Interests Flowchart

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

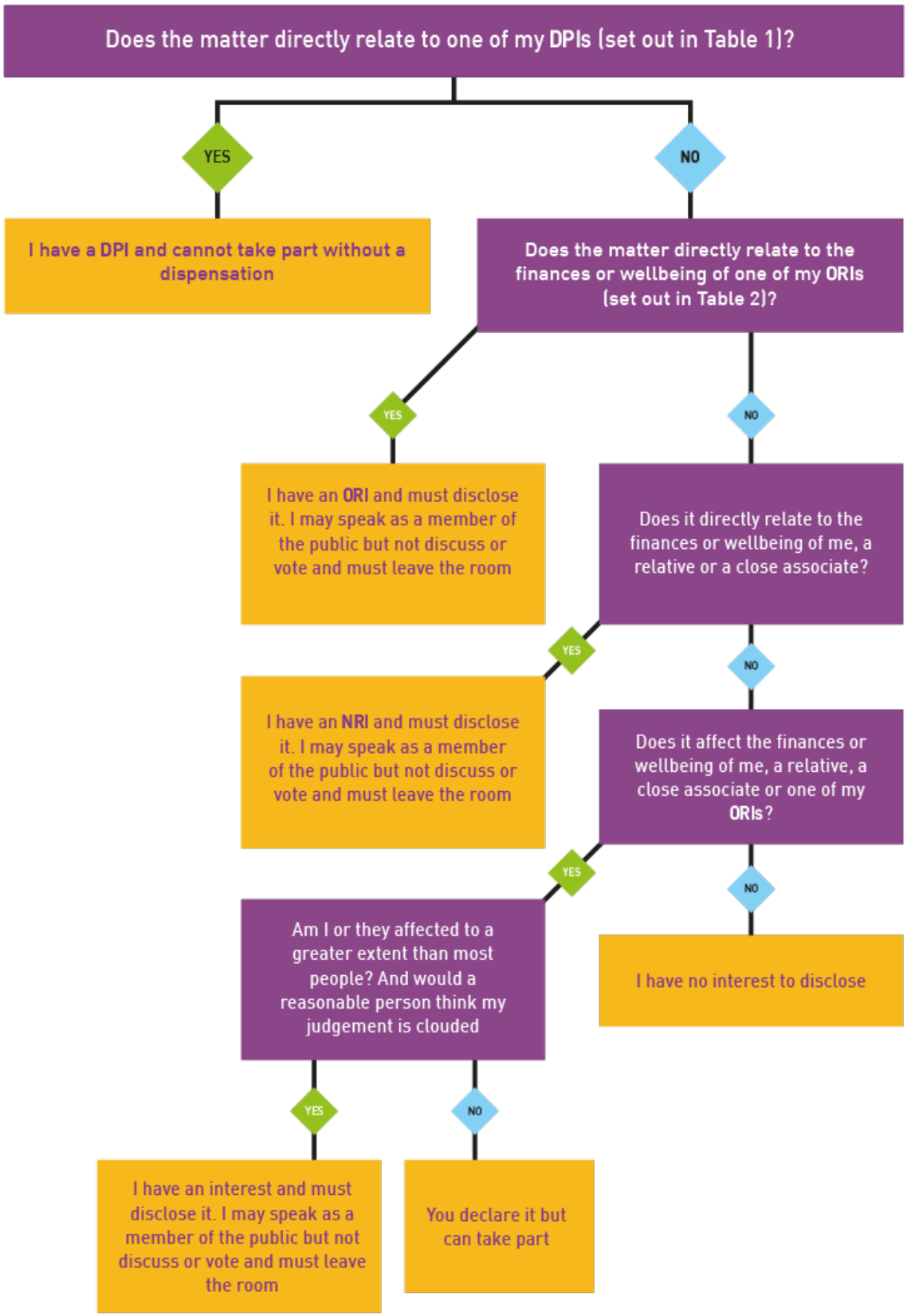

Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

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

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

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

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

Minutes of the Meeting of Hellesdon Parish Council held on Tuesday 9th January 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr G Britton
Cllr R. Forder
Cllr A Lock
Cllr S Smith
Cllr N Barker
Cllr I Duckett
Cllr S Gurney
Cllr R Sear

In attendance: Mrs F LeBon (Clerk) and four members of the public.

Welcome by the Chairman – Cllr Johnson opened the meeting at 7pm and welcomed all in attendance.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr Douglass, Cllr Fahy, Cllr Holland and Cllr Maidstone.

2. Declarations of Interest and Dispensations

Cllr Gurney declared a non-pecuniary interest in the allotment hut, in that she had helped HAHA obtain funding for their proposed temporary building from Broadland Council. There is no financial benefit to her.

3. Minutes from Full Council meeting held 12th December 2023

The Minutes of the Full Council meeting held on 12th December 2023 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

A member of the public gave the meeting an update on the traffic and highway safety on Low Road. Cllr Britton was thanked for attending their drop in meeting on 3rd January. It was enquired that if Low Road is to be used as a diversion route for when the Ring Road is closed, then could Low Road not be maintained to the standard of the Ring Road? Concerns were also raised about the level of money spent for multiple crossing points on Middletons Lane, but only one is being requested for the Low Road.

Cllr Gurney, in capacity of County Councillor, advised that a proportion of her Ward Member's grant would be allocated to renew the illuminated signs along Low Road within the Hellesdon parish. Further funding may then be considered for 30mph roundels on the road.

The member for the Wensum Ward (Norwich City Council) would like to arrange a footfall count to see if a crossing would be justified. A discussion occurred as to the number of crossing points on Middletons Lane and their associated cost, compared to the lack of crossings on Low Road.

Cllr Gurney advised that the number of schools along Middletons Lane attracts funding for crossing points, not only from the local authority but from developers.

Approved……

Date……

A meeting onsite is to be arranged with the Cabinet Member for Highways, Infrastructure and Transport.

5. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated. After a query, it was noted that there had been no update from Norfolk County Council highways about extra 30mph repeater signs on Reepham Road when exiting the parish.

The Clerk is to follow up with Norfolk County Council as to a proposed date for the library bollard scheme to commence.

The Clerk is meeting with representatives from the parish hall to discuss the defibrillator installation.

The Clerk's report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors (verbal reports due to Christmas Period)

Cllr Gurney, in her capacity as county councillor reported that:

- She had reported the pot holes on the Westgate roundabout.
- Norfolk County Council had voted to proceed with devolution (the County Deal).
- From 31st December Norfolk County Council has relinquished the charges for domestic household waste at recycling centres, with conditions on reasonable use.
- Adult education had received a 'good' rating from Ofsted. Cllr Duckett queried where the adult education centres were. Cllr Gurney clarified, with the nearest one being in Sprowston.
- Money has been released to refurbish fire stations to accommodate more female fire fighters.
- Norfolk County Council's emergency team had been very busy over the Christmas period taking urgent calls.

In her capacity as District Councillor she had reported six damaged street signs to Broadland Council, and had been contacted by numerous residents about the planning proposals for the former snooker centre. Cllr Britton advised that that Planning Committee had considered the application and decided that there should be no objections to the application subject to the highways authority being satisfied that there was sufficient parking within the curtilage of the site.

c) Verbal Update from Chairman

There were no further updates.

6. Financial Matters

a) Bank Reconciliation – December 2023

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

b) Earmarked reserves summary

This report was **ACCEPTED**.

c) Approval of Payments – December 2023

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

d) Receipts – December 2023

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

e) Detailed Income and Expenditure 1st April 2023 – 31st December 2023

This report was **NOTED.**

f) To Consider Movements between General and Earmarked Reserves and Amend Reserves Management Policy to Accommodate

DRAFT

The Clerk reported that the PP&R committee had reviewed the level of general reserves which were anticipated as at financial year end and move some of these to earmarked reserves to either increase sinking funds or utilise for projects. It was **AGREED** to move £223,915.36 from general reserves to earmarked reserves as detailed in the report circulated to members. It was further **AGREED** to amend section 6.2 of the Parish Council's reserves management policy to read 'The current level of general reserves to be held by the Council is no less than £150,000.00 as this is considered to be adequate for 3 months running costs of the council'. This reflects an increase of £20,000 as previously detailed in the policy.

g) To Approve the Budget and Associated Precept for 2024/2025

Cllr Gurney reported that the PP&R committee had carefully considered the proposed budget, which had been previously circulated to members. There was a certain amount of growth within the budget and the provision of services. The committee was acutely aware of the cost of living crisis and was therefore proposing to use earmarked reserves for projects in the next financial year, which was good fiscal management. The committee recommends an increase of 4.96% on the parishes portion of the council tax to £152.37 per annum for a Band D property, which represents an increase of £7.20 per annum. This is reflective of a precept of £598,826.67. Councillor Gurney proposed that this be accepted by the council, seconded by Cllr Britton and carried. It was noted that most properties in Hellesdon are bands B and C so will therefore pay less.

Cllr Gurney thanked the Clerk and the Finance Officer for their assistance in setting the budget.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 12th December 2023

The minutes and decisions arising from the Planning Committee meeting held on 12th December 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

8. Events Committee

a) To note decisions made by the Events Committee on 8th January 2024 (verbal report)

Cllr Smith reported that the tickets for the Through the Ages event on 27th January had started to be sold online today. The drinks for this event had also been agreed.

The different events throughout the year had also been discussed.

It was **AGREED** to accept the verbal report**.**

9. Community Centre

a) To Receive Update report on WC Improvement Project

The Clerk reported that a site meeting was held between the Parish Council's Project Manager, the Contractor, their plumbing sub contractor and the Parish Council's Facilities Manager to discuss a resolution to the drainage problem with the new WCs. A resolution was proposed involving further works to the corridor outside the changing rooms.

10. Neighbourhood Plan

a) Receive Update on the Neighbourhood Plan

The Clerk reported a grant from Locality for £7,425 has been approved for works likely to take place up until the end of the financial year. Technical assistance from AECOM has also been approved. Broadland Council had been in touch and would like to meet to discuss the Parish Council's broad aspirations for the Neighbourhood Plan, to help reduce any tensions that may be caused between the proposed Neighbourhood Plan policies and any planning applications currently in the system.

A discussion occurred about the necessity of the plan policies to be unambiguous and prescriptive.

Approved……

Date……

11. Allotments

a) To Consider Request for new Community Shed and Ancillary Storage at Allotment Site

It was reported that HAHA has now successfully raised enough money to purchase a shed, the purpose of which is for holding meetings, workshops and to provide a social space to improve wellbeing. They now seek formal permission to install the structure which, as a shed, is deemed as a temporary structure. This would be placed on the existing concrete pad. The existing shed, donated to HAHA has been refurbished and will be useful to HAHA to retain for storage. A site plan and pictures of the proposed structure were circulated to members.
Discussions occurred as to the use of the word 'community' within the project name as it suggests that the structure would be open to all, whereas it would primarily be used by allotment holders.

Cllr Gurney proposed that the meeting be suspended to allow a representative from HAHA to speak. This was seconded by Cllr Sear and carried.

The meeting was suspended

A member of the public clarified the purpose of the structure, to be multifunctional including:

- Facilitating a tool loaning scheme.
- To show residents what the allotment holders do
- For demonstrations and talks
- Seed swaps
- Adult learning and clubs such as Mankind
- To hold regular meetings to save money on room hire
- To hold open days.

Other names could be considered, such as the Bush Road Allotments Community Shed.

The meeting went back into session.

It was **AGREED** that the new shed could be sited on the concrete pad and the refurbished shed being re-sited by HAHA. Cllr Gurney abstained from the vote.

12. Community Car

a) To Receive Report into Community Car Schemes

A report was provided to members on the operation of local community car schemes. After due consideration it was **AGREED** to note the report, after a proposal from Cllr Britton and a second from Cllr Gurney.

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

The Meeting was Closed to the Press and Public

14. Community Centre Outstanding Matters

a) To Consider Further Action to Bring Contract Works to a Close

The Clerk reported that she will be meeting with the Project Manager tomorrow to discuss the latest proposals. An **AGREED** time limit was set for the contractor to respond with a remediation plan.

Approved……

Date……

DRAFT

15. Land Matter

a) To Receive Correspondence and Agree Meeting Date

Correspondence had been previously circulated to members. A response was **AGREED** which the Clerk will relay.

The Meeting was Re-Opened to the Press and Public

16. Matters for the Next Agenda

A grant application for the Pride in Place scheme for the refurbishment of the west WCs in the community centre. It was **AGREED** that the Clerk should have delegated authority to make this grant application.

17. Time and Venue of Next Council meeting.

Tuesday 13th February 2024, 7pm at Diamond Jubilee Lodge

The meeting closed at 9pm

DRAFT

Approved……

Date……

Meeting of Hellesdon Parish Council

13th February 2024

Item 5 – Governance

Item 5a) To Receive Nominees and Co Opt one Member to Hellesdon Parish Council

On 24th January, Broadland Council's election team advised that there had not been a request for an election for the vacant position as a result of the resignation of Cllr Diffey. The Parish Council is therefore free to co-opt a person onto the Parish Council.

As with all decisions of the Parish Council, a proposer and seconder are required and the decision will be carried by a majority as shown by a show of hands.

The successful candidate will take their place on the council as soon as they have signed their Declaration of Acceptance of Office.

Item 5b) To Receive Update on By Election

On 24th January, Broadland Council's election team advised that they had received 10 signatures requesting a by-election for the position made vacant by the resignation of Cllr Sparkes. The signatures were accepted by the Chief Executive Officer and a By election has been called for 7th March 2024. The notice of election was displayed by Hellesdon Parish Council on its website, facebook page and on the parish noticeboards on Thursday 1st February in accordance with electoral guidelines.

Delivery of nomination papers should be to Broadland Council no later than 4pm on Friday 9th February.

The publication of the Statement of Persons Nominated will be no later than 4pm on Monday 12th February.

The cost of the by-election has been estimated by Broadland Council at £13,000. For the 2023/2024 financial year we budgeted for £4,500 in the revenue budget and £7,403.70 in earmarked reserves (total £11,903.70). Of this, the cost to the Parish Council for the elections in May was £6,689 meaning that there remains only £5,214.70 allocated for elections.

To facilitate payment, there remains enough in general reserves. When the Parish Council agreed to make adjustments to the general and free reserves figures in January, the following was agreed:

Bank Balances as of 30/09/2024	£1,114,890.61
Add anticipated income to year end	£40,195.00
Less anticipated expenditure to year end	£280,892.95
Less existing earmarked reserves	£304,726.48
Less Reserves Management	£150,000.00
Less Projects	£131,511.51

Less Agreed Transfer to Earmarked Reserves	£223,915.36
TOTAL FREE RESERVES:	**£64,039.31**

AGENDA ITEM 6a

CLERK'S REPORT FOR COUNCIL MEETING
13th February 2024

ITEM	COMMENTS
Community Centre	Agenda items. The Government is consulting on the new Standard Tier proposals under Martyns Law. This will be an agenda item for March (it is likely to impact several committees including staffing, community centre and Events. The document can be found here 05.02.24_Martyn_s_Law_Standard_Tier_Consultation_.pdf (publishing.service.gov.uk)
Car Park – Community Centre	Library Bollard Scheme - The easement was completed on 8th December 2023. NPS to get an updated quote from the contractor due to the length of time between their original quote and now, and are awaiting an updated PO from NCC and then can instruct the contractor following this. Anglian Water need to do some works to the meter chamber on the entrance to the driveway. We have requested that these be done out of hours to minimise the impact to the community centre, library and family hub. Their target is to have works completed by 23rd February.
Community Café and Fridge	With some additional pressure, the applications to Fareshare and Neighbourly have progressed. Neighbourly has accepted our application but advised that there are no slots currently available in the Norwich area due to high demand. However, we have accepted 'back up slots' from Aldi at Costessey. Fareshare has accepted our application and is currently seeking available slots, with training to commence on 15th February. We have been advised that supermarkets are now moving to evening only slots, which would mean a notification of collection being received at approx. 7pm for collection between 8.30pm – 9.30pm. This would limit the ability of Parish Council to control the collections and this would be taken to the Cafe Committee for consideration for the recruitment of a volunteer co-ordinator.
Parish Council Offices Diamond Jubilee Lodge	Adjustments have been made to the Hearing Loop so that it picks up at a better frequency. It was noted that the hearing loop microphones in the ceiling are next to the projector and the air conditioning outlet. This could cause problems with the hearing loop when these items are operational. This has been added to the spec for the Streaming system in the chamber. Other sources for streaming are to be investigated including Meeting Owls and Stream Yard. A quote has been received for a Meeting Owl system at £1,574.06. Also requested report into the possibility of a microphone system in the reception area, to enable both staff and parishioners to be heard without the need to open the security window. A quote has been requested.
Recreation Ground including Children's Play areas	Cllr Maidstone, the Clerk and Facilities Manager will be meeting with Age UK on 8th February to discuss the possible installation of a Chatty Bench (to be funded by Age Uk).
Skate Park & MUGA	No matters to report
Meadow Way	No further information has been received from Norfolk County Council about the sale of their land on the entrance to the Meadow Way park.
Mountfield Park	No matters to report

Cottinghams Park	Two areas of seating have been agreed by the Playing Fields, Allotments and Amenities Committee. The seats will be ordered in the New Year when the grounds team have resource to install.
Allotments	The HAHA Hut is in the process of being installed. The main shell of the building is in place, it just needs to be kitted out with the equipment to enable safe usage.
Community Orchard	No matters to report. When fruit comes it can be taken to the Community Fridge for Distribution.
Community Apiary	No matters to report
Cemetery Car Park	Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership. Land registry require professional planning maps to be purchased to enable this request. Conveyance documents have been obtained from archive.
Persimmons Homes	Broadland Council is awaiting revised layout plans for phase 3, then will re-consult. All planning enforcement matters have been closed. Broadland Council has confirmed that they visited the site in October and found that the P1 open space is still fenced off, in contravention of the s106 agreement. They will be revisiting the site to see if this has been opened. The trigger point of 60% occupancy on P2 has not yet been reached. Broadland Council has been chased (5th February) with regards to the P1 open space availability.
Public Toilets	No matters to report.
Litter & Dog Waste Bins	Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council. Broadland Council will be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17th November 2022] This communication has yet to be received. This has been chased as the environmental assets in the parish are looking to be reviewed (are they sufficient / in the right place). A response was received by Broadland Council on 11th September advising that 'Unfortunately this is still in the process of being reviewed and finalised'. Increased requests are being received for extra litter / dog bins. A review of these assets was agreed by PP&R in the new financial year and these can be considered.
Bus Shelters	The application under parish partnership for three bus shelters on Drayton High Road has been made. We will find out if the application has been successful in March 2024.
Benches	No matters to report
War Memorial	No matters to report
Highways	Reports of visibility problems with the new zebra crossing on Middletons Lane have been escalated to highways. This was reported to highways on 3rd February, who advised it would be passed to the safety team. No response has been received from the safety team so this has been chased (2nd October). The faded white markings on the junction between the Cromer Road and Fifers Lane have been redone. The Clerk and Facilities Manager are working with NCC to help site welfare facilities to aid the process of the resurfacing of the footways in Neylond Crescent. Further requirements are being sought from Tarmac. The works are pencilled in for February 2024.

	A request has been made to highways to replace the 'Give Way to Vehicles from the Right' signage that was not replaced after a vehicle strike on the Reepham Road / Drayton Wood Road Roundabout (inbound). Saffron Housing has been emailed over surface water flooding on Angus McKay Court. They have acknowledged that this is their responsibility and are awaiting quotes and further authorisation for the required works. A lack of dropped kerbs has been identified along the Cromer Road, across Lodore Avenue. This will be raised directly to highways for remediation. A set of 30mph repeater signs has been requested due to reports of speeding traffic exiting the parish and not realising that the 30mph zone has been extended. Highways has been chased about the decision on the Parish Council taking on the additional alley ways of Links Avenue to Kinsale Avenue Meadow Way Woodland Road to Bernham Road Woodland Road to Hamond Road Hamond Road to Drayton High Road And also to finalise payment for: FP2 – Mountfield Ave to Samson Road FP1 – Links Ave to Berkley Close FP4 – Woodland Road to Yelverton Road FP5 - Drayton Wood Road to Woodland Close FP6 – Heath Close to Fifers Lane
Staffing	A new café assistant starts training on 7th February to support the café opening on a Friday.
Street Lighting	No matters to report
Events	Agenda Item
Meeting Dates	12th February - Neighbourhood Plan Working Group Monday 11th March at 7pm (provisional) Monday 15th April at 7pm (provisional) 12th March – Full Council
Health and Safety	The defibrillator has been received by the Parish Office. A discussion has been instigated with the Parish Hall for installation.
Other Matters	The new website is now live at www.hellesdon-pc.gov.uk The competition for school children to design a new Hellesdon Parish Council logo is ongoing. Cllr Barker and the Clerk will be attending an Engagement Breakfast at RAF Marham to discuss the Armed Forces Covenant on 8th February. Cllr Forder has attended the recent SNAP meeting. A local parishioner raised concerns about speeding down Woodland Road during school runs. The police have agreed to do some speed checks.

	The Clerk and the Grounds Team attended the 'Doe Show' to review innovations in machinery which may be beneficial to the Parish Council in the future. The Winter Grants items have been making an impact to local residents, and all persons receiving items have been grateful. The Parish Council still has the following items available: Low Energy Wash Packs (consist of a bottle of dry shampoo, a microfibre hair towel to reduce hair drying time, soap and a flannel). Wearable snuggle blankets (in both adults and children's sizes) Thermal hats – men's, ladies and children's sizes available Thermal socks – Men's, ladies and children's sizes Thermal gloves – ages 6-7, 8-9 , 10-11 and 12-13 for children. Sizes s/m and l/xl for adults

Meeting of Hellesdon Parish Council

13th February 2024

Item 6 – Council Reports

Item b) To Receive Reports from District and County Councillors

District Council – Hellesdon North West

District Councillor Johnson has attended planning committee meetings, although none have involved applications in the Hellesdon parish. His members' allowance was shared between Allotment holders Hut, Arden Grove Pre School and Friday Friends.

District Council – Hellesdon South East

Work continues on the Cromer Road bus lane.

There has been no update from Wetherspoons on carparking at the Whiffler other than they have plans they will share in due course.

There has also been no information on Links Avenue HMO despite repeated chasing to the officer dealing with it.

There has been a review of the domestic abuse policy

Cllr Douglass has attended the Overview & Scrutiny informal workshop on the four year forward plan. Good event to speak to portfolio holders and lead officers.

Nutrient Mitigation Fund scheme is moving forward to allow Nutrient Neutrality to be overcome and allow new building and planning to eventually resume.

Full Council was cancelled

Item 6c) To Receive any Updates from the Chairman

On 27th January the Parish Council held a 'Though the Ages' disco. This was well received and thanks go to all councillors and volunteers involved.

Friday Friends is beginning to pick up and we had a visit from Broadland Help Hub some interesting discussions. They also had several one to ones with members.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2023	Active Saver 4401	517,951.11	
31/12/2023	Business Current Account 2077	500.00	
31/12/2023	Petty Cash	51.16	
31/12/2023	Active Saver 7702	341,169.80	
31/12/2023	Active Saver 4503	82,202.69	
23/05/2023	Number 2 account 0958	0.00	
31/12/2023	Cafe float	100.00	
			941,974.76

Unpresented Payments

	599.44
	941,375.32

Receipts not on Bank Statement

	0.00
Closing Balance	**941,375.32**

All Cash & Bank Accounts

1	Current Bank Account	517,851.67
2	Petty Cash	51.16
3	Active Saver 7702	341,169.80
4	Active Saver Emergency 4503	82,202.69
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**941,375.32**

Hellesdon Parish Council Current Year

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Play Equipment	8,787.01	3,403.09	12,190.10
321	EMR Site Fencing	257.40		257.40
322	EMR Machinery	5,701.00	-5,701.00	0.00
323	EMR Hard Surface Area	5,000.00	11,500.00	16,500.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	3,396.00	1,350.00	4,746.00
326	EMR Elections	7,403.70	-2,189.09	5,214.61
327	EMR War Memorial	4,380.00		4,380.00
328	EMR Burial Ground Land	0.00	10,000.00	10,000.00
329	EMR Com Centre Contingency	15,739.68		15,739.68
330	EMR Parish Poll Provision	6,000.00		6,000.00
331	EMR Mountfield Park	15,462.99	20,000.00	35,462.99
332	EMR Good Causes in Hellesdon	4,170.00	-1,309.94	2,860.06
334	EMR HEL2**	53,127.24		53,127.24
337	EMR Driveway Sinkage	500.00		500.00
338	EMR Grit bins	1,203.62		1,203.62
340	EMR PF Ownership signs	2,008.00	-499.55	1,508.45
341	EMR Precept Shortfall	13,190.00		13,190.00
342	EMR Staff contingency payments	10,000.00		10,000.00
343	EMR Privet Hedge Driveway	500.00		500.00
345	EMR Bus shelter	323.00		323.00
346	EMR Green Grid	5,140.00		5,140.00
347	EMR Land Acquisition account	30,752.17	29,000.00	59,752.17
348	EMR Community Engagement Reser	2,350.00		2,350.00
349	EMR IT Reserve	7,241.59	2,000.00	9,241.59
350	EMR Community Apiary & allotme	2.46		2.46
351	EMR Events	2,054.80		2,054.80
352	EMR HCC extension	42,171.00		42,171.00
361	EMR CIL 23/24	0.00	62,242.78	62,242.78
362	EMR Comm fridge/cafe improves	0.00	1,686.68	1,686.68
363	Neighbourhood Plan	0.00	7,500.00	7,500.00
		248,761.66	**138,982.97**	**387,744.63**

List of Payments made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/12/2023	Broadland District Council	£155.00	bus rates stores
01/12/2023	Broadland District Council	£1,205.00	bus rates HCC
01/12/2023	Broadland District Council	£330.00	bus rates Grds shed
01/12/2023	Trade UK	£130.29	door clsr/dec mats& lock fam hub
04/12/2023	Barclaycard Commercial	£725.58	clean mats, mops, poppy wrth,PHS
04/12/2023	Barclays Bank Plc	£46.73	commission 13 Oct- 12 Nov
06/12/2023	UK Fuels Ltd	£132.25	fuel November
07/12/2023	Anglia Culinary Suppliers Ltd	£90.08	café purchases
07/12/2023	Easters Norwich Ltd	£111.22	café/free fruit & veg
07/12/2023	G & G Fencing Ltd	£4,048.08	fence replacement Rec Grd
07/12/2023	The Jeff Short Singers	£175.00	music senior citizens party
07/12/2023	Norfolk Association of Local C	£18.90	trainers travel exps
07/12/2023	Norse Eastern Ltd	£1,069.32	grass cutting verges Nov
07/12/2023	Pips Skips Ltd	£312.00	skip hire 27 Nov
07/12/2023	Casual hire	£227.76	refund hire fee/ deposit
14/12/2023	Anglia Culinary Suppliers Ltd	£406.91	café purchases
14/12/2023	Amazon.com	£112.49	mops, reader,jugs,doillies,stickers
14/12/2023	Ben Burgess Groundscare Equipm	£1,026.52	service John deere 1026R
14/12/2023	Booker Ltd	£88.06	coffee,sponge scourers
14/12/2023	Crown Catering Engineers Ltd	£96.00	attend to dishwasher dault
14/12/2023	Easters Norwich Ltd	£150.58	café/free fruit & veg
14/12/2023	Grease Busters (Norfolk) Ltd	£288.00	kitchen extraction canopy cafe
14/12/2023	Just Regional Publishing	£420.00	Just Hellesdon 20 Dec
14/12/2023	Norse Commercial Services Ltd	£230.40	locking parks November
14/12/2023	Osiris Technologies	£715.81	monthly IT support
14/12/2023	PHS Group	£1,570.81	PHS collections
14/12/2023	Casual hire	£150.00	Hire ML 25 Nov deposit returned
14/12/2023	London Hearts	£900.00	Defibrillator Low Road
14/12/2023	Norwich & District Beekeepers	£37.20	membership renewal
20/12/2023	Anglia Culinary Suppliers Ltd	£145.29	cafe purchases
20/12/2023	Amazon.com	£139.86	water filter, plates, servttes, wipes
20/12/2023	Ben Burgess Groundscare Equipm	£926.69	service b/green lawnmower
20/12/2023	The Calypso Coffee Company	£191.85	cafe purchases
20/12/2023	DD Health & Safety Supplies Lt	£442.29	descalr, wipes,sacks,gloves,blue roll
20/12/2023	Easters Norwich Ltd	£132.31	café/free fruit & veg
20/12/2023	Hugh Crane Equipment	£519.24	polishing pads, t/roll
20/12/2023	Harrod Sport	£98.88	goal post clips
20/12/2023	Josh Lee	£95.00	xmas entertain Fri Friends
20/12/2023	EEE 73	£25.03	reimbursement cafe purchases
20/12/2023	Cllr Sear	£111.60	r/burse xmas party purchases
20/12/2023	Hellesdon Allotment HA	£500.00	grant award Good Causes
22/12/2023	Desira Group	£382.38	cable jumper electric van
27/12/2023	Total Gas & Power	£1,359.09	gas November HCC/DJL
27/12/2023	Broadland District Council	£645.00	bus rates office
27/12/2023	Barclays Bank Plc	£40.00	post office error
28/12/2023	Total Gas & Power	£22.40	elec allotments Nov
28/12/2023	Total Gas & Power	£894.13	elec HCC/DJL Nov
28/12/2023	Total Gas & Power	£1,060.81	elec DJL Nov
		£22,701.84	

Cash Received between 01/12/2023 and 31/12/2023

Date	Cash Received from	Receipt Description	Receipt total
01/12/2023	Regular Hirer	HCC hires	£64.80
01/12/2023	Regular Hirer	HCC hires	£77.76
01/12/2023	Regular Hirer	HCC hires	£103.68
01/12/2023	Regular Hirer	HCC hires	£138.60
01/12/2023	Regular Hirer	HCC hires	£226.80
01/12/2023	Regular Hirer	HCC hires	£97.20
01/12/2023	Takings - Cafe	cash 28 - 30 Nov	£320.15
04/12/2023	Barclaycard Commercial	cash back rebate 8 Nov	£7.00
04/12/2023	Barclays Bank Plc	interest earned	£2,021.05
04/12/2023	Regular Hirer	HCC hires	£128.64
04/12/2023	Regular Hirer	HCC hires	£63.02
04/12/2023	Sports Hire	football pitch	£90.00
04/12/2023	Sports Hire	football pitch	£135.00
04/12/2023	Regular Hirer	HCC hires	£174.96
04/12/2023	Regular Hirer	HCC hires	£633.00
04/12/2023	Regular Hirer	HCC hires	£191.04
04/12/2023	Regular Hirer	HCC hires	£938.88
04/12/2023	Regular Hirer	HCC hires	£38.88
05/12/2023	Casual Hire	Hire ML 6 Jan	£55.08
05/12/2023	Sports Hire	football training pitch hire	£11.45
05/12/2023	Takings - Cafe	card receipts 5 Dec	£118.20
06/12/2023	Regular Hirer	HCC hires	£246.24
06/12/2023	Takings - Cafe	card receipts 6 Dec	£180.80
07/12/2023	Barclays Bank Plc	credited in error by Post Office	£20.00
07/12/2023	Regular Hirer	HCC hires	£73.98
08/12/2023	Barclays Bank Plc	loyalty reward 13 Oct - 12 Nov	£7.65
08/12/2023	Sports Hire	football training pitch hire	£90.00
08/12/2023	Regular Hirer	HCC hires	£388.80
08/12/2023	Takings - Cafe	card receipts 7 Dec	£112.85
08/12/2023	Takings - Cafe	cash receipt 5 - 7 Dec	£354.50
11/12/2023	Casual Hire	damage deposit 30 Dec	£137.00
11/12/2023	Regular Hirer	HCC hires	£158.76
11/12/2023	Regular Hirer	HCC hires	£233.28
11/12/2023	Events	disco tickets	£30.00
12/12/2023	Sports Hire	football training	£11.45
12/12/2023	Sports Hire	football training	£68.68
12/12/2023	Regular Hirer	HCC hires	£72.00
12/12/2023	Takings - Cafe	card receipts	£129.10
13/12/2023	Takings - Cafe	card receipts	£134.90
14/12/2023	Casual Hire	Hire ML 4 May 24	£228.60
14/12/2023	Takings - Cafe	card receipts	£150.95

15/12/2023	Broadland District Council	grant WC HCC	£20,718.75
15/12/2023	Casual Hire	Hire OH 16 Dec	£13.50
15/12/2023	Events	disco ticket	£10.00
15/12/2023	Takings - Cafe	cafe cash 12 - 14 Dec	£397.00
18/12/2023	Regular Hirer	HCC hires	£381.72
18/12/2023	Regular Hirer	HCC hires	£243.00
19/12/2023	Sports Hire	football training	£11.45
19/12/2023	Takings - Cafe	card receipts 19 Dec	£231.30
20/12/2023	Takings - Cafe	card receipts 20 Dec	£137.40
21/12/2023	Casual Hire	Hire SW 11 Dec	£34.02
21/12/2023	Takings - Cafe	card receipts 21 Dec	£93.00
22/12/2023	Regular Hirer	HCC hires	£54.00
22/12/2023	Takings - Cafe	cafe cash 19- 22 Dec	£325.20
27/12/2023	Allotment User	plot 129 rent	£57.30
27/12/2023	Sports Hire	football training	£11.45
27/12/2023	Regular Hirer	HCC hires	£43.74
28/12/2023	Casual Hire	Hire ML 19 Jan	£205.08
28/12/2023	Regular Hirer	HCC hires	£2,608.20
29/12/2023	Casual Hire	Hire ML 5 Jan	£61.56
29/12/2023	Casual Hire	Hire SW 6 Jan	£101.34
			£34,203.74

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Community Centre								
1400	Community Centre Income	0	(28,600)	45,225	73,825			(63.2%)	
1410	Community Centre Inc ML Room	253	14,231	0	(14,231)			0.0%	
1415	Community Centre Inc SW Room	146	12,681	0	(12,681)			0.0%	
1420	Community Centre Inc OH Room	71	6,812	0	(6,812)			0.0%	
1425	Community Centre Inc Spr Room	0	526	0	(526)			0.0%	
1440	Community Centre Inc Ww Room	0	41	0	(41)			0.0%	
1445	Community centre kitchenette	19	688	0	(688)			0.0%	
1455	Community centre stage hire	0	73	0	(73)			0.0%	
1460	Hire of flasks	8	306	0	(306)			0.0%	
1470	Hire of urn	0	4	0	(4)			0.0%	
1475	Storage charge	0	440	0	(440)			0.0%	
1476	Rent old parish office	1,279	3,452	0	(3,452)			0.0%	
	Community Centre :- Income	**1,775**	**10,655**	**45,225**	**34,570**			**23.6%**	**0**
4070	Profess Fees/Agency Personnel	0	828	0	(828)		(828)	0.0%	
4150	Utilities & business rates	2,707	19,528	25,315	5,787		5,787	77.1%	
4250	PHS services	605	3,246	2,424	(822)		(822)	133.9%	
4295	Equipment - New/Replacement	0	5,491	1,897	(3,594)		(3,594)	289.4%	6,291
4300	Equipment-Repair/Maintenance	160	255	657	403		403	38.7%	
4435	Contingencies	0	0	5,000	5,000		5,000	0.0%	
4450	Inspections	0	606	661	56		56	91.6%	
4480	Memberships & Subscriptions	0	0	1,980	1,980		1,980	0.0%	
4560	Property Maintain/Replacement	22	3,232	1,589	(1,643)		(1,643)	203.4%	
4625	Senior Citizens club	0	81	0	(81)		(81)	0.0%	60
4630	Consumables	69	615	166	(449)		(449)	370.7%	
4635	cleaning agents/materials	1,333	2,631	900	(1,731)		(1,731)	292.3%	
4645	Warm room expenditure	0	159	0	(159)		(159)	0.0%	
4695	community centre redevelopment	0	9,941	0	(9,941)		(9,941)	0.0%	
4696	community centre WC project	35,105	79,887	0	(79,887)		(79,887)	0.0%	
	Community Centre :- Indirect Expenditure	**40,002**	**126,499**	**40,589**	**(85,910)**	**0**	**(85,910)**	**311.7%**	**6,351**
	Net Income over Expenditure	**(38,227)**	**(115,843)**	**4,636**	**120,479**				
6000	plus Transfer from EMR	0	5,351						
6001	less Transfer to EMR	0	1,000						
	Movement to/(from) Gen Reserve	**(38,227)**	**(111,492)**						
110	Administration								
1076	Precept	0	561,227	0	(561,227)			0.0%	9,350
1085	Grants received	20,719	23,219	0	(23,219)			0.0%	2,500

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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
1099	Community Infrastructure	0	142,377	0	(142,377)			0.0%	142,377
1370	Insurance recoveries	0	22,272	0	(22,272)			0.0%	
	Administration :- Income	**20,719**	**749,094**	**0**	**(749,094)**				**154,227**
4065	councillor training	0	125	(1,081)	(1,206)		(1,206)	(11.6%)	
4070	Profess Fees/Agency Personnel	0	0	5,950	5,950		5,950	0.0%	
4465	External Audit	0	2,100	1,750	(350)		(350)	120.0%	
4470	Internal Audit	0	1,580	2,981	1,401		1,401	53.0%	
4480	Memberships & Subscriptions	0	2,261	2,000	(261)		(261)	113.0%	
4550	Insurance	0	10,418	10,771	353		353	96.7%	
	Administration :- Indirect Expenditure	**0**	**16,485**	**22,371**	**5,886**	**0**	**5,886**	**73.7%**	**0**
	Net Income over Expenditure	**20,719**	**732,610**	**(22,371)**	**(754,981)**				
6001	less Transfer to EMR	0	154,227						
	Movement to/(from) Gen Reserve	**20,719**	**578,383**						
120	Staff								
4000	Admin Staff	7,132	64,467	124,884	60,417		60,417	51.6%	
4010	Groundstaff	5,566	51,357	79,682	28,325		28,325	64.5%	
4020	Care Takers	4,220	42,578	63,861	21,283		21,283	66.7%	
4025	Cafe Staff	2,385	17,878	29,868	11,990		11,990	59.9%	
4040	PAYE	3,664	35,436	0	(35,436)		(35,436)	0.0%	
4045	Pension Scheme	4,887	43,677	43,993	316		316	99.3%	
4055	Staff training	0	521	4,000	3,479		3,479	13.0%	
4070	Profess Fees/Agency Personnel	0	252	0	(252)		(252)	0.0%	
4080	Employer NI	1,888	18,015	25,139	7,124		7,124	71.7%	
4090	Protective clothing/workwear	97	1,427	3,405	1,978		1,978	41.9%	
4480	Memberships & Subscriptions	0	0	353	353		353	0.0%	
	Staff :- Indirect Expenditure	**29,840**	**275,609**	**375,185**	**99,576**	**0**	**99,576**	**73.5%**	**0**
	Net Expenditure	**(29,840)**	**(275,609)**	**(375,185)**	**(99,576)**				
130	Council Office								
1360	Electricity FIT	0	302	666	364			45.3%	
1365	Misc office income	0	8	0	(8)			0.0%	
1375	Misc refund	0	1,034	0	(1,034)			0.0%	
1490	Misc donations received	10	10	0	(10)			0.0%	
	Council Office :- Income	**10**	**1,354**	**666**	**(688)**			**203.4%**	**0**
4112	Advertising	0	0	343	343		343	0.0%	
4150	Utilities & business rates	1,905	9,749	14,843	5,094		5,094	65.7%	

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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
4250	PHS services	0	56	56	1		1	99.1%	
4295	Equipment - New/Replacement	0	899	3,671	2,772		2,772	24.5%	
4400	Chairman's Budget	20	62	1,694	1,632		1,632	3.7%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	0	15	100	85		85	15.3%	
4415	Refreshments	65	320	287	(33)		(33)	111.6%	
4420	Telephone and Broadband	276	2,142	3,398	1,256		1,256	63.0%	
4425	IT Support and Maintenance	393	3,662	5,006	1,344		1,344	73.2%	
4430	Photocopier	157	794	2,498	1,704		1,704	31.8%	
4435	Contingencies	0	30	100	70		70	30.0%	
4440	Stationery	67	707	543	(164)		(164)	130.1%	
4445	Postage	0	117	60	(57)		(57)	195.8%	
4450	Inspections	0	589	661	72		72	89.1%	
4485	Other Licences/Fees	0	2,803	3,116	313		313	90.0%	
4500	PWLB	0	43,095	43,094	(1)		(1)	100.0%	
4560	Property Maintain/Replacement	414	3,421	3,874	453		453	88.3%	
4565	Elections/Parish Poll	0	6,689	4,500	(2,189)		(2,189)	148.6%	6,689
4570	Church Grass Cutting Contribut	0	750	800	50		50	93.8%	
4595	Misc contributions	0	50	200	150		150	25.0%	
4605	Grants awarded	500	500	0	(500)		(500)	0.0%	500
4630	Consumables	0	0	210	210		210	0.0%	
4635	cleaning agents/materials	0	0	106	106		106	0.0%	
	Council Office :- Indirect Expenditure	**3,796**	**76,451**	**89,260**	**12,809**	**0**	**12,809**	**85.6%**	**7,189**
	Net Income over Expenditure	**(3,786)**	**(75,097)**	**(88,594)**	**(13,497)**				
6000	plus Transfer from EMR	500	7,189						
	Movement to/(from) Gen Reserve	**(3,286)**	**(67,908)**						
150	Investment								
1080	Bank Interest Received	3,490	7,541	80	(7,461)			9426.0%	
1090	Monthly Loyalty Rewards	8	71	10	(61)			709.7%	
1091	Cash back rebates	6	36	0	(36)			0.0%	
	Investment :- Income	**3,504**	**7,648**	**90**	**(7,558)**			**8497.6%**	**0**
4060	Bank Charges & card fees	93	723	318	(405)		(405)	227.2%	
	Investment :- Indirect Expenditure	**93**	**723**	**318**	**(405)**	**0**	**(405)**	**227.2%**	**0**
	Net Income over Expenditure	**3,411**	**6,925**	**(228)**	**(7,153)**				

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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
160	Planning								
4130	Hire of Rooms	0	0	300	300		300	0.0%	
	Planning :- Indirect Expenditure	**0**	**0**	**300**	**300**	**0**	**300**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(300)**	**(300)**				
170	Health and Safety								
4135	Consultancy Fees	0	1,996	2,995	999		999	66.7%	
4140	Defibrillator	750	801	340	(461)		(461)	235.6%	750
4295	Equipment - New/Replacement	0	119	163	44		44	73.2%	
4630	Consumables	0	13	0	(13)		(13)	0.0%	
	Health and Safety :- Indirect Expenditure	**750**	**2,930**	**3,498**	**568**	**0**	**568**	**83.8%**	**750**
	Net Expenditure	**(750)**	**(2,930)**	**(3,498)**	**(568)**				
6000	plus Transfer from EMR	750	750						
	Movement to/(from) Gen Reserve	**0**	**(2,180)**						
180	Media and Communications								
4105	Newsletter-Printing/Distributi	350	3,690	5,634	1,944		1,944	65.5%	
4110	Website and Emails	248	975	1,071	96	1,034	(939)	187.7%	
4155	IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460	CCTV	0	4,823	1,450	(3,373)		(3,373)	332.6%	
4685	Noticeboards	0	0	1,484	1,484		1,484	0.0%	
	Media and Communications :- Indirect Expenditure	**598**	**9,488**	**11,639**	**2,151**	**1,034**	**1,116**	**90.4%**	**0**
	Net Expenditure	**(598)**	**(9,488)**	**(11,639)**	**(2,151)**				
190	Stores								
4150	Utilities & business rates	155	1,391	1,546	155		155	90.0%	
	Stores :- Indirect Expenditure	**155**	**1,391**	**1,546**	**155**	**0**	**155**	**90.0%**	**0**
	Net Expenditure	**(155)**	**(1,391)**	**(1,546)**	**(155)**				
195	Tractor Shed								
4150	Utilities & business rates	330	2,971	3,301	330		330	90.0%	
4450	Inspections	0	450	585	135		135	76.9%	
4460	CCTV	0	0	198	198		198	0.0%	
4560	Property Maintain/Replacement	0	418	0	(418)		(418)	0.0%	
	Tractor Shed :- Indirect Expenditure	**330**	**3,839**	**4,084**	**245**	**0**	**245**	**94.0%**	**0**
	Net Expenditure	**(330)**	**(3,839)**	**(4,084)**	**(245)**				

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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
200	Residents' Parties								
4115	Consumable- Food/Beverage	112	122	550	428		428	22.2%	
4120	Over 65 Entertainment	0	325	325	0		0	100.0%	
4630	Consumables	24	54	125	71		71	43.6%	
	Residents' Parties :- Indirect Expenditure	**136**	**502**	**1,000**	**498**	**0**	**498**	**50.2%**	**0**
	Net Expenditure	**(136)**	**(502)**	**(1,000)**	**(498)**				
205	Events								
1480	Events income	33	1,358	550	(808)			247.0%	
	Events :- Income	**33**	**1,358**	**550**	**(808)**			**247.0%**	**0**
4122	Events	95	2,838	3,000	162		162	94.6%	
	Events :- Indirect Expenditure	**95**	**2,838**	**3,000**	**162**	**0**	**162**	**94.6%**	**0**
	Net Income over Expenditure	**(62)**	**(1,480)**	**(2,450)**	**(970)**				
210	Grounds								
1200	Football Hire Charges	(10)	1,577	1,270	(307)			124.2%	
1210	Football Training Area Hire	38	1,008	1,134	126			88.9%	
1215	Grass cutting agreement	0	16,407	15,000	(1,407)			109.4%	
1270	Floodlights Income	0	13	0	(13)			0.0%	
	Grounds :- Income	**29**	**19,005**	**17,404**	**(1,601)**			**109.2%**	**0**
4195	Keys/Locks	0	211	465	254		254	45.3%	
4200	Locking parks	192	1,992	1,576	(416)		(416)	126.4%	
4210	Emptying Bins/Fresheners	0	5,112	3,493	(1,619)		(1,619)	146.3%	
4215	Seats - Repair/Replacement	0	0	1,000	1,000		1,000	0.0%	
4220	Signage - New/Replacement	0	500	0	(500)		(500)	0.0%	500
4225	Floodlights Maintenance/Repair	0	0	2,556	2,556		2,556	0.0%	
4245	Highway grass verge cutting	0	8,911	9,641	730		730	92.4%	
4255	Skip hire	0	1,040	2,600	1,560		1,560	40.0%	
4260	Shrub/Tree/Hedge	0	64	500	436		436	12.8%	
4270	Fertilisers/Weed & Moss Killer	0	1,183	1,845	662		662	64.1%	
4275	Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295	Equipment - New/Replacement	99	238	396	158		158	60.2%	
4320	Small tools	0	384	1,000	616		616	38.4%	
4325	fence repairs	0	3,373	5,000	1,627		1,627	67.5%	
4435	Contingencies	37	1,786	4,150	2,364		2,364	43.0%	
4630	Consumables	0	3	0	(3)		(3)	0.0%	
	Grounds :- Indirect Expenditure	**328**	**24,797**	**36,128**	**11,331**	**0**	**11,331**	**68.6%**	**500**
	Net Income over Expenditure	**(299)**	**(5,791)**	**(18,724)**	**(12,933)**				
6000	plus Transfer from EMR	0	500						
	Movement to/(from) Gen Reserve	**(299)**	**(5,292)**						

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220	Machinery and Vehicles								
4160	Repairs/Maintenance	501	783	815	32		32	96.1%	
4265	Fuel	0	1,541	3,030	1,489		1,489	50.9%	
4290	Servicing	772	1,628	8,457	6,829		6,829	19.2%	
4295	Equipment - New/Replacement	319	25,264	11,513	(13,751)		(13,751)	219.4%	13,432
4310	Hire of Machinery & vehicles	495	4,455	6,940	2,485		2,485	64.2%	
4680	Depreciation	0	0	1,000	1,000		1,000	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**2,087**	**33,671**	**31,755**	**(1,916)**	**0**	**(1,916)**	**106.0%**	**13,432**
	Net Expenditure	**(2,087)**	**(33,671)**	**(31,755)**	**1,916**				
6000	plus Transfer from EMR	0	13,432						
	Movement to/(from) Gen Reserve	**(2,087)**	**(20,239)**						
230	Trees								
4240	Emergency Work	0	0	1,589	1,589	945	644	59.5%	
4455	work & inspections	0	2,300	7,683	5,383	220	5,163	32.8%	
	Trees :- Indirect Expenditure	**0**	**2,300**	**9,272**	**6,972**	**1,165**	**5,807**	**37.4%**	**0**
	Net Expenditure	**0**	**(2,300)**	**(9,272)**	**(6,972)**				
240	Allotments								
1100	Allotment Income	38	3,281	4,389	1,108			74.8%	
1110	Water Recharge	5	419	0	(419)			0.0%	
1115	Pest control Recharge	5	450	0	(450)			0.0%	
1125	Apiary honey sales	0	84	0	(84)			0.0%	
	Allotments :- Income	**48**	**4,234**	**4,389**	**155**			**96.5%**	**0**
4145	Landowner Rent	0	1,506	1,444	(62)		(62)	104.3%	
4150	Utilities & business rates	21	813	1,329	516		516	61.2%	
4170	Pest Control	0	570	470	(100)		(100)	121.3%	
4390	Materials	0	0	430	430		430	0.0%	
4560	Property Maintain/Replacement	0	964	1,100	136		136	87.7%	
	Allotments :- Indirect Expenditure	**21**	**3,854**	**4,773**	**919**	**0**	**919**	**80.7%**	**0**
	Net Income over Expenditure	**26**	**380**	**(384)**	**(764)**				
250	Play Areas								
4295	Equipment - New/Replacement	0	791	0	(791)		(791)	0.0%	
4300	Equipment-Repair/Maintenance	0	1,630	1,846	216		216	88.3%	
4450	Inspections	0	274	279	5		5	98.2%	
	Play Areas :- Indirect Expenditure	**0**	**2,695**	**2,125**	**(570)**	**0**	**(570)**	**126.8%**	**0**
	Net Expenditure	**0**	**(2,695)**	**(2,125)**	**570**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
255	Hard Courts and Car Park								
1225	Outside courts	0	1,126	2,200	1,074			51.2%	
	Hard Courts and Car Park :- Income	**0**	**1,126**	**2,200**	**1,074**			**51.2%**	**0**
4340	Surface - Repair	0	0	1,500	1,500		1,500	0.0%	
4345	Surface Clean Chemicals	0	0	100	100		100	0.0%	
4560	Property Maintain/Replacement	0	0	1,500	1,500		1,500	0.0%	
4580	Car Park/ Pathways	0	0	1,000	1,000		1,000	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**0**	**0**	**4,100**	**4,100**	**0**	**4,100**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**1,126**	**(1,900)**	**(3,026)**				
260	Bowling Green								
1240	Bowls Hire Charges	0	1,800	1,800	0			100.0%	
	Bowling Green :- Income	**0**	**1,800**	**1,800**	**0**			**100.0%**	**0**
4160	Repairs/Maintenance	0	0	222	222		222	0.0%	
4390	Materials	0	700	1,908	1,208		1,208	36.7%	
	Bowling Green :- Indirect Expenditure	**0**	**700**	**2,130**	**1,430**	**0**	**1,430**	**32.9%**	**0**
	Net Income over Expenditure	**0**	**1,100**	**(330)**	**(1,430)**				
265	Memorials								
4360	Rose Renewal	0	0	100	100		100	0.0%	
4575	War Memorial	0	0	300	300		300	0.0%	
	Memorials :- Indirect Expenditure	**0**	**0**	**400**	**400**	**0**	**400**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(400)**	**(400)**				
270	Traffic Highways/Environment								
1350	Parish Partnership grant	0	3,995	2,510	(1,485)			159.2%	
	Traffic Highways/Environment :- Income	**0**	**3,995**	**2,510**	**(1,485)**			**159.2%**	**0**
4650	SAM	0	804	953	150		150	84.3%	
4655	Bus Shelters	0	0	500	500		500	0.0%	
4670	Parish Partnership Scheme	0	7,990	5,020	(2,970)		(2,970)	159.2%	
	Traffic Highways/Environment :- Indirect Expenditure	**0**	**8,794**	**6,473**	**(2,321)**	**0**	**(2,321)**	**135.8%**	**0**
	Net Income over Expenditure	**0**	**(4,799)**	**(3,963)**	**836**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300	Cafe								
1500	Café Income	2,401	19,713	25,000	5,287			78.9%	
	Cafe :- Income	**2,401**	**19,713**	**25,000**	**5,287**			**78.9%**	**0**
1610	cafe capital costs	(36)	257	0	(257)		(257)	0.0%	
4070	Profess Fees/Agency Personnel	0	400	0	(400)		(400)	0.0%	
4295	Equipment - New/Replacement	0	11	0	(11)		(11)	0.0%	
4630	Consumables	46	1,024	0	(1,024)		(1,024)	0.0%	
4635	cleaning agents/materials	240	311	0	(311)		(311)	0.0%	
4710	Café Purchases	1,048	10,217	11,115	898		898	91.9%	22
4711	Community fridge/ fruit & veg	40	314	0	(314)		(314)	0.0%	
	Cafe :- Indirect Expenditure	**1,338**	**12,532**	**11,115**	**(1,417)**	**0**	**(1,417)**	**112.8%**	**22**
	Net Income over Expenditure	**1,063**	**7,181**	**13,885**	**6,704**				
6000	plus Transfer from EMR	0	22						
	Movement to/(from) Gen Reserve	**1,063**	**7,203**						
	Grand Totals:- Income	**28,518**	**819,984**	**99,834**	**(720,150)**			**821.3%**	
	Expenditure	**79,568**	**606,096**	**661,061**	**54,965**	**2,199**	**52,765**	**92.0%**	
	Net Income over Expenditure	**(51,050)**	**213,887**	**(561,227)**	**(775,114)**				
	plus Transfer from EMR	**1,250**	**27,244**						
	less Transfer to EMR	**0**	**155,227**						
	Movement to/(from) Gen Reserve	**(49,800)**	**85,904**						

Meeting of Hellesdon Parish Council

13th February 2024

Item 7f To Receive Report and Agree Payment on aged (June 2020) invoice to Kompan for Play Equipment on Meadow Way and Recreation Ground

On 22nd January, Hellesdon Parish Council received an invoice 251104 from Kompan Ltd for £18,939.67 + VAT (£22,727.60) relating to the refurbishment of the play areas at the Recreation Ground and Meadow Way in 2020.

Invoice 251104 dated 27/12/2023 has been raised by Kompan to make good an underpayment resulting from their invoice 231268 dated 16/06/2020.

Their invoice 231268 incorrectly gave a deduction for a prepayment of £18,939.67 net: that payment had already been allocated against their prepayment invoice 230332 dated 07/02/2020.

The underpayment was queried with Kompan in an email dated 20/07/2020 to the Senior Credit Controller but no response was received. That person no longer works for Kompan.

The total cost of the work per the quote and order was £55,502.79 plus VAT £11,100.55 = £66,603.34. The payments made were £22,720.60 13/02/2020 (invoice 230332) and £21,148.14 22/06/2020 (invoice 231268) leaving balance £22,727.60 per invoice 251104. As less than 6 years have past since the work was done, Kompan is still in time to invoice us.

The relevant invoices and sales order confirmation are attached.

To facilitate payment, there remains enough in general reserves. When the Parish Council agreed to make adjustments to the general and free reserves figures in January, the following was agreed:

Bank Balances as of 30/09/2024	£1,114,890.61
Add anticipated income to year end	£40,195.00
Less anticipated expenditure to year end	£280,892.95
Less existing earmarked reserves	£304,726.48
Less Reserves Management	£150,000.00
Less Projects	£131,511.51
Less Agreed Transfer to Earmarked Reserves	£223,915.36
TOTAL FREE RESERVES:	**£64,039.31**

(figures subject to funding of the by-election. If council agrees to fund the by-election costs from free reserves, this should be reduced by £7,785.30)

Order Confirmation

Order No.	SO229384-6
Sell-to Contact No.	490183
Order Date	07-02-2020
Planned Delivery Date	13-03-2020
Installation Ending Date	12-04-2020
Salesperson	Helen Sephton-Pike
E-Mail	helsep@kompan.com

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

External Document No. 522026
Your Reference Diamond Jubilee Lodge, Village Hall

Project Name O6UJ9A003K52 Village Hall Toddler area refubishment.

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	Village Hall Toddler Area **New Equipment**				
M53600-3418P	Toddler Train Inground 60cm	1	Pieces	2,290.00	2,290.00
INSTALLATION	Installation - M53600-3418P Toddler Train	1	Pieces	250.00	250.00
M53700-3418P	Toddler Carriage Inground 60cm	1	Pieces	1,870.00	1,870.00
INSTALLATION	Installation - M53700-3418P Toddler Carriage	1	Pieces	219.00	219.00
M18670-01P	Home Multi Seesaw with 1 support Inground 40cm	1	Pieces	3,480.00	3,480.00
INSTALLATION	Installation - M18670-01P Home Multi Seesaw with 1 support	1	Pieces	494.00	494.00
PCM100403-CUSTOM	Bespoke Multi Unit with Slide, Firemans Pole and Climbing Net 20069215	1	Pieces	7,100.00	7,100.00
INSTALLATION	Installation - PCM100403-CUSTOM Bespoke Multi Unit with Slide, Firemans Pole and	1	Pieces	1,126.00	1,126.00
EN-RT STAINLESS 1267	Cradle Seat with J-Hook Fixasation	2	Pieces	108.40	216.80
INSTALLATION	Installation - EN-RT STAINLESS 1267 Cradle Seat with J-Hook Fixasation	2	Pieces	33.00	66.00
A960022-51	Y-CHAIN Ø6 L=1698+2X177	4	Pieces	40.00	160.00
EN-FITICK	Train Ticket Office Panel 1200x800mm	1	Pieces	291.59	291.59
EN-FIRPRD1750	Recycled Round Plastic Post 120MMdiax1750mm	2	Pieces	62.74	125.48
EN-FAHRFIXINGS	Fahr Panel Post Fixings	1	Pieces	64.00	64.00
EN-IPANEL 2 POSTS	Installation of Panel on 2 Posts	1	Pieces	231.01	231.01
	Relocation of Equipment				

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
EN-UPLIFT REINSTALL	Carefully Uplift & Reinstall Picnic Table	4	Pieces	256.85	1,027.40
EN-CAREFUL UPLIFT	Carefully Remove and Set Aside 2 flat swing seats	1	Pieces	34.25	34.25
EN-CAREFUL UPLIFT	Carefully Uplift and Reinstall Springer	2	Pieces	241.51	483.02
	Surfacing				
EN-SURFACING	Rubber Mulch Surfacing - 140m2 - Colours: Autumn Gold & Red	1	Squ. Metre	9,641.10	9,641.10
	Groundworks				
EN-EXC150 INC DISP	Excavate 150mm to Prepare Ground for Mulch Surfacing - Including Disposal	140	Squ. Metre	20.55	2,877.00
EN-MOT100	Supply & Lay Type 1 Mot Stone 100mm to Prepare Ground for Mulch Surfacing	140	Squ. Metre	16.93	2,370.20
	Site Set Up				
EN-SITE SECURITY	Site Security including Offloading, Skip Hire, and Storage	1	Pieces	1,982.91	1,982.91
	Other				
EN-INSP RPII	Inspection RPII Post Installation	1	Pieces	421.43	421.43
	Meadow Way Play Area Equipment & Installation				
PCM210303-CUSTOM	Two Tower Multi Unit with Steel Slide, Firemans Pole and Climbing Net 20071001	1	Pieces	8,680.00	8,680.00
INSTALLATION	Installation - PCM210303-CUSTOM Two Tower Multi Unit with Steel Slide, Firemans	1	Pieces	705.00	705.00
	Removals				
EN-DIG MULTI 2	Dig Out & Remove 2 Tower Multi Including Disposal	1	Pieces	493.84	493.84
EN-DIG GRASS MATTS	Dig Out Grass Matts Insitu Excludes Disposal (Rubber Skip Required)	23	Squ. Metre	17.64	405.72
EN-INSTALLATION	Removal of Existing Mound	1	Pieces	2,260.27	2,260.27
	Groundworks				
EN-EXC150 INC DISP	Excavate 150mm Including Disposal To Prepare for New Surfacing	33	Squ. Metre	20.55	678.15
EN-MOT100	Supply & Lay Type 1 Mot Stone 100mm	50	Squ. Metre	16.93	846.50
	Surfacing				

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
EN-SURFACING	Green Rubber Mulch with Yellow Wear Pads Total 50m2	1	Squ. Metre	5,286.30	5,286.30
	Reinstatement				
EN-TOPSOIL200020	Supply & Spread Topsoil 200mm where mound removed and no new safety surfacing	5	Squ. Metre	41.53	207.65
EN-TURF	Supply & Lay Turf where mound removed and no new safety surfacing	5	Squ. Metre	8.49	42.45
	Site Set Up				
EN-SITE SECURITY	Site Security including Offloading, Skip Hire, Storage and Site Welfare	1	Pieces	2,335.65	2,335.65
	Other				
EN-INSP RPII	Inspection RPII Post Installation **Total Freight Across Both Sites**	1	Pieces	421.43	421.43
FREIGHT	Freight	1	Pieces	1,578.24	1,578.24
EXTRA SALES FREIGHT	Freight for Cradle Seats	2	Pieces	5.00	10.00
EXTRA SALES FREIGHT	Freight for Fahr panels and posts	1	Pieces	68.60	68.60
	Heras Fencing to be provided by the client however, KOMPAN can provide a quotation upon request.				
PREPAYMENT	Prepayment	1	Pieces	18,939.67	18,939.67
PREPAYMENT	Prepayment	-1	Pieces	18,939.67	-18,939.67

Subtotal	**60,840.99**
Project Discount Amount	-5,338.20
Total GBP Excl. VAT	**55,502.79**
VAT Amount	11,100.55
Total GBP Incl. VAT	**66,603.34**

Payment Terms Net 30 days

Ship-to Address

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB
Ship-to Contact Phone 01603 301751
Ship-to Contact E-mail clerk@hellesdon-pc.gov.uk

Bill-to Address

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

BACS/Cheque Payments
Please always quote our invoice number or account number as payment reference.

Sales - Prepayment Invoice

Invoice No.	230332
Bill-to Customer No.	490183
Order No.	SO229384
Document Date	07-02-2020
Due Date	12-02-2020

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Salesperson	Helen Sephton-Pike
E-Mail	helsep@kompan.com

External Document No.	522026
Your Reference	Diamond Jubilee Lodge, Village Hall

Project Name O6UJ9A003K52 Village Hall Toddler area refubishment.

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	Village Hall Toddler Area New Equipment				
M53600-3418P	Toddler Train Inground 60cm		Pieces	2,290.00	
INSTALLATION	Installation - M53600-3418P Toddler Train		Pieces	250.00	
M53700-3418P	Toddler Carriage Inground 60cm		Pieces	1,870.00	
INSTALLATION	Installation - M53700-3418P Toddler Carriage		Pieces	219.00	
M18670-01P	Home Multi Seesaw with 1 support Inground 40cm		Pieces	3,480.00	
INSTALLATION	Installation - M18670-01P Home Multi Seesaw with 1 support		Pieces	494.00	
PCM100403-CUSTOM	Bespoke Multi Unit with Slide, Firemans Pole and Climbing Net 20069215		Pieces	7,100.00	
INSTALLATION	Installation - PCM100403-CUSTOM Bespoke Multi Unit with Slide, Firemans Pole and		Pieces	1,126.00	
EN-RT STAINLESS 1267	Cradle Seat with J-Hook Fixasation		Pieces	108.40	
INSTALLATION	Installation - EN-RT STAINLESS 1267 Cradle Seat with J-Hook Fixasation		Pieces	33.00	
A960022-51	Y-CHAIN Ø6 L=1698+2X177		Pieces	40.00	
EN-FITICK	Train Ticket Office Panel 1200x800mm		Pieces	291.59	
EN-FIRPRD1750	Recycled Round Plastic Post 120MMdiax1750mm		Pieces	62.74	
EN-FAHRFIXINGS	Fahr Panel Post Fixings		Pieces		
EN-IPANEL 2 POSTS	Installation of Panel on 2 Posts		Pieces	231.01	
	Relocation of Equipment				

Sales - Prepayment Invoice

Invoice No. 230332
Bill-to Customer No. 490183
Order No. SO229384
Document Date 07-02-2020
Due Date 12-02-2020

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Salesperson Helen Sephton-Pike
E-Mail helsep@kompan.com

External Document No. 522026
Your Reference Diamond Jubilee Lodge, Village Hall

Project Name O6UJ9A003K52 Village Hall Toddler area refubishment.

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
EN-UPLIFT REINSTALL	Carefully Uplift & Reinstall Picnic Table		Pieces	256.85	
EN-CAREFUL UPLIFT	Carefully Remove and Set Aside 2 flat swing seats		Pieces	34.25	
EN-CAREFUL UPLIFT	Carefully Uplift and Reinstall Springer		Pieces	241.51	
	Surfacing				
EN-SURFACING	Rubber Mulch Surfacing - 140m2 - Colours: Autumn Gold & Red		Squ. Metre	9,641.10	
	Groundworks				
EN-EXC150 INC DISP	Excavate 150mm to Prepare Ground for Mulch Surfacing - Including Disposal		Squ. Metre	20.55	
EN-MOT100	Supply & Lay Type 1 Mot Stone 100mm to Prepare Ground for Mulch Surfacing		Squ. Metre	16.93	
	Site Set Up				
EN-SITE SECURITY	Site Security including Offloading, Skip Hire, and Storage		Pieces		
	Other				
EN-INSP RPII	Inspection RPII Post Installation		Pieces	421.43	
	Meadow Way Play Area Equipment & Installation				
PCM210303-CUSTOM	Two Tower Multi Unit with Steel Slide, Firemans Pole and Climbing Net 20071001		Pieces	8,680.00	
INSTALLATION	Installation - PCM210303-CUSTOM Two Tower Multi Unit with Steel Slide, Firemans		Pieces	705.00	
	Removals				

Sales - Prepayment Invoice

Invoice No. 230332
Bill-to Customer No. 490183
Order No. SO229384
Document Date 07-02-2020
Due Date 12-02-2020

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Salesperson Helen Sephton-Pike
E-Mail helsep@kompan.com

External Document No. 522026
Your Reference Diamond Jubilee Lodge, Village Hall

Project Name O6UJ9A003K52 Village Hall Toddler area refubishment.

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
EN-DIG MULTI 2	Dig Out & Remove 2 Tower Multi Including Disposal		Pieces	493.84	
EN-DIG GRASS MATTS	Dig Out Grass Matts Insitu		Squ. Metre	17.64	
	Excludes Disposal (Rubber Skip Required)				
EN-INSTALLATION	Removal of Existing Mound		Pieces	2,260.27	
	Groundworks				
EN-EXC150 INC DISP	Excavate 150mm Including Disposal To Prepare for		Squ. Metre	20.55	
	New Surfacing				
EN-MOT100	Supply & Lay Type 1 Mot Stone 100mm		Squ. Metre	16.93	
	Surfacing				
EN-SURFACING	Green Rubber Mulch with Yellow Wear Pads Total 50m2		Squ. Metre	5,286.30	
	Reinstatement				
EN-TOPSOIL200020	Supply & Spread Topsoil 200mm where mound		Squ. Metre	41.53	
	removed and no new safety surfacing				
EN-TURF	Supply & Lay Turf where mound removed and no new safety surfacing		Squ. Metre	8.49	
	Site Set Up				
EN-SITE SECURITY	Site Security including Offloading, Skip Hire, Storage and Site Welfare		Pieces		
	Other				
EN-INSP RPII	Inspection RPII Post Installation Total Freight Across Both Sites		Pieces	421.43	
FREIGHT	Freight		Pieces	1,578.24	
EXTRA SALES FREIGHT	Freight for Cradle Seats		Pieces	5.00	
EXTRA SALES FREIGHT	Freight for Fahr panels and posts		Pieces	68.60	

Sales - Prepayment Invoice

Invoice No.	230332
Bill-to Customer No.	490183
Order No.	SO229384
Document Date	07-02-2020
Due Date	12-02-2020

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Salesperson	Helen Sephton-Pike
E-Mail	helsep@kompan.com

External Document No.	522026
Your Reference	Diamond Jubilee Lodge, Village Hall

Project Name O6UJ9A003K52 Village Hall Toddler area refubishment.

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	Heras Fencing to be provided by the client however, KOMPAN can provide a quotation upon request.				
PREPAYMENT	Prepayment	1	Pieces	18,939.67	18,939.67
PREPAYMENT	Prepayment		Pieces	18,939.67	
				Total GBP Excl. VAT	**18,939.67**
				20% VAT	3,787.93
				Total GBP Incl. VAT	**22,727.60**

Payment Terms Net 5 days

Sell-to Address

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Please quote our invoice number or your account number as payment reference.
Please make cheques payable to KOMPAN Ltd.
We accept card payments (except American Express).

Sales - Invoice

Invoice No. 231268
Bill-to Customer No. 490183

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Document Date 16-06-2020
Due Date 16-07-2020

Salesperson Helen Sephton-Pike
E-Mail helsep@kompan.com

External Document No. 522026
Your Reference Diamond Jubilee Lodge, Village Hall

Project Name O6UJ9A003K52 Village Hall Toddler area refubishment.

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	Credit Memo No. 202995: Invoice No. 231199: Diamond - Village Hall Toddler Area New Equipment				
M53600-3418P	Toddler Train Inground 60cm		Pieces	2,290.00	
INSTALLATION	Installation - M53600-3418P Toddler Train	1	Pieces	250.00	250.00
M53700-3418P	Toddler Carriage Inground 60cm		Pieces	1,870.00	
INSTALLATION	Installation - M53700-3418P Toddler Carriage	1	Pieces	219.00	219.00
M18670-01P	Home Multi Seesaw with 1 support Inground 40cm		Pieces	3,480.00	
INSTALLATION	Installation - M18670-01P Home Multi Seesaw with 1 support	1	Pieces	494.00	494.00
PCM100403-CUSTOM	Bespoke Multi Unit with Slide, Firemans Pole and Climbing Net 20069215		Pieces	7,100.00	
INSTALLATION	Installation - PCM100403-CUSTOM Bespoke Multi Unit with Slide, Firemans Pole and	1	Pieces	1,126.00	1,126.00
EN-RT STAINLESS 1267	Cradle Seat with J-Hook Fixasation	2	Pieces	108.40	216.80
INSTALLATION	Installation - EN-RT STAINLESS 1267 Cradle Seat with J-Hook Fixasation	2	Pieces	33.00	66.00
A960022-51	Y-CHAIN Ø6 L=1698+2X177		Pieces	40.00	
EN-FITICK	Train Ticket Office Panel 1200x800mm	1	Pieces	291.59	291.59
EN-FIRPRD1750	Recycled Round Plastic Post 120MMdiax1750mm	2	Pieces	62.74	125.48
EN-FAHRFIXINGS	Fahr Panel Post Fixings		Pieces		
EN-IPANEL 2 POSTS	Installation of Panel on 2 Posts	1	Pieces	231.01	231.01

Sales - Invoice

Invoice No. 231268
Bill-to Customer No. 490183

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Document Date 16-06-2020
Due Date 16-07-2020

Salesperson Helen Sephton-Pike
E-Mail helsep@kompan.com

External Document No. 522026
Your Reference Diamond Jubilee Lodge, Village Hall

Project Name O6UJ9A003K52 Village Hall Toddler area refubishment.

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	Relocation of Equipment				
INSTALL SPECIAL	Carefully uplift & reinstall Picnic Table	4	Pieces	256.85	1,027.40
INSTALL SPECIAL	Carefully Remove and set aside 2 flat swing seats	1	Pieces	34.25	34.25
INSTALL SPECIAL	Carefully uplift and reinstall Springer	2	Pieces	241.51	483.02
	Surfacing				
EN-SURFACING	Rubber Mulch Surfacing - 140m2 - Colours: Autumn Gold & Red	1	Squ. Metre	9,007.23	9,007.23
	Groundworks				
EN-EXC150 INC DISP	Excavate 150mm to Prepare Ground for Mulch Surfacing - Including Disposal	140	Squ. Metre	20.55	2,877.00
EN-MOT100	Supply & Lay Type 1 Mot Stone 100mm to Prepare Ground for Mulch Surfacing	140	Squ. Metre	16.93	2,370.20
	Site Set Up				
EN-SITE SECURITY	Site Security including Offloading, Skip Hire, and Storage	1	Pieces	1,982.91	1,982.91
	Other				
EN-INSP RPII	Inspection RPII Post Installation	1	Pieces	421.43	421.43
	Meadow Way Play Area Equipment & Installation				
PCM210303-CUSTOM	Two Tower Multi Unit with Steel Slide, Firemans Pole and Climbing Net 20071001		Pieces	8,680.00	
INSTALLATION	Installation - PCM210303-CUSTOM Two Tower Multi Unit with Steel Slide, Firemans	1	Pieces	705.00	705.00
	Removals				
EN-DIG MULTI 2	Dig Out & Remove 2 Tower Multi Including Disposal	1	Pieces	493.84	493.84

Sales - Invoice

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External Document No. 522026
Your Reference Diamond Jubilee Lodge, Village Hall

Project Name O6UJ9A003K52 Village Hall Toddler area refubishment.

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
EN-DIG GRASS MATTS	Dig Out Grass Matts Insitu	23	Squ. Metre	17.64	405.72
	Excludes Disposal (Rubber Skip Required)				
EN-INSTALLATION	Removal of Existing Mound	1	Pieces	2,260.27	2,260.27
	Groundworks				
EN-EXC150 INC DISP	Excavate 150mm Including Disposal To Prepare for	33	Squ. Metre	20.55	678.15
	New Surfacing				
EN-MOT100	Supply & Lay Type 1 Mot Stone 100mm	50	Squ. Metre	16.93	846.50
	Surfacing				
EN-SURFACING	Green Rubber Mulch with Yellow Wear Pads Total 50m2	1	Squ. Metre	5,286.30	5,286.30
	Reinstatement				
EN-TOPSOIL200020	Supply & Spread Topsoil 200mm where mound	5	Squ. Metre	41.53	207.65
	removed and no new safety surfacing				
EN-TURF	Supply & Lay Turf where mound removed and no new safety surfacing	5	Squ. Metre	8.49	42.45
	Site Set Up				
EN-SITE SECURITY	Site Security including Offloading, Skip Hire, Storage and Site Welfare	1	Pieces	2,335.65	2,335.65
	Other				
EN-INSP RPII	Inspection RPII Post Installation Total Freight Across Both Sites	1	Pieces	421.43	421.43
FREIGHT	Freight	1	Pieces	1,578.24	1,578.24
EXTRA SALES FREIGHT	Freight for Cradle Seats	2	Pieces	5.00	10.00
EXTRA SALES FREIGHT	Freight for Fahr panels and posts	1	Pieces	68.60	68.60
	Heras Fencing to be provided by the client however, KOMPAN can provide a quotation				

Sales - Invoice

Invoice No. 231268
Bill-to Customer No. 490183

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Document Date 16-06-2020
Due Date 16-07-2020

Salesperson Helen Sephton-Pike
E-Mail helsep@kompan.com

External Document No. 522026
Your Reference Diamond Jubilee Lodge, Village Hall

Project Name O6UJ9A003K52 Village Hall Toddler area refubishment.

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	upon request.				
PREPAYMENT	Prepayment		Pieces	18,939.67	
PREPAYMENT	Prepayment	-1	Pieces	18,939.67	-18,939.67
				Total GBP Excl. VAT	**17,623.45**
				VAT Amount	3,524.69
				Total GBP Incl. VAT	**21,148.14**

Payment Terms

Sell-to Address

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Please quote our invoice number or your account number as payment reference.
Please make cheques payable to KOMPAN Ltd.
We accept card payments (except American Express).

Sales - Prepayment Invoice

Invoice No. 251104
Bill-to Customer No. 490183

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Document Date 27-12-2023
Due Date 26-01-2024

Salesperson Helen Sephton-Pike
Email helsep@kompan.com
Phone No. 07764 365669

External Document No. 522026
Your Reference Diamond Jubilee Lodge, Village Hall

Project Name O6UJ9A003K52 Village Hall Toddler area refubishment.

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	Correction of Invoice No. 231268: Diamond - Village Hall Toddler Area & Meadow Way Play Area				
PREPAYMENT	Balance of outstanging installation works Prepayment allocated against equipment sale on invoice 231041	1	Pieces	18,939.67	18,939.67
				Total GBP Excl. VAT	**18,939.67**
				20% VAT	3,787.93
				Total GBP Incl. VAT	**22,727.60**

Payment Terms Net 30 days

Sell-to Address

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Please quote our invoice number or your account number as payment reference.
Our Bacs details are:
Account name: KOMPAN LIMITED
Sort code: 40-48-78
Account : 06411173

Sales - Prepayment Invoice COPY

Invoice No. 251104
Bill-to Customer No. 490183

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Document Date 27-12-2023
Due Date 26-01-2024

Salesperson Helen Sephton-Pike
Email helsep@kompan.com
Phone No. 07764 365669

External Document No. 522026
Your Reference Diamond Jubilee Lodge, Village Hall

Project Name O6UJ9A003K52 Village Hall Toddler area refubishment.

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	Correction of Invoice No. 231268: Diamond - Village Hall Toddler Area & Meadow Way Play Area				
PREPAYMENT	Balance of outstanging installation works Prepayment allocated against equipment sale on invoice 231041	1	Pieces	18,939.67	18,939.67
				Total GBP Excl. VAT	**18,939.67**
				20% VAT	3,787.93
				Total GBP Incl. VAT	**22,727.60**

Payment Terms Net 30 days

Sell-to Address

Mrs. Natasha Carver
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Norwich
NR6 5QB

Please quote our invoice number or your account number as payment reference.
Our Bacs details are:
Account name: KOMPAN LIMITED
Sort code: 40-48-78
Account : 06411173

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

Minutes of the meeting of the Planning Committee held on Tuesday 9th January 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr I. Duckett (arrived at 6.25pm)
Cllr S. Holland
Cllr B. Johnson
Cllr R. Sear

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

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr Maidstone. Cllr Duckett had advised that he would likely be late.

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

3. **To receive approval of minutes of the committee meeting held on 12th December 2023**
   Minutes of 12th December 2023 had been previously circulated and were **AGREED.** They were signed as a true and accurate record of the meeting by Cllr Britton.

4. **Public Participation**
   No matters raised

5. **General Matters/Planning Outcomes**
   The report was previously circulated and **NOTED.**

6. **Planning Applications for Consideration**
   The following applications were consider and responses to the relevant consultations were agreed:

Application	Response to Consultation
2023/2987 140 Reepham Road, NR6 5NY Erection of extension, utility room and part conversion of loft with dormer (south east elevation), and update of roof to include new felt, battens and ridge tiles	No objections
2023/3700 357 Reepham Road, NR6 5QJ	Objection to the resubmitted application remains. Overdevelopment of the site and the proposal being out of scale and character with the existing

Approved.....

Date.....

Removal of former garden workshops and erection of a 1 and 1.5 storey rear extensions (resubmission of 2023/2980)	dwelling and other dwellings in the immediate vicinity (contrary to policy GC4 - Design sections i and ii). Also concerns about the potential for the proposal to be used as a separate dwelling and objections were made to back garden development for new dwellings.
2023/3758 Broadland Snooker Centre, Reepham Road, NR6 5NX Change of use from snooker hall to commercial and retail space under Class E., with internal alterations, external upgraded with additional glazing, formalisation of parking on site with disabled and bicycle parking, electric charging point(s), atm, delivery returns locker(s), and the provision for outdoor plant and storage area.	No objections subject to the highway authority being satisfied that there is sufficient parking within the curtilage of the site.
2023/3760 44A City View Road, NR6 5HA Change of use from a bakery to a tattoo parlour.	No Objections
2023/3790 49 Westwood Drive Hellesdon Norfolk NR6 5DF Erection of a single story extension to the rear, new roof extending the first floor with dormer to the front. Destruct existing garage and replace with a double garage and Erection of a Self contained Granny annexe for a family member.	Objection. The annexe should be integral to the main building and there is insufficient vehicular access for a separate dwelling. Whilst the application states that the granny annexe is for a family member, the personal circumstances of the applicant are not deemed a material consideration as changes in circumstances and/or ownership can occur. Also object to the height of the extension having an adverse impact on the amenity of the neighbouring properties.
2023/3414 14 Vera Road, NR6 5HU Single storey rear extension to form additional living accommodation for parents.	No objections subject to the annexe remaining an integral part of the main dwelling and it not being used for commercial purposes.
2023/3642 11 Middletons Court (amended application) Single storey front extension and new garage	No objections.

7. Exchange of Information
No matters raised

8. Date, time and venue of next meeting
Next meeting will be held on Tuesday 23rd January 2024 at 6.15pm.

The meeting closed at 6.50 pm.

Approved.....

Date.....

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

Minutes of the meeting of the Planning Committee held on Tuesday 23rd January 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr I. Duckett
Cllr R. Forder (Substitute for Cllr B. Johnson)
Cllr R. Sear

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

The Chair welcomed all to the meeting.

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

   Apologies sent by Cllr Holland but not received in time to be delivered to the meeting.

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

3. **To receive approval of minutes of the committee meeting held on 9th January 2024**
   Minutes of 9th January 2024 had been previously circulated and were **AGREED.** They were signed as a true and accurate record of the meeting by Cllr Britton.

4. **Public Participation**
   No matters raised.

5. **General Matters/Planning Outcomes**
   The report was previously circulated and **NOTED.** There had been no planning decisions by the Local Planning Authority since the last meeting.

6. **Planning Applications for Consideration**
   The following applications were considered and responses to the relevant consultations were agreed:

Application	Response to Consultation
2024/0023 70 Prince Andrews Road, NR6 6XG Single storey side extension	Objection due to overdevelopment of the site with the size and scale of the proposed extension, particularly in relation to the height and being up to the boundary of the property, having an adverse impact on the amenity of 72 Prince Andrews Road (contrary to policy GC4 Design, section iv).

Approved.....

Date.....

2023/3599 60 Overbury Road, NR6 5LB Change of use of garage to a treatment room	Objection due to lack of detail of the change of use from residential to commercial. We would expect to see a plan of how many customers are expected at any one time and where these customers are expected to park and egress safely from the property (in line with policy TS3). We would also expect the plan to detail that there would be no adverse impact on the neighbouring residential properties (in line with policy GC4 iv).

7. Exchange of Information

No matters raised

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 13th February 2024 at 6.15pm.

The meeting closed at 6.30 pm.

DRAFT

Approved.....

Date.....

Meeting of Hellesdon Parish Council

13th February 2024

Item 9 – Events Committee

Item 9a) To Receive Report on Through the Decades Event on 27th January

This event was very well received and made a profit for the Parish Council. The details of which are as follows:

Through the Decades P&L (all figures ex VAT)

Income

Tickets (onsite)	51	£424.83
Tickets (Event Brite)	26	£216.58
Bar Income		£750.88
TOTAL INCOME		**£1,392.29**

Expenditure

DJ	£200.00
Eventbrite (set up)	£7.99
Eventbrite (fees)	£33.54
Bar Expenditure	£644.45
TENS	£21.00
TOTAL EXPENDITURE	**£906.98**

PROFIT **£485.31**

Credit note for returned bar stock £48.19

Stock in Hand

Peroni	12 bottles	Guinness	15 cans
Koppaberg	23 bottles	Ghost Ship	15 bottles
Becks Blue	6 bottles	J20	18 bottles
coke cans	19 cans	diet coke cans	11 cans
coke bottles	9 bottles	diet coke bottles	8 bottles
tonic bottles	6 bottles	R&R Pinot	2 bottles
Zinfandel	5 bottles	merlot R&R	1 bottle
Smirnoff vodka	almost gone	JD	80%
Captain Morgans	75%	Gordons Gin	80%
Pink Gin	33%	lemonade	7 bottles

Wastage	1 x Becks Blue	1 1/3 bottles pinot
	¼ bottle zinfandel	¾ bottle merlot
	1 bottle tonic	1 ½ bottles diet coke
	½ bottle lemonade	

Not only did the event make a profit, but there is a reasonable amount of stock to run a bar on the Drag Bingo Event on 20th April.

Item 9b) To Consider Purchase of Beacon to Commemorate D-Day 80 and Future Events

On 8th January the Events committee considered the purchase of a beacon and agreed that this should be considered by full council. The detail of the purchase from a local fabricator is below:

1 Off Beacon as picture supplied with a steel post (as opposed to wooden) and oversize sleeve supplied loose to be sunk into the ground **Price @ £808.50 Lot + Vat**

Meeting of Hellesdon Parish Council

13th February 2024

Item 10 – Community Centre

Item 10a) To Receive Update on WC Improvement Project

There remains some drainage issues with the newly installed WCs. A previous drainage survey could only be done in certain areas as the drain access areas in the corridor outside the changing rooms had been concreted shut. These have now been broken open to facilitate a subsequent survey.

All pipework in this area is suffering from a large build up of scale which will have to be removed to prevent future problems in this area. However, the immediate problem with the drainage is a buried gully serving the ladies WC. The gully would be able to cope with waste from the basins, but struggles with any form of solid waste.

the options are to dig out the gully and change it to a 100mm straight waste pipe, or change the new DDA to a macerator system. Prices are being obtained for the latter option as this will be less disruptive.

The project manager is continuing to monitor the variations to this project to ensure that we remain within our budget, which had a built in contingency.

Item 10b) To Receive Update on West WC Refurbishment and Appoint Contractor, Subject to Grant Approval

The grant application for the final round of the Pride in Place funding from Broadland Council has been submitted. This is for the refurbishment of the two West WCs in the community centre, from a 'male and female' toilet, to two unisex DDA toilets.

The grant application is appended, as is the price breakdown from the contractors which submitted tenders:

Contractor 1	Contractor 2	Contractor 3
£38,737.00	£28,212.00	£28,956.56

Due diligence has been performed on all contractors unknown to the council through pre-qualifying questionnaires. The grant application was submitted on the lowest tender received.

Pride in Place Community Grant Application Form

Project Applicant			
Name of organisation/group	Hellesdon Parish Council		
Lead contact Name Address Telephone number Email address	Faye LeBon Diamond Jubilee Lodge Woodview Road Hellesdon NR6 5QB 01603 301751 clerk@hellesdon-pc.gov.uk		
Location of project Address and postcode Which District Council area: ☐ **South Norfolk** ☒ **Broadland**	Hellesdon Community Centre Woodview Road Hellesdon NR6 5QB		
Which of these best describes your organisation?	Local Authority ☐ Town/Parish Council ☒ Charitable Organisation ☐ Voluntary Organisation ☐	Charity no.	

Are you VAT registered?	Yes ☒ VAT No. No ☐	324246774
Project Description		
Type of project	Capital e.g. building improvements ☒ Revenue e.g. community cohesion ☐ Feasibility ☐	
Brief outline of the project 150 words maximum	To replace 1no. ladies and 1no. gents toilet in Hellesdon Community Centre with 2no. unisex DDA compliant washrooms, to support inclusivity in Hellesdon's largest community asset.	
Project need Explain why the project is required, include data, case studies or other evidence to support the need for the project	This current pair of WCs at Hellesdon Community Centre are of significant age and are not suitable for many of the clientele that visit Hellesdon Community Centre. They are of the original 1950s design and have been subject to a patchwork of repairs. Hellesdon Community Centre requires toilets that are suitable for the 21st Century and the advances necessary for community support. The men's WC currently consists of one toilet, supplemented by one urinal. The ladies WC consists of one toilet. There are no disabled toilet facilities in this area of the building, and there is only baby changing in the ladies toilet. The current WCs have terrible gender stereotyping of 'blue for men and pink for ladies' which is not acceptable in the modern era.	

Outdated existing men's toilet in stereotype blue

Outdated existing ladies toilet in stereotype pink

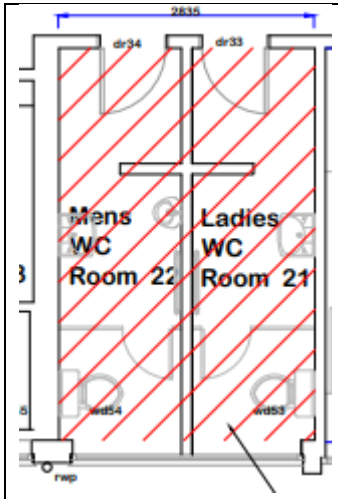
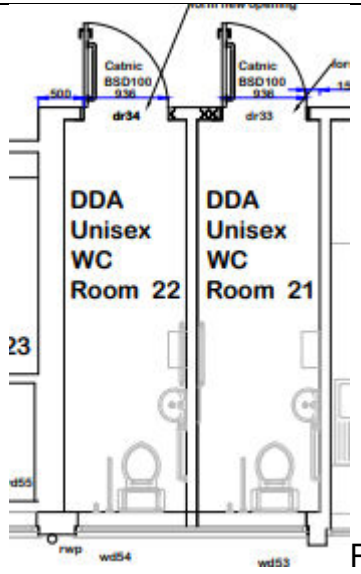
The project would allow each area to be refurbished into a unisex toilet in a neutral colour which would be fully DDA compliant with baby change facilities in each.

The census data for Hellesdon states that there are 11,122 residents in Hellesdon[1 & 2]. Of this, 965 class themselves as having a long term health problem or disability which limits their day to day activities a lot. This equates to almost 9% of the population, therefore extra DDA compliant toilets would support the users of the community centre. Hellesdon Parish Council prides itself in

		supporting our diverse community. This includes the PHAB club. 'Phab inspires and supports disabled and non-disabled children, young people and adults to make more of life together - breaking down community barriers, reducing social isolation, and creating opportunities for all involved to enjoy the same activities and challenges side by side'[3] so the provision of two extra DDA toilets in our building is essential. This project also addresses the need to provide for all gender identities. According to the Office for National Statistics, 0.5% of those who answer the optional question indicated that their gender identity was different from their sex registered at birth[4]. If this percentage is levied to the population of Hellesdon, in excess of 50 people would identify as a trans man, trans woman, non binary, or a different gender identity. Two unisex toilets would much better serves this demographic than the existing male and female toilets. [1] https://censusdata.uk/e05005768-hellesdon-north-west (Hellesdon North West) [2] https://censusdata.uk/e05005769-hellesdon-south-east (Hellesdon South East) [3] https://www.phab.org.uk/about-us-what-we-do [4] https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/genderidentity/bulletins/genderidentityenglandandwales/census2021
Estimated project start date	**End April 2024**	**Project end date** **(forecast, must be complete by 31st December 2024)**	**End May 2024**
Project Outputs **please tick all that apply**		Please provide **full details** of your project e.g., build specification and timeframe, number/type of events or activities, expected increase in usage / participation / volunteering numbers, feasibility scope and time frame	

☒ New/improved community facilities ☒ Local events/activities ☐ Volunteering opportunities ☐ Feasibility study	This project will provide improved community facilities, primarily for the residents of Hellesdon but Hellesdon Community Centre does also serve the neighbouring parishes as well. Of paramount importance is the improvement of facilities for the elderly, physically disabled, those who are transgender or transitioning, those who are non-binary and those wishing to use baby change facilities. We wish for these groups to feel as welcome and comfortable in Hellesdon Community Centre as those without these protected characteristics. A welcoming community centre with good facilities will help encourage those into the building and this in turn helps improve social wellbeing and reduces loneliness. These improved community facilities will naturally lead to better usage of Hellesdon Community Centre and inspire more events and activities within the centre. This, in turn, will lead to the economic growth of the centre.
Project Outcomes / Impact	What will you achieve? Please explain how this project will benefit your community, strengthening its social fabric and fostering a sense of local pride in place. Identify all outcomes (**minimum** of three positive impact statements) This project would provide the following outcomes: Unisex toilets are more inclusive, since all genders can use the same facility. It will eradicate gender discrimination according to sexual orientation, for example, transgender or transitioning. We have recently started to engage with the LGBTQ+ community and have been encouraged by the success of events such as Drag Bingo. Unisex toilets will promote equality of those with a protected characteristic and those without. It will benefit parents as they can bring children of all genders to the toilet with them, and siblings of opposite genders can share a toilet. They have been designed to allow for more privacy as they are single occupancy with a lockable door.

	It will assist our caretaking team as it will eliminate the issue of male cleaners entering female toilets and vice versa. They are also more hygienic by the removal of the urinal.
Project monitoring	Please explain the key project milestones and how you will monitor progress against your outputs and outcomes. Specify how you will track increased community engagement Hellesdon Parish Council will seek feedback from hirers of Hellesdon Community Centre, particularly those which cater specifically for those with characteristics detailed above, to ensure that the improvements have had a positive impact. These groups include the PHAB club (for physical and able bodied young people), the Friday Friends (a senior citizens club set up by Hellesdon Parish Council as a result of demand), Baby Yoga group, and also Hellesdon Community Café (a café set up by Hellesdon Parish Council to provide a space for people to meet up and also meet new friends – especially designed to cater for those available during the day, particularly those who have just completed the school run, and those who are retired).
Is this proposal part of a wider project? Please provide details	No
Project Partners Please explain their role	None

Outline the main areas of expenditure involved in this project Three comparable quotes must be provided.	Strip out existing sanitaryware, internal block wall, outdated non DDA compliant cubicles and flooring. Install 2no. DDA toilets, create wider door openings that are DDA compliant. Install baby change units in each room. Supply with a nappy / incontinence bin in each unit so each is suitable for both male and female incontinence.  Existing layout  Proposed layout 3no. quotes attached. Project was posted on contracts finder for maximum exposure and transparency. 3no. quotes received, each tenderer was then asked for a breakdown and this is attached. Quotes were then updated to take into account the breakdown costs provided by each contractor. Project management fee is 6.5% of project cost. These professional fees are required from a risk management perspective, especially in light of new building control regulations (The Building Regulations etc. (Amendment) (England) Regulations 2023). The building control fee is also included. When we receive the tenders, we then approach the 3 most favourable contractors and ask them for a breakdown to ensure we don't get any nasty surprises at the end of the contract and to identify any

	possible errors. All contractors are given the breakdown as part of the specification so in theory there shouldn't be any differences but from experience, but there invariably is. As you can see from the spreadsheet, there were discrepancies between the amount tendered and the full breakdown. The amount we requested is based as follows: Contract Amount based on lowest breakdown (Smart Refurbishments) £28,212.00 Professional Fees (Project Manager at 6.5%) £1833.78 Building Control £153 TOTAL £30198.78 50% is £15,099.39		
Total project cost:	**£30,198.78**	**Grant requested:** See guidance for maximums	**£15,099.39**
Match funding Please provide evidence such as bank statement or offer letter		**Funding source**	**Amount** **(Secured Y/N)**
		Parish Council earmarked reserves	£15,099.39
			Yes/~~No~~
			£
			Yes/No
Has the application been approved by the Parish or Town Council?	Yes ☒ No ☐	Date approved: include minutes	9th January 2024. Minutes attached (item 16)
Does your project require any Permissions?	Land/Building owner Planning	Yes ☐ N/A ☒ Yes ☐ N/A ☒	

Please **provide evidence** permission has been approved if applicable	Building Control Yes ☒ N/A ☐ Other (please specify) Yes ☐ N/A ☒
Sustainability Please explain how the project will continue once funding has ceased.	The Parish Council will continue to maintain the facilities in perpetuity.
Environmental Impact Will this project have a positive/negative impact on the environment?	Improved facilities in the local area would encourage people to stay local and reduce the need to travel into Norwich for social wellbeing activities.
Equalities Assessment Is it possible this project will impact on a protected group/characteristic?	Positive impact on the following characteristics: 1) Age – Improved facilities for the elderly in the form of increased number of accessible toilets and also for mothers and fathers requiring baby change facilities. 2) Disability – Improved facilities in the form of increased number of accessible toilets and a fully accessible WC room in the vicinity of the toilets to assist those with dementia. Will also have a positive impact on those with an opposite sex carer. 3) Gender Reassignment – Unisex toilets will allow for those who are identifying as a different gender or transitioning to use the toilets in this area.

Applicant Declaration	
Checklist for submission:	
Application form fully completed	☐
Three comparable quotes	☐
Evidence of relevant permissions approved	☐
Evidence of match funding	☐
Evidence of need/demand	☐
Please declare any public sector funding received in the last 3 financial years (including the current year).	Precept funding £20,718.75 in round one of Pride in Place grant
I/we confirm that all the information given in this form is correct to the best of my/our knowledge. Successful applicants will be expected to acknowledge the support and involvement of Broadland & South Norfolk Councils and the UK Shared Prosperity Fund (UKSPF) in any communications regarding the project, as well as on all relevant marketing or promotional materials. This includes use of the Levelling up logo. Progress on your project will be monitored by the Council's Pride in Place team throughout, and possibly beyond, the period of its delivery. We reserve the right to visit any grant recipient to ensure the grant has been used for the purpose stated in the Offer Letter, inspect records to show that costs have been evidenced and make a formal assessment of the impact of the project. Grant recipients are obliged to cooperate with this process.	
Please sign below. This document should be signed in accordance with the organisations normal signing arrangement.	
Name (please print):Faye LeBon Signed: *Faye LeBon*	Position: Clerk to the Council Date: 23rd January 2024

Internal use only	
Date Application Form received	
Project Reference No.	
Form fully completed & signed	☐
Eligibility confirmed	☐
Economic Growth Project Coordinator:	
Signed:	
Name in block letters:	
Date:	

Internal use only	
Finance checks completed	☐
Appraisal completed	☐
Funding awarded	£
Pride in Place Relationship Manager:	
Signed:	
Name in block letters:	
Date:	

Page 2	DEMOLITION					
1.01	WC demolition	£1,897.00		£1,250.00	£996.98	
Page 3						
1.02	Remove Notice Boards	£60.00		£20.00		*not priced fo*
1.03	Form new door opening Dr33	£824.00		£220.00	£1,044.06	
1.04	Form new door opening Dr34	£824.00		£220.00	incl	
			£3,605.00		£1,710.00	£2,041.04
Page 4	WALLS					
2.01	Walls Sand / Cement	£648.00		£1,450.00	incl	
2.02	Wall Finish Coat	£120.00		£882.00	£2,635.36	
2.03	Wall Finish Coat	£60.00		£130.00	incl	
			£828.00		£2,462.00	£2,635.36
	CEILINGS					
3.01	Supply and fit new Ceiling	£690.00		£1,750.00	£796.76	
			£690.00		£1,750.00	£796.76
Page 5	JOINARY					
4.01	Internal door Linings	£240.00		£230.00	£274.17	
4.02	Architrave	£80.00		£100.00	£207.71	
4.03	Timber Fire Doors	£921.00		£700.00	£858.51	
					£768.51	
	Signage			£75.00	£82.46	
			£1,241.00		£1,105.00	£2,191.36
Page 6						
Page 7	FLOOR FINISHES					
5.01	Floor Laytex	incl		£500.00	£564.43	
5.02	Floor Finish	£1,450.00		£2,100.00	£1,125.76	
			£1,450.00		£2,600.00	£1,690.19
Page 8	M & E					
6.01	General Works	incl			£1,557.79	
6.02	Supply LST radiators	incl		£350.00	incl	*not priced fo*
6.03	Thermostatic Mixer Values	incl		£700.00	£526.19	
6.04	Presser Mixer Taps	£6,200.00		£200.00	£235.40	
Page 9						
6.05	Emergency Lighting	£2,890.00		£2,900.00	incl	
6.06	Warm Air Hand Dryers	incl		incl	£401.56	
6.07	Electric Fans	incl		incl	incl	*not priced fo*
6.08	Emergency Pull Cords	incl		incl	£373.87	
			£9,090.00		£4,150.00	£3,094.81
Page 10	SANITARY FITTINGS					
7.03	Supply and fit new DDA WC	incl in M & E		£1,600.00	£2,838.64	
7.04	WRAS Compliance	incl in M & E		£400.00	incl	
7.05	Waste Pipes	incl in M & E		incl	£706.20	

Page 11							
7.06	Pendock Profile 30LM	£2,647.00		£480.00		£1,973.20	
7.07	White Rock Board 4 m sq	£4,800.00		£300.00		£311.74	
7.08	Coat hooks	£80.00		£50.00		£124.62	
7.09	Mirrors	£136.00		£150.00		£137.78	*not priced fo*
7.10.	Toliet Roll Holders	£160.00		£50.00		*not included*	
7.11	Soap Dispencers			£100.00		*not included*	
7.12	Baby Changing unit x 2	£630.00		£500.00		£418.87	
Page 12							
7.13	Paper Towel Dispensers	£185.00		£75.00		*not included*	
			£8,638.00		£3,705.00		£6,511.05
Page 13	DECORATION						
8.00.	Decoration	£1,195.00		£980.00		£995.99	
Page 14							
			£1,195.00		£980.00		£995.99
Page 15	BELOW GROUND DRAINAGE						
9.01	Provisional Sum	£4,000.00		£4,000.00		£4,000.00	
			£4,000.00		£4,000.00		£4,000.00
Page 16	General Conditions						
10.01	**Contingency**	**£5,000.00**	**£5,000.00**	**£5,000.00**	**£5,000.00**	**£5,000.00**	**£5,000.00**
	Specification plus Contingency	**£35,737.00**	**£35,737.00**	**£27,462.00**	**£27,462.00**	**£28,956.56**	**£28,956.56**
	PRELIMINARIES	£3,000.00	£3,000.00	£750.00	£750.00	incl	incl
		£38,737.00	£38,737.00	£28,212.00	£28,212.00	£28,956.56	£28,956.56
	VAT	£7,747.40	£7,747.40	£5,642.40	£5,642.40	£5,791.31	£5,791.31
		£46,484.40	£46,484.40	£33,854.40	£33,854.40	£34,747.87	£34,747.87

Meeting of Hellesdon Parish Council

13th February 2024

Item 11 – Neighbourhood Plan

Item 11a) To Receive Update on the Neighbourhood Plan

The Neighbourhood Plan Working Group held its first meeting on 15th January, the draft minutes of which are attached.

The second meeting is due to be held on Monday 12th February, where the following will be discussed:

- The draft evidence base
- The draft survey and methods of community consultation
- Proposed date(s) of the community consultation
- Options resulting from enquires with a specific traffic and transport consultant

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

Minutes of the Meeting of Hellesdon Neighbourhood Plan Working Group held on Monday 15th January 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr S Gurney
Cllr L Douglass
Cllr B Johnson
Cllr R Sear
Cllr N Barker
Cllr R. Forder
Mr S. Lowthorpe

In attendance: Mrs F LeBon (Clerk) and Mr M Thompson (Collective Community Planning).

1. Welcome and Introductions

Cllr Johnson opened the meeting at 7pm and welcomed all in attendance. All members of the group introduced themselves.

2. Election of Chairman and Vice Chairman

Cllr Gurney was elected Chairman of the Working Group after a proposal from Cllr Sear and a second from Cllr Douglass.
Cllr Johnson was elected Vice Chairman of the Working Group after a proposal from Cllr Douglass and a second from Cllr Sear.

3. Apologies for Absence

Apologies had been received from Cllr Smith and Mr A. Hayward.

4. To Receive Proposed Timeline for Project

A timeline was provided to the meeting. Collective Community Planning had been successful in obtaining a grant from Locality for £7,425.00, which was representative of the works planned for the remainder of this financial year.

5. To Receive Report of Progress to Date

Mr Thompson reported that there have been several variations of the National Planning Policy Framework (NPPF) since the Hellesdon Neighbourhood Plan was adopted. There is also a new local plan (GNLP) which is planned to be adopted in March, making this a good time to review the Neighbourhood Plan. Once adopted, it will be the most recent planning policy document and so will be the most appropriate.
Collective Community Planning had reviewed the references that the local planning authority had made to the Neighbourhood Plan when making planning decisions and the references were limited. When referred to, it was primarily policy 3 (design).
Funding for technical support from AECOM had been approved for assistance with a design code and also for a Housing Needs Assessment. It was noted that Broadland Council wished to meet with the Parish Council to discuss the broad objectives of the Neighbourhood Plan to limit tension between the Neighbourhood Plan and planning applications being progressed through Broadland Council.

Approved……

Date……

DRAFT

Cllr Gurney stressed the need for the new Neighbourhood Plan to be more prescriptive and less open to interpretation by developers.

6. To Discuss Initial Ideas for the Neighbourhood Plan

Of primary importance to the group was the lack of green open space per capita. The meeting was updated on the inspector's recommendation that the land to the north of Reepham Road be removed from the local plan as an allocation for recreational space, which was of great disappointment. Project 1 – Enhanced Parks and Open Spaces, in the existing Neighbourhood Plan was discussed and there was a desire to move as much as this as possible into a policy. Other areas of potential open space were discussed including land opposite Drayton Wood Road and the former cricket pitch at the hospital site.

The importance of design was discussed and it was agreed that planning decisions relating to design need to be better for Hellesdon.

It was noted that the 2021 census data was now available and discussions occurred as to how the demographics of Hellesdon had changed in ten years. Many of the traditional dwellings in Hellesdon are bungalows and original occupants were likely to be elderly persons. Now the bungalows are often being refurbished to be lived in by families. Family sizes were also discussed and the countrywide fall in birth rate could place the proposition of a new school in jeopardy. Improved routes for walking and cycling were discussed, including better cycleways to the NDR and better walkways to The Nest. Open space required for future burials was also discussed, and land is proposed for this purpose under the GNLP.

Existing policy 1 – The Hellesdon Green Grid was discussed and whether this would be achievable due to the infrastructure underneath the public footpaths along some of the major roads in Hellesdon. Further discussions ensued as to existing green space in Hellesdon in the form of large grass verges which are being damaged by on street parking. It was queried whether a policy could be created for extension applications being made to prove that there would be adequate parking within the curtilage of the property to allow for the increase in bedroom numbers. It was agreed that the recent introduction of wildflowers on highway verges had been very well received and this was to be further encouraged.

Existing policy 4 was discussed in relation to the Boundary Road Gateway. It was noted that there is a Public Right of Way (FP3) across the site between Reepham Road and Cromer Road. It was agreed that it would be useful to extend this gateway area to include the former Jaguar site. Discussions occurred as to whether there was any heritage value to this site with the building of aircraft on the Mann Egerton site. It was also discussed whether this area could be allocated for retail purposes. Air pollution levels at the Gateway were discussed as this is heavily used by vehicles. It was noted that Norwich City Council monitor the air pollution in this area and it may be possible to obtain data from them.

Traffic in Hellesdon was discussed and Collective Community Planning was updated on certain roads in Hellesdon which were access only, and the desire by some residents to have additional roads as access only as well. The Clerk raised a speculative email received from a firm of transport consultancy specialists which claimed to be able to develop interventions to enhance the street environment and address the traffic issues facing the parish, including increasing traffic volumes and speeding, limited footway space and parking issues. The Clerk is to contact East Bergholt Parish Council in Suffolk as they have used this consultancy firm to find out how useful they found the study. The Clerk is also to establish the cost from the consultancy firm.

7. Community Consultation

It was agreed that a further meeting would be required to allow time for further recruitment into the working group, particularly from local residents and people with businesses in Hellesdon. In the meantime, Collective Community Planning will start a draft consultation survey based upon the discussions at this meeting.

Approved……

Date……

The working group is to give some thought as to the character of Hellesdon, and also what they would like to see as part of the design of new development. Previous discussions at the Parish Council had raised swift boxes and hedgehog highways as part of the new Biodiversity Duty. Further discussions will need to be had regarding Hellesdon's status as a parish or a town. The social infrastructure of Hellesdon, such as doctors and NHS dentists will also merit further discussion, as will allocation of local green space. The medical provision can be raised at the next meeting of the PPG.
It was noted that if housing is given an allocation, then the Neighbourhood Plan gives protection from speculative development for five years.

8. Date and Time of Next meeting

Monday 12th February at 7pm
Monday 11th March at 7pm (provisional)
Monday 15th April at 7pm (provisional)

The meeting closed at 9.15pm

DRAFT

Approved……

Date……

Meeting of Hellesdon Parish Council

13th February 2024

Item 12 – Training

Item 12a) To Consider Attendees to the NPTS Essential Updates Seminar

The NPTS Essential Updates Seminar was very useful in 2022. The year the seminar will be held on 21st March between 10am and 3pm. The cost of this is £67.50 per delegate.

As of the date of this report, the list of speakers for the event has not been released, there it is difficult to make a decision on whether delegate(s) should attend without knowing if the speakers are relevant.

Unless speakers are known in time for the meeting, it is recommended that this item is deferred until next month.