Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

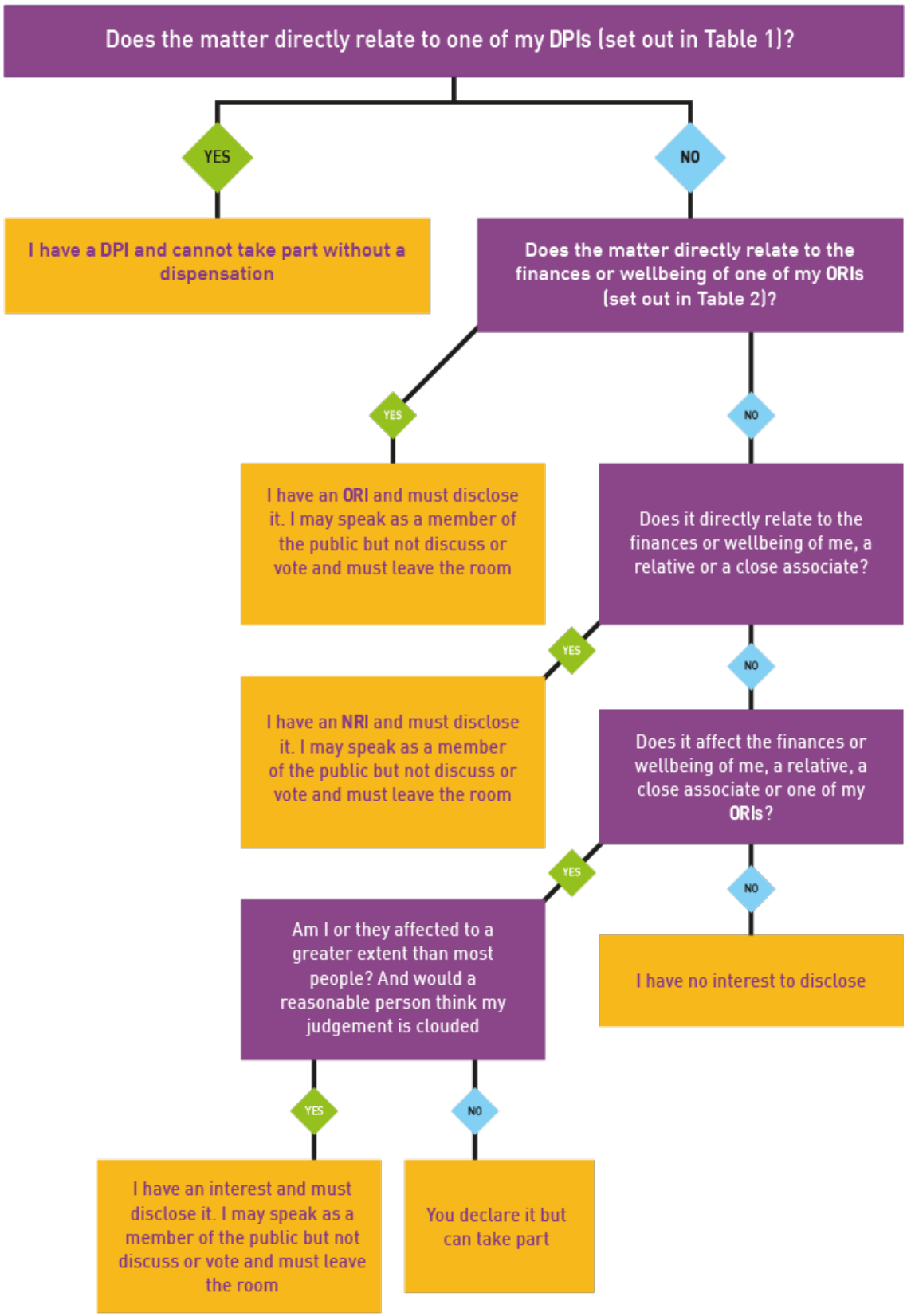

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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 Hellesdon Parish Council held on Tuesday 12th September 2023 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher
Cllr D. Fahy
Cllr S Gurney
Cllr A Lock
Cllr R Sear
Cllr N Barker
Cllr G Britton
Cllr R Forder
Cllr S Holland
Cllr D Maidstone

In attendance: Mrs F LeBon (Clerk), P.C Hales (Norfolk Constabulary) and five members of the public.

Welcome by the Chairman – Cllr Johnson opened the meeting at 7pm and welcomed all in attendance. The rules relating to the recording of meetings were read.

1. Apologies and Acceptance for Absence

Apologies for absence were accepted from Cllr Diffey, Cllr Douglass, Cllr Duckett, Cllr Smith and Cllr Sparkes.

2. Declarations of Interest and Dispensations

There were no declarations of interest, or requests for dispensations made.

3. Minutes from Full Council meeting held 15th August 2023

The Minutes of the Full Council meeting held on 15th August 2023 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting, after a proposal from Cllr Britton and a second from Cllr Gurney.

4. Public Participation

A member of the public raised concerns about the recent occupation of Northgate House. Cllr Gurney advised that she would contact Broadland Council to establish whether this is a matter for planning enforcement or housing to further investigate.

Concerns were raised about the noise from arguments in the same vicinity. The parishioner was advised to keep an antisocial behaviour diary to monitor the time and frequency, and to call the police if there were any concerns for the welfare of a person.

P.C. Hales had provided a report to councillors. He added that he had received representation from the church regarding poor visibility exiting the church driveway. This had been passed on as a highways concern.

He had also received numerous complaints about the emergency roadworks on Middletons Lane due to their close vicinity to the Cromer Road and being placed over a pedestrian crossing. He had spoken with the site manager and had encouraged the school to approach Anglian Water.

Approved……

Date……

Traffic monitoring equipment had been placed on Mountfield Avenue, Reepham Road and Bernham Road and it was found that there was general compliance with the speed limit.
Enforcement notices have been issued to vehicles obstructing the public highway on City View Road. It is hoped that a proposed extension of the car park at The Whiffler will alleviate this problem.
The individual damaging the play area surfacing at the Recreation Ground had been identified and P.C. Hales will update the Clerk about the case in due course.
Discussions occurred as to speeding and the perception of speeding, often with the noise of vehicles being interpreted as a speeding vehicle. It was also noted how difficult it is to police the access only roads.

5. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated. The following updates were provided:

- There was general dissatisfaction with the way the alleyways in Hellesdon were being maintained. The first report had been made via the Highway Rangers on 6th June and still had not been addressed. In addition to this, the feedback from the Ranger visit had not been forthcoming despite numerous requests. Cllr Gurney recommended that the Clerk put in a complaint to David Allfrey and Graham Bygrave at Norfolk County Council, copying her in in her capacity as County Councillor.
- The parish partnership report was ready to be put to the Parish Council, but would be deferred until the October meeting due to a busy agenda. The application deadline is December.

The report was **ACCEPTED**.

b) To Receive Written Reports from District and County Councillors

Written reports had been previously circulated.
Cllr Gurney updated the meeting on the roadworks at the Boundary, in that the snags resulting from the main works are being addressed.
She had met with Highways Officers from Norwich City Council regarding an action plan to address incidents on the Low Road, as the road runs from the Norwich area to Hellesdon.
A licensing application for 317-319 Reepham Road was raised. This had been reviewed by the planning committee and no objections were raised.
Cllr Sear raised that the roundabout on the Reepham Road required repainting. Cllr Gurney advised that this was part of the project to extend the 30mph speed limit which had been consulted upon.

c) Verbal Update from Chairman

No further updates.

P.C. Hales Left the Meeting

6. Financial Matters

a) Bank Reconciliation – August 2023

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

b) Earmarked reserves summary

This report was **NOTED**.

c) Approval of Payments – July and August 2023

The payments detailed in the written report were **AGREED**, subject to The Clerk clarifying the detail of the payment made to Huws Gray on 12th July for £151.12 detailing cable ties.

d) Receipts – July and August 2023

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

Approved……

Date……

e) Detailed Income and Expenditure 1st April 2023 – 31st August 2023
This report was **NOTED.**

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 25th July 2023, 8th August 2023 and 23rd August 2023
The minutes and decisions arising from the Planning Committee meetings held on 25th July, 8th August and 23rd August 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

8. Events Committee

a) To Note the Decisions made by the Events Committee on 25th July 2023 and 23rd August 2023
The minutes and decisions arising from the Events Committee meetings held on 25th July and 23rd August 2023 had been circulated. It was **AGREED** that two tubs of chocolates could be purchased as prizes for The Bull Quiz on 27th September as part of an initiative to support the community fridge in partnership with The Bull. It was further **AGREED** to purchase a 'Colin the Caterpillar' cake as a prize for the MacMillan Coffee morning on 29th September.
The decisions of the events committee were **NOTED**.

9. Policy, Property and Resources Committee

a) To Note the Decisions made by the Policy, Property and Resources Committee on 27th July 2023
The minutes and decisions arising from Policy, Property and Resources committee meeting held on 27th July 2023 had been circulated.
Cllr Gurney reported that the primary focus of the meeting was to discuss the possibility of Norfolk County Council being able to utilise the old parish office as a family hub for the Broadland District. This will be manned by Children's Services and also utilised by other outreach services such as midwifery. The office itself will be hired to Norfolk County Council at neutral cost, taking into account business rates, electricity and use of welfare facilities. Norfolk County Council are then likely to want to use rooms in the community centre and these will be invoiced in arrears, based on usage, at the community rate.
The decisions of this committee were **NOTED**.

b) To Consider Commencing with Project to Update the Hellesdon Neighbourhood Plan.
Cllr Gurney explained the history of the existing Neighbourhood Plan which expires in 2026 and the benefit of the 25% CIL being paid to the Parish Council on qualifying development. Discussions occurred as to the process for appointing a specialist consultant to assist in the development of the plan.
It was **AGREED** after a proposal from Cllr Britcher and a second from Cllr Gurney, that the Parish Council should commence with updating the Neighbourhood Plan. The Clerk is to:

- Create a specification to tender for a consultant to assist with the Neighbourhood Plan.
- Ensure that Ingham Pinnock, the Parish Council's former consultant, is aware of the tender.
- Draft Terms of Reference for a Working Group for the Neighbourhood Plan.
- Appeal for expressions of interest from the public to join the Working Group.

10. Community Centre Committee

a) To Receive Update on WC Refurbishment Scheme
The Clerk reported that the value engineering process has begun based upon the methods agreed. At the time of this report, the original project cost has now been reduced by £15,799.06

Approved……

Date……

The drainage survey has been completed, the building regulations application made and the asbestos survey authorised.
The Pride in Place manager visited the site today to review the progress and was pleased with the project. He encouraged the Parish Council to consider the next round of levelling up funding for either feasibility studies, capital projects or revenue grants.

11. Training

a) To consider attendees to the Norfolk ALC Autumn Conference on Wednesday 4th October and/or the NPTS Seminar on 16th October.

It was **AGREED** that the Norfolk ALC Seminar looked better value for training and that places should be booked for Cllrs Barker, Britcher, Douglass, Forder, Gurney and Johnson, and the Clerk at £25 per person.

12. Library Bollard Scheme

a) To Resolve to Accept the Legal Agreement between Hellesdon Parish Council and Norfolk County Council regarding Bollard Scheme

The draft agreement as checked by NPLaw had been circulated. It was **AGREED** that this document was acceptable and it should be signed in accordance with Standing Orders.

13. Council Committees

a) To Consider Amendment to all Committee Terms of Reference to allow the Chairman and Vice Chairman of the Council to attend ex officio

It was reported that presently there is no provision for the Chairman and Vice Chairman of the Council to be able to attend council committees in a full voting role. Discussions occurred as to whether the privilege should be with the Chairman or extended to the Vice Chairman. It was **AGREED** that the terms of reference for each committee should include the following:

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

It was further **AGREED** that the committee structure should be reviewed in May.

b) To Consider Proposal for a Calendar of Committee Meetings

As this item affected the operation of staffing, it was **AGREED** to defer the item until the Council is in closed session.

14. Broadland Council Consultation

a) To Consider Response to Broadland Council on Public Spaces Protection Order on Vehicle Related Anti Social Behaviour

It was noted that Norwich City Council had recently adopted a similar order, which would allow the police to disperse offending drivers out of the Norwich area. This could mean offending drivers could be dispersed to Hellesdon and the police would have limited powers in the Broadland District. It was **AGREED** to support the proposed Public Spaces Protection Order for the Broadland District.

15. 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 16 and 17 in view of the confidential nature of the business to be transacted and item 18 due to the item relating to the terms and conditions of employment. This was **AGREED.**

Approved……

Date……

The Meeting was Closed to the Press and Public

Item 13b was considered at this point

13. Council Committees

b) To Consider Proposal for a Calendar of Committee Meetings

The impact on the current staffing structure was discussed.
The proposal was **WITHDRAWN** by Cllr Maidstone
It was **AGREED** that the Clerk would work with the committee chairmen to agree a timetable of meetings for setting the 2024/2025 budget.

16. Land Matter

a) To Consider Correspondence Relating to Land in Hellesdon

The history of the matter was provided for all councillors, along with correspondence received. A response was **AGREED** and the offer of a meeting would be accepted and attended by all councillors.

*It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Barker to waive standing order 3x to allow the meeting to proceed longer than 2 ½ hours to allow completion of the business to be transacted*

Cllr Britton Left the Meeting

17. Community Centre Outstanding Matters

a) To Receive Update on Matters Outstanding from the Community Centre Refurbishment

An update was provided to members. It was **AGREED** that works remained outstanding and remediation should be pursued.

18. Staffing

a) To note decisions made by the Staffing Committee on 23rd August 2023

The minutes of the meeting of 23rd August 2023 had been circulated. A verbal update was provided to members about recruitment. The decisions of the Staffing Committee were **NOTED**.

The Meeting was Re-Opened to the Press and Public

19. Matters for the Next Agenda

The following matters were raised for consideration:
Update on Land Matter
Parish Partnership Application
Response to Highways Complaint
Possible Defibrillator Funding for the Low Road
Saracen Road DDA Dropped Kerbs

20. Time and Venue of Next Council meeting.

Tuesday 10th October, 7pm at Diamon Jubilee Lodge

The meeting closed at 9.50pm

Approved……

Date……

AGENDA ITEM 7a

CLERK'S REPORT FOR COUNCIL MEETING
10th October 2023

ITEM	COMMENTS
Community Centre	Agenda items.
Car Park – Community Centre	Library Bollard Scheme - The deed signed by Hellesdon Parish Council has been sent to Norfolk County Council. A copy of the deed signed by all parties is awaited.
Community Café and Fridge	With the continued problems with receiving donations from Fareshare, an application has been made to 'Neighbourly' which runs a similar scheme covering other supermarkets such as Marks and Spencer. This application is currently showing as 'in review'. After seeking advice from Broadland Council, an application has been made to Veolia for a small grant to keep buying stock for the fridge, and to support allotment holders with compost if they donate to the fridge.
Parish Council Offices Diamond Jubilee Lodge	Adjustments have been made to the Hearing Loop so that it picks up at a better frequency. It was noted that the hearing loop microphones in the ceiling are next to the projector and the air conditioning outlet. This could cause problems with the hearing loop when these items are operational. This has been added to the spec for the Streaming system in the chamber. Other sources for streaming are to be investigated including Meeting Owls and Stream Yard. Also requested report into the possibility of a microphone system in the reception area, to enable both staff and parishioners to be heard without the need to open the security window. A quote has been requested. Fire door closers have now been installed.
Recreation Ground including Children's Play areas	The rubber mulch works have been completed. The police matter has been concluded with a Community Resolution Order.
Skate Park & MUGA	No matters to report
Meadow Way	No further information has been received from Norfolk County Council about the sale of their land on the entrance to the Meadow Way park.
Mountfield Park	Works have been completed to remove the problematic trees on Mountfield Park, to a height which still allows for a standing habitat.
Cottinghams Park	Two areas of seating have been agreed by the Playing Fields, Allotments and Amenities Committee. The seats will be ordered when the grounds team have resource to install.
Allotments	Planning permission has been granted for the car parking area in the allotment extension. HAHA has requested: a) Funding for a security camera b) Space for a mobile unit These will be discussed at the next Playing Fields, Allotments and Amenities committee meeting.
Community Orchard	No matters to report. When fruit comes it can be taken to the Community Fridge for Distribution.
Community Apiary	It is unlikely any honey will be produced this year.

Cemetery Car Park	Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership. Land registry require professional planning maps to be purchased to enable this request. Conveyance documents have been obtained from archive.
Persimmons Homes	Broadland Council is awaiting revised layout plans for phase 3, then will re-consult. All planning enforcement matters have been closed. The query about the open space provision as part of the s106 agreement on phases 1 and 2 of the Persimmon development was raised to the planning officer on 20th April. This has since been chased, (16th May and 4th September) but to date no response has been received.
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 will be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17th November 2022] This communication has yet to be received. This has been chased as the environmental assets in the parish are looking to be reviewed (are they sufficient / in the right place). A response was received by Broadland Council on 11th September advising that 'Unfortunately this is still in the process of being reviewed and finalised'. Complaints have been received about repeated litter on Reepham Road, originally generated from a fast food outlet. Recent planning changes have given local planning authorities powers to make new premises install litter bins and/or undertake litter picking, but this does not apply to established businesses. Broadland Council has been contacted for advice [22nd August]. They advise that 'Our powers to deal with retail premises that cause a significant litter issue as a result of their customers are contained in the Anti-Social Behaviour, Crime and Policing Act 2014 which allows us to serve a community protection notice on those whose behaviour: • has a detrimental effect on the quality of life of those in the locality; • is of a persistent or continuing nature; and • is unreasonable In the first instance we will write to the fast food outlet bringing this matter to their attention with a view to resolving this issue informally'
Bus Shelters	The new bus shelter on Cromer Road as part of Norfolk County Council's Gold Standard shelters fund has been installed. Options for bus shelters along the Drayton High Road have been sought and will be presented to councillors for consideration as part of the 24/25 Parish Partnership Scheme.
Benches	No matters to report
War Memorial	No matters to report
Highways	Reports of visibility problems with the new zebra crossing on Middletons Lane have been escalated to highways. This was reported to highways on 3rd February, who advised it would be passed to the safety team. No response has been received from the safety team so this has been chased (2nd October).

	A report has been made to NCC about the faded white markings on the junction between the Cromer Road and Fifers Lane. NCC has agreed to address this. This has been chased [2nd October] as the original request was put in on 1st February. The Clerk is working with NCC to help site welfare facilities to aid the process of the resurfacing of the footways in Neylond Crescent. Further requirements are being sought from Tarmac. The works are pencilled in for February 2024. A request has been made to highways to replace the 'Give Way to Vehicles from the Right' signage that was not replaced after a vehicle strike on the Reepham Road / Drayton Wood Road Roundabout (inbound). Highways has advised that they will address to two blocked drains on Boundary Road, between City View Road and Asda, within 6 weeks. The Parish Council was contacted in December by Broadland Council with regards to involvement in a Surface Water Strategy, as Hellesdon had been identified as a priority due to the recorded number of internal flooding properties with 27, along with 24 recorded instances of external flooding (15th December 2022). The Clerk has been chasing Broadland Council as to whether this project is going ahead as no update has been received from Broadland Council. It seems that there has been changes of staffing which has led to uncertainty over the project. This is being followed up with the newly recruited member of staff. Saffron Housing has been emailed over surface water flooding on Angus McKay Court. They have acknowledged that this is their responsibility and are awaiting quotes and further authorisation for the required works. A lack of dropped kerbs has been identified along the Cromer Road, across Lodore Avenue. This will be raised directly to highways for remediation. Further investigation is required into concerns raised about the height of the dropped kerbs on the Saracen Road / Kered Road junction and the conditions of the pathways along Saracen Road. The Kered Road street sign on the junction of Saracen Road has been identified has having rotten posts and will be reported to Broadland Council. Multiple reports of pathway repairs in areas of Meadow Close have been reported to highways, which has agreed to remediate them. Agenda item to discuss Rangers service and alleyways complaint. There was an error in the plans received from Norfolk County Council about the verge cutting delegated agreement area, meaning that areas along the Reepham Road were missed. Our contractor has been given the correct information, and we are awaiting corrected plans from Norfolk County Council.
Staffing	There has been a successful recruitment for the caretaker / gardener position, however this part of the Parish Council team are seriously under resourced for October. Rotas are being juggled so that cover can be provided.
Street Lighting	No matters to report

Events	Agenda item
Meeting Dates	Agenda item Thursday 19th October Playing Fields Wednesday 25th October Community Centre Wednesday 1st November Community Café Wednesday 8th November Events FULL COUNCIL 14th November Tuesday 21st November Staffing
Health and Safety	No matters to report
Other Matters	23rd September – Hellesdon Carnival 11-4pm – Thank you to all volunteers. 27th September – The Bull Quiz in aid of the Community Fridge. Thank you to everyone who helped out. 29th September – MacMillan Coffee Morning – Thank you to everyone who helped and donated cakes. We raised £220.29 The company authorised to redesign the Parish Council website has not fulfilled its obligation to the Parish Council and has therefore refunded the money paid. Alternative contractors are being sourced.

Meeting of Hellesdon Parish Council 10th October 2023

Items 7b and c

District Councillors Report – Hellesdon South-East

Correspondence from Wetherspoons regarding their contractors attending the Whiffler on 5th October to assess all options discussed at the residents meeting held on 22/08/23. Wetherspoons declined to attend the public meeting held on 25/09/23 to the disappointment of residents. Wetherspoons owner, Tim Martin, visited the Whiffler on 27/09/23, choosing to park at the Mecure Hotel on Whiffler Road. Cllr Douglass missed Mr Martin by 5 minutes.

Meeting held with NCC highways with all District Councillors & County Councillor to discuss review of Cromer Road Bus Lane.

Residents of Mountfield, Hercules, Samson & City View reporting concerns that the Konnect Bus 512 service from the airport park & ride to the UEA & hospital has been permanently diverted down these roads away from Cromer Road bus lane because it is quicker and passenger numbers are greater. The first service of the day at 6am, is a double decker and the air brakes are disturbing residents. These buses also run more frequently than the number 30 service. NCC highways were unaware of this change and are now investigating.

In late August, a resident reported concerns that a property on Cromer Road was being used for growing cannabis. Resident did not feel comfortable reporting directly to police, so we passed the information to Matt Hill & Sam Hales who immediately put the property under surveillance and executed a warrant in mid-September and confirmed that the property had been used for the cultivation of cannabis.

Residents of Links Avenue attended the last full parish council meeting to report concerns Northgate House was being used as an HMO or as a squat. As we were not in attendance due to District Council meeting commitments, Cllr Gurney reported the concerns to Broadland immediately and this is currently being investigated.

Attended the Hellesdon Carnival as part of "Your Hellesdon Councillors" stand. Well attended event, lots of resident engagement.

Completed "Allocation of Housing" training.

Training for "Homelessness Prevention" booked for later this month.

District Council – Hellesdon North West

Following a quiet August, September took off with the Awards Committee and the Appeals Committee being quite hectic. The awards committee has been looking at design excellence for new builds in the area and the appeals committee has been looking into an appeal over a TPO.

A meeting with officers from Norfolk County Council to discuss the initial impacts of the Bus Lane on Cromer Road as been attended.

Broadland's Full Council meets on 5th October and Cllr Johnson now been appointed to the Planning Committee.

County Councillors Report

The County Councillor's report will be delayed until next month as there are several highways items being considered at the moment, which will be reported upon at the next Parish Council meeting.

Chairmans Report

There have been a lot of events relating to community engagement. I attended the Hellesdon Carnival where we met with parishioners and promoted the work of the Parish Council.

I also attended the quiz at the Bull Pub which consisted of a Hellesdon Round hosted by the Parish Council.

Unfortunately I was unable to attend the MacMillan coffee morning but I'm proud to say that we raised in excess of £200 for a very worthy cause and would like to thank everyone who supported this, and all the recent events.

On 4th October I attended the Norfolk ALC Conference and AGM. There were several interesting speakers, some of which have already generated ideas with the Events Committee and further ideas have been received how to stream the Parish Council meetings. The AGM itself had some difficulties and resulted in the necessity of another meeting to be held at a later date.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2023	Active Saver 4401	692,487.27	
30/09/2023	Business Current Account 2077	500.00	
30/09/2023	Petty Cash	54.91	
30/09/2023	Active Saver 7702	339,985.90	
30/09/2023	Active Saver 4503	81,917.44	
23/05/2023	Number 2 account 0958	0.00	
30/09/2023	Cafe float	100.00	
			1,115,045.52

Other Cash & Bank Balances

	20.00
	1,115,065.52

Unpresented Payments

	599.44
	1,114,466.08

Receipts not on Bank Statement

	0.00
Closing Balance	**1,114,466.08**

All Cash & Bank Accounts

1	Current Bank Account	692,387.83
2	Petty Cash	54.91
3	Active Saver 7702	339,985.90
4	Active Saver Emergency 4503	81,917.44
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	**1,114,466.08**

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Play Equipment	8,787.01	3,403.09	12,190.10
321	EMR Site Fencing	257.40		257.40
322	EMR Machinery	5,701.00	-5,701.00	0.00
323	EMR Hard Surface Area	5,000.00	11,500.00	16,500.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	3,396.00	1,350.00	4,746.00
326	EMR Elections	7,403.70	-2,189.09	5,214.61
327	EMR War Memorial	4,380.00		4,380.00
328	EMR Burial Ground Land	0.00	10,000.00	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	15,462.99	20,000.00	35,462.99
332	EMR Good Causes in Hellesdon	4,170.00	-59.94	4,110.06
333	EMR Interest on Prev 9m Depos	0.00		0.00
334	EMR HEL2**	53,127.24		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	2,008.00	-499.55	1,508.45
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	30,752.17	29,000.00	59,752.17
348	EMR Community Engagement Reser	2,350.00		2,350.00
349	EMR IT Reserve	7,241.59	2,000.00	9,241.59
350	EMR Community Apiary & allotme	2.46		2.46
351	EMR Events	2,054.80		2,054.80
352	EMR HCC extension	42,171.00		42,171.00
360	EMR CIL 22/23	0.00		0.00
361	EMR CIL 23/24	0.00	62,242.78	62,242.78
362	EMR Comm fridge/cafe improves	0.00	1,686.68	1,686.68
363	Neighbourhood Plan	0.00	7,500.00	7,500.00
		248,761.66	**140,232.97**	**388,994.63**

List of Payments made between 01/09/2023 and 30/09/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/09/2023	Broadland District Council	£155.00	bus rates stores
01/09/2023	Broadland District Council	£1,205.00	bus rates HCC
01/09/2023	Broadland District Council	£330.00	bus rates grds shed
01/09/2023	Trade UK	£334.99	mixer tap & twin pack drill
05/09/2023	Barclays Bank Plc	£41.10	commission 13 Jul/13 Aug
06/09/2023	Anglia Culinary Suppliers Ltd	£10.79	café purchases
06/09/2023	Ben Burgess Groundscare Equipm	£594.00	lease John Deere tractor
06/09/2023	Just Regional Publishing	£540.00	Just Hellesdon Sep
06/09/2023	Norse Eastern Ltd	£1,069.32	grass cutting verges August
06/09/2023	South Norfolk Council	£153.00	Bldg ctrl application
06/09/2023	Broadland Group Ltd	£510.00	refurb survey WC HCC
06/09/2023	UK Fuels Ltd	£186.42	fuel Aug 23
13/09/2023	Anglia Culinary Suppliers Ltd	£234.72	cafe purchaes
13/09/2023	DD Health & Safety Supplies Lt	£295.08	s/shirts,boots,blue roll,clean mats/ bin bags
13/09/2023	Easters Norwich Ltd	£60.36	cafe purchases/ free fruit & veg
13/09/2023	PKF Littlejohn LLP	£2,520.00	external audit fee 2023
13/09/2023	Viking Direct	£56.93	postal scales community fridge
13/09/2023	Broadland Group Ltd	£300.00	survey old office asbestos
13/09/2023	PTS Group (Norfolk) Ltd	£690.00	Friday Friends trip
18/09/2023	IRIS Business Software Ltd	£741.60	payroll licence fee
19/09/2023	Total Gas & Power	£97.37	gas Aug 23 HCC/office
20/09/2023	Anglia Culinary Suppliers Ltd	£282.39	café purchases
20/09/2023	Amazon.com	£113.57	g/ware HCC; cake dome;bin; toilet alarm cord
20/09/2023	The Calypso Coffee Company	£188.85	coffee capsules
20/09/2023	Collier Turf Care Ltd	£183.60	barenburg sport grass seed
20/09/2023	DD Health & Safety Supplies Lt	£14.40	polo shirts x 3
20/09/2023	Easters Norwich Ltd	£229.41	cafe purchases/ free fruit & veg
20/09/2023	Eastern Security Systems Ltd	£1,157.64	door sensors DJL / work old parish office
20/09/2023	Norse Commercial Services Ltd	£288.00	locking parks Aug 23
20/09/2023	Osiris Technologies	£652.45	IT support;telephones & broadband
20/09/2023	Viking Direct	£81.47	storage boxes/copier paper
20/09/2023	S Raney Tree Service	£2,760.00	fell pines x 2 M/Field Pk
25/09/2023	Broadland District Council	£645.00	bus rates office
25/09/2023	Total Gas & Power	£307.71	electricity Aug 23 office ,grds shed
27/09/2023	Anglia Culinary Suppliers Ltd	£143.21	café purchases
27/09/2023	Amazon.com	£40.94	tablecloth/ sea salt x 2 kg
27/09/2023	Canon UK Ltd	£222.00	copies 1 Jun- 31 Aug/ rent Sep - 30 Nov
27/09/2023	D J Designs Ltd	£3,670.30	Design & procurement work HCC wc toilets
27/09/2023	Easters Norwich Ltd	£81.74	café purchases/free fruit & veg
27/09/2023	Eastern Security Systems Ltd	£1,459.94	call out office, grds, HCC & site monitoring
27/09/2023	Just Regional Publishing	£420.00	advert Just Hellesdon 4 Oct
27/09/2023	Pips Skips Ltd	£312.00	Exchange 12 yd skip 19 Sep
27/09/2023	Allotment User	£30.00	Refund deposit plot 103
27/09/2023	Allotment User	£30.00	Refund deposit plot 17
27/09/2023	Total Gas & Power	£14.96	electricity Aug 23 allotments
29/09/2023	Information Commissioner	£35.00	Data protection fee
		£23,490.26	

Cash Received between 01/09/2023 and 30/09/2023

Date	Cash Received from	Receipt Description	Receipt total
01/09/2023	Regular hire	HCC hires	£99.48
01/09/2023	Regular hire	HCC hires	£336.00
01/09/2023	Zurich Insurance	Insurance recovery	£1,380.00
04/09/2023	Barclays Bank Plc	Interest received	£1,331.48
04/09/2023	Casual Hire	HCC hires	£57.76
04/09/2023	Casual Hire	HCC hires	£394.50
04/09/2023	Regular hire	HCC hires	£97.20
04/09/2023	Sports hire	football training	£64.80
04/09/2023	Regular hire	HCC hires	£77.76
04/09/2023	Regular hire	HCC hires	£97.20
04/09/2023	Regular hire	HCC hires	£103.68
04/09/2023	Regular hire	HCC hires	£207.36
05/09/2023	Barclays Bank Plc	loyalty reward 13 Jul - 13 Aug	£6.52
05/09/2023	Takings - Cafe	card receipts	£71.70
05/09/2023	Takings - Cafe	cash receipts	£54.25
06/09/2023	Casual Hire	HCC hires	£32.40
06/09/2023	Friday Friends	coach tour money	£690.00
06/09/2023	Regular hire	HCC hires	£93.48
06/09/2023	Takings - Cafe	card receipts	£59.35
06/09/2023	Takings - Cafe	cash receipts	£86.00
07/09/2023	Casual Hire	HCC hires	£28.04
07/09/2023	Regular hire	HCC hires	£388.80
07/09/2023	Takings - Cafe	cash receipts	£109.35
07/09/2023	Takings - Cafe	card receipts	£145.50
12/09/2023	Casual Hire	HCC hires	£54.00
12/09/2023	Casual Hire	HCC hires	£84.20
12/09/2023	Regular hire	HCC hires	£244.14
12/09/2023	Takings - Cafe	cash receipts	£90.15
12/09/2023	Takings - Cafe	card receipts	£103.25
13/09/2023	Regular hire	HCC hires	£63.02
13/09/2023	Casual Hire	HCC hires	£84.24
13/09/2023	Takings - Cafe	card receipts	£108.65
13/09/2023	Takings - Cafe	cash receipts	£125.35
14/09/2023	Casual Hire	HCC hires	£103.68
14/09/2023	Takings - Cafe	cash receipts	£122.60
14/09/2023	Takings - Cafe	card receipts	£133.70
15/09/2023	Casual Hire	HCC hires	£34.02
15/09/2023	Regular hire	HCC hires	£25.44
18/09/2023	Casual Hire	HCC hires	£324.96
18/09/2023	Sports hire	hard courts hire	£11.75
19/09/2023	Casual Hire	HCC hires	£18.00

19/09/2023	Regular hire	HCC hires	£417.00
19/09/2023	Takings - Cafe	card receipts	£88.55
19/09/2023	Takings - Cafe	cash receipts	£49.90
20/09/2023	Sports hire	Hire football pitch x 3	£244.35
20/09/2023	Miscellaneous	Insurance excess	£100.00
20/09/2023	Takings - Cafe	card receipts	£93.55
20/09/2023	Takings - Cafe	cash receipts	£75.55
21/09/2023	Takings - Cafe	card receipts	£136.60
21/09/2023	Takings - Cafe	cash receipts	£108.70
22/09/2023	Casual Hire	HCC hires	£77.76
22/09/2023	Casual Hire	HCC hires	£61.56
22/09/2023	Casual Hire	HCC hires	£183.04
22/09/2023	Casual Hire	HCC hires	£34.02
25/09/2023	Allotment User	rent plot 3	£57.30
25/09/2023	Allotment User	rent plot 61	£57.30
25/09/2023	Allotment User	rent plot 34	£57.30
25/09/2023	Regular hire	HCC hires	£191.90
26/09/2023	Allotment User	rent plot 24A	£31.68
26/09/2023	Allotment User	rent plot 110	£57.30
26/09/2023	Allotment User	rent plot 109	£57.30
26/09/2023	Allotment User	rent plot 63	£57.30
26/09/2023	Allotment User	rent plot 46	£57.30
26/09/2023	Allotment User	rent plot 133	£57.30
26/09/2023	Allotment User	rent plot 17	£45.00
26/09/2023	Allotment User	rent plot 103	£45.00
26/09/2023	Casual Hire	HCC hires	£90.72
26/09/2023	Casual Hire	HCC hires	£16.20
26/09/2023	Takings - Cafe	cash receipts	£59.90
26/09/2023	Takings - Cafe	card receipts	£103.70
27/09/2023	Allotment User	rent plot 106	£57.30
27/09/2023	Allotment User	rent plot 95	£57.30
27/09/2023	Allotment User	rent plot 68	£57.30
27/09/2023	Allotment User	rent plot 11b	£31.68
27/09/2023	Allotment User	rent plot 116	£53.30
27/09/2023	Allotment User	rent plot 12a	£31.68
27/09/2023	Allotment User	rent plot 105	£57.30
27/09/2023	Allotment User	rent plot 64	£57.30
27/09/2023	Regular hire	HCC hires	£291.60
27/09/2023	Regular hire	HCC hires	£291.60
27/09/2023	Sports hire	football training	£34.34
27/09/2023	Takings - Cafe	cash receipts	£88.25
28/09/2023	Allotment User	rent plot 65	£57.30
28/09/2023	Allotment User	rent plot 39	£57.30
28/09/2023	Allotment User	rent plot 52a	£31.68

28/09/2023	Allotment User	rent plot 10a	£31.68
28/09/2023	Casual Hire	HCC hires	£78.48
28/09/2023	Casual Hire	HCC hires	£12.96
28/09/2023	Regular hire	HCC hires	£54.00
28/09/2023	Allotment User	rent plot 21	£12.30
28/09/2023	Sports hire	football pitch hire x 4	£325.80
28/09/2023	Takings - Cafe	cash receipts	£69.00
29/09/2023	Allotment User	rent plot 38a	£31.68
29/09/2023	Allotment User	rent plot 45	£57.30
29/09/2023	Broadland District Council	Precept 2nd instalment	£280,613.50
29/09/2023	Casual Hire	HCC hires	£32.40
29/09/2023	Casual Hire	HCC hires	£34.02
29/09/2023	Regular hire	HCC hires	£155.52
29/09/2023	Casual Hire	HCC hires	£132.84
29/09/2023	Takings - Cafe	card receipts 27 Sep	£118.70
			£293,472.25

		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)	45,225	73,825			(63.2%)	
1410	Community Centre Inc ML Room	1,659	10,036	0	(10,036)			0.0%	
1415	Community Centre Inc SW Room	1,902	9,028	0	(9,028)			0.0%	
1420	Community Centre Inc OH Room	473	4,277	0	(4,277)			0.0%	
1425	Community Centre Inc Spr Room	44	425	0	(425)			0.0%	
1440	Community Centre Inc Ww Room	14	14	0	(14)			0.0%	
1445	Community centre kitchenette	86	417	0	(417)			0.0%	
1455	Community centre stage hire	0	30	0	(30)			0.0%	
1460	Hire of flasks	31	219	0	(219)			0.0%	
1470	Hire of urn	0	4	0	(4)			0.0%	
1475	Storage charge	50	310	0	(310)			0.0%	
	Community Centre :- Income	**4,258**	**(3,840)**	**45,225**	**49,065**			**(8.5%)**	**0**
4070	Profess Fees/Agency Personnel	828	828	0	(828)		(828)	0.0%	
4150	Utilities	1,492	11,974	25,315	13,341		13,341	47.3%	
4250	PHS services	0	2,623	2,424	(199)		(199)	108.2%	
4295	Equipment - New/Replacement	72	5,491	1,897	(3,594)		(3,594)	289.4%	6,291
4300	Equipment-Repair/Maintenance	7	95	657	563		563	14.4%	
4435	Contingencies	0	0	5,000	5,000		5,000	0.0%	
4450	Inspections	200	606	661	56		56	91.6%	
4480	Memberships & Subscriptions	0	0	1,980	1,980		1,980	0.0%	
4560	Property Maintain/Replacement	1,016	2,925	1,589	(1,336)		(1,336)	184.1%	
4625	Senior Citizens club	0	81	0	(81)		(81)	0.0%	60
4630	Consumables	69	401	166	(235)		(235)	241.8%	
4635	cleaning agents/materials	0	917	900	(17)		(17)	101.9%	
4695	community centre redevelopment	0	9,941	0	(9,941)		(9,941)	0.0%	
4696	community centre WC project	3,670	3,670	0	(3,670)		(3,670)	0.0%	
	Community Centre :- Indirect Expenditure	**7,356**	**39,551**	**40,589**	**1,038**	**0**	**1,038**	**97.4%**	**6,351**
	Net Income over Expenditure	**(3,097)**	**(43,391)**	**4,636**	**48,027**				
6000	plus Transfer from EMR	0	5,351						
6001	less Transfer to EMR	0	1,000						
	Movement to/(from) Gen Reserve	**(3,097)**	**(39,040)**						
110	Administration								
1076	Precept	280,614	561,227	0	(561,227)			0.0%	9,350
1085	Grants received	0	2,500	0	(2,500)			0.0%	2,500
1099	Community Infrastructure	0	142,377	0	(142,377)			0.0%	142,377
1370	Insurance recoveries	1,480	22,272	0	(22,272)			0.0%	
	Administration :- Income	**282,094**	**728,376**	**0**	**(728,376)**				**154,227**

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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
4065	councillor training	0	106	(1,081)	(1,187)		(1,187)	(9.8%)	
4070	Profess Fees/Agency Personnel	0	0	5,950	5,950		5,950	0.0%	
4465	External Audit	2,100	2,100	1,750	(350)		(350)	120.0%	
4470	Internal Audit	0	1,580	2,981	1,401		1,401	53.0%	
4480	Memberships & Subscriptions	175	2,261	2,000	(261)		(261)	113.0%	
4550	Insurance	0	10,418	10,771	353		353	96.7%	
	Administration :- Indirect Expenditure	**2,275**	**16,466**	**22,371**	**5,905**	**0**	**5,905**	**73.6%**	**0**
	Net Income over Expenditure	**279,819**	**711,910**	**(22,371)**	**(734,281)**				
6001	less Transfer to EMR	0	154,227						
	Movement to/(from) Gen Reserve	**279,818**	**557,683**						
120	Staff								
4000	Admin Staff	6,798	40,789	124,884	84,095		84,095	32.7%	
4010	Groundstaff	5,229	32,204	79,682	47,478		47,478	40.4%	
4020	Care Takers	4,163	25,021	63,861	38,840		38,840	39.2%	
4025	Cafe Staff	2,332	10,190	29,868	19,678		19,678	34.1%	
4040	PAYE	3,390	20,872	0	(20,872)		(20,872)	0.0%	
4045	Pension Scheme	4,427	26,708	43,993	17,285		17,285	60.7%	
4055	Staff training	0	321	4,000	3,679		3,679	8.0%	
4070	Profess Fees/Agency Personnel	0	252	0	(252)		(252)	0.0%	
4080	Employer NI	1,745	10,534	25,139	14,605		14,605	41.9%	
4090	Protective clothing/workwear	89	545	3,405	2,860		2,860	16.0%	
4480	Memberships & Subscriptions	0	0	353	353		353	0.0%	
	Staff :- Indirect Expenditure	**28,173**	**167,437**	**375,185**	**207,748**	**0**	**207,748**	**44.6%**	**0**
	Net Expenditure	**(28,173)**	**(167,437)**	**(375,185)**	**(207,748)**				
130	Council Office								
1360	Electricity FIT	118	302	666	364			45.3%	
1365	Misc office income	1	6	0	(6)			0.0%	
1375	Misc refund	0	1,034	0	(1,034)			0.0%	
	Council Office :- Income	**119**	**1,343**	**666**	**(677)**			**201.6%**	**0**
4112	Advertising	0	0	343	343		343	0.0%	
4150	Utilities	1,107	5,964	14,843	8,879		8,879	40.2%	
4250	PHS services	0	51	56	5		5	91.0%	
4295	Equipment - New/Replacement	0	899	3,671	2,772		2,772	24.5%	
4400	Chairman's Budget	0	42	1,694	1,652		1,652	2.5%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	0	13	100	87		87	12.6%	

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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
4415	Refreshments	16	226	287	61		61	78.6%	
4420	Telephone and Broadband	223	1,371	3,398	2,027		2,027	40.3%	
4425	IT Support and Maintenance	393	2,483	5,006	2,523		2,523	49.6%	
4430	Photocopier	185	637	2,648	2,011		2,011	24.1%	
4435	Contingencies	0	0	100	100		100	0.0%	
4440	Stationery	70	460	393	(67)		(67)	117.0%	
4445	Postage	21	113	60	(53)		(53)	188.0%	
4450	Inspections	430	589	661	72		72	89.1%	
4485	Other Licences/Fees	35	2,744	3,116	372		372	88.1%	
4500	PWLB	0	21,547	43,094	21,547		21,547	50.0%	
4560	Property Maintain/Replacement	225	2,266	3,874	1,608		1,608	58.5%	
4565	Elections/Parish Poll	0	6,689	4,500	(2,189)		(2,189)	148.6%	6,689
4570	Church Grass Cutting Contribut	0	750	800	50		50	93.8%	
4595	Misc contributions	0	0	200	200		200	0.0%	
4630	Consumables	0	0	210	210		210	0.0%	
4635	cleaning agents/materials	0	0	106	106		106	0.0%	
	Council Office :- Indirect Expenditure	**2,704**	**46,845**	**89,260**	**42,415**	**0**	**42,415**	**52.5%**	**6,689**
	Net Income over Expenditure	**(2,584)**	**(45,503)**	**(88,594)**	**(43,091)**				
6000	plus Transfer from EMR	0	6,689						
	Movement to/(from) Gen Reserve	**(2,584)**	**(38,813)**						
150	Investment								
1080	Bank Interest Received	2,459	4,051	80	(3,971)			5063.3%	
1090	Monthly Loyalty Rewards	7	46	10	(36)			459.4%	
1091	Cash back rebates	0	20	0	(20)			0.0%	
	Investment :- Income	**2,465**	**4,117**	**90**	**(4,027)**			**4573.9%**	**0**
4060	Bank Charges & card fees	71	428	318	(110)		(110)	134.6%	
	Investment :- Indirect Expenditure	**71**	**428**	**318**	**(110)**	**0**	**(110)**	**134.6%**	**0**
	Net Income over Expenditure	**2,394**	**3,689**	**(228)**	**(3,917)**				
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)**				

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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
170	Health and Safety								
4135	Consultancy Fees	0	1,996	2,995	999		999	66.7%	
4140	Defibrillator	0	0	340	340		340	0.0%	
4295	Equipment - New/Replacement	0	119	163	44		44	73.2%	
4630	Consumables	0	13	0	(13)		(13)	0.0%	
	Health and Safety :- Indirect Expenditure	**0**	**2,129**	**3,498**	**1,369**	**0**	**1,369**	**60.9%**	**0**
	Net Expenditure	**0**	**(2,129)**	**(3,498)**	**(1,369)**				
180	Media and Communications								
4105	Newsletter-Printing/Distributi	350	2,440	5,634	3,194		3,194	43.3%	
4110	Website and Emails	0	728	1,071	343	1,034	(691)	164.5%	
4155	IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460	CCTV	0	4,678	1,450	(3,228)		(3,228)	322.6%	
4685	Noticeboards	0	0	1,484	1,484		1,484	0.0%	
	Media and Communications :- Indirect Expenditure	**350**	**7,846**	**11,639**	**3,793**	**1,034**	**2,759**	**76.3%**	**0**
	Net Expenditure	**(350)**	**(7,846)**	**(11,639)**	**(3,793)**				
190	Stores								
4150	Utilities	155	926	1,546	620		620	59.9%	
	Stores :- Indirect Expenditure	**155**	**926**	**1,546**	**620**	**0**	**620**	**59.9%**	**0**
	Net Expenditure	**(155)**	**(926)**	**(1,546)**	**(620)**				
195	Tractor Shed								
4150	Utilities	330	1,981	3,301	1,320		1,320	60.0%	
4450	Inspections	200	450	585	135		135	76.9%	
4460	CCTV	0	0	198	198		198	0.0%	
4560	Property Maintain/Replacement	111	418	0	(418)		(418)	0.0%	
	Tractor Shed :- Indirect Expenditure	**641**	**2,849**	**4,084**	**1,235**	**0**	**1,235**	**69.8%**	**0**
	Net Expenditure	**(641)**	**(2,849)**	**(4,084)**	**(1,235)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	0	0	550	550		550	0.0%	
4120	Over 65 Entertainment	0	150	325	175		175	46.2%	
4630	Consumables	30	30	125	95		95	24.3%	
	Residents' Parties :- Indirect Expenditure	**30**	**180**	**1,000**	**820**	**0**	**820**	**18.0%**	**0**
	Net Expenditure	**(30)**	**(180)**	**(1,000)**	**(820)**				

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
205	Events								
1480	Events income	690	1,325	550	(775)			240.9%	
	Events :- Income	**690**	**1,325**	**550**	**(775)**			**240.9%**	**0**
4122	Events	706	2,713	3,000	287		287	90.4%	
	Events :- Indirect Expenditure	**706**	**2,713**	**3,000**	**287**	**0**	**287**	**90.4%**	**0**
	Net Income over Expenditure	**(16)**	**(1,388)**	**(2,450)**	**(1,062)**				
210	Grounds								
1200	Football Hire Charges	663	1,053	1,270	217			82.9%	
1210	Football Training Area Hire	141	493	1,134	641			43.4%	
1215	Grass cutting agreement	0	16,407	15,000	(1,407)			109.4%	
1270	Floodlights Income	7	17	0	(17)			0.0%	
	Grounds :- Income	**811**	**17,969**	**17,404**	**(565)**			**103.2%**	**0**
4195	Keys/Locks	0	73	465	392		392	15.7%	
4200	Locking parks	240	1,320	1,576	256		256	83.8%	
4210	Emptying Bins/Fresheners	0	339	3,493	3,154		3,154	9.7%	
4215	Seats - Repair/Replacement	0	0	1,000	1,000		1,000	0.0%	
4220	Signage - New/Replacement	0	500	0	(500)		(500)	0.0%	500
4225	Floodlights Maintenance/Repair	0	0	2,556	2,556		2,556	0.0%	
4245	Highway grass verge cutting	0	6,238	9,641	3,403		3,403	64.7%	
4255	Skip hire	260	780	2,600	1,820		1,820	30.0%	
4260	Shrub/Tree/Hedge	0	64	500	436		436	12.8%	
4270	Fertilisers/Weed & Moss Killer	884	884	1,845	961		961	47.9%	
4275	Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295	Equipment - New/Replacement	0	43	396	353		353	10.8%	
4320	Small tools	0	371	1,000	629		629	37.1%	
4325	fence repairs	0	0	5,000	5,000		5,000	0.0%	
4435	Contingencies	0	1,672	4,150	2,478		2,478	40.3%	
	Grounds :- Indirect Expenditure	**1,384**	**12,282**	**36,128**	**23,846**	**0**	**23,846**	**34.0%**	**500**
	Net Income over Expenditure	**(573)**	**5,688**	**(18,724)**	**(24,412)**				
6000	plus Transfer from EMR	0	500						
	Movement to/(from) Gen Reserve	**(573)**	**6,187**						
220	Machinery and Vehicles								
4160	Repairs/Maintenance	3	236	815	579		579	29.0%	
4265	Fuel	155	992	3,030	2,038		2,038	32.7%	
4290	Servicing	0	0	8,457	8,457		8,457	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
4295	Equipment - New/Replacement	0	24,945	11,513	(13,432)		(13,432)	216.7%	13,432
4310	Hire of Machinery	495	2,970	6,940	3,970		3,970	42.8%	
4680	Depreciation	0	0	1,000	1,000		1,000	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**653**	**29,143**	**31,755**	**2,612**	**0**	**2,612**	**91.8%**	**13,432**
	Net Expenditure	**(653)**	**(29,143)**	**(31,755)**	**(2,612)**				
6000	plus Transfer from EMR	0	13,432						
	Movement to/(from) Gen Reserve	**(653)**	**(15,711)**						
230	Trees								
4240	Emergency Work	0	0	1,589	1,589	945	644	59.5%	
4455	work & inspections	2,300	2,300	7,683	5,383	220	5,163	32.8%	
	Trees :- Indirect Expenditure	**2,300**	**2,300**	**9,272**	**6,972**	**1,165**	**5,807**	**37.4%**	**0**
	Net Expenditure	**(2,300)**	**(2,300)**	**(9,272)**	**(6,972)**				
240	Allotments								
1100	Allotment Income	834	887	4,389	3,502			20.2%	
1110	Water Charge	138	128	0	(128)			0.0%	
1115	Pest control charge	148	143	0	(143)			0.0%	
1125	Apiary honey sales	0	84	0	(84)			0.0%	
	Allotments :- Income	**1,120**	**1,242**	**4,389**	**3,147**			**28.3%**	**0**
4145	Landowner Rent	0	1,038	1,444	406		406	71.9%	
4150	Utilities	14	643	1,329	686		686	48.4%	
4170	Pest Control	0	0	470	470		470	0.0%	
4175	Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4390	Materials	0	0	430	430		430	0.0%	
4560	Property Maintain/Replacement	0	864	1,000	136		136	86.4%	
	Allotments :- Indirect Expenditure	**14**	**2,545**	**4,773**	**2,228**	**0**	**2,228**	**53.3%**	**0**
	Net Income over Expenditure	**1,106**	**(1,303)**	**(384)**	**919**				
250	Play Areas								
4295	Equipment - New/Replacement	0	791	0	(791)		(791)	0.0%	
4300	Equipment-Repair/Maintenance	0	0	1,846	1,846		1,846	0.0%	
4450	Inspections	0	274	279	5		5	98.2%	
	Play Areas :- Indirect Expenditure	**0**	**1,065**	**2,125**	**1,060**	**0**	**1,060**	**50.1%**	**0**
	Net Expenditure	**0**	**(1,065)**	**(2,125)**	**(1,060)**				

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
255	Hard Courts and Car Park								
1220	No longer in use	375	750	0	(750)			0.0%	
1225	Outside courts	7	70	2,200	2,130			3.2%	
1230	No longer in use	11	317	0	(317)			0.0%	
	Hard Courts and Car Park :- Income	**393**	**1,137**	**2,200**	**1,063**			**51.7%**	**0**
4340	Surface - Repair	0	0	1,500	1,500		1,500	0.0%	
4345	Surface Clean Chemicals	0	0	100	100		100	0.0%	
4560	Property Maintain/Replacement	0	0	1,500	1,500		1,500	0.0%	
4580	Car Park/ Pathways	0	0	1,000	1,000		1,000	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**0**	**0**	**4,100**	**4,100**	**0**	**4,100**	**0.0%**	**0**
	Net Income over Expenditure	**393**	**1,137**	**(1,900)**	**(3,037)**				
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**
4160	Repairs/Maintenance	0	0	222	222		222	0.0%	
4390	Materials	0	0	1,908	1,908		1,908	0.0%	
	Bowling Green :- Indirect Expenditure	**0**	**0**	**2,130**	**2,130**	**0**	**2,130**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**1,800**	**(330)**	**(2,130)**				
265	Memorials								
4360	Rose Renewal	0	0	100	100		100	0.0%	
4575	War Memorial	0	0	300	300		300	0.0%	
	Memorials :- Indirect Expenditure	**0**	**0**	**400**	**400**	**0**	**400**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(400)**	**(400)**				
270	Traffic Highways/Environment								
1350	Parish Partnership grant	0	3,995	2,510	(1,485)			159.2%	
	Traffic Highways/Environment :- Income	**0**	**3,995**	**2,510**	**(1,485)**			**159.2%**	**0**
4650	SAM	0	804	953	150		150	84.3%	
4655	Bus Shelters	0	7,990	500	(7,490)		(7,490)	1598.0%	
4670	Parish Partnership Scheme	0	0	5,020	5,020		5,020	0.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**0**	**8,794**	**6,473**	**(2,321)**	**0**	**(2,321)**	**135.8%**	**0**
	Net Income over Expenditure	**0**	**(4,799)**	**(3,963)**	**836**				

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
300	Cafe								
1500	Café Income	2,012	11,795	25,000	13,205			47.2%	
	Cafe :- Income	**2,012**	**11,795**	**25,000**	**13,205**			**47.2%**	**0**
1610	cafe capital costs	0	225	0	(225)		(225)	0.0%	
4070	Profess Fees/Agency Personnel	0	200	0	(200)		(200)	0.0%	
4630	Consumables	66	819	0	(819)		(819)	0.0%	
4635	cleaning agents/materials	0	31	0	(31)		(31)	0.0%	
4710	Café Purchases	1,017	6,609	11,115	4,506		4,506	59.5%	22
4711	Community fridge/ fruit & veg	141	141	0	(141)		(141)	0.0%	
	Cafe :- Indirect Expenditure	**1,224**	**8,025**	**11,115**	**3,090**	**0**	**3,090**	**72.2%**	**22**
	Net Income over Expenditure	**789**	**3,770**	**13,885**	**10,115**				
6000	plus Transfer from EMR	0	22						
	Movement to/(from) Gen Reserve	**789**	**3,793**						
	Grand Totals:- Income	**293,962**	**769,258**	**99,834**	**(669,424)**			**770.5%**	
	Expenditure	**48,036**	**351,523**	**661,061**	**309,538**	**2,199**	**307,339**	**53.5%**	
	Net Income over Expenditure	**245,927**	**417,735**	**(561,227)**	**(978,962)**				
	plus Transfer from EMR	**0**	**25,994**						
	less Transfer to EMR	**0**	**155,227**						
	Movement to/(from) Gen Reserve	**245,927**	**288,502**						

Hellesdon Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Hellesdon Parish Council** for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Hellesdon Parish Council** on application to:	
(a) FAYE LEBON CLERK, HELLESDON PARISH COUNCIL DIAMOND JUBILEE LODGE WOODVIEW ROAD, HELLESDON, NORWICH, NR6 5QB	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) MONDAY – FRIDAY 9-30am – 3-30pm	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ 5 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) FAYE LEBON (CLERK)	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 11/09/2023	(e) Insert the date of placing of the notice

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HELLESDON PARISH COUNCIL NORFOLK

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Hellesdon Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

13/06/2023

and recorded as minute reference:

ITEM 6G OF 13/06/2023

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[redacted]

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HELLESDON PARISH COUNCIL NORFOLK

Section 2 – Accounting Statements 2022/23 for

Hellesdon Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	845,595	983,785	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	514,210	552,939	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	595,239	199,371	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	241,949	293,527	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	30,493	43,095	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	698,817	703,364	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	983,785	696,109	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	1,020,675	643,186	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,573,191	4,698,581	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	707,089	681,685	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✓	*The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[redacted]

Date 12/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

13/06/2023

as recorded in minute reference:

ITEM 6M of 13/06/2023

Signed by Chairman of the meeting where the Accounting Statements were approved

[redacted]

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **Hellesdon Parish Council – NO0213**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP Date **07/09/2023**

HELLESDON PARISH COUNCIL
NORFOLK

Annual Internal Audit Report 2022/23

Hellesdon Parish Council

www.hellesdon-pc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✔		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✔		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✔		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✔		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.	✔		
I. Periodic bank account reconciliations were properly carried out during the year.	✔		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")*			✔
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2021/22 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		

O. (For local councils only) Trust funds (including charitable) -- The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✔

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

09/12/2022 11/05/2023

Name of person who carried out the internal audit

Giles Kerkham, Larking Gowen LLP

Signature of person who carried out the internal audit: Larking Gowen

Date: 22/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

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 12th September 2023 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr B. Johnson Cllr D. Maidstone Cllr G. Britton
Cllr R. Sear Cllr S. Holland Cllr A. Lock (substitute for Cllr I. Duckett)

Also In Attendance
L. Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. Apologies and acceptance for absence
Apologies for absence were accepted from Cllr I Duckett.

2. Declarations of Interest and Dispensations
No declarations made.

3. To receive approval of minutes of the committee meeting held on 22nd August 2023 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)

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
2023/2464 16 Margaret Close Hellesdon Norfolk NR6 5BS Proposed room over garage, interior and exterior alterations and new boundary fence.	Objection. Overdevelopment of the site, out of scale and character with existing properties would also lead to inadequate parking provision.
2023/2511 67 Mountfield Avenue, NR6 5HN Loft conversion.	No objection in principle although conditions should be put in place to prevent the ground floor extension being used as a balcony. There is also a concern around there being inadequate parking with the additional bedrooms.
2023/2500 Firside Junior School Middletons Lane, NR6 5NF Demolition of existing school building and construction of a new two storey school	No objection.

Approved.....

Date.....

building with associated muga, external play areas and external canopy and new pupil drop off and car parking.	
Premises Licence 317 to 319 Reepham Road, NR6 5AD The supply of alcohol on standard days between the hours of 06.00 and 23.00	No objection.
2023/2424 Hellesdon Hospital Drayton High Road, NR6 5BE Replacement of fencing to 2no wards located on Hellesdon Hospital Site.	No objection.
2023/2681 243 Drayton High Road, NR6 5BT Single storey rear extension, new window and door and internal alterations.	No objection.
2023/2668 77 Drayton Wood Road, NR6 5BZ Single storey rear extension. Front and rear dormer roof extensions.	Objection. Overdevelopment of the site leading to inadequate parking provision.

7. **Exchange of Information**

None.

8. **Date, time and venue of next meeting**

Next meeting will be held on Tuesday 26th September 2023 at 6.15pm.

The meeting closed at 6.46 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 Planning Committee held on Tuesday 26th September 2023 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr R. Forder (substitute for Cllr B. Johnson)
Cllr S. Holland
Cllr D. Maidstone
Cllr R. Sear

Also In Attendance
Mrs F. LeBon, Clerk to the Council

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
Apologies for absence were accepted from Cllr I Duckett and Cllr B Johnson.

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

3. **To receive approval of minutes of the committee meeting held on 12th September 2023 from those members present at the held meeting.**
Minutes had been previously circulated and were **AGREED** by those present.

4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
No matters raised

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
2023/2680 62 Hercules Road, NR6 5HH Single storey rear extension and internal alterations.	No objections.
2023/2764 76 Meadow Way, NR6 6XX New front entrance facade & hall. Bathroom extension into garage space.	No objections.
2023/2791 7 Broom Avenue, NR6 6LG Single storey rear extension	No objections.

Approved.....

Date.....

2023/2034 – Re-consultation 35 Windsor Road, NR6 5NT Rear extension and alterations	No objections.

7. Exchange of Information

The Clerk is to find out the status of development on land to the north east of Holt Road.

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 10th October 2023 at 6.15pm.

The meeting closed at 6.32 pm.

DRAFT

Approved.....

Date.....

Meeting of Hellesdon Parish Council 10th October 2023

Item 11 - To Receive Update on WC Improvement Project

The Pride in Place Manager at Broadland Council visited site in September to discuss the project and its progress. 'Before' photos have been taken, and 'during' and 'after' photos will also be taken so the project can be monitored.

The asbestos survey has been completed and building regulations approved and the conditions sent to the contractor.

The project is programmed in to start on Monday 31st October. The contractor may do some initial works beforehand but this will be limited because of commitments over half term.

The contractor has offered to do enabling works to the ladies toilet to the west of the building to ensure that these are open during building works. Although it is hoped this will not be necessary as a result of the proposal in item 6.

Proposed colour scheme is attached. It should be noted that there is no natural light in these areas so it is recommended that the colour scheme is kept lighter.

Colors on the screen and printouts may vary from actual products. Please order a sample to ensure color match.

Cubicle	Challenger
Vanity	Laminate Vanity Top
Divisions	Grey Stipple
Doors	Cypriot Oak
Pilasters	Grey Stipple
Duct Panels	Default
Duct Shadows	Default
Vanity Top	Calm
Vanity Panels	Cypriot Oak
Vanity Shadows	Merino
Floor	Cottonseed

Meeting of Hellesdon Parish Council 10th October 2023

Item 12 – Parish Partnership Scheme

Previously the Parish Council had asked for consideration to be given to bus shelters at the bus stops on Drayton High Road, with emphasis on the bus stop north bound at Hellesdon Hospital.

If a successful application is made, the parish partnership scheme will provide 50% of funding towards the bus shelters. As the project is for 2024/2025, the balance will be precepted for as part of the budgeting process.

There are six bus stops along Drayton High Road without shelters. One of which is not feasible to have a bus shelter installed, three of which can only facilitate a forward facing shelter and the other two can facilitate either a forward facing or a reverse facing shelter.

When giving consideration to which shelters to prioritise, councillors should consider which bus stops gets the most use for passengers to alight, and are more likely to be waiting for a bus, as opposed to passengers disembarking and will therefore not wait but walk straight to their destination.

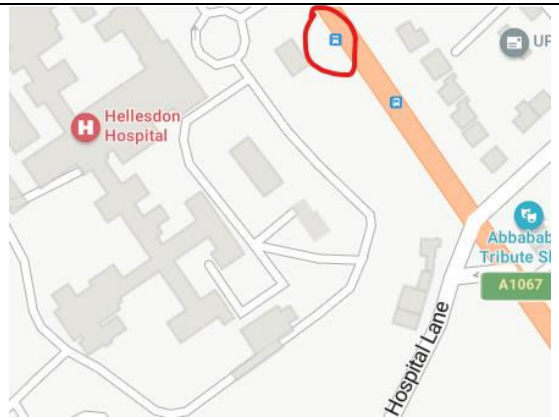
Costs, ex VAT, are as follows:

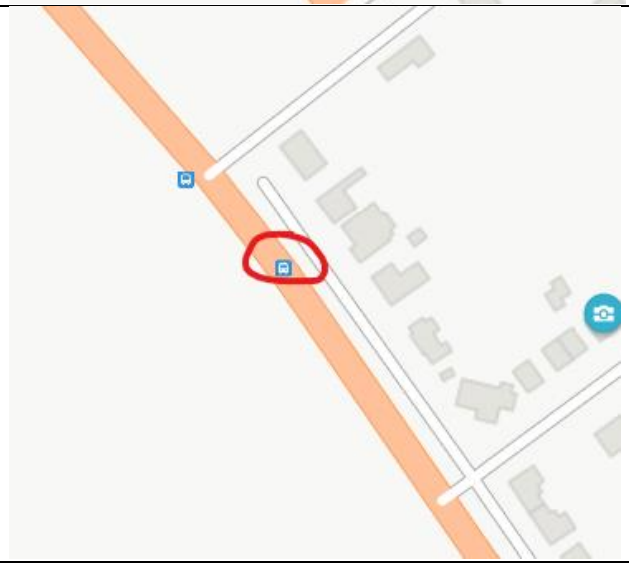
- 2 bay cantilever, with perch seat, clear poly carbonate panels and flag bracket - £3383
- 2 bay cantilever, with bench seat, clear poly carbonate panels and flag bracket - £3789
- 3 bay cantilever, with perch seat, clear poly carbonate panels and flag bracket - £4088
- 3 bay cantilever, with bench seat, clear poly carbonate panels and flag bracket - £4708

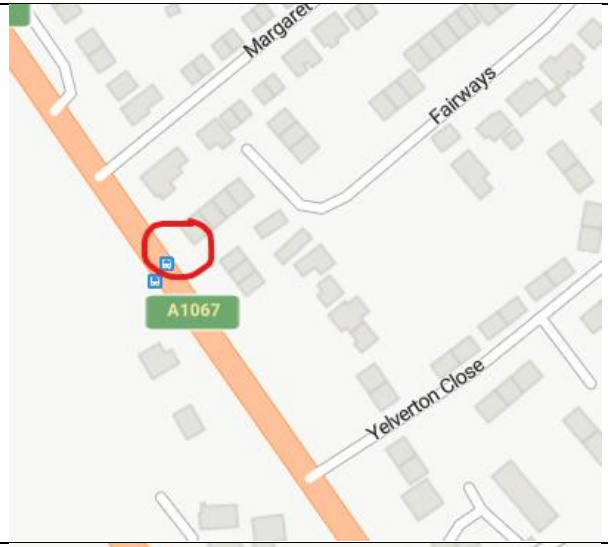
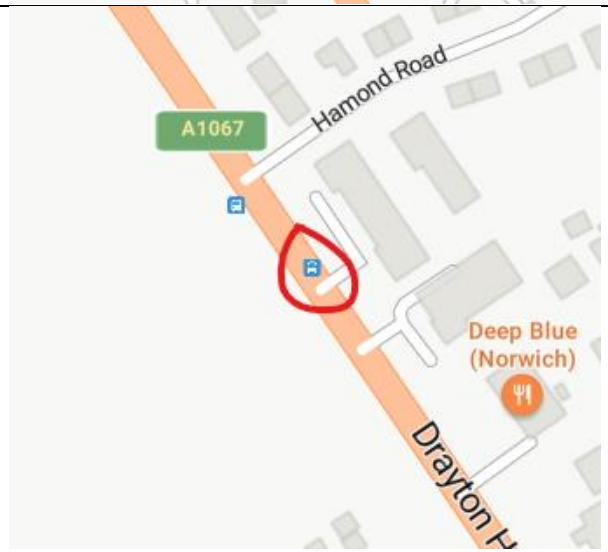
Please note the contractor will apply for a Notice of Works to Norfolk County Council before any works take place and notify the Senior Transport Officer - Bus Network Co-ordination. The price includes all administration costs, groundworks, installation, labour, travel and disposal costs.

Details of the relevant bus stops are below.

Bus Stops Along Drayton High Road

Description	Location (map)	Location (picture)	Feasibility of Shelter (seats facing the road)?	Feasibility of Shelter (Perspex to the road)?	Any other highway comments?
Northbound adj to Hellesdon Hospital			Yes – perch or bench seat	No - Not enough room for disabled access	1100mm roof – need to install shelter out of peak traffic hours
Northbound opp Hammond Road			Yes – perch or bench seat	No - Not enough room for disabled access	1100mm roof

Northbound between Margaret Close and Yelverton Close			Yes – perch or bench seat	No - Not enough room for disabled access	1100mm roof
Southbound, north of Westwood Drive			No – not enough room for a shelter	No	No

Southbound, between Margaret Close and Yelverton Close			Yes – perch or bench seat	Yes - a reverse shelter is an option	1300mm roof
Southbound, south of Hamond Road			Yes – perch or bench seat	Yes - a reverse shelter is an option	1300mm roof

In addition to the project for Drayton High Road, the Facilities Manager has brought to our attention the condition of the bus shelter on Reepham Road, close to the Meadow Way junction. He advises that the shelter at the junction of Meadow way is several years old and needs new parts, which due to the age, and the company which install went bankrupt several years ago, will need to be replaced in the near future. At present the shelter is safe but if there are grants available maybe a consideration to replace should be sooner than later. This is a 3 bay cantilever with perch seat.

Council could consider incorporating a replacement into the 2024/2025 parish partnership budget.

Hellesdon Neighbourhood Plan Working Group
Terms of Reference

Purpose

The main purpose of the Working Group is to prepare a Neighbourhood Plan for the parish of Hellesdon, on behalf of Hellesdon Parish Council, in line with the requirements of the Neighbourhood Planning (General) Regulations 2012, which sets out policies and proposals that seek to address the community's aspirations for the area.

In undertaking this role, the Working Group will:

1. Ensure that Neighbourhood Planning legislation, as set out in the Neighbourhood Planning (England) Regulations 2012, is followed in the preparation and submission of the Neighbourhood Plan.
2. Liaise with relevant professionals and authorities (eg: Neighbourhood Plan Consultant, Broadland Council Planning Policy Team, Locality) to ensure that the Neighbourhood Plan meets the balance of local opinion and meeting the Basic Conditions.
3. Working with the Neighbourhood Plan Consultant, Set out a project timetable, featuring key milestones, and a budget for preparing the Neighbourhood Plan.
4. Seek appropriate funding to meet the costs of developing the plan. This is to include external funding where available, and ensuring that the balance is accounted for in the Hellesdon Parish Council budget.
5. Plan, manage and monitor expenditure incurred in the preparation of the plan and report back to the Parish Council on these matters.
6. Report regularly to the Parish Council on progress with the preparation of the Neighbourhood Plan and make recommendations on any proposed content of the Plan.
7. Seek to gather the views of the whole community, including residents, groups, businesses, landowners etc., in order to inform the development of the Neighbourhood Plan.
8. Be responsible for the analysis of evidence gathered from the community and elsewhere, development of local policies, and the production of the Neighbourhood Plan.
9. Promote engagement with the plan, including the referendum.

Membership

The Working Group will include up to 12 members.

Up to six parish councillors should be nominated for the working group, with the remaining places being made up of interested residents of Hellesdon and those working or operating a business in Hellesdon, as approved by the Parish Council.

At the first full meeting the Working Group elected the following members into a number of roles:

- Chairman:
- Vice Chair:

All members of the Working Group must declare any personal or professional interest that may be perceived as being relevant to any decisions or recommendations made by the Working Group. This may include membership of an organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Working Group.

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Meetings

The Working Group shall meet approximately every month, or as may be required. Notice of Working Group meetings shall be given to its members, by email, at least three clear days in advance of the meeting date. Notices must include details of the matters to be discussed.

Decisions on operational matters (relating to the process of preparing the Plan) shall be determined by a majority of votes of the Working Group members present and voting. In the case of an equal number of votes, the chairperson shall have a casting vote.

Decisions on matters relating to proposed content of the Plan shall be made by the full Parish Council, following consideration of recommendations made by the Working Group.

The quorum of the working group shall be five members

The Clerk to the Council or nominated representative distribute agendas and should take minutes of the meeting.

Finance

Accurate records of income and expenditure for the Neighbourhood Plan should be kept by the Working Group. All expenditure should be in accordance with the Financial Regulations of Hellesdon Parish Council.

Changes to the Terms of Reference

These Terms of Reference may be altered and additional clauses added by agreement, shown by majority votes, of the Parish Council.

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Neighbourhood Plan – Consultant Appointment Brief

Hellesdon Parish Council is seeking to appoint a consultant to assist in the updating of the Hellesdon Neighbourhood Plan.

Consultants suitably experienced in spatial planning, planning policy preparation, community engagement and with a good working knowledge of neighbourhood planning, are required to assist the Parish Council with the project.

The existing Hellesdon Neighbourhood Plan was adopted in 2017 and runs until 2026. At the time of initial preparation there were significant time constraints. With the updating of the Neighbourhood Plan we wish to investigate whether we have the number of policies required to suit the vision of current Hellesdon residents, and whether existing polices are prescriptive enough to be effective.

The Neighbourhood Plan area will cover the parish of Hellesdon. Hellesdon is located in the Broadband District and has an electorate of approximately 9,000 people. Whilst Broadland is a mainly rural District, Hellesdon borders the city of Norwich and has a largely urban feel.

A Neighbourhood Plan Working Group will be established to oversee the Neighbourhood Plan project. The Working Group will be made up of both parish councillors and local residents.

The working group will meet on a regular basis for the duration of the commission and will be responsible for managing the overall direction and progress of the assignment, ensuring that the commission is executed in accordance with the brief and that key deliverables are produced to the required quality and within the agreed timescale. It is expected that representatives of the consultant team will service these meetings.

The Local Planning Authority is currently working on a Greater Norwich Local Plan (GNLP) which the parish of Hellesdon falls within. Further details of the GNLP and its progress can be found here https://www.gnlp.org.uk/

The consultant will be expected to:

1. Attend meetings of the Hellesdon Neighbourhood Plan Working Group.
2. Liaison with the Parish Clerk to agree agendas in accordance with meeting schedules.
3. Liaison with the Parish Clerk outside of meetings to agree and assign action points.
4. Carry out necessary evidence base preparation, including engagement with the local community, to support the Neighbourhood Plan preparation.
5. Carry out comprehensive community and stakeholder engagement to inform the evidence base and test the topic themes that emerge resulting in the establishment of a Vision and set of Objectives
6. Production of all necessary materials, leaflets/questionnaires etc for consultation

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7. Draft a set of robust policies for the topic themes that are confirmed drawing upon work carried out

8. Liaise with the Local Planning Authority to ensure adherence of the Neighbourhood Plan to the basic conditions.

9. Arrange for publication and feedback in accordance with Regulation 14 of The Neighbourhood Planning (General) Regulations 2012

10. Draft the intended Neighbourhood Development Plan and the statutory required supporting documents

11. Submit to the Local Planning Authority the completed document in readiness for Regulation 16 of The Neighbourhood Planning (General) Regulations 2012

12. Works to be completed within and 18 – 24 month timeframe, to be set by the consultant, to ensure that there is no gap between the expiry of the old plan and adoption of the new.

Draft policies will need to draw upon the key findings from the evidence base which have helped to shape and inform future development issues which are important to local people and businesses. The policies will also need to demonstrate how they will help to achieve the vision and objectives. It is important that the plan is easy to read, written in plain English and is accessible when uploaded onto the internet. The plan should be a useful and useable document and understood by local residents, businesses and organisations.

Consultants will be required to provide a named project manager to lead and act as the point of contact throughout the duration of this project. The project manager should have sufficient and applicable experience to manage this type of project and be available for discussions and work with the client as required.

The fee for the project and all management associated with the study will be determined, agreed and fixed. This fee will be inclusive of all costs associated with staffing, research, printing, despatch, telephone, travel and any other costs incurred by the contracted consultant. It is proposed that payment will be phased upon completion of key stages of work (to be agreed) in accordance with the specification.

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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

Hellesdon Parish Council
Neighbourhood Plan Consultancy Tender Document

1 Submission

1.1 Tenders should be completed via the attached form and submitted electronically to: clerk@hellesdon-pc.gov.uk and marked "NDP Tender" in the subject line, or sent to:
NDP Tender
Hellesdon Parish Council
Diamond Jubilee Lodge, Wood View Road
Hellesdon, Norwich, NR6 5QB

1.2 All companies expressing an interest in this work will be notified in writing of the respective decision within ten working days of the deadline identified.

1.3 Queries on the tender specification should be submitted electronically to: clerk@hellesdon-pc.gov.uk or verbally to the Clerk to the Council, Mrs Faye LeBon, on 01603 301751

2 Evaluation of Tenders and Award Criteria

2.1 Hellesdon Parish Council is not obliged to accept the lowest tender.

2.2 Suppliers will be scored on their responses to the Proposed Working Method Questions in relation to the requirements of the specification. The weighting applied to each of the quality sub criteria is shown in the table below:

Element	Weighting
Price and costs	**40%**
Total Price	Sub weighting: 40%
Quality	**60%**
Organisational Experience	Sub weighting: 10%
Staff Experience/Capacity	Sub weighting: 10%
Previous contracts	No score
Methodology	Sub weighting: 30%
Added Value	Sub weighting: 10%
Implementation Plan /Milestones	No score
Number of hours / Budget	No score

2.3 The tender will be scored using the following scale of awarding marks between 0 and 4:

0	**Completely unsatisfactory/unacceptable response** No response to the question or serious deficiencies in meeting the required standards.
1	**Poor response** The response is partially compliant with some shortfalls in meeting the required standards.
2	**Acceptable response** The response is compliant and meets the basic contract standards. Any concerns are only of a minor nature.
3	**Good response** The response is fully compliant and clearly indicates a full understanding of the contract. The required standards consistently deliver all the required contract standards.
4	**Excellent response** The response is fully compliant and indicates the ability to exceed the required standards of the contract.

2.4 In the case of two or more tenders being close, Hellesdon Parish Council reserves the right to invite these candidates to provide a presentation to councillors and a decision will be made based on the presentation.

- **Stage 1** – Detailed project planning, agreeing timeline, introduction to the Hellesdon Neighbourhood Plan Working Group and guidance in applying for financial support by way of grant

- **Stage 2** - Consultation, research, evidence gathering including surveys and statistical analysis.

- **Stage 3** - Development of aims and vision and objectives and testing these for local community support and for integration with existing development policies and those proposed under the GNLP. Compliance with Reg 14.

- **Stage 4** - Development of policies and writing of the NDP to the standard required by the local Planning Authority. Compliance with Reg 16.

RESPONSE TO THE SPECIFICATION		
Suppliers are required to respond to the questions below to explain how your organisation proposes to deliver the services called for in the Specification. You may expand the areas provided. **Please note there are word counts applied to each method statement question.** If a response exceeds this limit, any additional words will be deleted and will not form part of the evaluation. Please answer all the questions and be concise in your response, making all responses relevant to the method statement being asked. Note that appendices should not be included or referred to in your response unless requested within a specific question.		
Working Method Questions		
Q1.	**Experience –** Please detail the previous experience you have in delivering support which matches the specification (1b) and how this experience is relevant to the various elements of the commission. **(500 words)**	**10%**
	Response:	
Q2.	**Staff Experience/Capacity –** Please detail the experience of the key staff you are proposing to commit to this contract should it be awarded to your company. Please include details of the management and staff structure relevant to the delivery of the contract and your current capacity to deliver this project within timescale. **(500 words)**	**10%**
	Response:	

<table>
<tr><td>Q3.</td><td colspan="4">Previous Contracts – Please use the space below to provide details of contracts for similar requirements to this contract that your organisation has provided over the last three years. Please note, we reserve the right to contact any of the organisations below for references. [This section is not scored, and is for information only].</td><td>Information Only</td></tr>
<tr><td></td><td>Name of Organisation</td><td>Contract Value</td><td>Contract start date and length</td><td colspan="2">Nature of work and relevance to this requirement</td></tr>
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<tr><td rowspan="2">Q4.</td><td colspan="4">Methodology - Please explain how you would deliver the commission. (2000 words)</td><td>30%</td></tr>
<tr><td colspan="5">Response:</td></tr>
<tr><td rowspan="2">Q5.</td><td colspan="4">Added Value –. Please detail any special features, innovative ideas, limit impact on climate change or additional benefits that you can provide in relation to this contract that could add value to the commission. (500 words).</td><td>10%</td></tr>
<tr><td colspan="5">Response:</td></tr>
</table>

Q6.	**Implementation** – Please identify any key milestones within the contract that you consider relevant. **(250 words).**	**Information Only**

Response:

Customer Milestone	Date

Q7.	**a) Budget** – Please indicate the cost by stage and total cost of the work you have identified. This should include all costs and expenses	**40%**

Response:

Stage 1 £……

Stage 2 £……

Stage 3 £……

Stage 4 £……

Total £……

Q8.	Please indicate costs for any work you would expect to be undertaken but which are not included in the specification. ***[This section is not scored, and is for information only].***	**Information Only**

Response:

Category of Grade/Work	Hourly Rate (£)

Please add additional rows as needed.

Other Work Description	Estimated Cost

Please add additional rows as needed.

Q9.	

Contractor Company Name	
Contact Name	
Address	
Contact Number	
Contact Email	
Signature	
Date	

Meeting of Hellesdon Parish Council 10th October 2023

Item 14 – Broadland Family Hub

To Receive Update on Family Hub running from Hellesdon Parish Council Site

As reported in the Parish Council meeting of 12th September, the PP&R Committee agreed that the Family Hub for Broadland could operate from the old parish office next to Hellesdon Community Centre. Norfolk County Council intends to occupy the site from early November, but it is likely there will be a soft start from late October. There is regular activity presently as Norfolk County Council plan their activities onsite.

Norfolk County Council will occupy the old parish office on a lease until April 2025. If government funding is extended, and it is agreed between Norfolk County Council and Hellesdon Parish Council, a rolling lease will occur thereafter. Hellesdon Parish Council will charge rent to cover costs. There will be no profit or detriment to either party.

Norfolk County Council will look to hire rooms in Hellesdon Community Centre on an ad hoc basis. These will be booked through the office and invoiced at the community rate monthly in arrears based on usage.

To date the following has occurred:

- Hellesdon Parish Council has arranged for the office to be linked to the fire alarm (to be charged back to Norfolk County Council).
- Hellesdon Parish Council has arranged for the installation of fire extinguishers and emergency lighting (to be charged back to Norfolk County Council).
- Hellesdon Parish Council has arranged for an electricity meter to be installed (to be charged back to Norfolk County Council) so that electricity usage can be can be charged to Norfolk County Council.
- The caretakers have refreshed the office by filling in the holes in the walls, painting the office and cleaning the carpet.
- A new lock has been installed.
- Most of the room has been emptied and the process of archiving / sending items to the Norwich Records Office has begun.
- Discussions are occurring on the minor details of the use of the room, including how much cleaning is required and how welfare facilities will work.
- Norfolk County Council estates team is working with the Clerk to create a simple draft lease to ensure that the occupation of the room is cost neutral and to stipulate areas of access for Norfolk County Council (eg: toilets and kitchenette in the community centre).

Meeting of Hellesdon Parish Council 10th October 2023

Item 15 – Defibrillator for the Low Road

To Consider Match Funding for a Defibrillator for the Low Road

At the request of Cllr Gurney, an expression of interest was put in place for funding via The DHSC Community Automated External Defibrillator Fund, for a defibrillator for the Low Road. Applications are now open for funding on a first come, first served basis. To qualify for funding, the Parish Council must:

- Locate the secure defibrillator cabinet outside in an area that is accessible to members of the public 24 hours per day
- Be able to provide an electrical power source to ensure the defibrillator cabinet light and heater operate to keep the device at the right temperature
- Provide match funding for the application (c. £750) –

Could council please advise:

a) If they would like to apply for this funding.
b) As part of the application, a location must be specified. Where would this be located?
c) If the Parish Council wished to go ahead with this, the match funding could come out of the Good Causes for Hellesdon Earmarked Reserve, the balance of which is currently £4,110.06

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

Norfolk County Council
Martineau Lane
Norwich
NR1 2DH

19th September 2023

For the Attention of:
[redacted]

Dear Sirs,

Formal Complaint from Hellesdon Parish Council

Hellesdon Parish Council has had repeated problems with the Highway Ranger service, so much so we feel there is no other option but to escalate to your attention.

Periodically we receive an email advising that the Street Scene Inspectors will be in our area from a certain date, and to report areas of concern to Highways using the title RANGER and our parish name in the title of the email. At the end of this email, we are advised by Norfolk County Council that '*We aim to provide feedback on the work which has been carried out during the visit this will follow within a few weeks'*. From the email received advising the Street Scene Inspector would visit Hellesdon from 27th June 2022, responded to with a list of matters to look at on 21st June 2022, it took until 15th September to receive feedback from Norfolk County Council, with chaser emails sent on 25th July 2022 and 8th August 2022.

A year on and we received advice that the Street Scene Inspectors would be in our area from 3rd July 2023. On 6th June I asked for the following to be reviewed by the Inspector:
FP2 – Mountfield Ave to Hercules Road
FP1 – Links Ave to Berkley Close
FP4 – Woodland Road to Yelverton Road
FP5 - Drayton Wood Road to Woodland Close
FP6 – Heath Close to Fifers Lane
I asked for these to be reviewed because these alley ways are contentious every year with overgrown vegetation. The same email from Norfolk County Council promises 'feedback within a few weeks'. This feedback has been chased on 3rd August and again on 22nd August. We are now Mid September and no action has been taken and no feedback has been received.

Moving on to the second part of the complaint, this is relating to the aforementioned alley ways. As mentioned, every year they become overgrown, hence my reason for asking the Inspector to review them. Having made a Freedom of Information request to Norfolk County Council it is established that these alley ways have no set maintenance programmes. This is disappointing as the vegetation grows every single year, so really do need a proactive annual maintenance regime. Instead we are advised that the maintenance programme is reactive to complaints. Aside from the fact that this appears to pass the inspections and fielding of complaints to parish councils with no manner of consultation as to the extra resource required of the parish, the reactiveness of the maintenance is clearly not true, as they were requested to be inspected on 6th June and still no action has been taken.

To assist in the resolution of this complaint, Hellesdon Parish Council would like to know:

1) What steps are being taken to improve the Ranger service, as inspections and feedback are clearly not what is promised in the communications?
2) With weeds growing annually could Hellesdon Parish Council please have an annual maintenance regime put in place for FP1,2,4,5 and 6?
3) If no maintenance regime will be put in place, could there be a discussion about devolving the service for the aforementioned areas to Hellesdon Parish Council? To avoid double taxation of our parishioners there would have to be a sum commuted to Hellesdon Parish Council to compensate for the works.

If you require any further information, or would like to discuss this matter in more detail, please do not hesitate to get in touch.

Your sincerely,

Faye LeBon

Faye LeBon
Clerk to Hellesdon Parish Council