Interests Flowchart

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

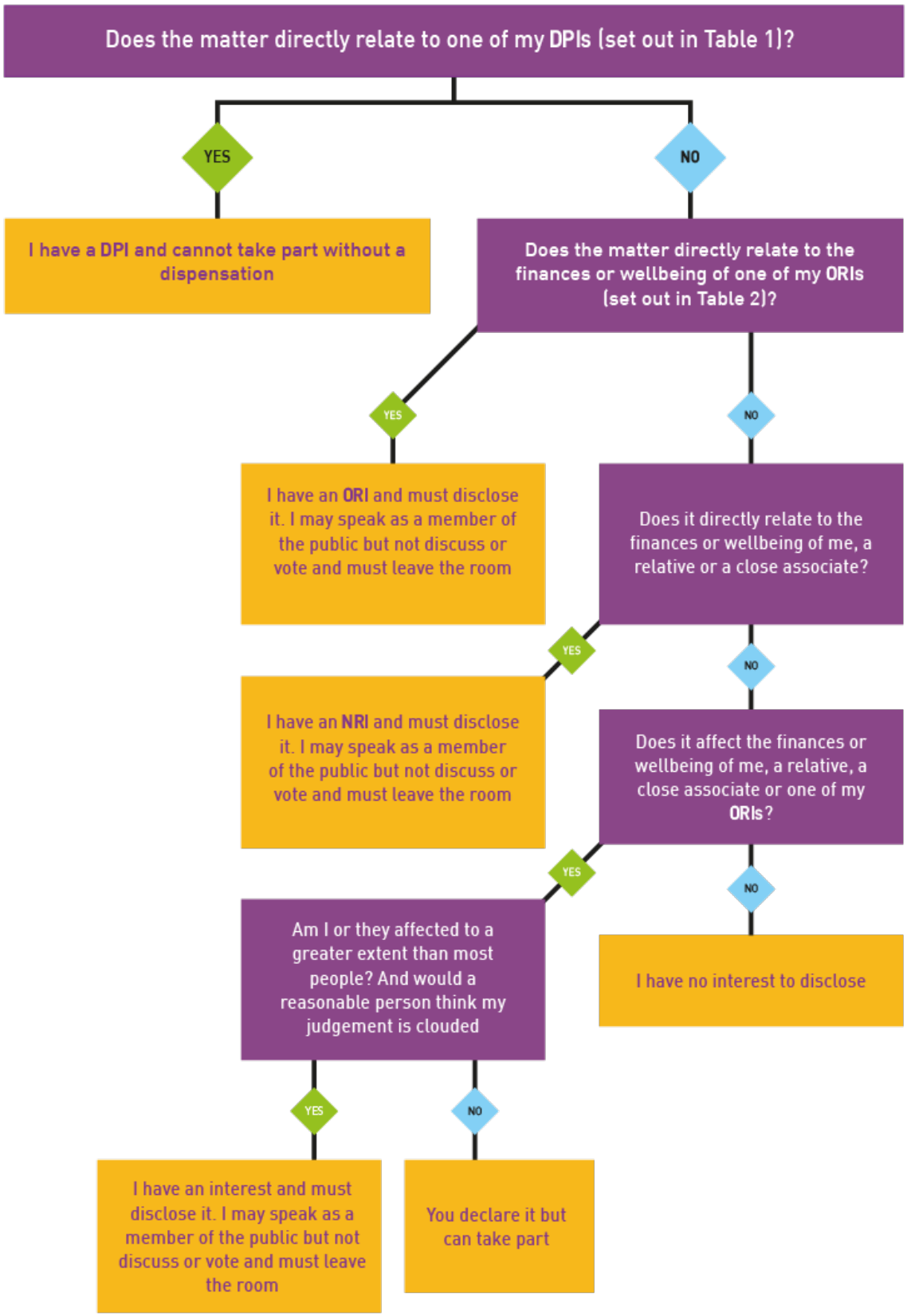


Table 1: Disclosable Pecuniary Interests

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 July 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher
Cllr D Fahy
Cllr M Hicks
Cllr D Maidstone
Cllr S Smith
Cllr N Barker
Cllr G Britton
Cllr R Forder
Cllr S Lowthorpe
Cllr R Sear

In attendance: Mrs F LeBon (Clerk) and one member of the public.

Welcome by the Chairman – Cllr Johnson welcomed all in attendance.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr L Douglass, Cllr I Duckett, Cllr S Gurney, Cllr S Holland and Cllr S Lowthorpe.

2. Declarations of Interest and Dispensations

No declarations made or dispensations applied for.

3. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 11th June 2024

The Minutes of the Full Council meeting held on 11th June 2024 had been previously circulated. Subject to correction of a typographical error, it was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

A member of the public advised that building work had commenced on the new retirement homes behind the chapel.

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated.
The Clerk updated that the waste collection service from the council's current contractor had been reduced to fortnightly as opposed to the previous weekly service. This was not acceptable to the Parish Council and alternative prices from contractors are being sought.
The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

District and County Council reports were not available due to the pre election period.

Approved……

Date……

c) Verbal Update from Chairman

There was no Chairman's report due to the pre election period.

6. Financial Matters

a) Bank Reconciliation – June 2024

The bank reconciliation for June 2024 was **ACCEPTED** after a proposal from Cllr Britton and a second from Cllr Sear.

b) Earmarked reserves summary – June 2024

The earmarked reserves summary for June 2024 was **AGREED** after a proposal from Cllr Forder and a second from Cllr Britton.

c) Approval of Payments – June 2024

The payments for June 2024 were **AGREED** after a proposal from Cllr Britton and a second from Cllr Hicks. After a query from Cllr Sear, it was confirmed that that the payment detailed for the roof refurbishment project was the final settlement amount.

d) Receipts – June 2024

The receipts for June 2024 were **AGREED** after a proposal from Cllr Britton and a second from Cllr Forder.

e) Detailed Income and Expenditure 1st April 2024 – 30th June 2024

The detailed income and expenditure was **ACCEPTED** after a proposal from Cllr Sear and a second from Cllr Britton.

f) To Receive Internal Auditor's Full Report

The full report from the Internal Auditor had been previously circulated. Bar an oversight with the minutes on the website, which was corrected on the same day, there were no matters of concern raised. The report was accepted after a proposal from Cllr Sear and a second from Cllr Forder.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 11th June 2024

The minutes and decisions arising from the Planning Committee meeting held on 11th June 2024 had been circulated. Cllr Britton reported the committee still retained its objections to the application 331 Drayton High Road. It was **AGREED** to note the minutes and the decisions made.

8. Neighbourhood Plan

a) To Receive Update on the Neighbourhood Plan

The minutes and a report from the Neighbourhood Plan meeting held on 17th June 2024 had been previously circulated.

The Clerk reported that the Housing Needs Assessment for Hellesdon had been checked by Locality and finalised and had been sent to all councillors. Cllr Forder raised some mistakes in the Housing Needs Assessment for the Clerk to review.

The consultant is currently applying for the 2024/2025 funding from Locality.

The next meeting is on 17th July, where the draft design code will be discussed.

The decisions made by the Neighbourhood Plan Working Group, as noted in the minutes, were **AGREED**.

9. Community Centre

a) To Receive Report on Grant Funding for the West WC Improvement Project

The Clerk reported that a grant application for £15,099.39 (50% of the anticipated capital cost) was rejected by Broadland Council's Pride in Place fund. However, a subsequent grant application for £20,000 to the National Lottery Fund had been successful.

b) To Consider Tender Prices for West WC Refurbishment and Appoint Contractor

This scheme was published in an open and transparent manner on the government's Contracts Finder website, and also sent to local contractors who had worked with the council's project

manager previously. Three tenders had been received and those contractors not known to the council had completed a qualification questionnaire, of which there were no concerns raised. The two lowest prices were very similar so councillors also considered the locality of the firm. It was **AGREED** after a proposal from Cllr Sear and a second from Cllr Smith to proceed with the project and appoint contractor 3 at a contract price of £28,956.56. The Clerk will clarify where the balance of the project will be funded from.

10. Bleed Bags

a) To Receive Correspondence Regarding Bleed Bags and Consider Purchase

Correspondence was circulated about Public Access Trauma Kits (bleed bags) which are stored in defibrillator cabinets for public access in the event of an incident which involves heavy bleeding. It was **AGREED** to source a kit from St John's Ambulance at a cost of £66 and site this in the defibrillator cabinet at Diamond Jubilee Lodge as a trial. Further consideration for extra kits will be given when the council considers its budget. Information on these kits will be passed to HAHA should they wish to have a kit in the defibrillator cabinet on Bush Road.

11. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 12 and 13 in view of the confidential nature of the business to be transacted

This was **AGREED**.

The Meeting was Closed to the Press and Public

12. Land Matter.

a) To Receive Update on Action Points

The Clerk provided members with updates on action points. It was **AGREED** to seek prices for professional advice from an alternative source.

The Clerk provided members with correspondence which had arrived just before the meeting, which would necessitate a meeting in August. This would be forwarded to members not in attendance.

13. Staffing.

a) To Receive Update on Recruitment

The Clerk provided the meeting with updates. These will be progressed by the Staffing Committee on 11th July.

The Meeting was Reopened to the Press and Public

14. Matters for the Next Agenda

Correspondence about Heath Crescent land

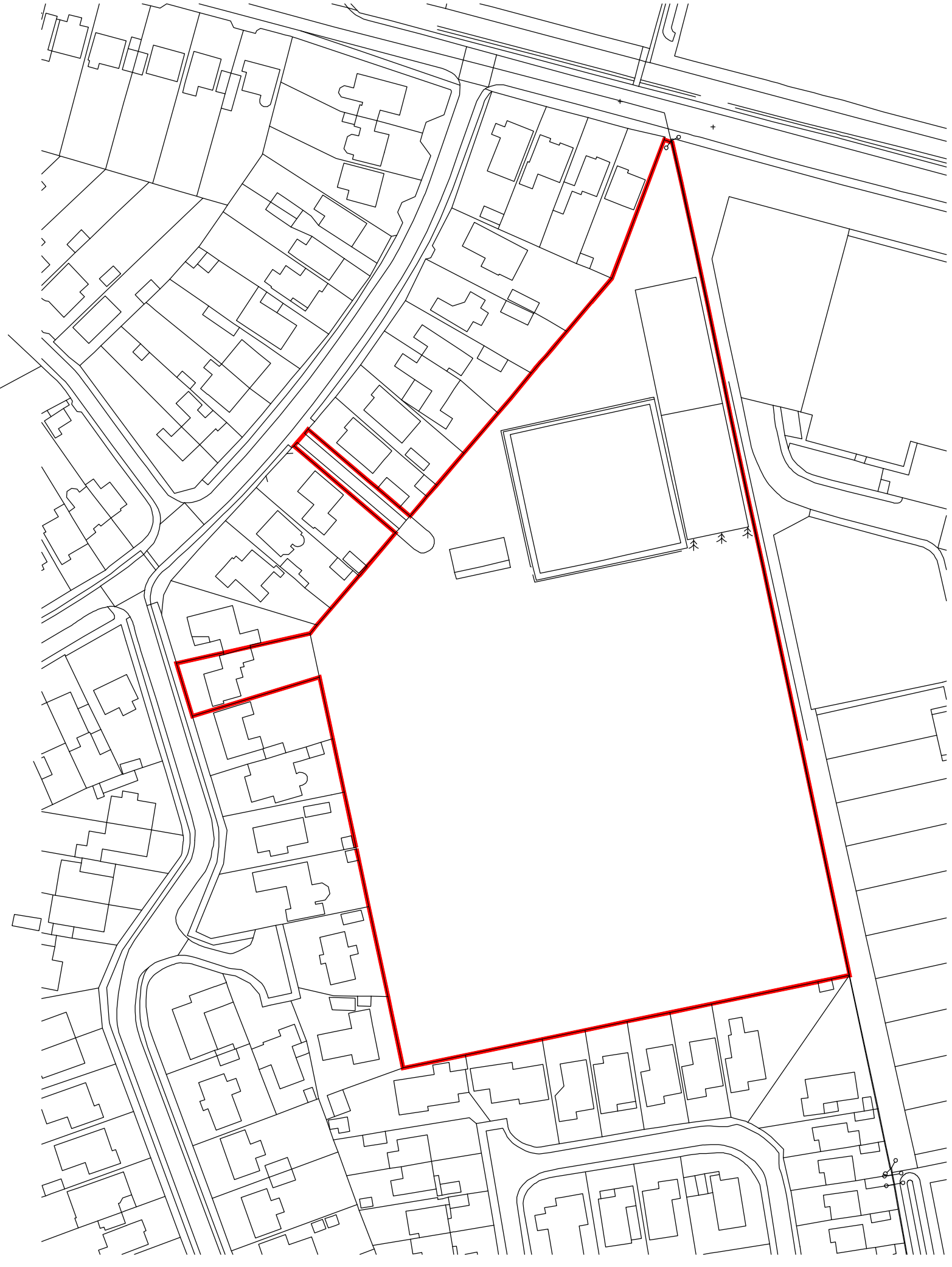
15. Time and Venue of Next Council meeting.

To be agreed and communicated to councillors to enable a response to correspondence on Heath Crescent land.

The meeting closed at 7.57pm

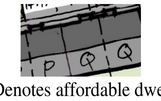
Approved……

Date……



Draft Layout for Consultation

Gross POS/Recreation Space = 2563m2.
LEAP proposed to meet policy/SPD requirements.
Remaining on-site POS/Recreation space made up of informal/formal (to be determined/designed).



Denotes affordable dwellings

Accommodation Schedule 2129/SK02

Ref	Description	Area sq.m	Area sq.ft	Parking	No.	Total sq.ft	Plots
Private							
G	2 Bed 4 Person detached bungalow	73.38	790	SG	4	3160	32,33,36,43.
G	2 Bed 4 Person semi-det bungalow	73.38	790	SG	14	11058	3,4,21,22,28,29,34,35,38,39,41,42,45,46.
H	3 Bed 6 Person detached bungalow	95.00	1023	SG	11	11249	1,2,23,24,25,26,27,30,40,47,50.
S	3 Bed 4 Person detached bungalow	82.00	883	SG	2	1765	31,37.
T	3 Bed 5 Person detached bungalow	86.00	926	SG	2	1851	44,48.
V	3 Bed 5 Person detached bungalow	86.00	926	SG	1	926	49
					34	**30009**	
Affordable Housing							
L	1 Bed 2 Person semi-det bungalow	50.50	544	1 PS	1	544	18
M	1 Bed 2 Person flat	50.50	544	1 PS	4	2174	8,9,10,11.
N	2 Bed 4 Person semi-det bungalow	79.00	850	2 PS	2	1701	19,20.
P	2 Bed 4 Person house (terraced/semi)	79.00	850	2 PS	4	3402	14,15,16,17.
Q	3 Bed 5 Person house (terraced)	93.00	1001	2 PS	5	5005	5,6,7,12,13.
					16	**12826**	
			Total		**50**	**42835**	

1 bed dwellings	5
2 bed dwellings	24
3 bed dwellings	21
	50

NOTES

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REVISIONS

REV		DATE
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CLIENT:
VELLO HOMES LTD.

PROJECT:
RESIDENTIAL DEVELOPMENT,
LAND OFF HEATH CRESCENT,
HELLESDON,
NORFOLK.

DRAWING TITLE:
DRAFT LAYOUT FOR CONSULTATION

DRAWING STATUS: For Comment

SCALES - 1:500 @ A1 | DATE - JULY 2024

EASTERN DESIGN ARCHITECTURE LTD
info@easterndesignarchitecture.co.uk

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