitch x 2
06/12/2021	Allotments	54.89	rent, water , pest control
06/12/2021	Interest	5.22	monthly loyalty reward
13/12/2021	Football training	145.8	October training
16/12/2021	Allotments	54.89	rent, water , pest control
22/12/2021	Allotments	57.01	rent, admin fee, deposit
22/12/2021	Total Energies Gas & Power	98.24	feed in tariff (office solar panels)
31/12/2021	Interest	31.15	Yearly interest precept account

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Community Centre								
1410	Community Centre Inc ML Room	0	972	0	(972)			0.0%	
	Community Centre :- Income	**0**	**972**	**0**	**(972)**				**0**
4150	Utilities	0	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	57,796	312,626	0	(312,626)		(312,626)	0.0%	
	Community Centre :- Indirect Expenditure	**57,796**	**325,083**	**33,511**	**(291,572)**	**0**	**(291,572)**	**970.1%**	**0**
	Net Income over Expenditure	**(57,796)**	**(324,111)**	**(33,511)**	**290,600**				
110	Administration								
1076	Precept	0	514,210	0	(514,210)			0.0%	9,200
1085	Grants received	0	12,000	0	(12,000)			0.0%	
1095	S106 contributions	0	2,022	0	(2,022)			0.0%	
1099	Community Infrastructure	0	56,951	0	(56,951)			0.0%	
	Administration :- Income	**0**	**585,183**	**0**	**(585,183)**				**9,200**
4065	councillor training	0	452	1,000	548		548	45.2%	
4465	External Audit	0	1,300	1,325	25		25	98.1%	
4470	Internal Audit	0	1,270	2,380	1,110		1,110	53.4%	
4475	Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480	Memberships & Subscriptions	0	1,394	1,200	(194)		(194)	116.1%	
4550	Insurance	0	9,687	9,668	(19)		(19)	100.2%	
	Administration :- Indirect Expenditure	**0**	**14,603**	**20,573**	**5,970**	**0**	**5,970**	**71.0%**	**0**
	Net Income over Expenditure	**0**	**570,580**	**(20,573)**	**(591,153)**				
6001	less Transfer to EMR	0	9,200						
	Movement to/(from) Gen Reserve	**0**	**561,380**						

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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	6,190	52,282	90,916	38,634		38,634	57.5%	
4010	Groundstaff	3,205	32,629	64,663	32,034		32,034	50.5%	
4020	Care Takers	3,059	30,126	81,042	50,916		50,916	37.2%	
4040	PAYE	2,793	24,333	0	(24,333)		(24,333)	0.0%	
4045	Pension Scheme	2,817	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	1,184	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	**19,247**	**183,518**	**302,022**	**118,504**	**3,000**	**115,504**	**61.8%**	**0**
	Net Expenditure	**(19,247)**	**(183,518)**	**(302,022)**	**(118,504)**				
130	Council Office								
1360	Electricity FIT	0	236	500	264			47.3%	
	Council Office :- Income	**0**	**236**	**500**	**264**			**47.3%**	**0**
4112	Advertising	0	0	185	185		185	0.0%	
4150	Utilities	624	6,892	12,365	5,473		5,473	55.7%	
4195	Keys/Locks	0	12	50	38		38	25.0%	
4250	Sanitary Waste Disposal	0	0	50	50		50	0.0%	
4295	Equipment - New/Replacement	0	0	150	150		150	0.0%	
4400	Chairman's Budget	0	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	6	183	200	17		17	91.6%	
4420	Telephone and Broadband	226	2,593	3,000	407		407	86.4%	
4425	IT Support and Maintenance	143	1,520	2,900	1,380		1,380	52.4%	
4430	Photocopier	0	1,929	2,260	331		331	85.3%	
4435	Contingencies	0	299	500	201		201	59.7%	
4440	Stationery	44	279	670	391		391	41.7%	
4445	Postage	0	81	150	69		69	53.9%	
4450	Inspections	0	384	166	(218)		(218)	231.5%	
4485	Other Licences/Fees	40	2,268	2,670	402		402	84.9%	
4500	PWLB	0	30,493	43,826	13,333		13,333	69.6%	
4560	Property Maintain/Replacement	0	2,497	2,000	(497)		(497)	124.9%	
4565	Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570	Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4595	Misc contributions	0	200	0	(200)		(200)	0.0%	200
4635	cleaning agents/materials	197	345	20	(325)		(325)	1725.0%	
	Council Office :- Indirect Expenditure	**1,280**	**50,157**	**78,112**	**27,955**	**0**	**27,955**	**64.2%**	**200**
	Net Income over Expenditure	**(1,280)**	**(49,921)**	**(77,612)**	**(27,691)**				
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	**(1,280)**	**(49,721)**						
150	Investment								
1080	Bank Interest Received	78	78	2,000	1,922			3.9%	
1090	Monthly Loyalty Rewards	0	12	35	23			33.1%	
	Investment :- Income	**78**	**90**	**2,035**	**1,945**			**4.4%**	**0**
4060	Bank Charges	34	207	600	393		393	34.5%	
	Investment :- Indirect Expenditure	**34**	**207**	**600**	**393**	**0**	**393**	**34.5%**	**0**
	Net Income over Expenditure	**44**	**(117)**	**1,435**	**1,552**				
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	3,590	5,000	1,410		1,410	71.8%	
4110	Website and Emails	212	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	0	3,233	4,000	767		767	80.8%	
	Media and Communications :- Indirect Expenditure	**562**	**9,719**	**14,950**	**5,231**	**0**	**5,231**	**65.0%**	**1,899**
	Net Expenditure	**(562)**	**(9,719)**	**(14,950)**	**(5,231)**				
6000	plus Transfer from EMR	0	1,899						
	Movement to/(from) Gen Reserve	**(562)**	**(7,820)**						

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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	1,325	1,500	175		175	88.3%	
	Stores :- Indirect Expenditure	**147**	**1,325**	**1,500**	**175**	**0**	**175**	**88.3%**	**0**
	Net Expenditure	**(147)**	**(1,325)**	**(1,500)**	**(175)**				
195	Tractor Shed								
4150	Utilities	314	2,830	3,213	383		383	88.1%	
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**	**3,034**	**3,929**	**895**	**0**	**895**	**77.2%**	**0**
	Net Expenditure	**(314)**	**(3,034)**	**(3,929)**	**(895)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	11	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	**11**	**359**	**1,005**	**646**	**0**	**646**	**35.8%**	**0**
	Net Expenditure	**(11)**	**(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	0	845	1,050	205			80.5%	
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	**0**	**15,526**	**17,857**	**2,331**			**86.9%**	**0**
4195	Keys/Locks	0	0	30	30		30	0.0%	
4200	Locking parks	0	4,272	0	(4,272)		(4,272)	0.0%	
4205	Replacement Bins	0	9	1,000	991		991	0.9%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210	Emptying Bins/Fresheners	0	0	3,520	3,520		3,520	0.0%	
4215	Seats - Repair/Replacement	0	12	1,000	988		988	1.2%	
4220	Signage - New/Replacement	0	90	0	(90)		(90)	0.0%	
4225	Floodlights Maintenance/Repair	0	0	500	500		500	0.0%	
4245	Highway grass verge cutting	0	11,132	13,057	1,925		1,925	85.3%	
4255	Green Waste Removal	225	1,575	2,700	1,125		1,125	58.3%	
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	1,555	2,131	500	(1,631)		(1,631)	426.3%	1,555
4320	Small tools	0	59	500	441		441	11.8%	
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	763	2,590	1,827		1,827	29.4%	
4435	Contingencies	0	0	4,335	4,335		4,335	0.0%	
4630	Consumables	0	202	575	373		373	35.1%	
4635	cleaning agents/materials	0	112	100	(12)		(12)	111.8%	
	Grounds :- Indirect Expenditure	**1,780**	**24,032**	**37,447**	**13,415**	**0**	**13,415**	**64.2%**	**1,555**
	Net Income over Expenditure	**(1,780)**	**(8,506)**	**(19,590)**	**(11,084)**				
6000	plus Transfer from EMR	1,555	1,555						
	Movement to/(from) Gen Reserve	**(225)**	**(6,951)**						
220	Machinery and Vehicles								
4160	Repairs/Maintenance	0	197	680	483		483	29.0%	
4265	Fuel	0	1,304	1,200	(104)		(104)	108.7%	
4290	Servicing	762	3,140	5,500	2,360		2,360	57.1%	
4310	Hire of Machinery	675	6,073	9,098	3,025		3,025	66.8%	
4680	Depreciation	0	0	2,250	2,250		2,250	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**1,437**	**10,715**	**18,728**	**8,013**	**0**	**8,013**	**57.2%**	**0**
	Net Expenditure	**(1,437)**	**(10,715)**	**(18,728)**	**(8,013)**				
230	Trees								
4240	Emergency Work	0	0	1,500	1,500		1,500	0.0%	
4450	Inspections	0	380	2,000	1,620		1,620	19.0%	
4455	Work following Inspections	0	345	5,000	4,655		4,655	6.9%	
	Trees :- Indirect Expenditure	**0**	**725**	**8,500**	**7,775**	**0**	**7,775**	**8.5%**	**0**
	Net Expenditure	**0**	**(725)**	**(8,500)**	**(7,775)**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
240	Allotments								
1100	Allotment Income	96	3,189	2,500	(689)			127.6%	
1105	Allotment administration fee	13	125	0	(125)			0.0%	
1110	Water Charge	13	474	750	276			63.2%	
1115	Pest control charge	19	624	735	111			84.9%	
	Allotments :- Income	**140**	**4,412**	**3,985**	**(427)**			**110.7%**	**0**
4145	Landowner Rent	0	1,243	1,900	657		657	65.4%	
4150	Utilities	33	301	1,700	1,399		1,399	17.7%	
4170	Pest Control	350	350	735	385		385	47.6%	
4175	Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4195	Keys/Locks	0	9	30	21		21	30.6%	9
4295	Equipment - New/Replacement	0	24	0	(24)		(24)	0.0%	24
4390	Materials	0	428	430	2		2	99.5%	
4560	Property Maintain/Replacement	52	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	**435**	**5,196**	**5,395**	**199**	**0**	**199**	**96.3%**	**5,328**
	Net Income over Expenditure	**(295)**	**(784)**	**(1,410)**	**(626)**				
6000	plus Transfer from EMR	52	4,067						
6001	less Transfer to EMR	0	1,261						
	Movement to/(from) Gen Reserve	**(243)**	**2,021**						
250	Play Areas								
4295	Equipment - New/Replacement	0	11,350	0	(11,350)		(11,350)	0.0%	10,738
4300	Equipment-Repair/Maintenance	80	1,233	2,750	1,517		1,517	44.8%	
4450	Inspections	0	244	250	6		6	97.6%	
	Play Areas :- Indirect Expenditure	**80**	**12,827**	**3,000**	**(9,827)**	**0**	**(9,827)**	**427.6%**	**10,738**
	Net Expenditure	**(80)**	**(12,827)**	**(3,000)**	**9,827**				
6000	plus Transfer from EMR	0	10,738						
	Movement to/(from) Gen Reserve	**(80)**	**(2,089)**						
255	Hard Courts and Car Park								
1220	Tennis Hire Charges	0	304	650	346			46.8%	
1230	Netball Hire Charges	0	233	760	527			30.7%	
	Hard Courts and Car Park :- Income	**0**	**537**	**1,410**	**873**			**38.1%**	**0**
4195	Keys/Locks	0	9	0	(9)		(9)	0.0%	
4340	Surface - Repair	0	0	500	500		500	0.0%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4345	Surface Clean Chemicals	0	270	178	(92)		(92)	151.7%	
4390	Materials	0	0	352	352		352	0.0%	
4560	Property Maintain/Replacement	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	0	38	0	(38)			0.0%	
	Memorials :- Income	**0**	**38**	**0**	**(38)**				**0**
4360	Rose Renewal	0	57	25	(32)		(32)	226.4%	
4575	War Memorial	0	292	200	(92)		(92)	145.8%	
	Memorials :- Indirect Expenditure	**0**	**348**	**225**	**(123)**	**0**	**(123)**	**154.8%**	**0**
	Net Income over Expenditure	**0**	**(311)**	**(225)**	**86**				
270	Traffic Highways/Environment								
4645	Rolling maintenance programme	0	430	0	(430)		(430)	0.0%	
4650	SAM2 Weekly Move	75	675	920	245		245	73.4%	
4655	Bus Shelters	0	0	500	500		500	0.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**75**	**1,105**	**1,420**	**315**	**0**	**315**	**77.8%**	**0**
	Net Expenditure	**(75)**	**(1,105)**	**(1,420)**	**(315)**				
300	Community Cafe								
1500	Community Café Income	0	1	0	(1)			0.0%	
	Community Cafe :- Income	**0**	**1**	**0**	**(1)**				**0**
	Net Income	**0**	**1**	**0**	**(1)**				

Continued over page

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

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	**218**	**608,795**	**25,787**	**(583,008)**			**2360.9%**	
Expenditure	**83,198**	**645,774**	**539,997**	**(105,777)**	**3,000**	**(108,777)**	**120.1%**	
Net Income over Expenditure	**(82,980)**	**(36,979)**	**(514,210)**	**(477,231)**				
plus Transfer from EMR	**1,607**	**18,539**						
less Transfer to EMR	**0**	**10,461**						
Movement to/(from) Gen Reserve	**(81,374)**	**(28,902)**						

Cost code	2022/2023 Gross Expenditure	2022/2023 Income	2022/2023 Net expenditure	2021/2022 Gross Expenditure	2021/2022 Income	2021/2022 Net expenditure
Community Centre	£33,580.00	£15,000.00	£18,580.00	£33,511.00	£0.00	£33,511.00
Administration	£21,576.00	£0.00	£21,576.00	£20,573.00	£0.00	£20,573.00
Council office	£85,193.00	£358.00	£84,835.00	£78,112.00	£500.00	£77,612.00
Investment	£180.00	£908.00	-£728.00	£600.00	£2,035.00	-£1,435.00
Planning	£300.00	£0.00	£300.00	£300.00	£0.00	£300.00
H & S	£2,850.00	£0.00	£2,850.00	£1,000.00	£0.00	£1,000.00
Media & Comms	£16,175.00	£0.00	£16,175.00	£14,950.00	£0.00	£14,950.00
Stores	£1,505.00	£0.00	£1,505.00	£1,500.00	£0.00	£1,500.00
Tractor shed	£4,140.00	£0.00	£4,140.00	£3,929.00	£0.00	£3,929.00
Resident's Party	£850.00	£0.00	£850.00	£1,005.00	£0.00	£1,005.00
Events	£3,000.00	£0.00	£3,000.00	£2,500.00	£0.00	£2,500.00
Grounds	£38,398.00	£15,978.00	£22,420.00	£37,447.00	£17,857.00	£19,590.00
M & V	£14,989.00	£0.00	£14,989.00	£18,728.00	£0.00	£18,728.00
Trees	£8,500.00	£0.00	£8,500.00	£8,500.00	£0.00	£8,500.00
Allotments	£5,362.00	£4,774.00	£588.00	£5,395.00	£3,985.00	£1,410.00
Play areas	£3,000.00	£0.00	£3,000.00	£3,000.00	£0.00	£3,000.00
Hard Courts & car park	£4,478.00	£500.00	£3,978.00	£4,030.00	£1,410.00	£2,620.00
Bowling green	£1,961.00	£1,800.00	£161.00	£1,250.00	£0.00	£1,250.00
Memorials	£893.00	£0.00	£893.00	£225.00	£0.00	£225.00
Traffic & Highways	£8,100.00	£3,200.00	£4,900.00	£1,420.00	£0.00	£1,420.00
Staffing	£340,427.00	£0.00	£340,427.00	£302,022.00	£0.00	£302,022.00
Total	**£595,457.00**	**£42,518.00**	**£552,939.00**	**£539,997.00**	**£25,787.00**	**£514,210.00**

£552,939/3809 = £145.17 per annum
£145.17 /52 weeks = £2.79 per week (2021/2022 £2.65 pw)
Increase 14p per week band D taxpayer (5.28 % increase)

(tax base 2021/2022 3733)

SECTION 50 - LOCAL GOVERNMENT FINANCE ACT 1992

PRECEPT 2022/2023

To Broadland District Council being the appropriate
billing authority for the below named Parish

You are hereby required to pay to:

Hellesdon Parish Council

The total Parish Precept required is £ 552,939

from Broadland District Council's General Fund to meet expenses payable by the Parish Council. Any precepts under £5,000 will be paid in full in April.

AUTHORISED at the meeting of the Parish Council held on

the day of (month/year)

Signed:

Designation Clerk & Responsible Financial Officer

_ _

BANK DETAILS

Bank name: Barclays Bank Plc

Sort code: 20-62-68 Account No. 03124401

Bank address: Barclays Business Banking

LEICESTER LE87 2BB

Is this detail the same as last year? YES

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 14th December 2021 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr Britton
Cllr Fulcher
Cllr Johnson
Cllr Potter
Cllr Franklin
Also In Attendance
Ms L Pointin – Senior Admin
1 Member of the Public

The Chair welcomed all to the meeting.

1. Apologies and acceptance for absence
There were apologies from Cllr Sear and Cllr King these were **ACCEPTED.**

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

3. To receive approval of minutes of the committee meeting held on 23rd November 2021 from those members present at the held meeting.
Minutes were previously circulated and **AGREED** by those present at the meetings held

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

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

6. Applications for Consideration

20212052 Sub-division of garden at 17 Heath Crescent, NR6 6XD Erection of bungalow.	**Strongly Object** - loss of amenity and over development of the site. It would have an adverse effect on neighbouring properties. Not in keeping with the Neighbourhood Plan
20211791 10 Bush Road, NR6 6UF Single storey extension to rear of property.	**Supported.**

Approved.....

20210994 27 Hawthorne Avenue, NR6 6LE Remove existing garage from rear of property and erect a 6x3m wooden shed parallel to the boundary in the driveway and convert the front garden into a driveway.	**Object** – intrusive to street scene and detrimental to the area.
20212146 40 Neylond Crescent, NR6 5QF Loft extension.	**Supported.**
2**0211850** Unit 4-5, Jupiter Road, NR6 6SU Retention of 1 x Illuminated Fascia Sign & 1 x Non-Illuminated Panel Sign.	**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 11th January 2021 at 6.15 pm** in the Council Chambers.

The meeting closed at 6:37 pm.

Approved.....

Agenda Item 11

REPORT TO FULL COUNCIL

Subject: **Highway Grass Verge Cutting**

Author: **Louise Pointin** **Date: 21st December 2021**

We invited 3 companies to tender for the contract and received 2 quotes. The grass cutting contract would include mowing and the weed killing of 55,849 sq. metres of grass verges within Hellesdon.

With regard to the specific questions raised by the Playing Fields, Allotments and Amenities Committee:

1. No weed killer to be used

   To prevent the use of weed killer a strimmer would be required, however due to health and safety regulations the operator of the strimmer would be permitted to use for a maximum of 4 hours and would be unable to use other machinery for the rest of the working day. This would significantly increase the cost of each cut.

   Weedkilling around obstacles is a method of reducing strimmer usage.

   Under UK health and safety legislation (the control of vibrations at work regulations 2005) regarding Hand Arm Vibration Syndrome HAVES the company has an obligation to monitor and reduce vibration when using all machinery. The Health and Safety executive has detailed charts stipulating how much vibration an employee can safely be subjected to each day. A ride on mower will have less vibration than a strimmer, an older machine will create more vibrations than a new one, for example.

   Vibrations can **only** be reduced by a reduction in machinery usage. In order to comply with this law, and still be able to offer a productive work day, the reduction in the use of the higher vibration machines (strimmers) is a necessity to keep the levels within the legal safe limit. Weedkilling around obstacles does not eliminate the use of strimming but reduces the quantity and thus vibrations.

2. Grass to be cut no less that 1” and to be kept under 3”

   To ensure the level of grass is between 1” and 3” the grass would need to be cut every two weeks, 16 cuts from March to October.

3. Quotation to include the options of a hopper for grass collection

   Grass collection is impractical and costly. A vehicle would need to follow the mower so they are able to empty the debris into it, also waste transfer notes would be required as it is classed as waste, this would increase the price significantly with both companies.

Quote 1

Per Cut	£1,285 + VAT
10 Cuts per year between April and October 2022.	£12,850 +VAT

Quote 2

Per Cut	£1083 + VAT
11 Cuts per year between April and October 2022.	£11,913 + VAT

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk
Parish Clerk: Russell Reeve

Present: Cllr S Gurney – Chair of the Committee
Cllr D King
Cllr U Franklin
Cllr G Diffey
Cllr B Johnson
R Reeve – Locum Clerk

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

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

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

3. **Approval of minutes of the Committee meeting held on 11th November 2021 from those members present at the held meeting**
   Minutes had been circulated from the meeting held on 11th November 2021. It was
   RESOLVED TO ADOPT THE MINUTES OF THE MEETING

4. **Public Participation**

No members of the public present.

5. **Resolution to Exclude the Press & Public**

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

AGREED BY ALL

6. **Recruitment for the Clerk post**
   Councillors reviewed the circumstances that arose leading to the recent departure of the previous Clerk, whose resignation had been reluctantly received for reasons of wanting to achieve a better work/ life balance.
   Following this, Councillors then resolved to proceed to look at the terms and conditions to be offered for a replacement person, considered the staffing budget/ pay points that were currently now required to be offered on the LC3 scale and agreed a draft advert/ documentation for the recruitment of a new permanent Clerk.
   A timeline for the recruitment was also agreed, with interviews to be held in mid February.

7. Update on other Staffing matters

The committee looked at the staffing as a whole, and the vacancies which have arisen over recent months. The next meeting, to be scheduled in February, would need to deal with the filling of current vacancies within the staffing establishment, notably within the grounds team, and also staffing requirement with the re-opening of the Community Centre.

There was also going to be a short period of sickness within the office team, along with a request for an increase in hours to address.

8. Exchange of Information

Councillors further reflected on the recent experiences with the recent recruitment of Clerks at nearby councils, and what would be the needed to ensure that an attractive offer was made for the Clerk recruitment.

9. Date, Time and Venue of next meeting

17th February at 2.00 pm , probably to again be held via Zoom.

The Meeting closed at 5:30 p.m.