Interests Flowchart

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

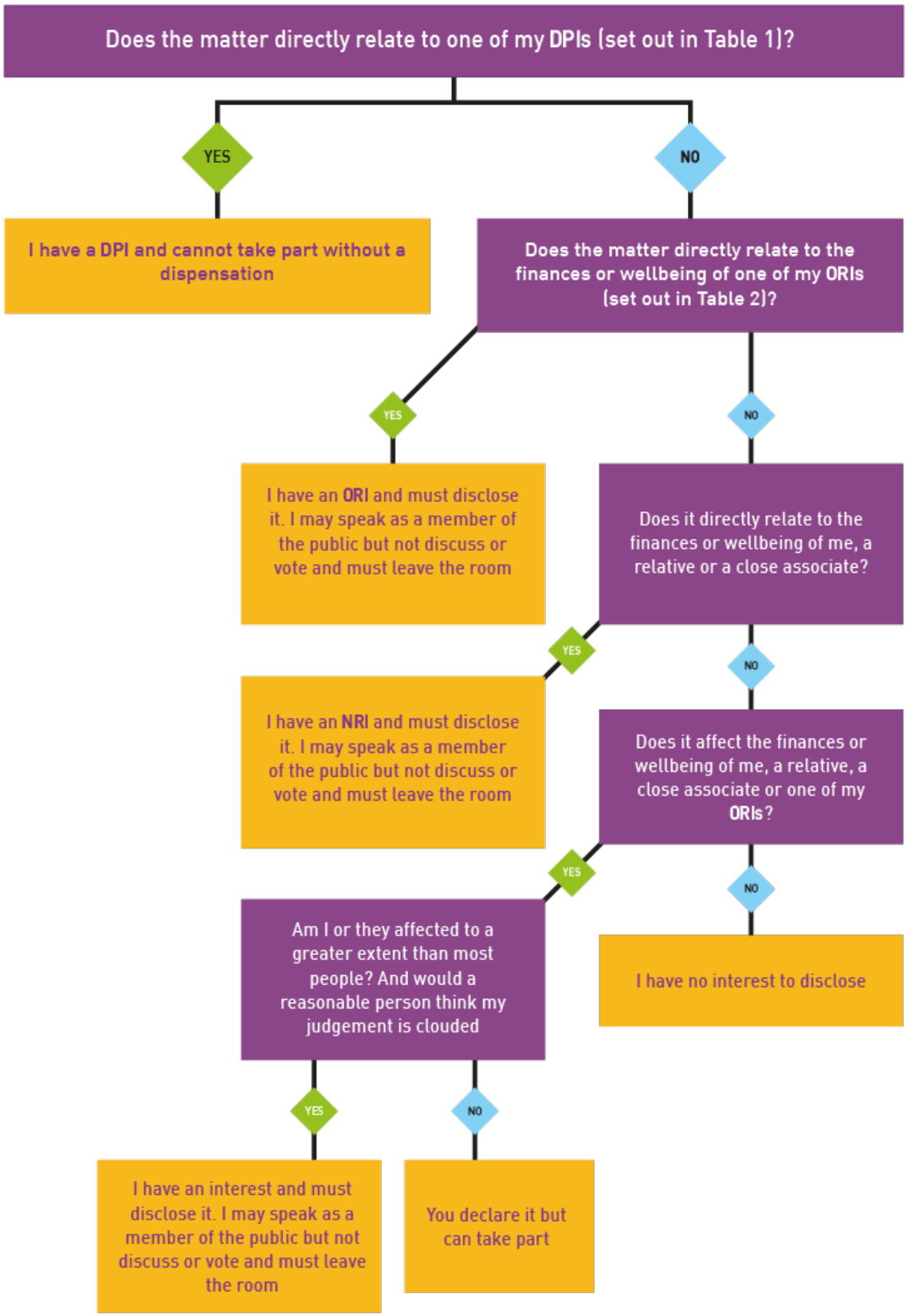

Table 1: Disclosable Pecuniary Interests

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 14th November 2023 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr R. Forder
Cllr A Lock
Cllr S Smith
Cllr I Duckett
Cllr S Holland
Cllr R Sear
Cllr P Sparkes

In attendance: Mrs F LeBon (Clerk), Mr M. Marshall (Project Manager for the refurbishment of Hellesdon Community Centre) and three 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 Barker, Cllr Britcher, Cllr Britton, Cllr Diffey, Cllr Douglass, Cllr Fahy, Cllr Gurney and Cllr Maidstone.

2. Declarations of Interest and Dispensations

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

3. Minutes from Full Council meeting held 10th October 2023

The Minutes of the Full Council meeting held on 10th October 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 raised concerns about highway safety on Low Road, seeking assistance from the Parish Council as a matter of urgency. A letter had been provided to the Chairman, detailing aspects of road safety and traffic volumes, including:

- Increased traffic and excessive speed
- Lack of signage to slow down traffic
- Increased number of HGV's
- Lack of safe pedestrian crossing.

The member of the public and the group being represented have met with the police to discuss these concerns.

The Clerk advised that a copy of the letter had been sent to the County Councillor for comment, as it was understood that work was already in progress, working alongside the City Councillor regarding traffic incoming traffic from the Hellesdon Road in Norwich. The Clerk explained that the SAM2 sign cannot be left on Low Road permanently, as part of the agreement with Norfolk County Council states that the signs cannot be left in place for more than four weeks, or be returned to the same site within eight weeks. The Clerk will review the SAM2 data held by the Parish Council and ask the County Councillor to contact the member of the public with an update.

Approved……

Date……

A copy of the letter received will also be forwarded to all councillors. Members of the Parish Council were invited to attend the next meeting of the group on 4th January, 7pm at the Parish Hall.

5. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated and the report was **ACCEPTED**.

b) To Receive Written Reports from District and County Councillors

Written reports had been previously circulated and were **NOTED** by the meeting. The Clerk asked whether District Councillors would be able to find out when the tax base was being released, so as to assist with the budgeting process.

c) Verbal Update from Chairman

No further updates from the Chairman.

6. Financial Matters

a) Bank Reconciliation – October 2023

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

b) Earmarked reserves summary

Cllr Holland queried the income into the earmarked reserves for play equipment and land acquisition. It was advised that these were funds to replenish the earmarked reserves after the funds were loaned to complete the community centre refurbishment.

This report was **NOTED**.

c) Approval of Payments – October 2023

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

d) Receipts – October 2023

Cllr Holland queried the receipts detailed as pest control. The Clerk clarified that the amount the Parish Council pays for pest control on the allotment site is recharged to allotment holders on an annual basis.

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

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

Cllr Holland queried whether inflation had had an impact on the Parish Council's budget and whether there were any budgetary concerns. The Clerk advised that areas of budgetary concern were stationery and cleaning consumables. Part of this was due to inflationary pressures and part of this has been due to the increase in bookings at the community centre.

Cllr Sparkes queries whether the solar panels were generating income. The Clerk advised that there were currently issues getting the SEG set up. The Parish Council's current provider does not provide this service and it is not recommended to change import supplier as the Parish Council is midway through a preferential contract. An SEG application is currently outstanding with Octopus and this will be chased.

This report was **NOTED.**

f) To Consider Appointment of Internal Auditor

The Clerk presented a report on the quotes that had been requested for the 2023/2024 internal audit. It was **AGREED** to appoint Larking Gowen to perform the 2023/2024 internal audit.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 10th October and 24th October 2023

The minutes and decisions arising from the Planning Committee meetings held on 10th and 24th October 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

Approved……

Date……

8. Playing Fields, Allotments and Amenities Committee

a) To Note the Decisions made by the Playing Fields, Allotments and Amenities Committee on 19th October 2023

The minutes and decisions arising from the Playing Fields, Allotments and Amenities Committee on 19th October had been circulated. The Clerk updated the meeting, advising that HAHA has installed the camera system at the allotment site, and this effective.

It was **AGREED** to note the minutes and the decisions made**.**

9. Community Centre

a) To Note the Decisions made by the Community Centre Committee on 26th October 2023

The minutes and decisions arising from the Community Centre Committee meeting held on 26th October 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

b) To Consider Source of Additional Funding Required for Fire Door Replacement Project.

In the 2023/2024 Budget, the Parish Council budgeted £5,000 to begin a rolling project of fire door replacement in the community centre. The first phase of this was to compartmentalise four areas of the centre. Quotes were sought seeking local contractors and also placing the project on Contracts Finder. As a result nine quotes were received.

The quote the Community Centre opted for was for £8,000. This was based on knowledge of the contractor, locality of the contractor and price submitted.

It was **AGREED** to take the additional £3,000 from Earmarked reserve 329 for Community Centre contingency after a proposal from Cllr Sear and a second from Cllr Sparkes.

c) To Receive Report on WC Improvement Project.

The Clerk reported that the WC Improvement Project commenced on 30th October and is a six week project.

Asbestos encapsulation has had to be added to the project, which was completed on the 7th and 8th November. The cost of this will be covered within the contingency aspect of the pricing.

An additional problem was encountered with regards to the existing wall between the ladies and the gents toilet, in that it is too thin for fire resistance purposes and, in some cases, ceases to be a wall at all, only stud work. A review of the plans has taken place and, to make the replacement of this wall cost neutral, the squaring off of the wifi cupboard will now not take place. Instead a studwork 'wheelchair' cupboard will be installed.

The doors to the WCs will also be changed to a woodgrain colour to modernise the look of the foyer, rather than left as white.

This report was **NOTED**.

10. Community Cafe

a) To Note the Decisions made by the Community Cafe Committee on 1st November 2023

The minutes and decisions arising from the Community Cafe Committee meeting held on 1st November 2023 had been circulated. Cllr Sear queried whether the café would remain in profit when staff costs were allocated. It was noted that it would not, but the Parish Council had always agreed to precept for staff salaries to ensure that the café could remain a provision for the local community.

It was **AGREED** to note the minutes and the decisions made**.**

11. Events Committee

a) To Note the Decisions made by the Events Committee on 8th November 2023

The minutes and decisions arising from the Community Centre Committee meetings held on 8th November 2023 had been circulated.

Cllr Smith gave a verbal report of upcoming events.

The decisions of the events committee were **NOTED**.

Approved……

Date……

12. Neighbourhood Plan

a) Receive Report and Consider Appointment of Neighbourhood Plan Consultant

The quotation received for the Neighbourhood Plan consultancy was reviewed, as was the process for obtaining quotes. It was noted that the opportunity had been placed on Contracts Finder, and also directly sent to three reputable contractors known to the Parish Council. Giving due regard to Financial Regulations, it was noted that, not only was this a specialist service, but the Parish Council was within its right to waive financial regulations to obtain three quotes. It was **AGREED** to waive financial regulations to obtain three quotes, on the grounds that sufficient effort had been made to obtain more quotations, that the quote received was good value for money and from a local company, and that further time taken to seek alternative prices would unnecessarily delay the process. It was unanimously **AGREED** to appoint Collective Community Planning to be the consultant for the Hellesdon Neighbourhood Plan.

13. Greater Norwich Local Plan

a) To Consider Response to GNLP Consultation on Inspector's Recommendations

It was reported that the Inspector to the GNLP had made three recommended modifications to the plan on policies which would directly affect Hellesdon. Two were minor modifications which would have no real impact on the policy. The third was a recommendation to remove policy HEL4 completely from the GNLP. This was to formally allocate land north east of Reepham Road to recreational open space under the GNLP. The landowner had provided significant objections to the removal of this policy, which the Inspector has accepted.

It was **AGREED** to object to the Inspector's recommendation for HEL4 as part of the GNLP consultation.

14. Biodiversity Duty

a) To Receive Report on the Parish Council's Responsibility under the Biodiversity Duty

It was **AGREED** that the Clerk should:

- Draft a Biodiversity Policy, to be considered by the Parish Council
- Draft an Action Plan, which would allow the Parish Council to adhere to the policy.

Ideas for the action plan were suggested.

15. Broadland Family Hub

a) To Receive Update on Family Hub running from Hellesdon Parish Council site.

The Clerk reported that the Family Hub is in the final stages of being ready to open. The Clerk and the senior lead officer who will be based in the building have met and have been tying up the final details of matters highlighted in the risk assessments. Norfolk County Council's staff have been very proactive and the team have been introduced to the Parish Council staff so they know who to go to for various matters, including room bookings and maintenance in their office.

b) To Agree Tenancy at Will

The Clerk explained the difference between a lease and the tenancy at will. The Tenancy at Will was **AGREED** after a proposal from Cllr Forder and a second from Cllr Sear.

16. Highways Complaint

a) To Receive Response from Norfolk County Council Regarding Highways Complaint

The response from Norfolk County Council to the Parish Council's complaint about the Ranger service, and in particular the maintenance of alleyways in Hellesdon was presented to council. This response was **NOTED**.

b) To Consider Option for Delegated Authority to Strim Hellesdon Specified Footways.

Hellesdon Parish Council already holds a delegated grass cutting agreement with Norfolk County Council for the cutting of the grass verges. Norfolk County Council is offering to extend this

agreement for the strimming of the following public footpaths, for an additional payment to the Parish Council of approximately £500:

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

The grounds team has confirmed that it would be possible to put a strimming maintenance regime together within this price. It was **AGREED** to accept this addition to the Parish Council delegated authority, but also to enquire whether the strimming of the following alleyways could also be taken on with a further commuted sum:

Links Avenue to Kinsale Avenue
Meadow Way
Woodland Road to Bernham Road
Woodland Road to Hamond Road
Hamond Road to Drayton High Road

17. 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 18 and 19 in view of the confidential nature of the business to be transacted. This was **AGREED.**

The Meeting was Closed to the Press and Public

18. Community Centre Outstanding Matters

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

An update report was provided by the Parish Council's Project Manager
It was **AGREED** to allow the Project Manager and Clerk to negotiate on the Parish Council's behalf, based upon the verbal offer received. But is was imperative that this offer be placed to the Parish Council in writing.

19. Community Café Opening Hours

a) To Consider Extension of the Café Opening Hours to Include Fridays

It was **AGREED** to fund the extension of the café opening hours, to open on a Friday from the New Year.

The Meeting was Re-Opened to the Press and Public

20. Matters for the Next Agenda

Report on the Cromer Road bus lane
Update on the Community Centre outstanding matters.

21. Time and Venue of Next Council meeting.

Tuesday 12th December, 7pm at Diamond Jubilee Lodge

The meeting closed at 8.58pm

Approved……

Date……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
12th December 2023

ITEM	COMMENTS
Community Centre	Agenda items.
Car Park – Community Centre	Library Bollard Scheme - The deed signed by Hellesdon Parish Council has been sent to Norfolk County Council. A copy of the deed signed by all parties is awaited and has been chased [28th September and 30th November].
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, and will book in training to use their app in due course. The café freezers have been moved to the Bush Room to accommodate the building works. Unfortunately one of the doors to the Bush Room was left unlocked and one of the freezers was turned off, leading to loss of all the contents.
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	The play area continues to attract children absent from school. We continue to inform the school and we are now also receiving assistance from the Family Hub in case there is something that the family need further support with.
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	See agenda item for successful grant application
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 cameras that the Parish Council made a donation to have now been installed onsite. Se agenda item for successful grant application.
Community Orchard	No matters to report. When fruit comes it can be taken to the Community Fridge for Distribution.
Community Apiary	It is unlikely any honey will be produced this year. See agenda item for successful grant application.

Cemetery Car Park	Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership. Land registry require professional planning maps to be purchased to enable this request. Conveyance documents have been obtained from archive.
Persimmons Homes	Broadland Council is awaiting revised layout plans for phase 3, then will re-consult. All planning enforcement matters have been closed. The query about the open space provision as part of the s106 agreement on phases 1 and 2 of the Persimmon development was raised to the planning officer on 20th April. This has since been chased, (16th May, 4th September and 26th October) but to date no response has been received. Escalated to the Assistant Director of Planning
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'.
Bus Shelters	The new bus shelter on Cromer Road as part of Norfolk County Council's Gold Standard shelters fund has been installed. The Real-Time Information display will be installed on 13th November. 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). A report has been made to NCC about the faded white markings on the junction between the Cromer Road and Fifers Lane. NCC has agreed to address this. This has been chased [2nd October] as the original request was put in on 1st February. This is due to be completed no later than 13th November. The Clerk is working with NCC to help site welfare facilities to aid the process of the resurfacing of the footways in Neylond Crescent. Further requirements are being sought from Tarmac. The works are pencilled in for February 2024. A request has been made to highways to replace the 'Give Way to Vehicles from the Right' signage that was not replaced after a vehicle strike on the Reepham Road / Drayton Wood Road Roundabout (inbound). The Parish Council was contacted in December by Broadland Council with regards to involvement in a Surface Water Strategy, as Hellesdon had been identified as a priority due to the recorded number of internal flooding properties with 27, along with 24 recorded

	instances of external flooding (15th December 2022). The Clerk has been chasing Broadland Council as to whether this project is going ahead as no update has been received from Broadland Council. It seems that there has been changes of staffing which has led to uncertainty over the project. This is being followed up with the newly recruited member of staff. It is unlikely that this project will be going ahead. Saffron Housing has been emailed over surface water flooding on Angus McKay Court. They have acknowledged that this is their responsibility and are awaiting quotes and further authorisation for the required works. A lack of dropped kerbs has been identified along the Cromer Road, across Lodore Avenue. This will be raised directly to highways for remediation. Further investigation is required into concerns raised about the height of the dropped kerbs on the Saracen Road / Kered Road junction and the conditions of the pathways along Saracen Road. Highways ahs advised that the height of the dropped kerbs is correct. Highways faults have been reported and those meeting Norfolk County Council's criteria will be rectified. The Kered Road street sign on the junction of Saracen Road has been identified has having rotten posts and will be reported to Broadland Council. No action to be taken by Broadland Council. Multiple reports of pathway repairs in areas of Meadow Close have been reported to highways, which has agreed to remediate them. Further to the last meeting, a request has been made of highways to advise what commuted payment will be made should the Parish Council wish to strim the following alleyways (in addition to those discussed in the meeting): Links Avenue to Kinsale Avenue Meadow Way Woodland Road to Bernham Road Woodland Road to Hamond Road Hamond Road to Drayton High Road
Staffing	Agenda item
Street Lighting	No matters to report
Events	Senior Citizens party to be held on 9th December – volunteer helpers welcomed
Meeting Dates	Agenda item PP&R 11th December Meeting for the Neighbourhood Plan working group to be arranged (agenda item)
Health and Safety	The defibrillator grant scheme application has been approved and the match funding just needs to be paid across. This has not been requested as of yet, as we continue to await a response from the Parish Hall about location. The Parish Council's letter to the Trust was acknowledged on 18th October. A chaser was sent on 16th November.
Other Matters	Website – agenda item

Meeting of Hellesdon Parish Council – 12th December 2023

Item 5b

District Councillors Report – Hellesdon South-East

Report for Parish Council – December 2023

Little to report this month.

Work on going on Cromer Road bus lane, carparking at The Whiffler and the HMO on Links Avenue.

Chairman's Report

Looking forward to helping out at the Senior Citizens' Christmas party on 9th December.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 November 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2023	Active Saver 4401	536,071.92	
30/11/2023	Business Current Account 2077	500.00	
30/11/2023	Petty Cash	153.59	
30/11/2023	Active Saver 7702	339,985.90	
30/11/2023	Active Saver 4503	81,917.44	
23/05/2023	Number 2 account 0958	0.00	
30/11/2023	Cafe float	100.00	
			958,728.85

Unpresented Payments

	649.44
	958,079.41

Receipts not on Bank Statement

	0.00
Closing Balance	**958,079.41**

All Cash & Bank Accounts

1	Current Bank Account	535,922.48
2	Petty Cash	153.59
3	Active Saver 7702	339,985.90
4	Active Saver Emergency 4503	81,917.44
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**958,079.41**

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	-59.94	4,110.06
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	**140,232.97**	**388,994.63**

List of Payments made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/11/2023	Public Works Loan Board	£8,945.20	loan repay DJL
01/11/2023	Broadland District Council	£155.00	business rates stores
01/11/2023	Broadland District Council	£1,205.00	bus rates HCC
01/11/2023	Broadland District Council	£330.00	bus rates grds shed
01/11/2023	Vodafone Ltd	£85.66	usage & plan 16 Sep - 15 Nov
02/11/2023	Anglia Culinary Suppliers Ltd	£475.44	sliced ham cafe purchases
02/11/2023	Amazon.com	£30.84	kitchen tongs
02/11/2023	Ben Burgess Groundscare Equipm	£594.00	lease John Deere
02/11/2023	Easters Norwich Ltd	£266.16	cafe purchases
02/11/2023	Just Regional Publishing	£540.00	Just Hellesdon advert 1 Nov
02/11/2023	PHS Group	£78.12	mini jumbo toilet roll 24 pk
02/11/2023	Viking Direct	£44.94	stationery
02/11/2023	EEE 23	£2.70	mileage claim
02/11/2023	HAHA	£100.00	donation for cctv camera
02/11/2023	Barclaycard Commercial	£77.39	id card caretaker
02/11/2023	Casual hire	£150.00	refund deposit
03/11/2023	Eastern Security Systems Ltd	£174.00	investigate cctv hard courts
03/11/2023	Petty Cash	£200.00	Petty cash top up
06/11/2023	Barclays Bank Plc	£46.64	commission 13 Sep-12 Oct
07/11/2023	Venners Ltd	£240.00	stock take cafe
08/11/2023	UK Fuels Ltd	£208.54	fuel October
09/11/2023	Anglia Culinary Suppliers Ltd	£116.97	cafe purchases
09/11/2023	Broadland UK Ltd	£46.02	scarecrow trail awards
09/11/2023	Norse Commercial Services Ltd	£316.80	park locking
09/11/2023	Norse Eastern Ltd	£1,069.32	highway verge cutting Oct
09/11/2023	Allotment User	£30.00	refund deposit plot 38A
09/11/2023	Casual hire	£150.00	refund damage deposit
15/11/2023	Anglia Culinary Suppliers Ltd	£399.28	cafe purchases
15/11/2023	Broadland District Council	£4,508.40	annual charge dog bin service
15/11/2023	Booker Ltd	£125.32	cleaners, bleach & f/liquid
15/11/2023	Broadland UK Ltd	£109.80	keys for family hub
15/11/2023	Community Action Norfolk	£200.00	play area inspection training
15/11/2023	DD Health & Safety Supplies Lt	£121.19	workwear
15/11/2023	Dunhams Washroom Systems Ltd	£12,621.17	supply & delivery washroom pro
15/11/2023	Easters Norwich Ltd	£186.75	cafe purchases
15/11/2023	Eastern Security Systems Ltd	£594.56	keypads, DT, cctv cables
15/11/2023	Origin Amenity Solutions	£476.16	dedicate fungicicde
15/11/2023	Allotment User	£30.00	refund deposit
15/11/2023	Casual Hire	£66.66	repay overpayment
15/11/2023	South Norfolk Council	£408.00	bldg control fees
17/11/2023	TV Licensing	£159.00	TV licence warm room
17/11/2023	Anglian Water Business (Nation	£1,298.76	charges 3 Aug - 2 Nov
21/11/2023	Pets as Therapy	£50.00	donation
21/11/2023	Total Gas & Power	£510.88	elec Oct
22/11/2023	Anglia Culinary Suppliers Ltd	£117.00	sliced ham cafe

22/11/2023	Amazon.com	£180.34	dishwasher rack
22/11/2023	Broadland District Council	£677.60	waste collection HCC 2021/22
22/11/2023	The Calypso Coffee Company	£225.15	coffee capsules cafe
22/11/2023	Collier Turf Care Ltd	£723.18	fertiliser
22/11/2023	Easters Norwich Ltd	£70.94	cafe purchases
22/11/2023	Pest Express Ltd	£240.00	call out charges allotments
22/11/2023	Viking Direct	£169.97	photocopy paper
23/11/2023	Total Gas & Power	£650.74	cancel invoice 318775341/23
23/11/2023	Total Gas & Power	£366.13	elec DJL Oct 23
24/11/2023	Total Gas & Power	£16.65	elec Oct
27/11/2023	Broadland District Council	£645.00	business rates office
27/11/2023	Anglian Water Business (Nation	£71.77	charges 12 Aug - 11 Nov
27/11/2023	Anglian Water Business (Nation	£48.62	charges 12 Aug - 11 Nov allotm
30/11/2023	Ben Burgess Groundscare Equipm	£635.53	Hire John Deere Nov
30/11/2023	G W Gooch & Sons Ltd	£27,890.56	Refurbishment toilets HCC
30/11/2023	Just Regional Publishing	£540.00	Just Hellesdon 29 Nov
30/11/2023	Osiris Technologies	£715.81	IT support
30/11/2023	PHS Group	£60.71	san disposal
30/11/2023	EEE 60	£20.99	sherry xmas party Amazon
30/11/2023	The Spotted Penguin	£728.03	table trolleys caretaker
30/11/2023	Vodafone Ltd	£84.24	usage & plan 16 Oct - 15 Dec
30/11/2023	Drayton Farms Ltd	£1,173.00	rent of land annual
		£73,596.63	

Cash Received between 01/11/2023 and 30/11/2023

Date	Cash Received from	Receipt Description	Receipt total
01/11/2023	Allotment User	rent plot 28	£86.25
01/11/2023	Casual Hire	HCC hires	£145.32
01/11/2023	Sports Hire	football training	£68.68
01/11/2023	Regular Hirer	HCC hires	£181.44
01/11/2023	Regular Hirer	HCC hires	£336.00
01/11/2023	Regular Hirer	HCC hires	£384.60
01/11/2023	Takings - Cafe	card receipts	£121.65
01/11/2023	Takings - Cafe	card receipts 31 Oct	£193.05
02/11/2023	Allotment User	rent plot 108	£57.30
02/11/2023	Barclaycard	Cash back earned Sep	£1.00
02/11/2023	Regular Hirer	HCC hires	£25.92
02/11/2023	Regular Hirer	HCC hires	£95.76
02/11/2023	Regular Hirer	HCC hires	£97.20
02/11/2023	Regular Hirer	HCC hires	£103.68
02/11/2023	Regular Hirer	HCC hires	£116.64
02/11/2023	Regular Hirer	HCC hires	£119.88
02/11/2023	Regular Hirer	HCC hires	£154.98
02/11/2023	Regular Hirer	HCC hires	£154.98
02/11/2023	Takings - Cafe	cash receipts 31 Oct - 2 Nov	£273.25
03/11/2023	Casual Hire	HCC hires	£27.00
03/11/2023	Casual Hire	HCC hires	£68.04
03/11/2023	Sports Hire	football training	£68.70
03/11/2023	Takings - Cafe	card receipts	£165.00
03/11/2023	Sports Hire	football pitch hire	£162.90
06/11/2023	Barclays Bank Plc	Loyalty reward 13 Sep - 12 Oct	£7.63
06/11/2023	Casual Hire	HCC hires	£34.02
06/11/2023	Regular Hirer	HCC hires	£157.80
06/11/2023	Sports Hire	football training	£68.70
06/11/2023	Regular Hirer	HCC hires	£12.96
07/11/2023	Sports Hire	football training	£11.45
07/11/2023	Casual Hire	HCC hires	£324.96
07/11/2023	Takings - Cafe	card receipts	£150.30
08/11/2023	Casual Hire	HCC hires	£12.96
08/11/2023	Casual Hire	HCC hires	£281.00
08/11/2023	Takings - Cafe	card receipts	£197.20
09/11/2023	Allotment User	rent plot 104	£57.30
09/11/2023	Allotment User	rent plot 60	£57.30
09/11/2023	Allotment User	rent plot 7	£57.30
09/11/2023	Takings - Cafe	card receipts	£127.60
09/11/2023	Takings - Cafe	cash receipts 7-9 Nov	£385.35
10/11/2023	Allotment User	rent plot 49	£57.30
10/11/2023	Casual Hire	HCC hires	£77.76
10/11/2023	Allotment User	plot 88	£11.24
10/11/2023	Regular Hirer	HCC hires	£77.76
13/11/2023	Allotment User	rent plot 42	£57.30
13/11/2023	Casual Hire	HCC hires	£34.02
13/11/2023	Regular Hirer	HCC hires	£63.02
14/11/2023	Allotment User	rent plot 6	£57.30
14/11/2023	Sports Hire	football training	£11.45

14/11/2023	Casual Hire	HCC hires	£16.20
14/11/2023	Allotment User	plot 103	£12.30
14/11/2023	Regular Hirer	HCC hires	£550.08
14/11/2023	Regular Hirer	HCC hires	£49.44
14/11/2023	Takings - Cafe	card receipts	£166.45
15/11/2023	Takings - Cafe	card receipts	£176.55
16/11/2023	Allotment User	rent plot 25	£57.30
16/11/2023	Casual Hire	HCC hires	£16.20
16/11/2023	Regular Hirer	HCC hires	£608.40
16/11/2023	Regular Hirer	HCC hires	£75.24
16/11/2023	Takings - Cafe	card receipts	£92.15
17/11/2023	Casual Hire	HCC hires	£150.00
17/11/2023	Casual Hire	HCC hires	£13.50
17/11/2023	Sports Hire	football pitch hire	£203.70
17/11/2023	Regular Hirer	HCC hires	£145.80
17/11/2023	Takings - Cafe	cash receipts 14-17 Nov	£425.20
20/11/2023	Casual Hire	HCC hires	£61.56
20/11/2023	Casual Hire	HCC hires	£234.24
21/11/2023	Allotment User	rent plot 101	£57.30
21/11/2023	Allotment User	rent plot 100 Waller	£57.30
21/11/2023	Sports Hire	football training	£11.45
21/11/2023	Casual Hire	HCC hires	£34.02
21/11/2023	Takings - Cafe	card receipts	£129.55
22/11/2023	Allotment User	rent plot 26	£57.30
22/11/2023	Casual Hire	HCC hires	£13.50
22/11/2023	Regular Hirer	HCC hires	£43.74
22/11/2023	Takings - Cafe	card receipts 22 Nov	£187.80
23/11/2023	Takings - Cafe	card receipts 23 Nov	£113.10
24/11/2023	Casual Hire	HCC hires	£228.66
24/11/2023	Regular Hirer	HCC hires	£78.48
24/11/2023	Takings - Cafe	cash receipts 21- 23 Nov	£398.50
27/11/2023	Allotment User	rent plot 66	£57.30
27/11/2023	Casual Hire	HCC hires	£200.00
27/11/2023	Regular Hirer	HCC hires	£138.60
28/11/2023	Allotment User	rent plot 122	£57.30
28/11/2023	Casual Hire	HCC hires	£61.56
28/11/2023	Sports Hire	football training	£11.45
28/11/2023	Regular Hirer	HCC hires	£309.96
28/11/2023	Takings - Cafe	card receipts 28 Nov	£165.05
29/11/2023	Regular Hirer	HCC hires	£84.90
29/11/2023	Regular Hirer	HCC hires	£271.20
29/11/2023	Takings - Cafe	card receipts	£172.30
30/11/2023	Allotment User	rent plot 94	£45.00
30/11/2023	Casual Hire	HCC hires	£68.04
30/11/2023	Casual Hire	HCC hires	£13.50
30/11/2023	Regular Hirer	HCC hires	£36.00
30/11/2023	Regular Hirer	HCC hires	£291.60
			£12,048.97

		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	2,081	13,979	0	(13,979)			0.0%	
1415	Community Centre Inc SW Room	1,940	12,535	0	(12,535)			0.0%	
1420	Community Centre Inc OH Room	1,575	6,741	0	(6,741)			0.0%	
1425	Community Centre Inc Spr Room	44	526	0	(526)			0.0%	
1440	Community Centre Inc Ww Room	14	41	0	(41)			0.0%	
1445	Community centre kitchenette	144	669	0	(669)			0.0%	
1455	Community centre stage hire	33	73	0	(73)			0.0%	
1460	Hire of flasks	40	299	0	(299)			0.0%	
1470	Hire of urn	0	4	0	(4)			0.0%	
1475	Storage charge	70	440	0	(440)			0.0%	
1476	Rent old parish office	2,174	2,174	0	(2,174)			0.0%	
	Community Centre :- Income	**8,114**	**8,880**	**45,225**	**36,345**			**19.6%**	**0**
4070	Profess Fees/Agency Personnel	0	828	0	(828)		(828)	0.0%	
4150	Utilities & business rates	3,278	16,821	25,315	8,494		8,494	66.4%	
4250	PHS services	18	2,642	2,424	(218)		(218)	109.0%	
4295	Equipment - New/Replacement	0	5,491	1,897	(3,594)		(3,594)	289.4%	6,291
4300	Equipment-Repair/Maintenance	0	95	657	563		563	14.4%	
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	41	3,210	1,589	(1,621)		(1,621)	202.0%	
4625	Senior Citizens club	0	81	0	(81)		(81)	0.0%	60
4630	Consumables	8	546	166	(380)		(380)	329.0%	
4635	cleaning agents/materials	193	1,238	900	(338)		(338)	137.5%	
4645	Warm room expenditure	159	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	34,100	44,782	0	(44,782)		(44,782)	0.0%	
	Community Centre :- Indirect Expenditure	**37,797**	**86,437**	**40,589**	**(45,848)**	**0**	**(45,848)**	**213.0%**	**6,351**
	Net Income over Expenditure	**(29,683)**	**(77,557)**	**4,636**	**82,193**				
6000	plus Transfer from EMR	0	5,351						
6001	less Transfer to EMR	0	1,000						
	Movement to/(from) Gen Reserve	**(29,683)**	**(73,206)**						
110	Administration								
1076	Precept	0	561,227	0	(561,227)			0.0%	9,350
1085	Grants received	0	2,500	0	(2,500)			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	**0**	**728,376**	**0**	**(728,376)**				**154,227**
4065	councillor training	19	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	**19**	**16,485**	**22,371**	**5,886**	**0**	**5,886**	**73.7%**	**0**
	Net Income over Expenditure	**(19)**	**711,891**	**(22,371)**	**(734,262)**				
6001	less Transfer to EMR	0	154,227						
	Movement to/(from) Gen Reserve	**(19)**	**557,664**						
120	Staff								
4000	Admin Staff	9,728	57,335	124,884	67,549		67,549	45.9%	
4010	Groundstaff	8,358	45,791	79,682	33,891		33,891	57.5%	
4020	Care Takers	7,919	38,358	63,861	25,503		25,503	60.1%	
4025	Cafe Staff	3,009	15,494	29,868	14,374		14,374	51.9%	
4040	PAYE	7,309	31,772	0	(31,772)		(31,772)	0.0%	
4045	Pension Scheme	7,452	38,790	43,993	5,203		5,203	88.2%	
4055	Staff training	200	521	4,000	3,479		3,479	13.0%	
4070	Profess Fees/Agency Personnel	0	252	0	(252)		(252)	0.0%	
4080	Employer NI	3,731	16,127	25,139	9,012		9,012	64.2%	
4090	Protective clothing/workwear	619	1,330	3,405	2,075		2,075	39.1%	
4480	Memberships & Subscriptions	0	0	353	353		353	0.0%	
	Staff :- Indirect Expenditure	**48,324**	**245,769**	**375,185**	**129,416**	**0**	**129,416**	**65.5%**	**0**
	Net Expenditure	**(48,324)**	**(245,769)**	**(375,185)**	**(129,416)**				
130	Council Office								
1360	Electricity FIT	0	302	666	364			45.3%	
1365	Misc office income	2	8	0	(8)			0.0%	
1375	Misc refund	0	1,034	0	(1,034)			0.0%	
	Council Office :- Income	**2**	**1,344**	**666**	**(678)**			**201.9%**	**0**
4112	Advertising	0	0	343	343		343	0.0%	
4150	Utilities & business rates	1,255	7,844	14,843	6,999		6,999	52.8%	
4250	PHS services	5	56	56	1		1	99.1%	

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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
4295	Equipment - New/Replacement	0	899	3,671	2,772		2,772	24.5%	
4400	Chairman's Budget	0	42	1,694	1,652		1,652	2.5%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	3	15	100	85		85	15.3%	
4415	Refreshments	23	255	287	32		32	88.9%	
4420	Telephone and Broadband	274	1,866	3,398	1,532		1,532	54.9%	
4425	IT Support and Maintenance	393	3,269	5,006	1,737		1,737	65.3%	
4430	Photocopier	0	637	2,498	1,861		1,861	25.5%	
4435	Contingencies	0	30	100	70		70	30.0%	
4440	Stationery	142	639	543	(96)		(96)	117.7%	
4445	Postage	5	117	60	(57)		(57)	195.8%	
4450	Inspections	0	589	661	72		72	89.1%	
4485	Other Licences/Fees	59	2,803	3,116	313		313	90.0%	
4500	PWLB	8,945	43,095	43,094	(1)		(1)	100.0%	
4560	Property Maintain/Replacement	0	3,008	3,874	866		866	77.6%	
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	50	50	200	150		150	25.0%	
4630	Consumables	0	0	210	210		210	0.0%	
4635	cleaning agents/materials	0	0	106	106		106	0.0%	
	Council Office :- Indirect Expenditure	**11,152**	**72,655**	**89,260**	**16,605**	**0**	**16,605**	**81.4%**	**6,689**
	Net Income over Expenditure	**(11,150)**	**(71,311)**	**(88,594)**	**(17,283)**				
6000	plus Transfer from EMR	0	6,689						
	Movement to/(from) Gen Reserve	**(11,150)**	**(64,621)**						
150	Investment								
1080	Bank Interest Received	0	4,051	80	(3,971)			5063.3%	
1090	Monthly Loyalty Rewards	8	63	10	(53)			633.2%	
1091	Cash back rebates	1	30	0	(30)			0.0%	
	Investment :- Income	**8**	**4,144**	**90**	**(4,054)**			**4604.6%**	**0**
4060	Bank Charges & card fees	93	630	318	(312)		(312)	198.1%	
	Investment :- Indirect Expenditure	**93**	**630**	**318**	**(312)**	**0**	**(312)**	**198.1%**	**0**
	Net Income over Expenditure	**(85)**	**3,514**	**(228)**	**(3,742)**				
160	Planning								
4130	Hire of Rooms	0	0	300	300		300	0.0%	
	Planning :- Indirect Expenditure	**0**	**0**	**300**	**300**	**0**	**300**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(300)**	**(300)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
170	Health and Safety								
4135	Consultancy Fees	0	1,996	2,995	999		999	66.7%	
4140	Defibrillator	0	51	340	289		289	15.0%	
4295	Equipment - New/Replacement	0	119	163	44		44	73.2%	
4630	Consumables	0	13	0	(13)		(13)	0.0%	
	Health and Safety :- Indirect Expenditure	**0**	**2,180**	**3,498**	**1,318**	**0**	**1,318**	**62.3%**	**0**
	Net Expenditure	**0**	**(2,180)**	**(3,498)**	**(1,318)**				
180	Media and Communications								
4105	Newsletter-Printing/Distributi	450	3,340	5,634	2,294		2,294	59.3%	
4110	Website and Emails	0	728	1,071	343	1,034	(691)	164.5%	
4155	IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460	CCTV	0	4,823	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	**450**	**8,891**	**11,639**	**2,748**	**1,034**	**1,714**	**85.3%**	**0**
	Net Expenditure	**(450)**	**(8,891)**	**(11,639)**	**(2,748)**				
190	Stores								
4150	Utilities & business rates	155	1,236	1,546	310		310	79.9%	
	Stores :- Indirect Expenditure	**155**	**1,236**	**1,546**	**310**	**0**	**310**	**79.9%**	**0**
	Net Expenditure	**(155)**	**(1,236)**	**(1,546)**	**(310)**				
195	Tractor Shed								
4150	Utilities & business rates	330	2,641	3,301	660		660	80.0%	
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**	**3,509**	**4,084**	**575**	**0**	**575**	**85.9%**	**0**
	Net Expenditure	**(330)**	**(3,509)**	**(4,084)**	**(575)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	0	11	550	539		539	1.9%	
4120	Over 65 Entertainment	175	325	325	0		0	100.0%	
4630	Consumables	0	30	125	95		95	24.3%	
	Residents' Parties :- Indirect Expenditure	**175**	**366**	**1,000**	**634**	**0**	**634**	**36.6%**	**0**
	Net Expenditure	**(175)**	**(366)**	**(1,000)**	**(634)**				

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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
205	Events								
1480	Events income	0	1,325	550	(775)			240.9%	
	Events :- Income	**0**	**1,325**	**550**	**(775)**			**240.9%**	**0**
4122	Events	17	2,743	3,000	257		257	91.4%	
	Events :- Indirect Expenditure	**17**	**2,743**	**3,000**	**257**	**0**	**257**	**91.4%**	**0**
	Net Income over Expenditure	**(17)**	**(1,418)**	**(2,450)**	**(1,032)**				
210	Grounds								
1200	Football Hire Charges	391	1,587	1,270	(317)			124.9%	
1210	Football Training Area Hire	219	970	1,134	164			85.5%	
1215	Grass cutting agreement	0	16,407	15,000	(1,407)			109.4%	
1270	Floodlights Income	0	13	0	(13)			0.0%	
	Grounds :- Income	**611**	**18,977**	**17,404**	**(1,573)**			**109.0%**	**0**
4195	Keys/Locks	138	211	465	254		254	45.3%	
4200	Locking parks	0	1,800	1,576	(224)		(224)	114.2%	
4210	Emptying Bins/Fresheners	678	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	891	8,911	9,641	730		730	92.4%	
4255	Skip hire	260	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	999	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	0	140	396	256		256	35.2%	
4320	Small tools	0	371	1,000	629		629	37.1%	
4325	fence repairs	3,373	3,373	5,000	1,627		1,627	67.5%	
4435	Contingencies	0	1,749	4,150	2,401		2,401	42.1%	
4630	Consumables	0	3	0	(3)		(3)	0.0%	
	Grounds :- Indirect Expenditure	**6,339**	**24,455**	**36,128**	**11,673**	**0**	**11,673**	**67.7%**	**500**
	Net Income over Expenditure	**(5,729)**	**(5,478)**	**(18,724)**	**(13,246)**				
6000	plus Transfer from EMR	0	500						
	Movement to/(from) Gen Reserve	**(5,729)**	**(4,979)**						
220	Machinery and Vehicles								
4160	Repairs/Maintenance	35	282	815	533		533	34.7%	
4265	Fuel	110	1,541	3,030	1,489		1,489	50.9%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4290	Servicing	855	855	8,457	7,602		7,602	10.1%	
4295	Equipment - New/Replacement	0	24,945	11,513	(13,432)		(13,432)	216.7%	13,432
4310	Hire of Machinery	495	3,960	6,940	2,980		2,980	57.1%	
4680	Depreciation	0	0	1,000	1,000		1,000	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**1,495**	**31,584**	**31,755**	**171**	**0**	**171**	**99.5%**	**13,432**
	Net Expenditure	**(1,495)**	**(31,584)**	**(31,755)**	**(171)**				
6000	plus Transfer from EMR	0	13,432						
	Movement to/(from) Gen Reserve	**(1,495)**	**(18,152)**						
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	597	3,243	4,389	1,146			73.9%	
1110	Water Recharge	68	414	0	(414)			0.0%	
1115	Pest control Recharge	66	444	0	(444)			0.0%	
1125	Apiary honey sales	0	84	0	(84)			0.0%	
	Allotments :- Income	**730**	**4,186**	**4,389**	**203**			**95.4%**	**0**
4145	Landowner Rent	468	1,506	1,444	(62)		(62)	104.3%	
4150	Utilities & business rates	136	792	1,329	537		537	59.6%	
4170	Pest Control	200	570	470	(100)		(100)	121.3%	
4390	Materials	0	0	430	430		430	0.0%	
4560	Property Maintain/Replacement	100	964	1,100	136		136	87.7%	
	Allotments :- Indirect Expenditure	**904**	**3,833**	**4,773**	**940**	**0**	**940**	**80.3%**	**0**
	Net Income over Expenditure	**(174)**	**353**	**(384)**	**(737)**				
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**				

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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
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**				

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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
300	Cafe								
1500	Café Income	3,033	17,312	25,000	7,688			69.2%	
	Cafe :- Income	**3,033**	**17,312**	**25,000**	**7,688**			**69.2%**	**0**
1610	cafe capital costs	68	293	0	(293)		(293)	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	49	977	0	(977)		(977)	0.0%	
4635	cleaning agents/materials	0	71	0	(71)		(71)	0.0%	
4710	Café Purchases	1,227	9,169	11,115	1,946		1,946	82.5%	22
4711	Community fridge/ fruit & veg	53	273	0	(273)		(273)	0.0%	
	Cafe :- Indirect Expenditure	**1,397**	**11,194**	**11,115**	**(79)**	**0**	**(79)**	**100.7%**	**22**
	Net Income over Expenditure	**1,637**	**6,118**	**13,885**	**7,767**				
6000	plus Transfer from EMR	0	22						
	Movement to/(from) Gen Reserve	**1,637**	**6,140**						
	Grand Totals:- Income	**12,498**	**791,466**	**99,834**	**(691,632)**			**792.8%**	
	Expenditure	**108,648**	**526,454**	**661,061**	**134,607**	**2,199**	**132,407**	**80.0%**	
	Net Income over Expenditure	**(96,150)**	**265,011**	**(561,227)**	**(826,238)**				
	plus Transfer from EMR	**0**	**25,994**						
	less Transfer to EMR	**0**	**155,227**						
	Movement to/(from) Gen Reserve	**(96,150)**	**135,778**						

HELLESDON PARISH COUNCIL
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Minutes of the meeting of the Planning Committee held on Tuesday 14th November 2023 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr I. Duckett
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 D. Maidstone

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

3. **To receive approval of minutes of the committee meeting held on 24th October 2023**
   Minutes of 24th October had been previously circulated and were **AGREED** and 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.** Hard copies of the report are to be made available at the meeting as part of the meeting packs.

6. **Planning Applications for Consideration**

Application	Agreed Response
2023/3126 – 127-129 Reepham Road, NR6 5LY Change of use and extensions from 2 x C3 dwellings to 9 self contained C2 supported housing units, with 24hour onsite care	Objection due to the following: 1) Overdevelopment of the site, with the large rear extensions being out of character and scale with existing properties, contrary to policy GC4 (ii). 2) Detrimental impact on the amenity of the neighbouring property, due to the size of the rear two storey extension being overbearing and oppressive. Contrary to policy GC4(iv).

Approved.....

Date.....

	3) Insufficient parking. Parking scheme only allows for one staff car parking space (and three for residents/visitors). This suggests that there will only ever be one member of staff onsite at any one point, with no handover period. Given that this would be unsafe practise and there is highly likely to be a handover period to update staff on vulnerable residents, this would be contrary to the Norfolk Parking Standards as more than one staff parking space would be required. There is also no space onsite for delivery vehicles. Delivery vehicles and those not able to park onsite would be forced to park either on Reepham Road, which is a busy route into Norwich and also a well used bus route. This would not only hold up the flow of traffic but block visibility to Pinewood Close. Or they would be forced to park on Pinewood Close, which they would have no permission to do so as this is a private road and single track. For this reason, the application does not comply with policy TS3 as the development would have a significant adverse impact upon the satisfactory functioning and safety of the highway network. If the officer is minded to approve this application, it should be called in to be determined by committee for the aforementioned planning reasons.
2023/3223 14 Waldemar Avenue, NR6 6TB Single storey side extension	No objections
2023/3238 62 Hercules Road, NR6 5HH Single storey rear extension and internal alterations (revised)	No objections.
2023/3188 Hellesdon Hospital, Drayton High Road Refurbishment of part of the existing building to provide two secure suites and associated staff areas with new build entrance lobby extension and secure external courtyards	No objections.
2023/3169 Norfolk Ambulance Headquarters Hospital Lane Hellesdon Norfolk NR6 5NA Erection of new temporary building	No objections

7. Exchange of Information

No matters raised

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 28th November 2023 at 6.15pm.

The meeting closed at 6.40 pm.

Approved.....

Date.....

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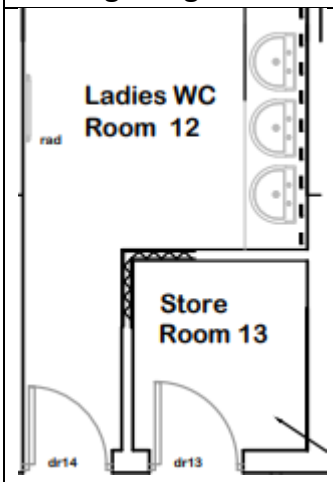
Meeting of Hellesdon Parish Council – 12th December 2023

Item 9a – To Receive Update on WC Improvement Project

The WC Improvement Project commenced on 30th October and is a 6 week project.

Asbestos encapsulation has had to be added to the project, which was completed on the 7th and 8th November. The cost of this will be covered within the contingency aspect of the pricing.

An additional problem was encountered with regards to the existing wall between the ladies and the gents toilet, in that it is too thin for fire resistance purposes and, in some cases, ceases to be a wall at all, only stud work. A review of the plans has taken place and, to make the replacement of this wall cost neutral, the squaring off of the wifi cupboard will now not take place. Instead a studwork wheelchair cupboard will be installed, as detailed below:

Existing Design	**Amended Design**
	
Existing store room cupboard wall to be squared off	--------- Keep existing store room wall and square off with stud work to create a wheelchair storage cupboard.

The cubicles and sanitaryware were in the process of being installed week commencing 27th November.

The toilet roll holders, soap dispensers and baby change units are onsite and will be installed by the Parish Council's facilities team week commencing 4th December.

The project remains on target to be completed by 8th December, in time for the Senior Citizens' Christmas party on 9th December. The Clerk will arrange for the draw down of the grant.

Meeting of Hellesdon Parish Council – 12th December 2023

Item 10 – Neighbourhood Plan

a) To Receive Update on the Neighbourhood Plan

Collective Community Planning has been advised of their appointment by the Parish Council. They have been very proactive and has already put in an application to Locality for funding for works that are likely to be completed up to 31st March 2024. A subsequent application will be made for works what will take place in the new financial year. Additional assistance has also been requested through AECOM for technical assistance.

Broadland Council will also be approached for additional funding if available.

The Clerk and the consultant met with representatives of AECOM on 6th December for an initial meeting to discuss technical support. We discussed the green grid, design of buildings in relation to the Biodiversity Duty, current land allocations (housing, employment and open space), verge parking and also a housing needs survey to determine the size and tenure of future development in Hellesdon. AECOM will be applying for funding from the Department for Levelling Up, Housing & Communities to support this technical work.

b) To Agree Members to Form the Neighbourhood Plan Working Group

Under the Terms of Reference agreed by the Parish Council, the Working Group will include up to 15 members and up to nine parish councillors should be nominated for the working group.

Could members please agree which councillors should form part of the Neighbourhood Plan Working Group.

c) To Agree Date / Time of First Meeting

To ensure that the plan stays on timeline, the first meeting of the Working Group should be held in January. Could members please suggest some suitable dates/times to feed back to the consultant.

Meeting of Hellesdon Parish Council – 12th December 2023

Item 11 – Grant Opportunities

a) To Consider Application for Broadland Council Winter Pressures Grant

Further to email correspondence of 16th November, Broadland Council is offering a Winter Pressures Grant of up to £1500. A package has been put together as follows:

Warm Wear:

A selection of snuggle blankets, thermal socks, thermal gloves and thermal hats in sizes ranging from children to adult. Distribution can be done via the Parish Council/community fridge and also with support via Community in Partnership team at the Family Hub who will have already identified vulnerable individuals and families in Hellesdon. They also have contact with the schools who can further ensure the right people obtain these products.

Cost £863.27

Low Energy Wash Packs:

With the cost of energy, many families are cutting down on use of warm baths/showers and use of hairdryers. To this extent, a 'low energy wash pack' can be created to allow people to maintain good levels of hygiene without using excess energy – energy of which can be used to heat the home. Each pack would consist of dry shampoo, a microfibre hair towel, soap and a facecloth, all in a drawstring bag. Again, distribution via the Parish Council/community fridge and with support from the Community in Partnership team at the Family Hub.

We will put leaflets about the Help Hub and the Family Hub in each bag.

Cost £331 (to create 42 packs)

Creation of a Drink Station in the Warm Room:

Presently people using the warm room can access drinks, but this is via the kitchenette on the other side of the community centre. This is inconvenient and we risk losing consumables to other users of the kitchenette. It is proposed that a drinks station is created in the Warm Room. A kitchen style cabinet can be installed to store consumables for the warm room, and a thermopot purchased to keep hot water safely in this room. This can be checked by caretakers at regular intervals to make sure it is still full and hot. Consumables will also require restocking (tea, coffee, sugar, milk sticks, hot chocolate, cup soups and squash). A litter bin and some compostable cups and stirrers will also be required.

Cost £334.41

Warm Room Clubs

The Family Hub has offered to help supervise a selection of after school clubs in the Warm Room. These are relevant when children leave school and perhaps are not permitted to put the heating on until their parents return after work. The Family Hub members have all the relevant DBS checks (which can be verified by the Parish Council). Suggestions include:

A homework club – no cost to the Parish Council

A craft club – craft materials and 'lego' bricks £47.81

TOTAL COST £1,576.49 (£1500 grant and £76.49 from Good Causes for Hellesdon)

The packages have been carefully selected, so as not to overlap with the items that the Library is providing. They are providing blankets, hot water bottles and draught excluders. As toiletries they are providing deodorant, shampoo, bodywash, toothbrushes, toothpaste and sanitary products. Between the library and the Parish Council we should be able to provide a substantial service to those who are most vulnerable.

Could members please agree that the grant application can go forwards on this basis?

b) To Consider Application to Broadland Council for a 'Clean Up and Bloom' Grant

Broadland Council is offering a 'Clean and Bloom' Grant to enhance the physical landscape but also foster significant social and mental health benefits.

The Facilities Manager has made several suggestions to improve planting around the community centre, including removing the old shrubs at the front of the building which were badly damaged by the building work, treat the soil, and replace with a hydrangea called paniculata 'Vanille Fraise. This flowers from July until October and would hopefully will the front of the centre, making it more welcoming. This would benefit numerous visitors to the site, including those visiting the library and the Family Hub.

Associated with this would be an entry to the Anglia in Bloom competition. For an urban area, Hellesdon has some wonderful natural areas, and one of the best kept roundabouts in Norfolk. This was raised as an ambition of the grounds team and would encourage pride in place for Hellesdon.

It is recommended that the Clerk and the Facilities Manager be permitted to apply for the maximum grant of £300.

c) To Consider Application for Broadland Pride in Place Grant to Refurbish West WCs in Community Centre

With the project to refurbish the main WC area in the community centre nearly complete, the next area that requires attention is the WCs to the west of the building. These consist of one ladies and one gentlemen's toilet, which are very tired and run down. Tiles are currently in a poor state of repair due to alleged flood damage.

It is proposed that these toilets are replaced with two DDA compliant unisex toilets, in a similar manner to what is housed in Diamond Jubilee Lodge. These are increasing being placed in public buildings as they comply with the Public Sector Equality Duty, particularly to advance equality of opportunity between people who share a protected characteristic and people who do not share it. It would allow a facility for the disabled and also for those who are transitioning, or have transitioned through gender reassignment. These are protected characteristics which the Parish Council must not disadvantage in its facilities.

A conversation has been had with the Parish Council's project manager and much of the work had already been done with regards to the specification. And the project will be nowhere near as big as the refurbishment of the main WCs.

There is a final round of Pride in Place funding where applications are due to be received by Broadland Council by 31st January, which, if successful, would fund 50% of this project. The Clerk seeks permission to work with the Project Manager, create a specification and go out to tender, in

readiness for the meeting on 9th January to provide the Council with full details of a proposed application to Broadland Council.

d) To Receive Notification of Successful Veolia Grant

Upon suggestion from Broadland Council, a grant application was made to the Veolia Sustainability Fund, primarily for stocking the Community Fridge. To pad out the grant, extra funds were included to supply the apiary, and also for a contribution to the allotments so that these areas of the parish could help with the supply of the community fridge. Veolia has advised that the purchase of food to stock the community fridge is not in line with their grant, but they have awarded us £200 to be split between the apiary and the allotments, on the grounds that contributions are made to supply the community fridge.

e) To Receive Notification of Successful Busseys Tree Grant

The Parish Council has been successful in obtaining a grant to plant 3no. Paulownia tomentosa trees at Mountfield Park. This grant will cover 3no. semi mature trees, guards and mulch.

Meeting of Hellesdon Parish Council – 12th December 2023

Item 12 – Hellesdon Parish Council Website

a) To Receive Update on Hellesdon Parish Council Website

The Parish Council commissioned Paston Chase in April to redesign the Parish Council's website. In July it became apparent that Paston Chase were not able to facilitate the contract, so a full refund was given to the Parish Council and the Senior Administrator obtained quotes and a local company, Xpose was selected as the company which could provide the Parish Council with a dynamic website, which was still user friendly and is accessibility compliant. It is anticipated that this will be ready by the end of the calendar year.

b) To Consider Options for Redesign of Hellesdon Parish Council Logo

The one matter that we have struggled with on the redesign of the website is the lack of branding for the Parish Council and the lack of associated logo.

The Parish Council could engage the services of a professional designer, or it could take the opportunity to engage with the high school, as it is anticipated that design students who live in the local area would be passionate about a design. Should the school be open to this idea, the Parish Council could offer prizes for 1st, 2nd and 3rd place (£50, £25, and £10 amazon vouchers respectively)

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BIODIVERSITY POLICY

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Hellesdon Parish Council, (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

• consider the potential impact on biodiversity when making representation on planning applications.

• manage its land and property using environmentally friendly practices that will promote biodiversity.
• adopt low impact / nature positive practices in its operations.
• encourage other organisations within the parish / town to manage their areas of responsibility with biodiversity in mind.
• encourage residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

• when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
• support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
• consider what each proposed development might make in terms of biodiversity net gain.
• include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

• consider the carrying out of a biodiversity audit of its landholdings.
• create an action plan for each of the areas of land under the council's responsibility.
• consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
• take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
• source sustainable materials when procuring supplies for the Council's use
• consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

• raise public awareness of biodiversity issues, including through its website, social media and newsletters.
• where practical, engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.

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• where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

Where practical. the Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on 12th December 2023 and will be reviewed as part of the Council's Policy Review Schedule

DRAFT

Meeting of Hellesdon Parish Council – 12th December 2023

Item 14 To Consider Request for Contribution for Grass Cutting

The Parish Council has received the attached letter for a contribution to grass cutting in the churchyard and burial ground. The Parish Council has budgeted £750 for this in 2023/2024

Hellesdon Parochial Church Council
Registered charity number 1144178
Churches of St Mary, St Michael and St Paul

Mrs Faye LeBon
Parish Clerk
Hellesdon Parish Council
Diamond Jubilee Lodge
Wood View Road
Norwich
NR6 5QB

c/o The Vicarage
Broom Avenue
Hellesdon
Norwich
NR6 6LG
Tel; 01603 426902
hellesdonchurches@gmail.com

19th November 2023

Dear Faye

Grass cutting at St Mary's Churchyard and New Burial Ground 2023

Now that we have come to the end of the grass cutting season, I am writing on behalf of Hellesdon Parochial Church Council (PCC) to request a contribution from Hellesdon Parish Council towards the cost of grass cutting at St Mary's Churchyard and New Burial Ground in 2023.

The cutting from April to September cost £625 per month and the final cut in October was £125. I am enclosing copies of the invoices for the first and last cuttings from the PCC's contractors, Adam's Home Service from April to October (invoices are dated May and November as we are invoiced monthly in arrears). The total for seven cuts throughout the season will be £3,875.

PCC would be very grateful for as generous a contribution towards these expenses as the Parish Council is able to make.

Kind regards

[redacted]
Parish Administrator and PCC Secretary

Adam's Home Services, 95 Meadow Way
NR6 6XX
+44 07914944606
adamhomeservices@gmail.com

INVOICE TO
St Mary's Church
Low Road, Hellesdon
Norwich

INVOICE NO. 3846
DATE 28/04/2023
DUE DATE 05/05/2023
TERMS within 7 days

~~Gardening~~ Gardening	1	625.00	625.00

BALANCE DUE **£625.00**

1/5/23

625 —
26 —
651 —

chq. 106703 300 —
chq 106704 351 —
651 —

MAY for APRIL CUTTING

[redacted]

Adam's Home Services, 95 Meadow Way
NR6 6XX
+44 07914944606
adamhomeservices@gmail.com

INVOICE

INVOICE TO
St Mary's Church
Low Road, Hellesdon
Norwich

INVOICE NO. 4073
DATE 30/10/2023
DUE DATE 06/11/2023
TERMS within 7 days

ACTIVITY	QTY	RATE	AMOUNT
Gardening Gardening	1	125.00	125.00

If paying by bank transfer please send money to: Sort Code 40-35-50
Account Number 7155 5189
If paying by Cheque please make payable to: Adam's Home Services

BALANCE DUE **£125.00**

chq 106759
31/10/23

125 –
26 –
151 –

NOV. for OCT cutting

[redacted]