HPC HELLESDON PARISH COUNCIL

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Minutes of the Meeting of Hellesdon Parish Council
Held on Tuesday 9th March 2021 by Zoom Online at 7.00 pm.

Meeting is being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

PRESENT:

Cllr D King, Chair
Cllr B Johnson, Vice Chair
Cllr K Avenell
Cllr U Franklin
Cllr D Britcher
Cllr S Gurney
Cllr G Britton
Cllr P Sparkes

In attendance: Mrs N Carver, Clerk
District Cllr Prutton
2 Members of the public

DRAFT

WELCOME –The Chairman welcomed Councillors and members of the public.

1. **Apologies and Acceptance for Absence**
Apologies from Cllr Fahy and Cllr Fulcher had been received by the Clerk, these were **ACCEPTED**.

2. **Declarations of Interest and Dispensations**
There were no requests for dispensations and no additional interests declared.

3. **Minutes of the Meeting held 9th February 2021 & Extra-Ordinary Meeting held 23rd February 2021**
The Minutes of the Full Council zoom meeting held on 9th February 2021 were circulated, proposed by Cllr Gurney and seconded by Cllr Johnson that they are accepted as a true record of the meeting held, and it was
RESOLVED TO ACCEPT
The Minutes of the Extra-Ordinary Full Council zoom meeting held on 23rd February 2021, were circulated, proposed by Cllr King and seconded by Cllr Gurney that they are accepted as a true record of the meeting held, and it was
RESOLVED TO ACCEPT

4. **Public Participation**
Resident Mr. Southgate asked about the opening of the Community Centre in relation to the Friendship Club starting again once COVID restrictions allow. Cllr Johnson confirmed that following the meeting of the Community Centre Committee held on 8th March, it was agreed to not re open until all works on the new roof were completed, this will be towards the latter part of the year.
Cllr Prutton spoke with regards to incidents late of an evening on the Persimmons site, Cllr King asked for the clerk to speak to PC Weeks regarding this matter.

Approved.....

Date.....

5. **Reports from**

a) **Parish Clerk**

The Parish Clerk's report was previously circulated. It was

RESOLVED TO ACCEPT THE REPORT

The Clerk updated the council that the works on Meadow Way play area will now start W/C 22nd March and look to be finished for the Easter Holidays, weather permitting. An email was received from Citizens Advice thanking us for the donation from ourselves.

b) **County and District Councillor**

- Cllr Gurney updated the Parish Council with regards to County matters.
  Bus lane on Cromer Road – The consultation on this has now finished and over 500 responses were received. These are now being reviewed for a report to be produced to present to the committee later this year. A meeting is being held with the cabinet member for Highways and Transport along with some of the bus companies to hear the bus companies' views, Cllr Gurney will be in attendance as the statistics used are incorrect.
  Cllr Gurney, through the highways transport funding budget has secured funding for a zebra crossing to be placed outside Firside school. This will be constructed through the summer holidays ready to use in September, part of the criteria will be for the school to teach children how to use this safely. The next area being looked at will be Heather Avenue school to see what can be done there.
  The SEN Unit at Arden Grove School contract has been awarded and work will start soon.
  Cllr Gurney had visited areas in Hellesdon with the Highways officer where concerns had been raised including the pavement in Neylond Crescent, this area is now on the schedule of works for repair. 6 Footway schemes in Hellesdon have been planned, along with resurfacing on Boundary Road including modernisation and drainage schemes on Fifers Lane are also planned for this year.
  Cllr Gurney updated the Parish Council with regards to Broadland Matters.
  The renewals for the brown bin have now been sent out and encouraging residents to pay by direct debit as this gives them a reduction to the yearly cost. There have been several incidents of fly tipping reported which Broadland District Council are aware of, fixed penalty notices are being issued when the offender is identified.
  The lateral flow testing that was carried out was successful in the Parish and they will be attending the Centre again for another week.

  Cllr Franklin asked if Cllr Gurney was aware of the post that had been knocked over on Meadow Way, Cllr Gurney is aware and has attended the site with the highways officer and this will be reinstated.

- Cllr Prutton had no updates on Broadland Matters but asked if the Parish Council are happy for her to visit B&Q with regards to litter on their land. Cllr King confirmed that this is a good idea as Cllr Prutton represents the Ward it falls in.
- Cllr Britcher updated that at the last full council meeting of Broadland District Council a proposal for an alternative council tax funding budget was put forward, this was to use their reserves to pay for the rise in the council tax to help residents of Broadland with respect of the COVID pandemic. The proposal was not passed.

c) Cllr King thanked the councillors for their support whilst he was off sick with COVID.
He updated the councillors on matters relating to the parish. There are still a number of items being discussed at Westminster relating to the workings of councils, including meetings being held in person, we are also awaiting dates for financial affairs.

DRAFT

Approved.....

Date.....

3

At the next meeting 13th April, we will have a co-option of the council following the recent vacancy being advertised.

The Green Hellesdon Tree project has issued 40 trees and following its success, hope this will run again later in the year.

d) The Police Crime Report was **Noted**

Cllr King updated that the police will now be carrying out high visibility daily checks of the recreational ground, this is following recent damage to benches on site. There has also been a third incident of graffiti on the Bull roundabout. He urges that people do report the incidents directly to the police and not via social media.

6. **Financial Matters**

a) Bank Reconciliation – 1st April to 28th February 2021.
The document was previously circulated
it was
RESOLVED TO ACCEPT

b) Earmarked Reserves summary.
The document was previously circulated
it was
RESOLVED TO ACCEPT

c) Approval of Payments – February 2021.
The document was previously circulated. Cllr King asked for the clerk to confirm the two payments for E Fire and TT Jones, the clerk confirmed the work on the CCTV has now been completed, some additional work was required relating to the electrics due to cabling needing updating, the E fire payment also included a replacement emergency light for the Dimond Jubilee Lodge.
It was
RESOLVED TO ACCEPT

d) Approval of Receipts – February 2021.
The document was previously circulated
It was
RESOLVED TO ACCEPT

e) Detailed Income and Expenditure Report - 1st April to 28th February 2021
The document was previously circulated.
It was
RESOLVED TO ACCEPT THE REPORT

7. **Phase 2 Royal Norwich Golf Course**

a) The correspondence from Broadland District Council in relation to planning application 20201679 was **NOTED**. Cllr Gurney confirmed that she will be making representation at the planning committee meeting being held later this month. It was **AGREED** that Cllr Fulcher will represent the Parish. It was proposed by Cllr Britton and seconded by Cllr Avenell for no response to be sent, it was

RESOLVED NOT TO SEND A RESPONSE 6 FOR AND 2 ABSTENTIONS

b) Information in relation to highways works for Phase 2 - replacement lampposts on Drayton High Road was previously circulated. Cllr Britcher proposed the following response **the Parish Council have no objection to the replacement columns but Norfolk County Council are minded that when siting the lights that baffling is installed to lower light pollution and the work is carried out in an expedient manner.** This was seconded by Cllr Franklin. It was

RESOLVED FOR THE CLERK TO RESPOND WITH THE PROPOSAL

DRAFT

Approved.....

Date.....

8. Bull Roundabout Central Light

A quotation was previously circulated for replacement light fittings. The light on the Bull Roundabout has recently had a temporary fix but will need a full repair. Cllr Britcher asked for the long service life LEDs to be fitted. Cllr King proposed from the Chair to replace with the option 2 and seconded by Cllr Britcher. It was

RESOLVED TO ACCEPT

9. Broadband and line rental contract change

A report was previously circulated recommendation from the proper officer was to use Osiris who currently provide IT support to the council. Proposed by the Chair to accept the officer's recommendation and seconded by Cllr Avenell. It was

RESOLVED TO ACCEPT

10. Annual Parish Meetings

A discussion took place on when to hold the Annual Parish meeting, this can be held from 1st March up to 30th June. Cllr King Proposed that the Annual Parish Meeting is to be held on 27th April 2021, it was seconded by Cllr Johnson. It was

RESOLVED TO ACCEPT

11. Planning

The recent planning decisions made by the planning committee on 9th &23rd February 2021 were **NOTED.**

Cllr Britton asked on behalf of Cllr Fulcher, for the views of the full council on a planning application for a mobile phone mast to be installed near to the Bull Roundabout. This was discussed and Cllr Britton noted the views raised and will respond to the clerk with the planning committee's response.

12. Playing Fields, Allotments and Amenities

a) No matters arising, next committee meeting will be held on 16th March 2021 at 7pm by Zoom.

b) A report following a meeting with Fisher German LLP, relating to works taking place on allotment site was previously circulated and **NOTED**

13. Property, Policy and Resources

a) Cllr Gurney gave a verbal update on the Property, Policy and Resources meeting on 02nd March 2021, the meeting was adjourned to Tuesday 9th March at 12 noon so that Mr. Marshall of DJ Designs could be present. The minutes will be presented at the next meeting.

b) No matters arising from the meeting held.

14. Community Center Committee

a) Cllr Johnson gave a verbal update following the Community Centre meeting on 8th March 2021. The committee made the decision not to open the Community Centre until after the roof works are completed.

b) The decision to not open the Community Centre until after the works to the roof are completed was **NOTED** by the full council.

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 following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting. Proposed by the chair and agreed by all.

DRAFT

Approved.....

Date.....

5

16. Staffing Update
To consider Staffing matters. This item was moved to after agenda item 18.

17. Exchange of information only.
No further information was exchanged.

18. Time and Venue of next Council meeting.
The next meeting of the Full Council to be held on 13th April at 7pm via Zoom

The following item was discussed following the resolution to exclude the press and public. It was confirmed that all Councillors were alone and not able to be overheard.

16. Staffing Update
Cllr Gurney gave an update on the staff workings for the Council due to the recent Covid guidance. Thanks were given to all staff with their continued support for changing working arrangements, the clerk is currently speaking with Norfolk County Council on workplace lateral flow tests for members of staff.

The meeting closed at 21:15pm m./,m k,l..,.

DRAFT

Approved.....

Date.....

Agenda Item 4

REPORT TO FULL COUNCIL

Subject: **Co-Option**

Author: **Natasha Carver** **Date: 07th April 2021**

Following the advertisement for a vacancy on Hellesdon Parish Council. The vacancy had previously been advertised, and no election requested. The Council is now able to fill the vacancy by co-option.

Interested applicants were asked to contact the clerk by 12noon on Thursday 1st April 202. The bellow application was received to be considered.

Application received.

Lacey Douglass

Please briefly outline of why you are interested in being a Parish Councillor.

I would like to be a Parish Councillor as I have always been interested in my local community and helping the people who live in it. I have wanted to be a councillor for quite some time, but family commitments prevented me. Now that my family are older, I can give time to helping my community.

I have lived in Hellesdon for 39 years. My family for several years ran a local Greengrocers shop in City View Road, which is where I lived until very recently when I re-located to Drayton Wood Road. I was educated in Hellesdon Schools. I was married at St Mary's Church in Hellesdon in 1997 and have two children, a daughter of 17 and a son of almost 12.

In my spare time I enjoy cooking, gardening and socialising with friends and family. I have many transferable skills which I think would prove an asset as a local Councillor.

I am passionate about Community issues and caring for all our residents. I have much to offer and am keen to help the Parish Council make a real difference. I hope you will consider me favourably for this vacancy.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

I volunteered at The Heathers Nursery as treasurer for 11 years before a management restructure saw the Administration Managers role created and I have been employed by The Heathers Nursery for the past 5 years. I freelance as business and charity advisor for Arden Grove Pre-School and St Faiths Pre-School and I'm currently working with The Wensum Trust on their early years projects. I'm the early years representative on the Norfolk Schools Forum and The Norfolk Early Years Safeguarding Forum. I also run the Norfolk Early Years Providers Facebook page. I am passionate about early years and children receiving the very best early start in life possible. When my daughter attended Heather Avenue Infant School I volunteered for and worked with the then Head to plan and raise funds for their kitchen classroom.

Prior to having children I worked for an IT company and a vets – all quite different sectors but all have given me skills in all areas of business and the charity sector

I'm also one of the Admins on the Hellesdon Life and Events Facebook group along with two other Hellesdonites and through that page and with the help of the Parish Council I was able to set up the Hellesdon Hampers Appeal over Christmas. It was a privilege to work with the Parish Clerk and Councillors on this project. This collaborative working gave me opportunity to lean in more detail how the council works and what it is responsible for.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

I am a qualified bookkeeper with 25 years of payroll experience. I hold a pediatric first aid certificate, a Safeguarding Lead Practitioner certificate and have attended Safer Recruitment & Staff Supervision and Appraisal training along with various other early years focused CPD.

In my roles within early years I write policies, undertake recruitment, financially plan and budget, run payrolls, ensure charity, Ofsted, LA and Government compliance, undertake DBS & ID checks, find funding sources and manage facilities.

AGENDA ITEM 6a

CLERK'S REPORT FOR COUNCIL MEETING 13.04.21

ITEM	COMMENTS
Community Centre	AGENDA ITEM 13 and 14
Car Park – Community Centre	
Parish Council Offices Diamond Jubilee Lodge	
Recreation Ground including Children's Play areas	Caretakers continue to sanitise the equipment each day along with the benches. The metal play equipment in the old under 7's play area has now been removed.
Skate Park & MUGA	
Meadow Way	New play equipment has been installed, unfortunately the supply experienced delays meaning the area was not open at the start of the easter holidays and for the easter weekend to much disappointment.
Mountfield Park	All trees have now been replaced by the tree warden and mush added top the base of each tree.
Cottinghams Park	
Allotments	Agenda item 12
Community Orchard	Agenda item 12
Community Apiary	Agenda item 12
Cemetery Car Park	
Persimmons Homes	AGENDA ITEM 16
Public Toilets	
Litter & Dog Waste Bins	We are having issues with the dog bin situated at Meadow Way Park, the clerk has contacted Broadland Contracts team to look at resighting
Bus Shelters	
Benches	We are still awaiting a date from NCC for the concrete plinth to be installed for the keyworkers bench. NCC chased
War Memorial	
Highway Rangers	The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office no of any such areas and we will add it to the schedule we send them
Highway Verges	
Staffing	Lateral flow work place testing is now being carried out
Mobile Phones	
Street Lighting	Col. On walkway from Woodview Road and Cressener Close has been reported to Broadland District Council and is in the process to be replaced, an updated has been requested.
Parish Partnership	
Cromer Road/Aylsham Road Transport for Norwich Consultation	

Gas Works Allotment Site	No current update
Events	The easter egg hunt event has had very positive response from Hellesdon Residents. We have received a great deal of thanks from parents and carers providing a positive impact on heath and wellbeing.
Meeting Dates	Community Centre – Meeting to be scheduled PP&R – Next meeting to be scheduled PA&A – Next meeting to be scheduled Staffing – Next meeting to be scheduled Annual Parish Meeting – 24th April 2021 Note: Following guidelines all meetings where possible to be held via Zoom

Items for Parish Council to consider/note –

Correspondence received by email

Hi there,

I am hoping you will be able to help us acquire a few trustees for our charity run Pre school. Would you be able to ask any of the councillors please if they would be interested in becoming a trustee?

We are converting over to CIO this year and will no longer be committee run. This will be to ensure our continued running of our Pre school.

Please let me know.

Many thanks

Alison Roberts-Jones

Anyone interested please details to the clerk to be sent on

Norfolk County Council

1 Million Trees for Norfolk Update:

Applications and offers of support for tree planting as part of Norfolk County Council's ambitious plan to plant 1 million trees will open in May. At this time, we will encourage landowners to step forward to establish, nurture and maintain trees and hedges to deliver lasting benefits for the environment and Norfolk.

Each County Councilor will have budget to spend on tree and hedge planting to support this great initiative. Where possible we aim to make this funding stretch further by working with partners. We have been linking up with the Woodland Trust, The Tree Council, Defra and the Forestry Commission to get a range of planting offers for the coming year.

We will ensure that the right trees are planted in the right place for the right reason. We will match the planting that communities want with the best funding sources, so that we can deliver as much planting as possible; at all scales from individual trees, gapping up existing hedgerows, up to the creation of large woodlands

As well as reducing the amount of plastic and herbicide used to establish trees, we will be asking communities to help us remove redundant plastic from old planting schemes so that it does not enter the soil and food chain.

Until we open up offers for tree planting in May, we welcome suggestions on the type of planting landowners and particularly community groups would like to carry out. So far, we have received a wide range of suggestions, such as planting more trees within hedgerows, setting up community tree nurseries and planting more roadside hedges to reduce snow drifts.

To help you understand your local area better we have produced a new map, The Tree and Hedge Explorer which shows all the trees and hedges across Norfolk. It is possible to overlay old historic maps onto this so that you can see where hedges, trees and woodlands used to be and how the trees can connect landscapes. Please use this mapping to find out more about your area and help you plan where planting could have the most benefit and link with neighbour's trees and hedges.

More than 24,884 tree and hedge plants have been planted to date on parts of Norfolk's County Farms estate to increase tree cover and improve the condition of hedges. The tree planting includes Elm trees resistant to Dutch Elm disease. The hedging plants have been planted in biodegradable spiral guards into jute matting to make sure that the plants get off to the best start and to reduce plastic and herbicide use.

Continued.../

COMMUNITY UPDATE

HELLESDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLESDON WARD

www.norfolk.police.uk

MARCH 2021

CRIME UPDATES 1st to 28th FEBRUARY 2021

Offence	Numbers	What could this entail
Arson	1	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	0	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	0	A person commits theft in a building or structure that is not lived in.
Burglary residential	0	Entry and theft in a building or a structure that is lived in.
Criminal Damage	9	A person destroys or damages property belonging to someone else.
Domestic	6	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	2	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	1	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	5	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	1	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place, if stolen form a shed or garage this would be a BOTD.
Theft from a person	1	Purse being taken from a handbag, or a mobile phone from a shopping basket.

CONTACT US THROUGH OUR SOCIAL MEDIA CHANNELS

CALL US ON 101 OR 999 IN AN EMERGENCY

TALK TO YOUR LOCAL BEAT MANAGER

COMMUNITY UPDATE

HELLESDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLESDON WARD

www.norfolk.police.uk

MARCH 2021

WE ARE YOUR SAFER NEIGHBOURHOOD TEAM – WANT TO GET IN TOUCH?

CONTACT US – E: SNTHELLESDONANDHORSFORD@NORFOLK.POLICE.UK TEL: 101

FOLLOW US ON SOCIAL MEDIA

FACEBOOK: /BroadlandPolice

TWITTER: @BroadlandPolice

YOUR LOCAL BEAT MANAGERS

PC JADE WEEKS & PC FELIX WOODCOCK

COLD CALLING DON'T BUY IT!

We are working in partnership with Norfolk County Council Trading Standards. If you are cold called we offer the following advice:

• If someone cold calls at your property, remember it is your doorstep so your decision whether you even answer the door, if you can check through a doorbell camera, spy hole or look from a window to see who is there

• Think about your home security, make sure other doors to your property are locked before answering the front door

• If the person is offering services or trying to sell something politely but confidently say you are not interested and close the door

• If the person is claiming to represent an authority, organisation or charity ask to see ID. If ID is offered, ask if you can take it to check its validity. If you are given the ID close the door and contact the company or organisation on the ID by a number you find online. DO NOT use information on the ID, it could be fake

If no ID is offered, the caller refuses to let you check it, or you can not verify it is genuine politely but confidently say you are not interested and close the door.

• As the cold caller leaves, if you can safely from inside your property watch and see:

Do they go to call at neighbouring properties?

Do they return to a vehicle, is it sign written, note down the registration plate, make and model?

Are they alone or working with others?

Note down a description of the cold caller, why they were calling, who were they representing – all of this information is very useful to Trading Standards and the Police.

You can report doorstep cold calling incidents to us via our partners the Citizens Advice consumer helpline on freephone 0808 223 1133 or to Norfolk Constabulary on 101 or www.norfolk.police.uk. If you feel threatened or have concerns for vulnerable neighbours always dial 999.

Follow Norfolk Trading Standards on Facebook at www.facebook.com/norfolktradingstandards or on Twitter at twitter.com/NorfolkCCTS

CURRENT NEIGHBOURHOOD PRIORITIES

- **Speeding and Road Safety**
- **Scam/Fraud Awareness to include Cold Callers**

DATES FOR YOUR DIARY

Priority Setting Meeting – Wed 9th June @ 6.30pm (via Teams)

Local Engagement Surgery – Date TBC

CONTACT US THROUGH OUR SOCIAL MEDIA CHANNELS

CALL US ON 101 OR 999 IN AN EMERGENCY

TALK TO YOUR LOCAL BEAT MANAGER

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2021	Active Saver 4401	165,626.39	
31/03/2021	Business Current Account 2077	500.00	
31/03/2021	Petty Cash	55.47	
31/03/2021	Active Saver 7702	337,827.30	
31/03/2021	Active Saver 4503	81,397.33	
31/03/2021	Number 2 account 0958	259,665.94	
			845,072.43

Other Cash & Bank Balances

	20.00
	845,092.43

Receipts not on Bank Statement

	0.00
Closing Balance	**845,092.43**

All Cash & Bank Accounts

1	Current Bank Account	166,126.39
2	Petty Cash	55.47
3	Active Saver 7702	337,827.30
4	Active Saver Emergency 4503	81,397.33
5	Number 2 account	259,665.94
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	**845,092.43**

Hellesdon Parish Council Current Year

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Play Equipment	6,060.33	18,939.67	25,000.00
321	EMR Site Fencing	257.40		257.40
322	EMR Machinery	16,400.00	-6,000.00	10,400.00
323	EMR Hard Surface Area	14,000.00		14,000.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	4,573.00	-3,997.00	576.00
326	EMR Elections	5,945.22	-3,041.52	2,903.70
327	EMR War Memorial	4,380.00		4,380.00
328	EMR Burial Ground Land	17,000.00		17,000.00
329	EMR Com Centre Contingency	15,739.68		15,739.68
330	EMR Parish Poll Provision	6,000.00		6,000.00
331	EMR Mountfield Park	43,371.99	-345.00	43,026.99
332	EMR Good Causes in Hellesdon	12,870.00	-5,850.00	7,020.00
333	EMR Interest on Prev 9m Depos	0.00		0.00
334	EMR HEL2**	55,315.14	-405.00	54,910.14
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	1,500.00	-296.38	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	-3,354.00	3,677.00	323.00
346	Green Grid	5,340.00		5,340.00
347	Land Acquisition account	69,752.17		69,752.17
348	Community Engagement Reserve	2,350.00		2,350.00
349	IT Reserve	5,141.00		5,141.00
		311,231.93	**2,681.77**	**313,913.70**

Payments March 2021

Date	Payee	Expenditure	Amount
01/03/2021	BT	charges 1 Feb - 31 Mar	£155.22
01/03/2021	Screwfix	thermometer & hygrometer	£14.99
01/03/2021	Hitachi Capital Finance	lease tractor & hedgecutter	£540.00
01/03/2021	BNP Leasing Solutions	HP Wessex mower	£278.00
02/03/2021	DD Health & Safety	rain trousers workwear	£36.00
02/03/2021	Ben Burgess Grounds care	repair Atco mower	£87.53
02/03/2021	Rigby Taylor	brown rock salt	£168.00
02/03/2021	Paston Chase	rental www space 2021/2022	£216.00
02/03/2021	Pips Skips Ltd	skip hire	£264.00
02/03/2021	Norfolk County Council	NP Law fees 2021/2022	£600.00
02/03/2021	Just Regional	leaflet printing/ newsletter	£816.00
02/03/2021	Canham Consulting	professional fees HCC	£3,160.51
02/03/2021	Norfolk Citizens Advice	donation	£100.00
03/03/2021	Vodafone	mobile phones 16 Jan - 15 Mar	£155.60
05/03/2021	Entanet	broadband 23 Feb - 22 Mar	£54.30
05/03/2021	Westcotec	SAM program Jan 21	£90.00
08/03/2021	Barclays bank	charges 13 Jan - 14 Feb	£8.90
09/03/2021	A C Building Services	attend roof HCC	£180.00
09/03/2021	E Doe & Sons	bench grinder/blades mower	£180.55
09/03/2021	Huw Gray Ridgeons	shingle for pathways	£167.08
09/03/2021	IRIS	Iris HR Apr 2021	£48.00
09/03/2021	Mayday Office Equipment	copies, printing 22 Dec - 23 Feb	£193.00
09/03/2021	Osiris Technologies	IT support, cloud back up, phones, Mar 2021	£254.28
09/03/2021	TT Jones Electrical	supply/fit mini PEC Bull Rndabt, cctv repairs	£360.00
09/03/2021	Employee 5	reimburse grounds refreshments	£7.54
09/03/2021	Sashay Dance	refund booking HCC	£36.00
09/03/2021	Casual hire	refund booking Bale	£100.00
10/03/2021	UK Fuel	diesel Feb 2021	£29.95
12/03/2021	Entanet	phone rental Mar	£15.00
16/03/2021	Zurich Municpal Insurance	insurance 2021/2022	£9,687.04
19/03/2021	Payroll	Net pay Mar salaries	£14,289.43
22/03/2021	HMRC	Mar PAYE & Employer NI	£4,309.92
22/03/2021	Norfolk Pension Fund	Mar contributions	£3,814.46
22/03/2021	Communicorp	Clerk & councils direct subscription renewal	£12.00
22/03/2021	E Fire	service alarms HCC/DJL	£336.16
22/03/2021	PHS Group	toilet cleaner/rolls & mop head	£97.56
22/03/2021	Pips Skips Ltd	skip hire 10 Mar	£264.00
22/03/2021	Total Gas & Power	gas HCC Feb 2021	£1,220.84
23/03/2021	Norfolk Assoc Local Cncl	subscription 2021/2022	£1,104.72
23/03/2021	DD Health & Safety	blue centre feed HCC	£25.20
23/03/2021	Just Regional	advert 24 Mar	£420.00
24/03/2021	Total Gas & Power	electricty allotments Feb 21	£32.91
25/03/2021	Broadland DC	business rates office	£624.00
29/03/2021	Lingo Design	website updates	£360.00
29/03/2021	Hitachi Capital Finance	lease tractor & hedgecutter	£540.00
29/03/2021	BNP Leasing Solutions	HP Wessex mower	£278.00
30/03/2021	Clerk	reimburse Easter egg trail purchases	£198.00
31/03/2021	Vodafone	mbile phones 16 Mar - 15 Apr	£155.60

Receipts March 2021

Date	Description	Amount
08/03/2021	Interest received	0.36

		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								
1260	Hire Facilities Sundries	0	300	0	(300)			0.0%	
1400	Community Centre Income	0	0	65,600	65,600			0.0%	
1410	Community Centre Inc ML Room	(136)	630	0	(630)			0.0%	
1415	Community Centre Inc SW Room	0	260	0	(260)			0.0%	
1420	Community Centre Inc OH Room	0	18	0	(18)			0.0%	
1425	Community Centre Inc Spr Room	0	36	0	(36)			0.0%	
1435	Community Centre Inc SWB Room	0	(77)	0	77			0.0%	
	Community Centre :- Income	**(136)**	**1,167**	**65,600**	**64,434**			**1.8%**	**0**
4150	Utilities	814	19,225	19,305	80		80	99.6%	
4195	Keys/Locks	0	0	100	100		100	0.0%	
4250	Sanitary Waste Disposal	0	2,138	2,100	(38)		(38)	101.8%	
4295	Equipment - New/Replacement	0	1,003	1,000	(3)		(3)	100.3%	
4300	Equipment-Repair/Maintenance	0	239	620	381		381	38.5%	
4416	Water dispenser	0	208	375	167		167	55.4%	
4435	Contingencies	0	36	2,300	2,264		2,264	1.6%	
4450	Inspections	224	678	500	(178)		(178)	135.6%	
4480	Memberships & Subscriptions	0	719	1,600	881		881	44.9%	
4560	Property Maintain/Replacement	0	2,805	15,420	12,615		12,615	18.2%	
4630	Consumables	0	270	500	230		230	54.0%	
4635	cleaning agents/materials	136	1,279	1,600	321		321	79.9%	
4645	Rolling maintenance programme	0	0	1,000	1,000		1,000	0.0%	
4695	community centre redevelopment	1,680	18,792	0	(18,792)		(18,792)	0.0%	
	Community Centre :- Indirect Expenditure	**2,854**	**47,390**	**46,420**	**(970)**	**0**	**(970)**	**102.1%**	**0**
	Net Income over Expenditure	**(2,990)**	**(46,224)**	**19,180**	**65,404**				
110	Administration								
1076	Precept	0	484,516	0	(484,516)			0.0%	
1085	Grants received	0	27,481	0	(27,481)			0.0%	
1095	S106 contributions	0	36,563	0	(36,563)			0.0%	
1099	Community Infrastructure	0	78,993	0	(78,993)			0.0%	
	Administration :- Income	**0**	**627,554**	**0**	**(627,554)**				**0**
4465	External Audit	0	1,300	1,300	0		0	100.0%	
4470	Internal Audit	0	2,270	2,270	0		0	100.0%	
4475	Legal Fees	0	500	5,500	5,000		5,000	9.1%	
4480	Memberships & Subscriptions	12	1,117	1,500	383		383	74.4%	
4550	Insurance	0	9,397	9,327	(70)		(70)	100.7%	
	Administration :- Indirect Expenditure	**12**	**14,584**	**19,897**	**5,313**	**0**	**5,313**	**73.3%**	**0**
	Net Income over Expenditure	**(12)**	**612,970**	**(19,897)**	**(632,867)**				

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Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120	Staff								
4000	Admin Staff	5,648	59,521	99,923	40,402		40,402	59.6%	
4010	Groundstaff	4,104	49,382	62,705	13,323		13,323	78.8%	
4020	Care Takers	4,537	54,447	82,373	27,926		27,926	66.1%	
4040	PAYE	2,920	34,013	0	(34,013)		(34,013)	0.0%	
4045	Pension Scheme	3,814	42,981	41,353	(1,628)		(1,628)	103.9%	
4055	Staff training	0	1,123	5,100	3,977		3,977	22.0%	
4070	Profess Fees/Agency Personnel	0	19,542	13,450	(6,092)		(6,092)	145.3%	
4080	Employer NI	1,390	15,975	17,857	1,882		1,882	89.5%	
4090	Protective clothing/workwear	0	1,336	3,050	1,714		1,714	43.8%	
	Staff :- Indirect Expenditure	**22,414**	**278,319**	**325,811**	**47,492**	**0**	**47,492**	**85.4%**	**0**
	Net Expenditure	**(22,414)**	**(278,319)**	**(325,811)**	**(47,492)**				
130	Council Office								
1260	Hire Facilities Sundries	0	(0)	0	0			0.0%	
1360	Electricity FIT	46	378	550	172			68.8%	
	Council Office :- Income	**46**	**378**	**550**	**172**			**68.8%**	**0**
4112	Advertising	0	0	200	200		200	0.0%	
4150	Utilities	827	11,729	10,500	(1,229)		(1,229)	111.7%	
4195	Keys/Locks	0	0	50	50		50	0.0%	
4250	Sanitary Waste Disposal	0	47	50	3		3	93.7%	
4295	Equipment - New/Replacement	0	158	150	(8)		(8)	105.5%	
4305	Parts- Repair/Replace/Spare	0	0	100	100		100	0.0%	
4400	Chairman's Budget	264	369	1,500	1,131		1,131	24.6%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	0	77	100	23		23	77.4%	
4415	Catering for Meeting	15	188	380	192		192	49.5%	
4420	Telephone and Broadband	91	2,789	2,860	71		71	97.5%	
4425	IT Support and Maintenance	212	2,218	2,500	282		282	88.7%	1,250
4430	Photocopier	0	2,106	3,350	1,244		1,244	62.9%	
4435	Contingencies	0	156	156	(0)		(0)	100.2%	
4440	Stationery	0	486	560	74		74	86.8%	
4445	Postage	0	4	300	296		296	1.4%	
4480	Memberships & Subscriptions	0	294	300	6		6	98.1%	
4485	Other Licences/Fees	0	3,744	3,744	(0)		(0)	100.0%	
4500	PWLB	0	17,890	43,826	25,936		25,936	40.8%	
4560	Property Maintain/Replacement	56	2,137	2,500	363		363	85.5%	
4570	Church Grass Cutting Contribut	0	750	750	0		0	100.0%	
4595	Misc contributions	100	209	0	(209)		(209)	0.0%	100

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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
4605	Grants awarded	0	4,000	0	(4,000)		(4,000)	0.0%	4,000
4630	Consumables	0	24	100	76		76	23.6%	
4635	cleaning agents/materials	0	6	30	24		24	21.6%	
	Council Office :- Indirect Expenditure	**1,566**	**49,382**	**74,106**	**24,724**	**0**	**24,724**	**66.6%**	**5,350**
	Net Income over Expenditure	**(1,520)**	**(49,004)**	**(73,556)**	**(24,552)**				
6000	plus Transfer from EMR	0	4,100						
	Movement to/(from) Gen Reserve	**(1,520)**	**(44,904)**						
150	Investment								
1080	Bank Interest Received	0	902	475	(427)			190.0%	
1090	Monthly Loyalty Rewards	0	19	125	106			15.5%	
	Investment :- Income	**0**	**922**	**600**	**(322)**			**153.6%**	**0**
4060	Bank Charges	15	259	0	(259)		(259)	0.0%	
	Investment :- Indirect Expenditure	**15**	**259**	**0**	**(259)**	**0**	**(259)**		**0**
	Net Income over Expenditure	**(15)**	**663**	**600**	**(63)**				
160	Planning								
4130	Hire of Rooms	0	0	300	300		300	0.0%	
	Planning :- Indirect Expenditure	**0**	**0**	**300**	**300**	**0**	**300**		**0**
	Net Expenditure	**0**	**0**	**(300)**	**(300)**				
170	Health and Safety								
4135	Consultancy Fees	0	0	500	500		500	0.0%	
4140	Defibrillator	0	0	300	300		300	0.0%	
4295	Equipment - New/Replacement	0	42	150	108		108	28.0%	
4630	Consumables	0	17	50	33		33	33.2%	
	Health and Safety :- Indirect Expenditure	**0**	**59**	**1,000**	**941**	**0**	**941**	**5.9%**	**0**
	Net Expenditure	**0**	**(59)**	**(1,000)**	**(941)**				
180	Media and Communications								
4100	Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105	Newsletter-Printing/Distributi	350	3,615	5,000	1,385		1,385	72.3%	
4110	Website and Emails	300	682	1,000	318		318	68.2%	
4155	IT Reserve	0	615	2,000	1,385		1,385	30.7%	
4460	CCTV	250	5,556	1,450	(4,106)		(4,106)	383.2%	3,997
4685	Noticeboards	0	5,046	5,000	(46)		(46)	100.9%	
	Media and Communications :- Indirect Expenditure	**900**	**15,514**	**15,950**	**436**	**0**	**436**	**97.3%**	**3,997**
	Net Expenditure	**(900)**	**(15,514)**	**(15,950)**	**(436)**				
6000	plus Transfer from EMR	0	3,997						

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Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	**(900)**	**(11,517)**						
190	Stores								
4150	Utilities	0	1,472	1,480	8		8	99.5%	
4195	Keys/Locks	0	0	10	10		10	0.0%	
	Stores :- Indirect Expenditure	**0**	**1,472**	**1,490**	**18**	**0**	**18**	**98.8%**	**0**
	Net Expenditure	**0**	**(1,472)**	**(1,490)**	**(18)**				
195	Tractor Shed								
4150	Utilities	0	3,144	3,163	19		19	99.4%	
4195	Keys/Locks	0	0	30	30		30	0.0%	
4560	Property Maintain/Replacement	0	91	101	10		10	90.4%	
	Tractor Shed :- Indirect Expenditure	**0**	**3,235**	**3,294**	**59**	**0**	**59**	**98.2%**	**0**
	Net Expenditure	**0**	**(3,235)**	**(3,294)**	**(59)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	0	439	1,000	561		561	43.9%	
4120	Over 65 Entertainment	0	0	500	500		500	0.0%	
4630	Consumables	0	15	200	185		185	7.3%	
	Residents' Parties :- Indirect Expenditure	**0**	**453**	**1,700**	**1,247**	**0**	**1,247**	**26.7%**	**0**
	Net Expenditure	**0**	**(453)**	**(1,700)**	**(1,247)**				
205	Events								
4122	Events	0	0	2,000	2,000		2,000	0.0%	
	Events :- Indirect Expenditure	**0**	**0**	**2,000**	**2,000**	**0**	**2,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(2,000)**	**(2,000)**				
210	Grounds								
1200	Football Hire Charges	0	715	3,015	2,300			23.7%	
1210	Football Training Area Hire	122	1,882	210	(1,672)			896.2%	
1215	Grass cutting agreement	0	13,057	0	(13,057)			0.0%	
1250	Miscellaneous Activity Hire	0	975	0	(975)			0.0%	
1270	Floodlights Income	0	428	255	(173)			167.9%	
	Grounds :- Income	**122**	**17,057**	**3,480**	**(13,577)**			**490.1%**	**0**
4195	Keys/Locks	102	182	100	(82)		(82)	182.1%	
4205	Replacement Bins	0	805	1,000	195		195	80.5%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210	Emptying Bins/Fresheners	0	3,827	3,827	0		0	100.0%	
4215	Seats - Repair/Replacement	0	603	1,000	397		397	60.3%	
4220	Signage - New/Replacement	0	0	275	275		275	0.0%	
4225	Floodlights Maintenance/Repair	0	3,353	1,000	(2,353)		(2,353)	335.3%	
4235	grounds alarm system	0	470	500	30		30	94.0%	
4245	Highway grass verge cutting	0	10,868	0	(10,868)		(10,868)	0.0%	
4255	Green Waste Removal	440	1,980	2,360	380		380	83.9%	
4260	Shrub/Tree/Hedge	0	283	283	0		0	100.0%	
4270	Fertilisers/Weed & Moss Killer	0	2,022	3,844	1,822		1,822	52.6%	
4295	Equipment - New/Replacement	0	2,260	400	(1,860)		(1,860)	565.0%	
4320	Small tools	33	321	300	(21)		(21)	107.1%	
4325	fence repairs	0	3,091	3,100	9		9	99.7%	
4390	Materials	27	1,151	3,215	2,064		2,064	35.8%	
4480	Memberships & Subscriptions	0	0	200	200		200	0.0%	
4630	Consumables	0	123	123	0		0	99.8%	
4635	cleaning agents/materials	7	59	52	(7)		(7)	113.1%	
	Grounds :- Indirect Expenditure	**610**	**31,398**	**21,579**	**(9,819)**	**0**	**(9,819)**	**145.5%**	**0**
	Net Income over Expenditure	**(488)**	**(14,341)**	**(18,099)**	**(3,758)**				
220	Machinery and Vehicles								
4160	Repairs/Maintenance	117	597	500	(97)		(97)	119.4%	
4265	Fuel	46	1,059	1,450	391		391	73.1%	
4290	Servicing	0	2,704	4,000	1,296		1,296	67.6%	
4310	Hire of Machinery	1,350	8,098	8,097	(1)		(1)	100.0%	
4435	Contingencies	0	285	3,270	2,985		2,985	8.7%	
4680	Depreciation	0	0	2,200	2,200		2,200	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**1,512**	**12,744**	**19,517**	**6,773**	**0**	**6,773**	**65.3%**	**0**
	Net Expenditure	**(1,512)**	**(12,744)**	**(19,517)**	**(6,773)**				
230	Trees								
4240	Emergency Work	0	624	1,500	876		876	41.6%	
4450	Inspections	0	0	1,500	1,500		1,500	0.0%	
4455	Work following Inspections	0	4,442	9,500	5,058		5,058	46.8%	750
	Trees :- Indirect Expenditure	**0**	**5,066**	**12,500**	**7,434**	**0**	**7,434**	**40.5%**	**750**
	Net Expenditure	**0**	**(5,066)**	**(12,500)**	**(7,434)**				
6000	plus Transfer from EMR	0	750						
	Movement to/(from) Gen Reserve	**0**	**(4,316)**						

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Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
240	Allotments								
1100	Allotment Income	0	3,299	2,750	(549)			120.0%	
1105	Allotment administration fee	0	90	0	(90)			0.0%	
1110	Water Charge	0	623	500	(123)			124.6%	
1115	Pest control charge	0	473	0	(473)			0.0%	
	Allotments :- Income	**0**	**4,485**	**3,250**	**(1,235)**			**138.0%**	**0**
4145	Landowner Rent	0	1,305	1,900	595		595	68.7%	
4150	Utilities	18	1,162	1,700	538		538	68.4%	
4195	Keys/Locks	0	105	130	25		25	80.8%	
4390	Materials	0	395	429	34		34	92.1%	
4560	Property Maintain/Replacement	0	0	100	100		100	0.0%	
	Allotments :- Indirect Expenditure	**18**	**2,967**	**4,259**	**1,292**	**0**	**1,292**	**69.7%**	**0**
	Net Income over Expenditure	**(18)**	**1,518**	**(1,009)**	**(2,527)**				
250	Play Areas								
4295	Equipment - New/Replacement	0	17,637	0	(17,637)		(17,637)	0.0%	
4300	Equipment-Repair/Maintenance	0	381	5,500	5,119		5,119	6.9%	
4450	Inspections	0	244	273	29		29	89.4%	
4635	cleaning agents/materials	69	274	250	(24)		(24)	109.6%	
	Play Areas :- Indirect Expenditure	**69**	**18,537**	**6,023**	**(12,514)**	**0**	**(12,514)**	**307.8%**	**0**
	Net Expenditure	**(69)**	**(18,537)**	**(6,023)**	**12,514**				
6000	plus Transfer from EMR	0	6,060						
	Movement to/(from) Gen Reserve	**(68)**	**(12,477)**						
255	Hard Courts and Car Park								
1220	Tennis Hire Charges	0	642	275	(367)			233.3%	
1230	Netball Hire Charges	0	(483)	750	1,233			(64.4%)	
	Hard Courts and Car Park :- Income	**0**	**159**	**1,025**	**866**			**15.5%**	**0**
4340	Surface - Repair	0	451	500	49		49	90.2%	
4345	Surface Clean Chemicals	0	135	159	24		24	84.6%	
4390	Materials	112	112	452	340		340	24.8%	
4560	Property Maintain/Replacement	0	303	400	97		97	75.7%	
	Hard Courts and Car Park :- Indirect Expenditure	**112**	**1,001**	**1,511**	**510**	**0**	**510**	**66.2%**	**0**
	Net Income over Expenditure	**(112)**	**(842)**	**(486)**	**356**				

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Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260	Bowling Green								
1240	Bowls Hire Charges	0	0	1,800	1,800			0.0%	
	Bowling Green :- Income	**0**	**0**	**1,800**	**1,800**			**0.0%**	**0**
4330	Repair Wooden Shuttering	0	0	250	250		250	0.0%	
4390	Materials	0	618	1,550	932		932	39.9%	
	Bowling Green :- Indirect Expenditure	**0**	**618**	**1,800**	**1,182**	**0**	**1,182**	**34.3%**	**0**
	Net Income over Expenditure	**0**	**(618)**	**0**	**618**				
265	Memorials								
4360	Rose Renewal	0	0	25	25		25	0.0%	
4575	War Memorial	0	0	620	620		620	0.0%	
	Memorials :- Indirect Expenditure	**0**	**0**	**645**	**645**	**0**	**645**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(645)**	**(645)**				
270	Traffic Highways/Environment								
1350	Bus Shelter Income	0	3,677	0	(3,677)			0.0%	
	Traffic Highways/Environment :- Income	**0**	**3,677**	**0**	**(3,677)**				**0**
4645	Rolling maintenance programme	50	50	100	50		50	50.0%	
4650	SAM2 Weekly Move	75	600	920	320		320	65.2%	
4655	Bus Shelters	0	199	0	(199)		(199)	0.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**125**	**849**	**1,020**	**171**	**0**	**171**	**83.3%**	**0**
	Net Income over Expenditure	**(125)**	**2,828**	**(1,020)**	**(3,848)**				
	Grand Totals:- Income	**32**	**655,398**	**76,305**	**(579,093)**			**858.9%**	
	Expenditure	**30,206**	**483,845**	**560,822**	**76,977**	**0**	**76,977**	**86.3%**	
	Net Income over Expenditure	**(30,174)**	**171,553**	**(484,517)**	**(656,070)**				
	plus Transfer from EMR	**0**	**14,907**						
	Movement to/(from) Gen Reserve	**(30,174)**	**186,461**						

Norfolk County Council Community and Environmental Services
County Hall
Martineau Lane
Norwich
NR1 2SG

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

HELLESDON PARISH COUNCIL

Your Ref:

My Ref: PHA042/JB/001
Tel No.: 01603 306520
Email: Jordan.bradford@norfolk.gov.uk

Date: 24 March 2021

Dear Sir / Madam,

Proposed Zebra Crossing, Hellesdon – Middleton's Lane

Norfolk County Council are looking to carry out highway improvements works at the existing pedestrian crossing point on Middleton's Lane, Hellesdon, outside of Firside Junior School by installing a new zebra crossing.

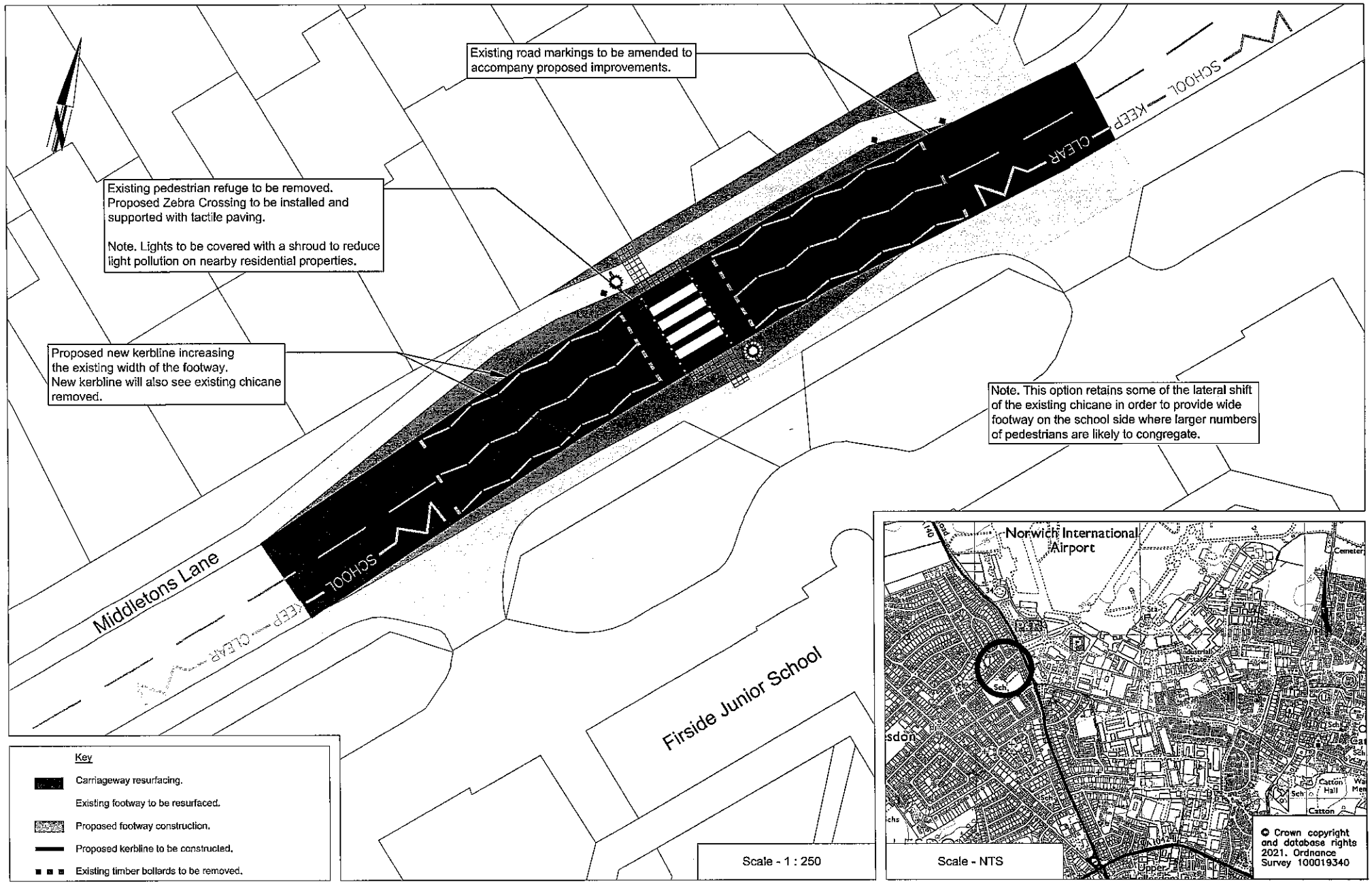
These improvements aim to improve safety for pedestrians wishing to cross Middleton's Lane. For the works to be carried out, we will be proposing a new kerb line which will see the existing road alignment altered slightly by reducing the lateral shift on the existing chicane. This reduction in lateral shift is being proposed to provide wider footways where large numbers of pedestrians congregate. In addition, it is proposed to replace the existing pedestrian refuge with a new zebra crossing with tactile paving. It should be noted that the beacons will be provided with 'shrouds' in an attempt to limit light intrusion into nearby residential properties. Please see the attached consultation plan PHA042-HP-CON-001 for more details.

Before progressing with the improvement works, I should be grateful if you would kindly consider lending your support to the proposals. Any comments should be forwarded to myself by 21 April 2021. For your convenience I have enclosed a reply slip.

I shall assume you have no adverse comments if you do not contact me by the above-mentioned date. However, it should be noted that opportunity to comment will still be available during the later consultation stage.

Do not hesitate to get in contact via the details provided if you have any questions regarding the proposals.

Yours faithfully.



Key

- Carriageway resurfacing.
- Existing footway to be resurfaced.
- Proposed footway construction.
- Proposed kerbline to be constructed.
- Existing timber bollards to be removed.

Norfolk County Council

Tom McCabe
Executive Director of
Community and Environmental Services
Norfolk County Council
County Hall, Martineau Lane
Norwich NR1 2SG

DRAWING TITLE

Consultation Plan

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

	INITIALS	DATE	DRAWING No. PHA042-HP-CON-01
SURVEYED BY	OS	2021	PROJECT TITLE Hellesdon - Middleton's Lane Pedestrian Crossing Improvements
DESIGNED BY	JB	02/21	
DRAWN BY	JB	02/21	SCALE As Shown / FILE No. PHA042
CHECKED BY			

Agenda Item 9

REPORT TO FULL COUNCIL

Subject: **Tree Council Donation Request**

Author: **Natasha Carver** **Date: 07th April 2021**

The following email was received in the office:

To all Clerks to Town and Parish Councils and Parish Meetings.

Good Morning,

As we approach the new financial year may I please make my now annual request for your council to make a donation to this Network to help us to continue our work which I trust you will agree is most valuable. We now have 40 registered Tree Wardens covering 26 of Broadland's 64 parishes (the greatest number Broadland has ever had, even in the days of the Broadland District Council Network) and we are doing all we can to increase that further.

Donations from the parishes is our sole source of income. The money we receive from Broadland District Council can only be spent on tree planting and therefore we have to seek other sources of income.

In 2021-2022 our expenditure will include our annual subscription to The Tree Council (between £200 and £300), personal injury insurance cover for our Tree Wardens (TBA) and certified training courses (as and when funding will permit). None of us take expenses or any other form of renumeration.

So, may I please ask your council to consider a suggested minimum donation of £30 for 2021-2022.

I thank you in advance.

Kindest regards,

John

the tree council
TREE WARDEN SCHEME
BROADLAND

John Fleetwood
Broadland Tree Warden Network Co-ordinator
4 Oakhill, Brundall, Norwich NR13 5AQ
Tel: 01603 716 297
Mobile: 07555 535 741
E-mail: john.fleetwood@hotmail.com

Council are asked to consider the request

Hellesdon Parish Council - Clerk

From: Sarah Oldfield <Sarah.Oldfield@broadland.gov.uk>
Sent: 10 March 2021 12:46
Subject: Armed Forces Covenant for Parish Council
Attachments: 200506EA-ES-AFC-Template-ParishTownCouncil.doc

Dear Parish Clerk,

We are getting in touch to see if your parish council would like to support our armed forces by signing the enclosed Armed Forces Covenant for Parish Councils

There are two parts of the Covenant.

Section 1: Principles of the Armed Forces Covenant

- no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen
- in some circumstances special treatment may be appropriate especially for the injured or bereaved.

Section 2: Demonstrating our Commitment

Each Parish Council can choose how you support your Armed Forces community. This could include:

- supporting remembrance activities and Armed Forces events
- having an Armed Forces Champion within the Parish Council
- being Armed Forces friendly.

You can update Sections 2.1 and 2.2 to reflect your how your parish wants to show its commitment.

Signing a Covenant should be a simple and straightforward process.

Broadland District Councils has signed the Covenant and we are proud to have a Silver Award from the Employer Recognition Scheme that is part of the Armed Forces Covenant.

We would be happy to share our experiences of being part of the Armed Forces Covenant and the benefits this brings. Alternatively, we can put you in touch with the Armed Forces Covenant's East Representative, Kristina Carrington. She would be happy to discuss further with you either by telephone or zoom.

If your Council would like to sign the Covenant, would like any further information or if we can help in any way, please get in with me on Sarah.oldfield@broadland.gov.uk or telephone 01603 430121.

Kind regards
Sarah

Sarah Oldfield
Policy & Partnerships Officer
T: 01603 430121 e: sarah.oldfield@broadland.gov.uk

Mental Health 1st Aider – MHFA England

Works Tuesday, Wednesdays & Thursdays
I am currently working from home, please contact me by email if possible.

Two Councils
One Team

Broadland District Council
Community at heart

South Norfolk COUNCIL

Mental Health First Aider

This email and any attachments are intended for the addressee only and may be confidential. If they come to you in error you must take no action based on them, nor must you copy or show them to anyone. Please advise the sender by replying to this email immediately and then delete the original from your computer. Unless this email relates to Broadland District Council or South Norfolk Council business it will be regarded by the council as personal and will not be authorised by or sent on behalf of the councils. The sender will have sole responsibility for any legal actions or disputes that may arise. We have taken steps to ensure that this email and any attachments are free from known viruses but in keeping with good computing practice, you should ensure they are virus free. Emails sent from and received by members and

ARMED FORCES
COVENANT

XXXX Parish Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

XXXX Parish Council

Signed:

Name:

Position:

Date:

Logo

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom
Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We, **XXXX Parish Council,** will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

The following are suggested draft pledges; please delete, add or change any to suit your circumstances. Your Covenant may be reviewed and pledges changed at any time in the future to reflect changing circumstances.

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by seeking to:

- appoint an **Armed Forces Champion** to promote support for the Armed Forces community;
- promote the fact that we are an **Armed Forces-friendly Council**, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public;
- support the employment of military **Veterans;** recognising that they are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans Gateway on our website; encouraging local businesses to support the employment of veterans;
- support the employment of **Service Spouses & Partners:** encouraging local businesses to support their employment;
- encourage support for the **Reserves Forces;** encouraging local businesses to support the employment of Reservists;
- encourage support for military sponsored **Cadet Organisations;** encouraging support for and membership of local cadet units;
- support and promote support for **Armed Forces Events** such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- support and promote support for **Armed Forces Charities**;
- encourage local businesses to consider offering discounts to members of the Armed Forces community.

2.2 We will publicise these commitments through our literature and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing. *(Amend as appropriate)*

HPC 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

Responses of the Planning Committee for 9th March 2021

Committee members commenting:
Cllr Britton
Cllr Fulcher
Cllr Franklin
Cllr Johnson
Cllr Bush-Trivett

Public Comments received and acknowledged by
No comments received.

Response sent to Broadland District and Norwich City Council by:
Mrs. N Carver – Clerk

Planning Applications for Consideration

20210132 30 Coronation Road NR6 5HB Single storey side extension with extension to hipped roof to make it into a gable roof to allow for loft conversion.	No Objection – Support
20210321 14 Gorse Avenue, NR6 6LA Proposed rear/side single storey extension.	No Objection – Support
CTIL 302319 Reepham Road / Middleton's Roundabout, NR6 5NX Proposed base station installation at cell site VF 18745 Snooker	(Item discussed at Full Council 09-03-21 for a decision made by planning committee) No objection subject to the Highway Authority being satisfied that traffic safety will not be jeopardized.

Date of next Agenda
16th March 2021, comments received by 23rd March 2021

Approved.....

Date.....
HPC Planning Committee Mins 9th March 2021

HP HC 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

Responses of the Planning Committee for
23rd March 2021

Committee members commenting:
Cllr Britton
Cllr Fulcher
Cllr Franklin
Cllr Johnson
Cllr Bush-Trivett

Public Comments received and acknowledged by
No comments received.

Response sent to Broadland District and Norwich City Council by:
Mrs. N Carver – Clerk

Planning Applications for Consideration

20210294 34 Samson Road, NR6 5HG Single storey rear extension.	No Objection
20210346 44 Bramble Avenue, NR6 6LN Garage extension.	No objection though the planning committee request that a condition be attached to the planning permission restricting the use building to domestic purposes only.
20210332 25A Cromer Road, NR6 6NB Advertisement consent - Acrylic and aluminium internally illuminated signs.	No Objection
20210384 6 Wood View Road, NR6 5QB Erection of rear extension.	No Objection

Date of next Agenda
6th April 2021, comments received by 13th April 2021

Approved.....

Date.....
HPC Planning Committee Mins 9th March 2021

Agenda Item 11b

PLANNING COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision as appropriate.

Responsibilities specific to this committee:

Authority
The Planning Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to consider, comment and make decisions in respect of planning and licensing matters and to respond as appropriate to the responsible authority.
The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership
All members of the Committee will be elected Councillors.

Frequency of Meetings
The Committee will meet on a regular basis normally on the first & third Tuesday of each month during each civic year and to publish such meetings in this manner as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To comment and make representation in respect of all planning applications pertaining to the parish of Hellesdon
2. To comment and make representation in respect of all licensing and gambling matters pertaining to the parish of Hellesdon.
3. To comment and make representation in respect of planning applications for parishes adjoining Hellesdon Parish.
4. To comment and make representation in respect of the governing documents of the Local Planning Authority or the Licensing Authority.
5. To make written representation or elect a member to attend any hearing the subject of an appeal.
6. To identify and make representations to the relevant authorities in respect of

enforcement action or any matters considered to be breaches of planning regulations

7. To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee
8. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.

Standing Items for Ordinary Meetings

First meeting –

- to elect a Chairman to preside at its future meetings
- to elect a Vice Chairman to preside at its future meetings in the event of the absence of the Committee Chairman
- to appoint a member to the Finance & Operations Working Group
- to consider Committee Terms of Reference for recommendation to Full Council
- to set timetable of committee ordinary meetings

Second and subsequent meetings during the civic year to consider matters as received within the responsibility of the committee

The above terms of reference were agreed by the Planning Committee at the meeting on 24 May 2016 to be presented for approval at the meeting of the full council on 7 June 2016, to be reviewed on an annual basis at the first ordinary meeting of the committee.

HP HC HELLESDON PARISH COUNCIL
Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB
Tel: 01603 301751 email: clerk@hellesdon-pc-gov.uk www.hellesdon-pc.gov.uk
Parish Clerk – Natasha Carver

Policy for Dealing with Planning Applications for Hellesdon Parish Council

Introduction

This procedure sets out how Hellesdon Parish Council considers planning matters on which it is consulted by Broadland District Council. It takes into account that:

The consultation period for planning applications is 21 days, which means that all planning applications can be considered by the Parish Council planning committee at its scheduled meetings.

The Parish Council believes that its residents are best served by the Parish Council responding to applications in a timely fashion

Hellesdon Parish Council notes that the best method by which the Parish Council comments on Planning Applications is by discussion at a scheduled meetings, to which members of the public have been invited by public notice. Planning is also a standing item on all ordinary meetings of the Parish Council.

An additional meeting will always be called to comment on potentially contentious planning applications.

The Parish Council does not usually meet in August and this can prove an issue when dealing with and commenting on non-contentious planning applications which, due to time restrictions, cannot wait for the September meeting

This protocol will be used for all planning applications

Standard Process

1. On the receipt of any planning application the Parish Council staff will record the application in the planning log kept especially for the purpose.

2. The planning application will be added to the next planning committee agenda with a copy for the Parish Clerk.

3. If needed and possible the Parish Council administrative officer will apply to Broadland District Council for an extension to the period in which a response is required

4. The application will be taken to the next Planning Committee meeting

5. The response to the application will be sent by e-mail to the relevant planning officer the day following the Planning Committee meeting

Protocol adopted 25th March 2020
Signed

6. The response will be noted in the planning log

7. The decision recorded in the minutes and which will be taken to the next planning committee and full council following the decision being reached

Non-Standard Process

should any meeting need to be cancelled due to either the meeting being inquorate or other unforeseen circumstances.

1. On the receipt of any planning application the Parish Council staff will record the application in planning log especially for the purpose.

2. The planning application will be added to the next planning committee agenda with a copy for the Parish Clerk.

3. If possible, the Parish Council administrator will apply to Broadland District Council for an extension to the period in which a response is required

4. If no extension is possible a notification of the receipt of a planning application will be e-mailed to all councillors on the planning committee with a copy for the Parish Clerk. The Parish Councillors will be asked to comment their view by email to the Parish Clerk.

5. The Parish Clerk will assemble the views and respond to Broadland with the majority view. If there is a distinct division in views then the Parish Clerk can e-mail for further guidance from councillors

6. The response will be noted in the planning log and recorded on the planning documents and placed on the next agenda

7. The decision will be recorded placed on the next Parish Council agenda following the decision being reached

Summary

One of the following options shall apply when notice of a planning application on which the Parish Council is invited to comment is received.

Option 1:

If there is a scheduled Planning Committee meeting before the end of the consultation period (including any agreed extension) then the Clerk will place the matter on the Agenda for that meeting and any decision will be taken at that meeting.

Option 2:

If there is no scheduled meeting before the end of the consultation period, but the Parish Clerk in consultation with the chairman of the planning committee considers that the application should be considered by the full Parish Council then a special meeting will be called

for this purpose and any decision taken at that meeting.

Option 3:

In other cases any response by the Council shall be delegated to the Clerk who shall seek views from members

HP HC 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 Playing fields, Allotments and Amenities Committee held on Tuesday 16th March 2021 at 7pm Via Zoom

Meetings are being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

Present: Cllr D King– Chair of the Committee
Cllr U Franklin
Cllr K Avenell
Cllr M Fultcher
N Carver – Clerk
1 member of the public

The Chairman welcomed members of the committee and members of the public the meeting was opened at 7pm.

1. **Apologies and acceptance for absence**
Apologies were received from Cllr Gurney these were accepted.

2. **Declarations of Interest and Dispensations**
No additional items noted.

3. **To Approve the Minutes of the Meeting 5th January 2021**
Minutes had been circulated from the meeting of 5th January 2021, Cllr King proposed to accept the minutes
It was
RESOLVED TO ADOPT THE MINUTES

4. **Public Participation**
1 member of the public, Mr Haines was in attendance, he was interested in agenda item 6e. The chairman proposed to move agenda item 6e up to this point and to suspend the standing orders to allow the member of public to participate in the discussion. It was resolved to **ACCEPT**
Agenda Item 6e
A discussion was had on the sighting of a community apiary at the allotments on Bush Road including how this will be run and funded. Mr. Haines spoke and informed the committee that he would like to help with this project and has previous experience, he is able to provide a shed for the site, the size of the shed is 10 x 8, this is larger than our permitted shed size for allotment holders, it was **AGREED** by the committee that this would be accepted as an adhoc request. The allocated area will require a fence, Cllr King asked Mr. Haines to look at prices and suitable fence styles. It was discussed that a working group could be set up under the council with members of the public who would like to be involved with the project, it was suggested that they would look to self-fund with an initial seed funding from the council.

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CONT AGENDA ITEM 4

It was **Agreed** by all and
RESOLVED for the Clerk to look at terms of reference for a working group and for a proposal for seed funding to got to the next full council meeting in April. A site meeting would be arranged after 12th April to discuss the fencing of an area allocated for the apiary.

5. Parish Grass Cutting 2021

a) The grass cutting in the parish has now commenced for the coming year, the committee discussed plans for grass cutting for 2022 and it was proposed by Cllr King to ask for a feasibility study to be done on bringing the grass cutting of the verges in house, all **AGREED**. It was
RESOLVED for the clerk to speak with the head grounds man to produce a feasibility to present to committee in September.

6. Allotment

a) The clerk gave a verbal update on outstanding tenancy agreements for Bush Road allotments, there is now only 1 outstanding. The office has requested the signed copy from them.
b) The clerk gave a verbal update on pest control at Bush Road allotments, the company who carry out the pest control have been back on site and rebaited, there has been activity reported to us by a holder and details past to them to investigate on their next site visit.
c) The clerk updated the committee on the water leak at Bush Road Allotments, this was taken to full council in February this year to discuss further investigation, it was agreed at that meeting to be brought back to the committee. The leak is currently being monitored daily to get an accurate costing, however any works now with the water would affect the plot holders as we are at the start of the growing season. This was discussed by the committee, the following was proposed by Cllr King and **AGREED** by all. It was
RESOLVED to ask Full Council to allocate funds from general reserves for works to investigate and repair the leak, work to take place October 2021 when the water is turned off.
d) The clerk updated on planned gas works effecting allotment boundary, this is currently with the solicitors to agree commencement of work. Following a site meeting there will be minimal disruption to the site and no allotments affected.
e) Discussion of the community Apiary and funding options was moved to agenda item 4.

7. Playground Updates

a) The clerk updated that the installation of the new climbing frame on Meadow Way Play area will be installed week commencing 22nd March, the clerk has negotiated an additional multi use swing seat for no extra charge.
b) The clerk updated that hi visibility patrols on the recreation ground will be carried out by Broadland District Council to encourage dog owners to bag their poo, fines can be handed out if caught.

8. Recreational Ground Sports Hire

a) The clerk updated the committee on current bookings following government announcement on Covid Road map. Outdoor sporting facilities are now being booked from week commencing 29th March including fitness classes on the tennis courts.

9. Bowls

a) It was confirmed that the charge to Hellesdon Bowls Club for 2021 season will remain the same as previously agreed £1800. This is to be paid in two instalments.

10. Benches

Approved.....

Date.....

a) To request for additional benches in the parish had been received by the clerk, as there is no current budget for this it would need to be brought to the committee in September including suggested locations.
b) The clerk updated the council on the benches on recreational ground following criminal damage. The bench in the wildlife area has been salvaged and will need to be reinstated when the weather is warmer to allow the concrete to set. The bench on the recreation ground has had a temporary fix allowing it to still be used but would need to consider replacement of this bench along with the other two situated on the same side.

11. Grounds – Wildflower

a) An update on wildflower maintenance at Mountfield Park and Recreation Ground Wildlife Area from Headgrounds man was previously circulated and NOTED

12. Broadland Tree Warden – Proposal regeneration project

a) A proposal from Bex Cross for Mountfield Park to continue to regenerate the site by planting sunflowers amongst the trees, was previously circulated. It was proposed by Cllr Fulcher and seconded by Cllr Franklin
b) The Hellesdon Green Project has gone well for the first trial with an uptake of 46 trees. The tree wardens would like to look to role this out again in autumn.

13. Exchange of Information

Cllr Avenell updated the committee on a recent traffic incident on Drayton Wood Road.
The clerk updated the committee that the chairman had used some of his allowance to help fund a socially distanced Easter Egg Hunt outside across the two main play areas over the school holidays. The clerk had organised activity packs along with certificates and eggs and has sent details out to inform residents.

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

The clerk to confirm the next date and time of committee meeting.

MEETING CLOSED AT 20:48

DRAFT

Approved.....

Date.....

HP HC 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

The Working Group would need up to 8 members, three of whom will be members of the Parish council.

The quorum of the working group is 5, minimum of 2 councillors and 2 non councillors.

Criteria for serving on the group will include:

- Horticultural and fruit tree knowledge and experience.
- Bee keeping knowledge and or qualification.
- Fund raising expertise and experience.
- Experience in running community projects.
- A willingness to commit significant time to the project.
- Local agricultural knowledge and networking.

Chairmanship and membership of the group will be discussed at the Parish Council meeting on April 13th 2021. A notice will be put in the Just Hellesdon magazine to invite applications and expressions of interest from those in the Community willing to help as members of the Working Group or the Friends Group. The Parish Council will also approach residents of Hellesdon with known relevant expertise. Full council will approve the final composition of the groups at the next meeting of Full Council.

Meetings

Meetings will be held Hellesdon Community Centre or in Diamond Jubilee Lodge and Public Notice of the meeting shall be given in accordance with Schedule 12, Para
10(2) of the Local Government Act 1972. The committee shall abide by the Standing Orders adopted by Hellesdon Parish Council.

Documentation:

Agendas will be prepared by the secretary of the committee, minutes of all meetings will also be recorded by the Secretary. The minutes will be agended and circulated at full council meetings of Hellesdon Parish Council for matters arising to be ratified and published on the Parish Council website.

The Committee will present a formal report detailing all items raised and proposed.

Members of the group who have a prejudicial interest in a matter on the agenda must declare that interest at the start of the meeting. If the interest is of significant pecuniary value to themselves or the organisation they represent, they must absent themselves from the room for discussion of that item and not vote on that matter.

Expenses

The group has no budget, and reimbursement of members' time will not be made. Food and drink expenses will not be reimbursed. The group may however apply to the PC for reasonable out of pocket expenses incurred during the working group's work.

The terms of reference for the working group will be reviewed annually after first annual meeting of the Parish Council.

Community Apiary and Orchard Working Group TOR

Adopted:

Review Date:

Signed by Chair,

Agenda Item 12C

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

Community Apiary and Orchard Working Group
Terms of Reference

CA&OWG is a working group of Hellesdon Parish Council. It will act in an advisory capacity to the Parish Council. It has no powers to commit the Parish Council to spending and does not hold decision making powers.

- The working group has the ability to make recommendations to the Full Council for all activities related to the community apiary and orchard.
- The CA&OWG may liaise with other similar groups and consult with other organisations.

• The working group will be responsible for obtaining funds to run the community apiary and orchard. Funds will be held in a sperate account by the Parish Council and abide by the financial regulations of the parish council.

• The working group will be responsible for organising competitions and appoint judges to help promote and raise funds following Full Councils approval.

• The working group will be responsible for ensuring all relevant Health and Safety procedures including documents are completed for all activities and events, and where necessary will engage
professionals within a budget allocated by the parish council for this purpose.

• The working group will be responsible for ensuring the relevant legal requirements, permissions and licenses.

• The working group will be responsible for updating the parish council and its residents on the community Orchard and apiary through attending parish council meetings, notice boards, social media, website and local magazine.

• Sales of produce must be done through the Parish Council, any profit made would be to continue to fund the orchard and apiary

▪ Members of the working group may undertake training from time to time to support their role; this will be done in conjunction with the Clerk of the council and inline with the Council's training policy and budget.

Reporting

The working group will report to the Full Parish Council a minimum of once each quarter. Full Council meetings are held each month on the second Tuesday at 7pm in Hellesdon Parish Council Offices

Membership:

The Parish Council will set up an initial Working Group to manage the Community Apiary and Orchard. Once the Community Apiary and Orchard are set up, a separate Friends Group will form to look after the day to day running the areas and will report directly to the working group, who intern will report back to full council.

Community Apiary and Orchard Working Group TOR

Adopted:
Review Date:
Signed by Chair,

Agenda Item 12d

REPORT TO FULL COUNCIL

Subject: **Apiary Funding**

Author: **Natasha Carver** **Date: 07th April 2021**

Following the meeting of the Playing field, allotment and amenities committee, the setup of a community apiary was discussed.

The committee agreed the previously allocated area for the apiary requires fencing to help protect the bees providing a sheltered area and encourage them to fly up helping the bee flight path. This also that your beekeeping does not become a nuisance to other people as stated in the code of practice 2011.

The site would need fencing on all 4 boarders with a lockable access gate. Speaking with a fencing contractor an estimate cost of £3500 for full installation was quoted. As this is a soft ground site the fencing can be easily installed by our own staff. The cost for the fencing including post mix and concrete gravel board would be in the region of £1700.

Currently the is no allocated budget for fencing on the site, as the area is part of HEL 2 my officers recommendation is to allocate up to £2000 from EMR Hel 2 for the fencing.

This project has been advertised for any resident of Hellesdon top be part of the working group and or associated friend group, it is not just exclusively for allotment holders. The project will benefit the community in positive manner, helping many with loneliness/isolation and mental wellbeing. To help launch the project and be able to start this year my officers recommendation to seed fund the start up with money from EMR Good Causes for Hellesdon.

Items for council to consider

- **To agree funding for fencing of community apiary**
- **To agree earmarked funds for community apiary and orchard**

HPC HELLESDON PARISH COUNCIL

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

Minutes of the meeting of the Property, Policy & Resources Committee held on Tuesday 2nd March 2021 at 7pm Via Zoom
Adjourned meeting held on Tuesday 9th March at 12 Noon via zoom

Meetings are being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

DRAFT

Present:
Cllr S Gurney – Chair of the Committee
Cllr B Johnson
Cllr D King
Cllr Britcher
Cllr Fulcher (Joined the adjourned meeting held on 9th March at 12noon)

Also in Attendance:
N Carver – Clerk
M Marshall, DJ Designs (Joined the adjourned meeting held on 9th March at 12noon)

The Chairman welcomed members and opened the meeting at 7pm.

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr Fulcher and Mike Marshall from DJ Designs for meeting held on 2nd March these were **ACCEPTED**

2. **Declarations of Interest and Dispensations**
   It was noted Cllr Britcher is a member of the IET.

3. **To Approve the Minutes of the Meeting Held on 26th January 2021**
   Minutes had been circulated from the meeting held on 26th January 2021.
   It was
   RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR GURNEY AND SECONDED BY CLLR JOHNSON.
   Noted Cllr Britcher abstained.

4. **Public Participation**
   No public present at the meeting.

Approved.....

Date.....

5. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting. PROPOSED BY THE CHAIR AND AGREED**

6. **Community Centre**
This item was discussed after agenda item 8 following the resolution to exclude press and public in the view of the confidential nature of the business being discussed.

7. **Exchange of Information**
No further information.

8. **To confirm the date, time and venue of the next meeting**
Clerk to confirm the next meeting date.

The meeting was closed to press and public and the following items were discussed.

6. **Community Centre**
The clerk had emailed the committee with a verbal update from DJ Designs due to unfortunately unable to attend the meeting on 2nd March. The update was discussed and it was
PROPOSED BY CLLR GURNEY TO ADJOURN THE MEETING TO ALLOW DJ DESIGNS TO ATTEND AND ANSWER ANY QUESTIONS RAISED. THE CLERK TO CONFIRM TIME AND DATE. IT WAS AGREED BY ALL

Meeting closed at 8:35pm

Meeting reconvened at 12 noon 9th March 2021 via zoom

6 a) Mike Marshall gave a verbal update to the committee. The tenders for the roof are now being prepared along with the windows and would look to be uploaded onto contract finder for end of March.

Mike Marshall from DJ Designs confirmed that they would oversee Health and safety and would be the principal designer for all 3 tender, the contractors must provide a method statement that would assess the risks.

A discussion was had on the replacement of windows and was **AGREED** to replace with UPVC and have the full-length window bricked at the bottom, this will help with thermal insulation and aesthetics of the building.

It was proposed by Cllr Gurney for at least two members of the public be in attendance of the tenders being opened, more public may attend pending the COVID restrictions. It was **AGREED**. Once the tenders have been narrowed down DJ Designs will analyse and report back to the council with recommendations.

DRAFT

Approved.....

Date.....

CONT AGENDA ITEM 6

b) The committee reviewed quotation for M&E Design Services provided by DJ Designs, this would need to be completed as it provides specification to procure works set out by the tender document. It was proposed by Cllr Johnson and seconded by Cllr Britcher to gain a further 3 quotations for this work. It was **AGREED BY ALL**

c) The following timetable was discussed for Re-roofing Project. Tenders for all elements of work to be advertised early April for a 4 week period. Following the review of the tenders work to look to commence June 2021 with a planned reopening date September 2021. These are only provisional time frames.

The meeting closed at 1:35pm 9th March 2021

DRAFT

Approved.....

Date.....

HPC HELLESDON PARISH COUNCIL

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

Minutes of the meeting of the Property, Policy & Resources Committee held on Tuesday 30th March 2021 at 7pm Via Zoom

Meetings are being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

DRAFT

Present:
Cllr S Gurney – Chair of the Committee
Cllr B Johnson
Cllr D King
Cllr Fulcher

Also in Attendance:
N Carver – Clerk
M Marshall, DJ Designs

The Chairman welcomed members and opened the meeting at 7pm.

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr Britcher these were **ACCEPTED**

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

3. **To Approve the Minutes of the Meeting Held on 26th January 2021**
   Minutes had been circulated from the meeting held on 2nd/9th March 2021.
   It was
   RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR GURNEY AND SECONDED BY CLLR JOHNSON, AGREED BY ALL

4. **Public Participation**
   No public present at the meeting.

5. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting. PROPOSED BY THE CHAIR AND AGREED**

Approved.....

Date.....

6. Community Centre
This item was discussed after agenda item 8 following the resolution to exclude press and public in the view of the confidential nature of the business being discussed.

7. Exchange of Information
No further information.

8. To confirm the date, time and venue of the next meeting
Clerk to confirm the next meeting date.

The meeting was closed to press and public and the following items were discussed.

6. Community Centre

a) DJ Designs gave a verbal update on documents submitted to the Parish Council and answered questions from Cllr Fulcher on Solar Valtex Systems, it was confirmed M&E design consultant will look at this as part of the design work. He confirmed samples of windown will be sent to the Parish Council offices to look at, but we are not permitted to use a particular company for the windows.

b) Following a discussion on the quotations received for the M&E design submitted, it was proposed by Cllr Fulcher and Seconded by Cllr Johnson to accept the quotation from AHL. It was
RESOLVED TO AGREE BY ALL WITH THE FOLLOWING REASONS
AHL ARE FAMILIAR WITH THE SITE
ALH WORKED ON THE DIMOND JUBILEE LODGE AND HAVE SHOWN COMPETENCE WITH THEIR WORK
THEY HAVE SHOWN THAT THEY WILL USE SYSTEMS COMPATIBLE WITH EACH OTHER THROUGH JOINED UP THINKING
DJ Designs confirmed that they will be asked to provide ideas as a basis with different options explaining their rational behind their thinking.

c) Canhams had provide up dated drawings on the roof design to be used for the tender documents, these were previously circulated and **NOTED**

d) The basis for the tender documents for Window and roof replacement from DJ Designs was previously circulated. It was proposed by Cllr Gurney and Seconded by Cllr Fulcher to accept the documents for submission onto Contracts Finder by DJ Designs. It was
RESOLVED TO ACCEPT. ALL TENDERS WILL BE ASKED TO INCLUDE SUPPORTING DOCUMENTS, HEALTH AND SAFETY PRE TENDER PLAN AND A DETAILED LETTER COMPLIANT WITH JCT CONTRACT.

DRAFT

Approved.....

Date.....

CONT. AGENDA ITEM 6

e) DJ Designs confirmed the following schedule of works for the Community Centre new roof and associated works

1. 5th April 2021 Tenders for the Roof and Windows submitted to Contacts Finder, as stated in HPC standing orders.
2. Sealed Contracts to be received by the Parish Council by 30th April 5pm
3. Contracts to be opened on 1st May at 10am in the Community Centre, members of the public will be able to attend
4. Chosen contracts taken away by DJ Designs to be analysed and information presented to committee.
5. Work to start on site week commencing 31st May for approx. 10 weeks
6. Following approval of the Parish Council the M&E tender will to be submitted to Contracts Finder by end April.

DRAFT

The meeting closed at 8:25pm

Approved.....

Date.....

HPC HELLESDON PARISH COUNCIL

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Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk
Parish Clerk: Natasha Carver

Minutes of Hellesdon Community Centre Committee meeting held on Monday 8th March 2021 at 6:30pm Via Zoom

Meeting held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

DRAFT

Present
Cllr Johnson (Chair of committee)
Cllr. S. Gurney
Cllr D Fahy
Cllr P Sparks(Joined at Agenda Item 5)
(Joined at the end of the meeting 19:20)
Also In Attendance:
Natasha Carver (Parish Clerk)

Welcome

The Chairman welcomed and thanked all those in attendance and opened the meeting at 6:30pm

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr Franklin, these were **accepted.**

2. **Declarations of Interest and Dispensations**
   None received.

3. **Approval of minutes of meeting dated 1st February 2021.**
   The minutes of the committee meeting held via Zoom dated 1st February 2021, were previously circulated and were proposed by Cllr Gurney and Seconded by Cllr Johnson as a true record of the meeting. It was **RESOLVED TO ACCEPT**

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

5. **Community Centre Re-roofing Project**
   A verbal update was given to the committee on the re-roofing of the community center and associate works, following the PP&R meeting will be held on 9th. Works to the roof are planned to start early June and take up to September for completion.

6. **Community Centre Opening**
   The reopening of the Community Centre was discussed following the latest Government Roadmap announcement. After a lengthy discussion looking at each step of the planned lifting of Covid restrictions.

It was
RESOLVED TO NOT OPEN THE COMMUNITY CENTRE UNTIL ALL WORKS TO THE ROOF HAVE BEEN COMPLETED. It WAS PROPOSED BY CLLR GURNEY AND SECONDED BY CLLR SPARKS AND AGREED.
Reopening of the Community Centre in whole or part once the new roof is completed, will be reviewed on a regular basis.
The clerk to speak to the library regarding the onsite car parking facility whilst works are in progress.

7. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**
   No items discussed.

8. **Exchange of Information**
   No further information exchanged.

9. **To confirm the date, time and venue of next meeting**
   The next meeting of the Community Centre Committee to be held on 13th April 2021 at 7pm via zoom.

   Meeting closed at 19:30

DRAFT

Approved.....

Date.....