HELLESDON PARISH COUNCIL
The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
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Minutes the Meeting of Hellesdon Parish Council held on Tuesday 14th June 2022 at 7pm at The Council Chambers, Diamond Jubilee Lodge

PRESENT:

Cllr S Gurney (Chair)
Cllr K Avenell
Cllr G Britton
Cllr L Douglass
Cllr U Franklin
Cllr R Potter
Cllr P Sparkes
Cllr W Johnson
Cllr D Britcher
Cllr G Diffey
Cllr R Forder
Cllr M Fulcher
Cllr R Sear

In attendance: Mrs F LeBon, Clerk
District Cllr S Prutton
One member of the public

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

Cllr Gurney led a minute's silence in memory of former parish and district councillor Tom Gasson, who had sadly passed away. Details of the funeral were provided and it was agreed to send a donation to Nelson's Journey in line with the family's wishes.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr S Bush-Trivett and Cllr D King. These were **ACCEPTED.**

2. Declarations of Interest and Dispensations

Cllr G Diffey declared a personal and pecuniary interest in item 12, as an employee of the proposed beneficiary.

3. Minutes from Full Council meeting held 10th May 2022

The Minutes of the Full Council meeting held on 10th May 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these minutes as a true and accurate record of the meeting.

4. Minutes from Full Council meeting held 23rd May 2022

The Minutes of the Full Council meeting held on 23rd May 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these minutes as a true and accurate record of the meeting. The determination of the planning application for Phase 3 of the Persimmon development was being held up by the recent guidelines on nutrient neutrality.

5. Public Participation

A member of the public offered the services of the Meadow Way Chapel Orchestra for the reopening of the community centre. The Events committee will discuss this in more detail.

Approved……

Date……

The Parish Council was thanked for organising the Jubilee Fayre.

6. Reports

a) Clerk's Report

This had been previous circulated. A query was raised about the possible misuse of public dog bins, by people storing dog waste from domestic premises and then depositing it in public dog bins. Advice on the correct disposal of dog waste is to be publicised on Facebook and in Just Hellesdon. Stickers for the dog bins are also to be sourced to advise users to not place collected dog waste from domestic premises in the bin, and if the bin is full to take dog waste home for disposal. The Clerk advised that a new grit bin had been ordered for Sadler Road as the current bin is beyond economic repair. This report was **ACCEPTED**.

Cllr Sparkes, in reference to item 13, advised that two other options ought to be explored prior to making any decision on allowing school parking at the community centre. These were an earlier time where children would be permitted on the playground which would result in a more staggered drop off period. Or an official 'kiss and drop' bay along Kinsale Avenue, which would mean the traffic would keep moving and the children could be escorted safely to the school.

b) Verbal Report from District and County Councillors

Verbal updates were provided as follows:

- Cllr Prutton reported that she had been elected as Vice-Chairman of Broadland Council. She had been involved in raising the flag for Armed Forces Day, and is looking forward to an interesting year with the council.
- Cllr Britcher reported that machinery may have been causing damage to brown bins, and urged residents to check their bins for damage prior to filling them.
- Cllr Gurney, in her role as County Councillor, reported that the pot hole in Neylond Crescent had been repaired and made safe. The full programme of works for Neylond Crescent had been brought forward on the forward plan for 2023/2024.
  Travellers had made an encampment on the airport Park and Ride site. Norfolk County Council is negotiating a move from the site, and also carrying out education and welfare checks with the children in terms of safeguarding.
  She will be going on a parish walkabout with the Highways Officer in the near future, and looking to discuss parking issues outside Kinsale school. She has also been working with City Fibre to ensure their remedial works have been completed satisfactorily. City Fibre has also neglected to advise local residents of forthcoming works in the form of a mail drop. The works by City Fibre adjacent to mature trees had been checked to ensure that no damage was being done to the root network.

c) Verbal Update from Chairman

Cllr Gurney reported that the Jubilee Fayre was very successful and the Chairman thanked all those involved. Feedback is being collated via the parish office and will be discussed at the next Events Committee meeting.

7. Financial Matters

a) Bank Reconciliation – May 2022
It was **AGREED** to accept this report

b) Earmarked reserves summary
It was **AGREED** to accept this report

c) Payments – May 2022
The payments were **AGREED** after a proposal from Cllr Sear and a second from Cllr Britton.

d) Receipts – May 2022
The receipts were **AGREED** after a proposal from Cllr Sear and a second from Cllr Britton.

Approved……

Date……

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

The spend over budget for training was queried by Cllr Britcher. The Clerk explained that this was the Lantra training for the grounds staff that has to be renewed regularly. There was an underspend for training in 2021/2022 that had been moved in to General Reserves that will cover the overspend in this financial year. The Clerk has been tasked with creating a rolling training programme for all staff.

f) To Receive Internal Auditor's Report

The Internal Auditor's report had been distributed to councillors and the contents were acknowledged.

g) To Approve Annual Governance Statement 2021/2022

Each statement of governance was read out by Cllr Gurney. Each statement of governance was **AGREED** by council, with the exception of the council holding trust funds, where it was declared that the council holds no funds in Trust.

h) To Approve the Annual Accounting Statements for 2021/2022

The annual accounting statements for 2021/2022 were **AGREED** after a proposal from Cllr Potter and a second from Cllr Douglass.

8. Planning Committee

The minutes and decisions arising from the Planning Committee meetings held on 10th and 24th May had been circulated to councillors. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

9. Events

Cllr Douglass gave a verbal report on the success of the Jubilee Fayre. She thanked everyone that had contributed their time to making the event a success, councillors and members of the public alike. A list of members of the public who assisted was read out. Cllr Gurney added a vote of thanks to all those who had assisted in the kitchen as the café facility was particularly busy that day.

It was noted that the local groups who held stalls had done well financially out of the event and it was good that much of the money expended by local people stayed within Hellesdon.

The next Events meeting will be held on 21st June, where there will be a full debrief of the Jubilee Fayre. It is hoped a date for a summer fayre next year can be booked, and ideas for other events can be discussed.

10. To Consider Additional Sites for SAM2 Signs Under Parish Partnership Scheme

It was noted that the Parish Council had been successful in obtaining 50% funding for two new SAM2 signs under Norfolk County Council's Parish Partnership scheme. The signs cannot be purchased until a memorandum of understanding had been signed with Norfolk County Council for the sites. It was **AGREED** that the sites to be considered should be:

Low Road, close to Wensum Valley Close (inbound and outbound)
Cromer Road, outside the Jaguar Garage (inbound and outbound)
Outside 6 Reepham Road (outbound)
Outside 146 Gowing Road (traffic from Cottinghams Drive to Raymond Road)

The Clerk is to review these sites with the Highways Engineer.

Cllr Britton Left the Meeting

11. To Consider Official .gov.uk Councillor Email Addresses

A report was provided on the latest JPAG guidance, recommending that councillors have their own .gov.uk email address.

Approved……

Date……

Discussions occurred as to the complexity of changing email addresses and accessing them, the GDPR implications and the administration of the email addresses both when a councillor is in post and when they leave.
It was **AGREED** to defer this item until the July meeting allow a policy on administration to be created.

Cllr Diffey Left the Room

12. Hellesdon Library

Proposal from Cllr D. Britcher that Hellesdon Parish Council, being minded to act on behalf of the residents of Hellesdon to prevent further occurrences of motor vehicle(s) colliding into the front of the library building, install at the front of the library steel barriers of suitable design to minimise the risk of damage to the library front wall from motor vehicles and to also provide a safer walkway route for pedestrians to the library and the community centre from the Woodview road entrance as they turn right into the Community centre carpark at the end of the library building. The steel barriers to be of such a design to comply with DDA requirements, and of a sufficient height to be seen by motorists while reversing up to the steel barriers in front of the library. This proposal was confirmed by Cllr Britcher and seconded by Cllr Franklin.
Cllr Gurney advised that the understanding, as a result of the informal site meeting that occurred on the day of the accident, was that Norfolk County Council, via Norse and NPS, were going to design a barrier scheme for the future protection of the library, and send to the Parish Council for consideration. To date no scheme had been received.
Discussions occurred as to the soundness of the proposal in relation to the council's financial regulations and also the need to determine the land boundary between the Parish Council and Norfolk County Council as this will be a factor in determining where the barriers could be located.
Cllr Johnson advised that the concerns and issues in the proposal should be noted and that a full and comprehensive review of the issues highlighted must be carried out working in partnership with the relevant responsible authorities. Cllr Johnson proposed an amendment to the proposal in that Hellesdon Parish Council should actively engage with the relevant officers from Norse, the Library Manager and Norfolk County Council and meet and discuss the matter. This is to include a site meeting(s) and round table discussion.
Hellesdon Parish Council should authorise the Chairman of the Council, the Vice Chairman of the Council and the Chairman of the Policy, Property and Resources Committee to attend such meeting with the Clerk, and then report back their discussions and outcomes to the Policy, Property and Resources Committee for consideration. This Committee is also instructed to examine, in conjunction with the issues relating to the library frontage, the additional request that additional safety barriers are installed on the Hellesdon Parish Council driveway (Woodview Road to car park) taking into consideration Health and Safety risks and previous accident records. This council must be minded to stay within its own policies, Standing Orders and Financial Regulations with regards to any decision taken in this matter. It must also be established where any responsibility lies in terms of land ownership. It must also be established who is financially liable for any modifications or installations, and that risk assessments should be carried out to ascertain future risk issues.
This proposal was seconded by Cllr Gurney.
A vote was taken on whether the amendment should become the substantive motion. Cllr Britcher requested a recorded vote.
Councillors voting for: Cllr Fulcher, Cllr Johnson, Cllr Franklin, Cllr Potter, Cllr Forder, Cllr Douglass, Cllr Avenell, Cllr Sparkes, Cllr Sear and Cllr Gurney
Councillors voting against: Cllr Britcher
Councillors abstaining: none
This was carried and the amendment became the substantive motion.

Approved……

Date……

The vote was then taken on the new substantive motion.
Councillors voting for: Cllr Fulcher, Cllr Johnson, Cllr Potter, Cllr Douglass, and Cllr Gurney
Councillors voting against: Cllr Franklin and Cllr Britcher
Councillors abstaining: Cllr Forder, Cllr Avenell, Cllr Sparkes and Cllr Sear
The new substantive motion was carried.

Cllr Diffey Rejoined the Meeting
Cllr Fulcher Left the Meeting

13. To Consider Correspondence from Hellesdon Pre School with Regards to School Parking
It was reported that a request has been received from Hellesdon pre-School to utilise the Community Centre car park for Pre-School drop off and collection parking.
Cllr Sparkes reiterated the alternative options as previously raised in public participation, that she felt ought to be considered by the schools in the vicinity first.
Concerns were raised over the impact on community centre hirers being able to park once the centre reopens and who would police the school parking.
Cllr Sear proposed that the request be declined, seconded by Cllr Avenell and carried.

Cllr Potter Left the Meeting

14. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 15 in view of the confidential nature of the business to be transacted and item 16 as the item relates to Terms and Conditions of Employment. If resolved, such items to be dealt after the item that confirms details of the next meeting. This was **AGREED.**

15. Community Centre
An update was provided on the construction and the mechanical and engineering works on the centre. It was **AGREED** that the Clerk should obtain quotes for professional advice should assistance be required to expedite the reopening of the centre.

16. Staff Restructure
The results of the recent consultations had been circulated to councillors. It was **AGREED** to proceed with the restructure (Cllr Gurney abstained from the vote). It was further **AGREED** to advertise for the vacant positions but not disclose the pension contributions until this had been agreed by the Policy, Property and Resources Committee.

17. Exchange of Information
Cllr Forder advised that there was overgrown vegetation along Boundary Road close to Asda, and that a drain in the vicinity had silted up. The Clerk advised that there would be a Highway Rangers inspection shorty and this, with other matters, will be raised to Norfolk County Council.

18. Time and Venue of Next Council meeting.
Confirmed the time and location of the next meeting of the Full Council as 12th July 2022 at 7pm, in the Council Chamber.

The meeting closed at 10.50pm

Approved……

Date……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING 12th July 2022

ITEM	COMMENTS
Community Centre	Agenda item
Car Park – Community Centre	A meeting with NCC and the library has been arranged for the 14th July to discuss options for the protection of the library.
Parish Council Offices Diamond Jubilee Lodge	No matters to report
Recreation Ground including Children's Play areas	RoSPA annual reports have been completed on all the play areas. There are no matters of high risk, and other matters raised are being reviewed by the grounds and office team.
Skate Park & MUGA	A meeting was held on 5th July with the LTA to discuss funding, increasing participation and the management of the tennis courts. This will be reviewed by the Playing Fields, Allotments and Amenities Committee
Meadow Way	The RoSPA annual report has been completed. Racist graffiti has been reported to the police and removed.
Mountfield Park	The RoSPA annual report has been completed. The repair of dilapidated fencing is being reviewed by the Playing Fields, Allotments and Amenities Committee.
Cottinghams Park	Signage is required in this area.
Allotments	1) Council's planning department has now confirmed that planning permission is required for a car parking area in the allotment extension area. This is being reviewed by PFA&A. 2) The Bush Road Street Light is an agenda item 3) The defibrillator and cabinet has now been installed and Test Certificate issued for the installation. 4) The allotment rules are under review by PFA&A
Community Orchard	No matters to report. First harvest expected in 2023
Community Apiary	No matters to report. Honey jars have been ordered in anticipation of the first harvest.
Cemetery Car Park	No matters to report
Persimmons Homes	Persimmon has advised 'We are preparing a letter that will be submitted to the District Council (and hopefully uploaded to their website) setting out the background and circumstances of trees works across other areas of the wider site. We are going to submit that letter as part of our wider package of additional and revised information, including the updated tree survey. We have also been in correspondence with the new planning officer and there may well more information to be submitted'. It is possible that the Planning Authority may wish to reconsult when this is submitted.
Public Toilets	These are having to be closed earlier than usual due to repeated vandalism.
Litter & Dog Waste Bins	Overflowing bins / dog waste bins have been reported to Broadland Council under their new contract. However, by the time a response has been received the bin has been emptied under the usual weekly cycle. Stickers for the dog waste bins, as requested in the previous meeting, are being sought.

Bus Shelters	No matters to report
Benches	No matters to report
War Memorial	No matters to report
Highways	1) The original highway verge delegation agreement is being sourced to check the amount of weedkilling permitted by contractors. 2) An approach has been made from The Milestone Society about the possible refurbishment of the Milestone that Persimmon will be removing temporarily as part of their highway works. NCC has been advised that perhaps this would be a good time to refurbish this away from site. Persimmon has offered to assist with this process. 3) All matters raised in relation to the Highway Rangers email have been collated and sent to NCC. NCC advises that The 'aim to provide feedback on the work which has been carried out during the visit this will follow within a few weeks.' 4) A street sign in poor condition was raised and this has been escalated to Broadland Council. Whilst reviewing the Ranger requests and also the SAM2 sign locations, it was noted that other street signs are in a poor state of repair and these have also been escalated to Broadland Council.
Staffing	Agenda item
Street Lighting	Bush Road street light – agenda item
Parish Partnership	2022/2023 Scheme The following sites have been agreed in a Memorandum of Understanding with NCC, and the 2 new Sam2 signs have been ordered: Site 1. Low Road, close to Wensum Valley Close on street light #18 facing outbound traffic Site 2. Low Road, close to Wensum Valley Close on street light #18 facing inbound traffic Site 3. Cromer Road, outside #43 on street light #15 facing outbound traffic Site 4. Cromer Road, outside #43 garage on street light #15 facing inbound traffic Site 5. Reepham Road, outside #81 on street light #12, facing outbound traffic Site 6. Gowing Road Road, outside #146 on street light #10, facing traffic coming from Cottinghams Drive The 2023/2024 Parish Partnership scheme has been released. With the deadline of December 2022, this can be placed on a future agenda, but for advance thoughts, schemes that may be considered are: • Small lengths of formal footway • Trods (a simplified and low-cost footway), • Improved crossing facilities • Improvements to Public Rights of Way.

	• Flashing signs to tackle speeding. • Part-time 20mph signs with flashing warning lights, outside schools. • "Keep Clear" carriageway markings outside schools. • Electric Vehicle Charging Points. Gateway signage will also be considered, which may be of interest to further define Hellesdon as a parish. Some examples are here https://uk.glasdon.com/road-safety/gateway With regards to Public Rights of Way, these are usually assumed to be features of the countryside, but the following alley ways are PRoW in Hellesdon: Between Links Avenue and Reepham Road Between Mountfield Ave and Samson Road Between Cromer Road and Reepham Road at the Boundary Between Woodland Road and Yelveton Close Between Woodland Road and Drayton Wood Road Between Heath Close and Fifers Lane There may be scope to improve these under the PP scheme?
Events	Agenda item
Meeting Dates	Community Centre – Weekly update meetings being held with the project manager and contractors. PP&R – Next meeting to be scheduled – in discussions with Chairman PA&A – Tuesday 5th July Staffing – Next Meeting to be scheduled Events – Next Meeting to be scheduled. Annual Parish Meeting – Date to be confirmed for 2023
Health and Safety	1) Amendments to the proposed staff handbook and Hellesdon Parish Council Health and Safety Policy have been sent to WorkNest for amendment, to ensure the documents are personal to the Council. Final document to be agreed by PP&R 2) Training Courses through WorkNest are in the process of being reviewed and allocated to relevant staff members.
Other Matters	1) One final form is required to change the Barclays mandate. 2) The staff are reviewing all emails and paperwork to ensure they are compliant with GDPR. Staff have been reminded that they are not permitted to keep personal details on file 'just in case' and people have a right to be forgotten. 3) The website has been reviewed for Accessibility compliancy and the statutory statement has now been added to the website. 4) The Transparency Code is in the process of being reviewed and what is required by the council under this code. 5) Aged policies are in the process of being updated and will be brought to the next PP&R meeting.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2022	Active Saver 4401	209,192.58	
30/06/2022	Business Current Account 2077	427.80	
30/06/2022	Petty Cash	152.28	
30/06/2022	Active Saver 7702	337,861.08	
30/06/2022	Active Saver 4503	81,405.47	
30/06/2022	Number 2 account 0958	91,060.94	
			720,100.15

Other Cash & Bank Balances

	20.00
	720,120.15

Unpresented Payments

	58,229.92
	661,890.23

Receipts not on Bank Statement

	0.00
Closing Balance	**661,890.23**

All Cash & Bank Accounts

1	Current Bank Account	151,390.46
2	Petty Cash	152.28
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	91,060.94
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	**661,890.23**

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Play Equipment	12,190.10		12,190.10
321	EMR Site Fencing	257.40		257.40
322	EMR Machinery	11,701.00		11,701.00
323	EMR Hard Surface Area	15,000.00	-5,000.00	10,000.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	2,026.00	1,370.00	3,396.00
326	EMR Elections	2,903.70	4,500.00	7,403.70
327	EMR War Memorial	4,380.00		4,380.00
328	EMR Burial Ground Land	10,000.00		10,000.00
329	EMR Com Centre Contingency	15,739.68	-10,000.00	5,739.68
330	EMR Parish Poll Provision	6,000.00		6,000.00
331	EMR Mountfield Park	43,026.99		43,026.99
332	EMR Good Causes in Hellesdon	4,270.00		4,270.00
333	EMR Interest on Prev 9m Depos	0.00		0.00
334	EMR HEL2**	53,127.24	-40,000.00	13,127.24
335	EMR Car Park/Paths at HCC	0.00		0.00
336	EMR Car Park Soakaway	0.00		0.00
337	EMR Driveway Sinkage	500.00		500.00
338	EMR Grit bins	1,203.62		1,203.62
339	EMR Outreach provision	0.00		0.00
340	EMR PF Ownership signs	2,500.00		2,500.00
341	EMR Precept Shortfall	13,190.00		13,190.00
342	EMR Staff contingency payments	10,000.00		10,000.00
343	EMR Privet Hedge Driveway	500.00		500.00
344	EMR Equipment & Storafe	0.00		0.00
345	EMR Bus shelter	323.00		323.00
346	EMR Green Grid	5,140.00		5,140.00
347	EMR Land Acquisition account	59,752.17	-30,000.00	29,752.17
348	EMR Community Engagement Reser	2,350.00		2,350.00
349	EMR IT Reserve	5,241.59	2,000.00	7,241.59
350	EMR Community Apiary & allotme	131.17		131.17
351	EMR Events	2,054.80		2,054.80
		285,408.46	**-77,130.00**	**208,278.46**

Payments June 2022

Date	Supplier	Expenditure	Amount paid
01/06/2022	JohneWright (Hussey & Knights)	£33.60	Jubilee Fayre banner
01/06/2022	Broadland District Council	£147.00	business rates stores & premises
01/06/2022	Broadland District Council	£314.00	business rates grounds shed
06/06/2022	Westcotec	£90.00	monthly SAM
06/06/2022	Vodafone UK Ltd	£76.81	mobile phones 16 Apr - 15 Jun
08/06/2022	UK Fuels Ltd	£196.94	fuel for vehicles May
08/06/2022	Barclays Bank	£13.90	commission 13 Apr - 12 May
10/06/2022	Broadland UK Ltd	£84.06	medals & wards Jubilee fayre
10/06/2022	E Fire	£97.80	fire extinguishers service HCC
10/06/2022	ALH Building Designs Ltd	£1,260.00	site monitoring HCC installation
10/06/2022	Mayday Office Equipment	£24.00	main support copier Jun
10/06/2022	Taverham Nursery Centre	£31.59	hanging basket office
10/06/2022	Norse Commercial Services	£835.20	parks lock/unlock May
10/06/2022	Ernest Doe & Sons	£42.50	belts x 2 lawnmower
10/06/2022	Empower Services Ltd	£145,842.68	MEP services application 4
10/06/2022	BSS (UK) Norwich	£10.03	nuts/washers defib plinth
13/06/2022	Land Registry	£6.00	title/plan copy library
13/06/2022	Land Registry	£3.00	title copy HCC
14/06/2022	Land Registry	£7.00	copy title plan HCC
15/06/2022	Cllr Douglass	£9.98	reimburse photobooth props
15/06/2022	National Allotment Society	£66.00	membership fees 2022
15/06/2022	Creative Lincs Ltd	£60.00	stickers Jubilee fayre
15/06/2022	Huw Gray Ridgeons	£153.98	cable ties/paint spray Jub fayre
15/06/2022	Just Regional	£540.00	advert Just Hellesdon 15 Jun
15/06/2022	Larking Gowen	£1,164.00	year end audit fee
15/06/2022	Osiris Technologies	£586.02	monthly IT support
15/06/2022	Rialtas Business Solutions	£643.20	allotments/bookings/MTD software
15/06/2022	Society of Local Clerks	£294.00	membership fees 2022
15/06/2022	Garden Guardian	£1,949.40	highway verge cutting installment
15/06/2022	Apple.com	£0.79	I pad cloud storage
16/06/2022	Fastfit Exhausts	£79.00	front tyre van
17/06/2022	Sound Marketing	£390.00	hire equip meeting Firside 15 Jun
20/06/2022	Jun payroll	£13,009.56	net salaries/wages Jun
21/06/2022	IRIS HR	50.16	monthly support - final payment
22/06/2022	Melton Builders	£55,737.08	interim valuation 9
23/06/2022	Norfolk County Council	£63.00	DBS check EEE 5
23/06/2022	Nelson's Journey	£50.00	donation
24/06/2022	Norfolk Pension Fund	£3,722.37	Jun contributions
24/06/2022	HMRC	£4,228.01	PAYE/EER NI Jun
27/06/2022	Ben Burgess Groundscare	£46.16	rear mirror John Deere tractor
27/06/2022	Broadland UK Ltd	£105.98	bowls club shield
27/06/2022	Glasdon UK Ltd	£207.45	yellow grit bin with lid
27/06/2022	Empower Services Ltd	£58,179.92	MEP servs application 5
27/06/2022	Able Group	£144.00	temp lock allotment toilets
27/06/2022	Broadland District Council	£624.00	business rates office
28/06/2022	Norfolk County Council	£63.00	DBS check EEE 30
28/06/2022	Novuna Business	£540.00	lease tractor/hedge cutter
28/06/2022	Total Gas & Power	£33.84	electricity allotments May 2022
30/06/2022	Vodafone UK Ltd	£74.00	mobile phones 16 May - 15 July

Payments becoming due:

17/06/2022	DD Health & Safety	£50.10	toilet rolls/ cleaner
25/06/2022	DD Health & Safety	£123.30	work wear caretaker
28/06/2022	ROSPA Play Safety	£315.00	play area annual inspection
28/06/2022	M J Tree Services	£2,742.00	work parks per survey
30/06/2022	Mayday Office Equipment	£317.27	copies/printing May -Jun/ Maint July
04/07/2022	Just Regional	£420.00	Advert Just Hellesdon 13 July
01/07/2022	Osiris Technologies	£586.02	IT support/phones/broadband

Receipts June 2022

Date	Income	Amount	Notes
01/06/2022	Rent	£15.00	stallholder Jubilee fayre
01/06/2022	Rent	£15.00	stallholder Jubilee fayre
07/06/2022	café	£212.00	net takings banked Jub fayre
07/06/2022	Rent	£40.00	stallholder Jubilee fayre
07/06/2022	Training pitch hire	£43.20	training pitch hire May
08/06/2022	Netball court hire	£156.00	Netball League May
08/06/2022	Bank interest	£1.08	monthly loyalty reward
14/06/2022	Training pitch hire	£67.20	training pitch hire Apr
20/06/2022	Tennis court hire	£7.00	casual tennis hire
27/06/2022	Reimbursements	£5,581.20	reimbursed costs HCC
30/06/2022	Training pitch hire	£64.80	commercial hire

		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	0	15,000	15,000			0.0%	
	Community Centre :- Income	**0**	**0**	**15,000**	**15,000**			**0.0%**	**0**
4150	Utilities	0	0	24,060	24,060		24,060	0.0%	
4250	Sanitary Waste Disposal	0	0	2,289	2,289		2,289	0.0%	
4295	Equipment - New/Replacement	0	0	1,000	1,000		1,000	0.0%	
4300	Equipment-Repair/Maintenance	0	0	500	500		500	0.0%	
4416	Water dispenser	0	0	362	362		362	0.0%	
4450	Inspections	0	220	624	405		405	35.2%	
4480	Memberships & Subscriptions	0	0	1,680	1,680		1,680	0.0%	
4560	Property Maintain/Replacement	0	0	1,500	1,500		1,500	0.0%	
4630	Consumables	0	0	25	25		25	0.0%	
4635	cleaning agents/materials	21	21	1,500	1,479		1,479	1.4%	
4695	community centre redevelopment	212,211	402,246	0	(402,246)		(402,246)	0.0%	
	Community Centre :- Indirect Expenditure	**212,232**	**402,487**	**33,540**	**(368,947)**	**0**	**(368,947)**	**1200.0%**	**0**
	Net Income over Expenditure	**(212,232)**	**(402,487)**	**(18,540)**	**383,947**				
110	Administration								
1076	Precept	0	276,470	0	(276,470)			0.0%	7,870
1099	Community Infrastructure	0	6,171	0	(6,171)			0.0%	
	Administration :- Income	**0**	**282,640**	**0**	**(282,640)**				**7,870**
4065	councillor training	0	0	1,000	1,000		1,000	0.0%	
4070	Profess Fees/Agency Personnel	0	950	0	(950)		(950)	0.0%	
4465	External Audit	0	0	1,365	1,365		1,365	0.0%	
4470	Internal Audit	970	970	2,500	1,530		1,530	38.8%	
4475	Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480	Memberships & Subscriptions	349	1,574	1,540	(34)		(34)	102.2%	
4550	Insurance	0	9,788	10,171	383		383	96.2%	
	Administration :- Indirect Expenditure	**1,319**	**13,782**	**21,576**	**7,794**	**0**	**7,794**	**63.9%**	**0**
	Net Income over Expenditure	**(1,319)**	**268,859**	**(21,576)**	**(290,435)**				
6001	less Transfer to EMR	0	7,870						
	Movement to/(from) Gen Reserve	**(1,319)**	**260,989**						
120	Staff								
4000	Admin Staff	6,172	18,515	147,638	129,123		129,123	12.5%	
4010	Groundstaff	3,992	11,320	93,429	82,109		82,109	12.1%	
4020	Care Takers	2,845	8,626	87,360	78,734		78,734	9.9%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4030	Additional Staff	0	0	6,500	6,500		6,500	0.0%	
4040	PAYE	2,849	8,556	0	(8,556)		(8,556)	0.0%	
4045	Pension Scheme	3,722	10,962	0	(10,962)		(10,962)	0.0%	
4055	Staff training	0	1,500	2,500	1,000	3,000	(2,000)	180.0%	
4080	Employer NI	1,379	4,038	0	(4,038)		(4,038)	0.0%	
4090	Protective clothing/workwear	103	567	3,000	2,433		2,433	18.9%	
	Staff :- Indirect Expenditure	**21,063**	**64,084**	**340,427**	**276,343**	**3,000**	**273,343**	**19.7%**	**0**
	Net Expenditure	**(21,063)**	**(64,084)**	**(340,427)**	**(276,343)**				
130	Council Office								
1360	Electricity FIT	0	55	358	304			15.2%	
	Council Office :- Income	**0**	**55**	**358**	**304**			**15.2%**	**0**
4112	Advertising	0	0	185	185		185	0.0%	
4150	Utilities	624	1,988	13,924	11,936		11,936	14.3%	
4250	Sanitary Waste Disposal	0	0	53	53		53	0.0%	
4295	Equipment - New/Replacement	0	0	2,500	2,500		2,500	0.0%	
4400	Chairman's Budget	138	138	1,500	1,362		1,362	9.2%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	0	68	100	32		32	67.9%	
4415	Refreshments	9	28	300	272		272	9.3%	
4420	Telephone and Broadband	157	649	3,500	2,851		2,851	18.6%	
4425	IT Support and Maintenance	394	932	4,954	4,022		4,022	18.8%	
4430	Photocopier	264	997	2,500	1,503		1,503	39.9%	
4435	Contingencies	0	0	250	250		250	0.0%	
4440	Stationery	0	56	500	444		444	11.2%	
4445	Postage	(2)	(3)	150	153		153	(1.8%)	
4450	Inspections	0	232	624	392		392	37.1%	
4485	Other Licences/Fees	711	1,910	2,914	1,004		1,004	65.5%	
4500	PWLB	0	21,547	43,094	21,547		21,547	50.0%	
4560	Property Maintain/Replacement	0	26	2,500	2,474		2,474	1.1%	
4565	Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570	Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4595	Misc contributions	0	0	200	200		200	0.0%	
4630	Consumables	0	8	25	17		17	33.4%	
4635	cleaning agents/materials	0	45	20	(25)		(25)	226.7%	
	Council Office :- Indirect Expenditure	**2,295**	**28,623**	**85,143**	**56,520**	**0**	**56,520**	**33.6%**	**0**
	Net Income over Expenditure	**(2,295)**	**(28,569)**	**(84,785)**	**(56,216)**				

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
150	Investment								
1080	Bank Interest Received	0	1	900	899			0.1%	
1090	Monthly Loyalty Rewards	1	1	8	7			16.5%	
	Investment :- Income	**1**	**2**	**908**	**906**			**0.2%**	**0**
4060	Bank Charges	22	60	180	120		120	33.1%	
	Investment :- Indirect Expenditure	**22**	**60**	**180**	**120**	**0**	**120**	**33.1%**	**0**
	Net Income over Expenditure	**(21)**	**(58)**	**728**	**786**				
160	Planning								
4130	Hire of Rooms	325	325	300	(25)		(25)	108.3%	
	Planning :- Indirect Expenditure	**325**	**325**	**300**	**(25)**	**0**	**(25)**	**108.3%**	**0**
	Net Expenditure	**(325)**	**(325)**	**(300)**	**25**				
170	Health and Safety								
4135	Consultancy Fees	0	1,552	2,400	848		848	64.7%	
4140	Defibrillator	8	(217)	300	517		517	(72.2%)	
4295	Equipment - New/Replacement	0	0	150	150		150	0.0%	
	Health and Safety :- Indirect Expenditure	**8**	**1,335**	**2,850**	**1,515**	**0**	**1,515**	**46.9%**	**0**
	Net Expenditure	**(8)**	**(1,335)**	**(2,850)**	**(1,515)**				
180	Media and Communications								
4105	Newsletter-Printing/Distributi	450	1,250	5,000	3,750		3,750	25.0%	
4110	Website and Emails	0	694	3,000	2,306		2,306	23.1%	
4155	IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460	CCTV	0	0	1,450	1,450		1,450	0.0%	
4685	Noticeboards	0	0	4,725	4,725		4,725	0.0%	
	Media and Communications :- Indirect Expenditure	**450**	**1,944**	**16,175**	**14,231**	**0**	**14,231**	**12.0%**	**0**
	Net Expenditure	**(450)**	**(1,944)**	**(16,175)**	**(14,231)**				
190	Stores								
4150	Utilities	147	443	1,505	1,062		1,062	29.4%	
	Stores :- Indirect Expenditure	**147**	**443**	**1,505**	**1,062**	**0**	**1,062**	**29.4%**	**0**
	Net Expenditure	**(147)**	**(443)**	**(1,505)**	**(1,062)**				

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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
195	Tractor Shed								
4150	Utilities	314	946	3,213	2,267		2,267	29.4%	
4450	Inspections	0	135	552	417		417	24.5%	
4560	Property Maintain/Replacement	0	0	375	375		375	0.0%	
	Tractor Shed :- Indirect Expenditure	**314**	**1,081**	**4,140**	**3,059**	**0**	**3,059**	**26.1%**	**0**
	Net Expenditure	**(314)**	**(1,081)**	**(4,140)**	**(3,059)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	0	0	500	500		500	0.0%	
4120	Over 65 Entertainment	0	0	300	300		300	0.0%	
4630	Consumables	0	0	50	50		50	0.0%	
	Residents' Parties :- Indirect Expenditure	**0**	**0**	**850**	**850**	**0**	**850**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(850)**	**(850)**				
205	Events								
4122	Events	(97)	594	3,000	2,406		2,406	19.8%	
	Events :- Indirect Expenditure	**(97)**	**594**	**3,000**	**2,406**	**0**	**2,406**	**19.8%**	**0**
	Net Expenditure	**97**	**(594)**	**(3,000)**	**(2,406)**				
210	Grounds								
1200	Football Hire Charges	0	175	350	175			50.0%	
1210	Football Training Area Hire	504	664	2,415	1,751			27.5%	
1215	Grass cutting agreement	14,469	14,469	13,213	(1,256)			109.5%	
	Grounds :- Income	**14,973**	**15,307**	**15,978**	**671**			**95.8%**	**0**
4195	Keys/Locks	123	123	290	167		167	42.5%	
4200	Locking parks	0	1,536	0	(1,536)		(1,536)	0.0%	
4205	Replacement Bins	0	0	250	250		250	0.0%	
4210	Emptying Bins/Fresheners	0	0	4,329	4,329		4,329	0.0%	
4215	Seats - Repair/Replacement	0	0	500	500		500	0.0%	
4220	Signage - New/Replacement	0	0	200	200		200	0.0%	
4225	Floodlights Maintenance/Repair	0	0	525	525		525	0.0%	
4245	Highway grass verge cutting	1,625	4,874	11,684	6,811		6,811	41.7%	
4255	Skip hire	0	480	2,400	1,920		1,920	20.0%	
4260	Shrub/Tree/Hedge	0	0	750	750		750	0.0%	
4270	Fertilisers/Weed & Moss Killer	0	35	1,878	1,843		1,843	1.9%	
4295	Equipment - New/Replacement	89	89	500	411		411	17.8%	
4320	Small tools	0	0	1,575	1,575		1,575	0.0%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4325	fence repairs	0	0	6,132	6,132		6,132	0.0%	
4390	Materials	0	0	2,750	2,750		2,750	0.0%	
4395	Wetting Agents/Preservatives	0	0	353	353		353	0.0%	
4435	Contingencies	173	173	4,000	3,827		3,827	4.3%	
4630	Consumables	15	15	262	247		247	5.6%	
4635	cleaning agents/materials	21	88	310	222		222	28.5%	
	Grounds :- Indirect Expenditure	**2,045**	**7,413**	**38,688**	**31,275**	**0**	**31,275**	**19.2%**	**0**
	Net Income over Expenditure	**12,927**	**7,894**	**(22,710)**	**(30,604)**				
220	Machinery and Vehicles								
4160	Repairs/Maintenance	104	140	714	574		574	19.6%	
4265	Fuel	214	562	1,500	938		938	37.5%	
4290	Servicing	0	1,436	5,800	4,364		4,364	24.8%	
4310	Hire of Machinery	450	1,350	6,975	5,625		5,625	19.4%	
	Machinery and Vehicles :- Indirect Expenditure	**769**	**3,489**	**14,989**	**11,500**	**0**	**11,500**	**23.3%**	**0**
	Net Expenditure	**(769)**	**(3,489)**	**(14,989)**	**(11,500)**				
230	Trees								
4240	Emergency Work	0	0	1,500	1,500	945	555	63.0%	
4455	work & inspections	6,780	6,780	7,000	220	220	0	100.0%	
	Trees :- Indirect Expenditure	**6,780**	**6,780**	**8,500**	**1,720**	**1,165**	**555**	**93.5%**	**0**
	Net Expenditure	**(6,780)**	**(6,780)**	**(8,500)**	**(1,720)**				
240	Allotments								
1100	Allotment Income	0	(11)	3,299	3,310			(0.3%)	
1105	Allotment administration fee	0	0	100	100			0.0%	
1110	Water Charge	0	(2)	750	752			(0.2%)	
1115	Pest control charge	0	(2)	625	627			(0.3%)	
	Allotments :- Income	**0**	**(15)**	**4,774**	**4,789**			**(0.3%)**	**0**
4145	Landowner Rent	0	857	1,243	386		386	68.9%	
4150	Utilities	32	70	1,113	1,043		1,043	6.3%	
4170	Pest Control	0	0	625	625		625	0.0%	
4175	Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4560	Property Maintain/Replacement	0	72	2,081	2,009		2,009	3.5%	
	Allotments :- Indirect Expenditure	**32**	**999**	**5,162**	**4,163**	**0**	**4,163**	**19.4%**	**0**
	Net Income over Expenditure	**(32)**	**(1,014)**	**(388)**	**626**				

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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
250	Play Areas								
4300	Equipment-Repair/Maintenance	0	28	2,750	2,722		2,722	1.0%	
4450	Inspections	263	263	250	(13)		(13)	105.0%	
	Play Areas :- Indirect Expenditure	**263**	**291**	**3,000**	**2,709**	**0**	**2,709**	**9.7%**	**0**
	Net Expenditure	**(263)**	**(291)**	**(3,000)**	**(2,709)**				
255	Hard Courts and Car Park								
1220	No longer in use	0	22	0	(22)			0.0%	
1225	Outside courts	6	201	500	299			40.2%	
1230	No longer in use	140	270	0	(270)			0.0%	
	Hard Courts and Car Park :- Income	**146**	**493**	**500**	**7**			**98.6%**	**0**
4340	Surface - Repair	0	0	1,570	1,570		1,570	0.0%	
4345	Surface Clean Chemicals	0	0	419	419		419	0.0%	
4390	Materials	0	0	289	289		289	0.0%	
4560	Property Maintain/Replacement	0	0	2,200	2,200		2,200	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**0**	**0**	**4,478**	**4,478**	**0**	**4,478**	**0.0%**	**0**
	Net Income over Expenditure	**146**	**493**	**(3,978)**	**(4,471)**				
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	210	210		210	0.0%	
4390	Materials	0	0	1,751	1,751		1,751	0.0%	
	Bowling Green :- Indirect Expenditure	**0**	**0**	**1,961**	**1,961**	**0**	**1,961**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**1,800**	**(161)**	**(1,961)**				
265	Memorials								
4360	Rose Renewal	0	0	420	420		420	0.0%	
4575	War Memorial	0	0	473	473		473	0.0%	
	Memorials :- Indirect Expenditure	**0**	**0**	**893**	**893**	**0**	**893**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(893)**	**(893)**				
270	Traffic Highways/Environment								
1350	Bus Shelter Income	0	0	3,200	3,200			0.0%	
	Traffic Highways/Environment :- Income	**0**	**0**	**3,200**	**3,200**			**0.0%**	**0**

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4650	SAM2 Weekly Move	0	150	1,200	1,050		1,050	12.5%	
4655	Bus Shelters	0	0	500	500		500	0.0%	
4670	Parish Partnership Scheme	0	0	6,400	6,400		6,400	0.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**0**	**150**	**8,100**	**7,950**	**0**	**7,950**	**1.9%**	**0**
	Net Income over Expenditure	**0**	**(150)**	**(4,900)**	**(4,750)**				
	Grand Totals:- Income	**15,120**	**300,282**	**42,518**	**(257,764)**			**706.2%**	
	Expenditure	**247,967**	**533,879**	**595,457**	**61,578**	**4,165**	**57,413**	**90.4%**	
	Net Income over Expenditure	**(232,848)**	**(233,597)**	**(552,939)**	**(319,342)**				
	less Transfer to EMR	**0**	**7,870**						
	Movement to/(from) Gen Reserve	**(232,848)**	**(241,467)**						

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

Minutes of the meeting of the Planning Committee held on Tuesday 14th June 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton
Cllr B. Johnson
Cllr R. Sear
Cllr U. Franklin
Cllr M. Fulcher

Also In Attendance
F LeBon – Parish Clerk

The Chair welcomed all to the meeting.

1. Apologies and acceptance for absence
Apologies were received from Cllr Bush-Trivett. These were **ACCEPTED.**

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

3. To receive approval of minutes of the committee meeting held on 24th May 2022 from those members present at the held meeting.
Minutes were previously circulated and **AGREED** by those present.

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

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
20220822 124 Neylond Crescent Proposed single storey side extension.	Support
20220882 40 Coronation Road, NR6 5HB Single storey extension.	No objections subject to there being sufficient onsite parking
20220482 92 Cromer Road, NR6 6XN First floor rear extension	No Objections
20220794 124 Gowing Road, NR6 6UQ	Strong objection.

Approved.....

Date.....

Single storey rear extension	The site has insufficient offroad parking for what will become a 5 bedroom dwelling. Whilst the present occupants may not have any more vehicles, planning decisions should be based on the amenity needs of all potential future occupants (policy GC4 para iii) and there is insufficient parking for a 5 bedroom home. Hellesdon Parish Council is also of the opinion that the proposal is a significant overdevelopment of the site, contrary to policy GC4 paras i and ii.
20220842 Chestnut Tree,197 Reepham Road, NR6 5QA 2 sets of externally illuminated fascia text to replace existing. 1 externally illuminated post mounted sign to replace existing.	No Objections
20220821 112 Plantation Road, NR6 5RH Erection of single-storey side/rear extension	No Objections

7. Exchange of Information

Cllr Fulcher advised that concerns had been raised about work being started on tree removal on the Phase 3 Persimmon Homes site, however it was established that works were being done in the garden of an existing property. But it was noted that it was pleasing that members of the public are monitoring the site and escalating concerns to the Parish Council at the earliest opportunity.

8. Date, time and venue of next meeting

Next meeting will be held on **Tuesday 28th June 2022 at 6.30pm**.

The meeting closed at 6.35pm.

DRAFT

Approved.....

Date.....

Subject: **Street Light – Bush Road** **Agenda Item 12**

Author: **Faye LeBon** **Date: 5th July 2022**

The Street Light outside 85 Bush Road was installed by Hellesdon Parish Council as part of the planning application conditions for the Bush Road allotments (application ref: 991423). Hellesdon Parish Council pays for the electricity on this street light as it is fed from the allotment toilet block.

At a point, Broadland District Council inadvertently added this street light to their stock and has been charging this on the council tax as a part of their special expense to the taxpayer of Hellesdon.

As compensation for this, Broadland Council originally offered, without prejudice, ten years cost of running a street light (£45 per year for 10 years, therefore £450).

As the street light has been in situ for approximately 20 years, we have asked for £900. Broadland Council has, without prejudice, advised that this is acceptable.

The street light has been removed from the asset register of Broadland Council.

Recommendation:

That Hellesdon Parish Council accepts a compensation payment of £900 from Broadland Council.

Subject: **Persimmon P4 Football Pitch Design** **Agenda Item 13**

Author: **Faye LeBon** **Date: 5th July 2022**

Persimmon has sent through the designs for the football pitches for comment. This was circulated to all councillors on 20th June.

Recommendation:

That Hellesdon Parish Council passes on the following comment:

1) That a series of stone picking be agreed to ensure that the ground is as free from stones and flints as is practicably possible.
2) That the community land **must** (as opposed to should) be in close proximity to the pitches as these will provide the facilities to serve users of the pitches.
3) That the grass mix be agreed with Hellesdon Parish Council prior to being sown, to ensure the best quality grass for the playing of grass roots football, and for the maintenance thereof.

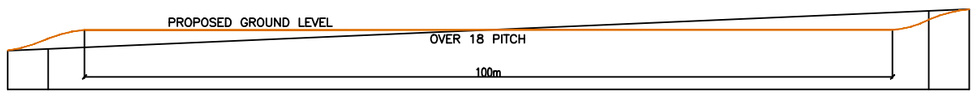
KEY

Recreational Space

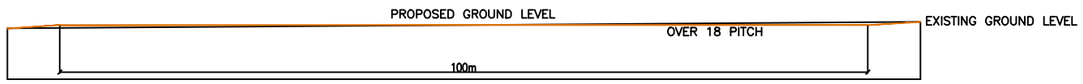
Football Pitches. Finish to be 300mm of well graded top soil with a grass seed finsih

TYPICAL SECTION THROUGH FOOTBALL PITCHES

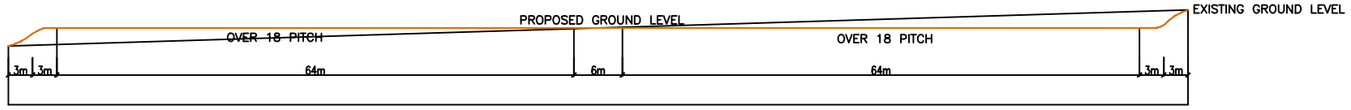
SECTION A



SECTION B



SECTION C



Rev		Date	By

CHARLES CHURCH

Charles Church Ltd.
Persimmon House
Bankside 100
Peachman Way
Broadland Business Park
Norwich NR7 0WF
Tel 01603 977201

PERSIMMON

Persimmon Homes Ltd.
Persimmon House
Bankside 100
Peachman Way
Broadland Business Park
Norwich NR7 0WF
Tel 01603 977200

Site Name:
ROYAL NORWICH GOLF COURSE PH 4-6

Drawing:
OPENSPACE PLAN
FOOTALL PITCHES
OPTION 2

Scale@A3:	Drawn By:	Date:
NTS	LAGER	12/21

Version:	Drawing No:	Rev:
-	RNGC4/6	-

Subject: **Councillor Email Addresses** **Agenda Item 15**

Author: **Faye LeBon** **Date: 5th July 2022**

Council decision on 14th June:
Discussions occurred as to the complexity of changing email addresses and accessing them, the GDPR implications and the administration of the email addresses both when a councillor is in post and when they leave. It was AGREED to defer this item until the July meeting allow a policy on administration to be created.

Hellesdon Parish Council is currently awaiting further information from the council's IT supplier so that an accurate policy can be created.

Recommendation:
Unless further information can be made available to councillors in a timely manner to enable a decision to be made, this should be deferred.