Interests Flowchart

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

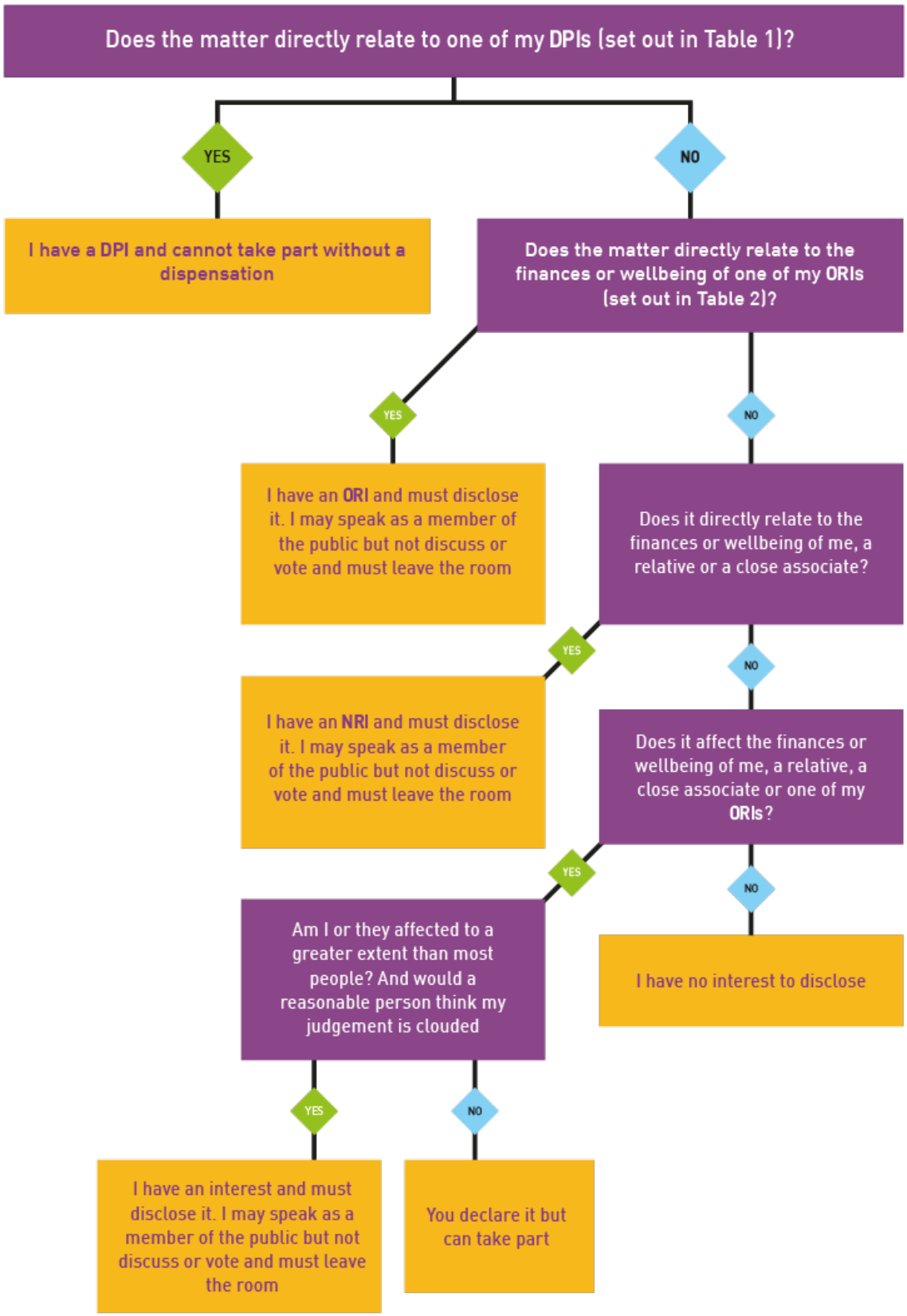

Table 1: Disclosable Pecuniary Interests

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 10th September 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

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

In attendance: Mrs F LeBon (Clerk), Mr H Clark (Deputy Clerk) and three members of the public.

Welcome by the Chairman – Cllr Johnson welcomed all in attendance. He introduced Mr Clark as the new Deputy Clerk for Hellesdon Parish Council.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr L Douglass, Cllr S Gurney, Cllr S Holland and Cllr A Lock.

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 5th August 2024

The Minutes of the Full Council meeting held on 5th August 2024 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 queried the wording of agenda item 18 and asked whether councillors had been forwarded all correspondence in relation to this item. The clerk confirmed that the agenda item had been worded correctly and that councillors were in possession of all correspondence to refer to as part of their consideration.

Two members of the public raised concerns about anti social behaviour on Cottinghams Park. The Clerk fed back on recent correspondence with the police on 15th August about the matter, and reiterated the need to contact the police at the earliest opportunity when incidents occur. Cllr Britcher recommended requesting an incident number every time the police are called.

Cllr Forder is to raise this at the next SNAP meeting.

Approved……

Date……

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated.

The Clerk updated the meeting with information about an increased number of surplus food collections from Aldi for the Community Fridge, and also reiterated the invite for members to attend the launch of the 'Happy to Chat' bench on 17th September.

The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

District and County Council reports had been previously circulated to members.

c) Verbal Update from Chairman

There was no update from the Chairman.

6. Financial Matters

a) Bank Reconciliation – August 2024

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

b) Earmarked reserves summary – August 2024

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

c) Approval of Payments – July and August 2024

The payments for July and August 2024 were **AGREED** after a proposal from Cllr Hicks and a second from Cllr Britton.

d) Receipts – July and August 2024

The receipts for July and August 2024 were **AGREED** after a proposal from Cllr Sear and a second from Cllr Barker.

e) Detailed Income and Expenditure 1st April 2024 – 31st August 2024

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

f) To Receive External Auditor's Report and Certificate

The external audit report was presented to council, with auditors PKF Littlejohn reporting that the annual return had been completed in accordance with proper practices and no other matters had come to their attention which would give rise for concern that relevant legislation and regulatory requirements had not been met. This report was **ACCEPTED** after a proposal from Cllr Sear and a second from Cllr Forder.

7. Governance

a) To Receive Proposal that Cllr Johnson will Stand Down from the Planning Committee, to be Replaced by Cllr Forder

It was reported that Cllr Johnson being a member of the planning committee for both the Parish Council and Broadland Council could be perceived as predetermination. Cllr Johnson stood down from the Planning Committee and it was **AGREED** that Cllr Forder should become a member of the Planning Committee as a replacement.

8. Planning Committee

a) To Note the Decisions made by the Planning Committee on 9th July, 23rd July, 13th August and 27th August 2024

The minutes and decisions arising from the Planning Committee meetings held on 9th July, 23rd July, 13th August and 27th August 2024 had been circulated. It was **AGREED** to note the minutes and the decisions made after a proposal from Cllr Duckett and a second from Cllr Sear.

b) To Receive Response from Cornerstone Developments to Pre application consultation letter

Approved……

Date……

The response from Cornerstone Developments to the Parish Council's queries about the layout plan to the former Jarrold Sports and Social Club was circulated to members. The full planning application is expected later in the year.

9. Neighbourhood Plan

a) To Receive Update from the Neighbourhood Plan Working Group Held on 17th July 2024

The Clerk reported that further grant funding of £9,900 has been received to support the Neighbourhood Plan.

The Design Code for the Neighbourhood Plan, as drafted by AECOM, has been sent to Broadland Council in advance of being signed off by Locality.

There is currently a 'Call for Sites' in process, to help provide the Neighbourhood Plan with further protection against speculative development in the first five years from adoption. This closes on 17th September. It was noted that the government is currently consulting on amendments to the NPPF which may impact upon the GNLP and housing allocations.

The evidence base for important views has been completed and will be presented to the working group and the next meeting. The evidence base for local green space, non-designated heritage sites and important trees is in progress.

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

10. Community Centre

a) To Note Decisions Made by the Community Centre Committee on 14th August 2024

Cllr Forder provided a verbal report in support of the minutes which had been circulated to members. It was **AGREED** to note the minutes and the decisions made by the Community Centre committee.

b) To receive report on Fire Door Replacement Project and to Agree Funding Method

A report had been previously circulated about the necessity of the rolling fire door project, the specification and the openness and transparency of the tender process. Eight prices were received, but it was then established that some had quoted from a desktop study and not attended site. The committee agreed to award the contract to a local contractor at a cost of £11,550.46, but as this was above the amount budgeted the project had been referred to full council. There is currently £7,739.68 in the Community Centre Contingency (EMR 329). Having reviewed this, this figure should read £12,739.68 (as presented to the council under the reserves review as part of the budget). The error has occurred when £8,000 was transferred out to cover Phase 1 of the fire door replacement project, when only £3,000 should have been transferred from EMR as £5,000 had been budgeted for in the precept. This means that free reserves are currently over by £5,000. It was **AGREED**, after a proposal from Cllr Maidstone and a second from Cllr Smith, to proceed with the project and fund as follows:

2024/2025 Budget	£5,000.00
Free Reserves	£5,000.00
EMR	£1,550.46

c) To Receive Report on Flooring Replacement Project and Agree Funding Method

It was reported that as part of the settlement with the liquidator for Melton Builders, an amount of £2,939.00 was accounted for the repair of the Altro flooring in the foyer, corridor and outside toilets. This was negotiated between the loss adjuster and our project manager, but unfortunately was never going to extend to a full replacement project, only repairs in the damaged areas. The repairs could be actioned, however the salmon coloured flooring is no longer available. Previous repairs have been made to this flooring but a different colour had to be used, and a border created to try to make the change of colour look deliberate. With the repairs that are now required, this will be more difficult and is likely to look like a poor patchwork repair.

Approved……

Date……

The committee agreed that a full replacement would be preferable to prevent a poor first impression of the community centre with a patched floor. Quotes had been received and the most favourable quote was £7,489.13. As a full replacement would impact upon reserves, this had been referred to full council.
As part of the free reserves calculation when the Parish Council set its 2024/2025 budget £22,555.77 was set aside a worst case scenario payment to Melton Builders. The final settlement figure was 10,639.92, leaving an extra £11,915.85 in free reserves. Of this, £2,085.00 was allocated to the urgent remediation of the Marjorie Lewis flooring, leaving a balance of £9,830.85, which would cover a complete refurbishment.
It was **AGREED** after a proposal from Cllr Britton and a second from Cllr Smith that the flooring in the foyer, corridor and outside toilets should be replaced, with the funds coming from general reserves.

d) To Receive Report on Lighting in the Marjorie Lewis Room and Agree Funding Method

A replacement lighting system in the Marjorie Lewis room to replace the lighting system lost as a result of the building works is required. A quote of £1,527.00 plus £250 for electrical support had been received for a system which would only be available for use by the caretakers. However, the service would be hired out to members of the public to support their events at a cost of £25 per hire, so the investment would eventually pay for itself, both through increasing the popularity of Parish Council events but also through private hire. It was **AGREED** to proceed with the purchase from EMR 326 after a proposal from Cllr Sear and a second from Cllr Smith. There would be a £25 charge for the public to hire the system and it was further **AGREED** that this would be paid back into EMR 326 until the capital cost had been recuperated.

e) To Consider Purchase of Cabinet to Site Bleed Kit

The bleed kit has been purchased and is currently being stored in the caretakers office. To make this fully publicly accessible, a cabinet would be required.
As the bleed kit does not fit in the current defibrillator cabinet, it was **AGREED** to purchase a specific bleed kit cabinet, to be sited on the gate pillars to the community centre on Middletons Lane. This would make the cabinet fully accessible, even when the community centre is closed. The kit can then be registered with the ambulance service so that it can be accessed when a 999 call is made.
The Clerk reported that Broadland Council may do training on the bleed kits in the future. Cllr Smith expressed an interest in attending.

11. Playing Fields, Allotments and Amenities Committee

a) To Note Decisions made by the Playing Fields, Allotments and Amenities Committee on 6th August 2024

Cllr Maidstone reported that the committee had agreed to hire out hive plots in the apiary and a formal tenancy agreement is being put in place. The community orchard is being taken back within control of the Parish Council, with the grounds staff to maintain.
Plot 19 is in the process of being sub divided to promote allotment gardening to those who do not have the time to maintain full plots. The grounds staff are in the process of doing checks on the existing allotments to ensure they are being maintained.
An allotment liaison group consisting of Cllr Maidstone and Cllr Barker, along with three allotment holders has been set up.
It was **AGREED** to note the minutes and the decisions made by the Playing Fields, Allotments and Amenities committee.

b) To Receive Report into Tractor Arrangements and Agree Method of Funding.

Cllr Maidstone reported the Parish Council is in possession of an asset in the form of a T4 tractor, which was unsuitable for work in the parish due to its size. To ensure works could be completed, a smaller John Deere tractor is leased. Options for purchase of a more suitable size tractor were discussed, along with the trade in of the T4. It was **AGREED** to purchase an Iseki tractor and trade

in the T4 with Ernest Doe at a net cost of £12,707.00 which will be taken from the machinery EMR. There remains 1 year outstanding on the lease of the John Deere whereby this second tractor can be utilised.

Cllr Britcher and Cllr Barker Declared Interests in item 11c and Left the Room

c) To Consider Installation of CCTV at Allotment Site

Cllr Maidstone reported that there had been reports of thefts at the allotment site. The police have been made aware on each occasion.

Concerns were raised that the gates were being left open on repeated occasions which allowed for unauthorised persons to enter an otherwise secure site.

It was noted that there had been a recent assault on the allotment site.

A quote had been received from a commercial contractor for two CCTV cameras. A quote had also been received from a qualified volunteer which would mean the Parish Council would only have to pay for the materials. Volunteers from HAHA had also agreed to assist with manpower to dig the required trenches. It was **AGREED** after a proposal from Cllr Sear and a second from Cllr Maidstone to accept the quote from the qualified volunteer of £649.80 (materials only).

Cllr Britcher and Cllr Barker Re-Entered the Room

12. Events Committee

a) To Note Decisions made by the Events Committee on 24th July 2024

Cllr Smith reported that there was very positive feedback from the Summer Fayre.

The Community Hearts awards went live this week. All the sponsorship for the awards has been received and an extra £50 has been donated by the Co-op for drinks on arrival. Cllr Johnson has put in a grant application for £1,000 to support the event.

The bar for the Drag Bingo turned over £980.

There is a big push for the Party Night on 21st September.

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

13. Highways

a) To Consider Projects under the Parish Partnership Scheme for 2025/2026

The Clerk reported that an option for the Parish Partnership Scheme was a parish gateways sign, and provided examples of one that could be placed on the Reepham Road and one on the Cromer Road. These would help to emphasise the speed limited coming in to Hellesdon. The cost of each sign would be £2,400, with Norfolk County Council paying for 50% should the project be accepted for funding.

It was **AGREED** to proceed with an application for Reepham Road and delay any decision on Cromer Road until it is known how the Yellow Pedal Way will impact on the speed limits.

b) To Consider Response to Consultation for Yellow Pedalway Scheme

The proposals from Norfolk County Council for the Yellow Pedalway had been previously circulated to members. It was **AGREED** after a proposal from Cllr Smith and a second from Cllr Lowthorpe that the scheme in its current form could not be supported, for the following reasons.

- The crossings which would be necessitated along the distance of the Pedalway. The Parish Council did not feel that the amount of crossings would encourage usage. It was felt that the pedalway should be on the Hellesdon side of the road in its entirety.
- There should be more connectivity to Middletons Lane.
- Consideration should be given to connection with Marriots Way to encourage more active travel.

c) To Receive Verbal Report on the Norwich Western Link Meeting held on 29th August 2024

Approved……

Date……

Cllr Britcher reported that there had been an extensive response to the consultation on the scheme. Natural England has changed its assessment of bat habitats. Norfolk County Council has responded to some of the matters raised but has yet to respond to Natural England. It is also unclear whether funding will be received for the project, despite £50m already being spent.
Cllr Britcher had raised to the meeting that with Ringland Road being closed there is now one less crossing point on the A47. If the Western Link does not go ahead then it is likely that National Highways would have to reopen this crossing point again.
Cllr Britcher also raised concerns that with the dualling of the A47 between Easton and North Tuddenham, HGVs could be diverted through Hellesdon.

d) To Consider Correspondence from Norfolk County Council regarding 20mph TRO for Silk Mill Road

Norfolk County Council issued a consultation on a TRO for Silk Mill Road to reduce the speed limit to 20mph. It was **AGREED** that there should be no objections to this after a proposal from Cllr Smith and a second from Cllr Lowthorpe.

14. Waste Removal

a) To Consider Options for Waste Removal and Bottle Bank Adoption Scheme

The Clerk reported that at the Parish Council meeting on 9th April, the Parish Council considered options for the collection of commercial waste from the premises. Despite the poor customer service previously received from Broadland Commercial Collections, it was agreed to continue with their weekly service as the price was very preferable to the taxpayer.
Problems have been encountered with collections since April and it has been established that the Parish Council had been placed on fortnightly collections. Attempts have been made to change this as fortnightly collections are not sufficient for the business of the Parish Council, but it has been advised that weekly collections are not offered by Broadland Commercial Collections.
In the interim, a skip has been hired on grounds of environmental safety to help dispose of the council's commercial waste. Three quotes had been obtained from waste recycling companies which are able to collect on a weekly basis, and also do commercial food waste collections.
It was **AGREED** to engage Contractor 1, Biffa, at an annual cost of £1,635.96 after a proposal from Cllr Britton and a second from Cllr Sear, for general waste, food waste and dry recycling.
Proposals were received to form part of Broadland Council's glass bank adopter scheme, whereby the Parish Council receives £50 per annum for hosting the bottle bank. It was **AGREED** after a proposal from Cllr Smith and a second from Cllr Forder to engage with Broadland Council over the Bottle Bank Adopter Scheme.

15. Training

a) To Consider Attendees to the Norfolk PTS Autumn Seminar

Details of the NPTS Autumn Seminar were circulated. The Clerk cannot attend the seminar due to annual leave, therefore it was **AGREED** after a proposal from Cllr Johnson and a second from Cllr Hicks that the Deputy Clerk will attend at a cost of £70.

16. Technology

a) To Consider Installation of Hybrid Technology for Meetings

Quotes were provided for hybrid technology which would allow for meetings to be broadcast and recorded. Discussions occurred as to the concerns about live broadcasting balanced with openness and transparency. Cllr Britcher proposed that the Parish Council should proceed with a Meeting Owl System to broadcast meetings at a cost of £2,647.34. This was seconded by Cllr Smith. The motion was **LOST**.

*It was **AGREED** to waive Standing Order 3x to Extend the Meeting Beyond 2.5 hours after a proposal from Cllr Sear and a second from Cllr Hicks*

Approved……

Date……

b) To Consider Options for Mobile Phone Contract

The Clerk reported that the Parish Council was out of contract for its mobile phones. Three options were provided with different types of phones with different contract options. It was **AGREED** to proceed with 9no. iPhones (SE) with unlimited data, texts and calls at £18 per phone per month (total £162.00 per month + VAT) after a proposal from Cllr Smith and a second from Cllr Britton.

c) To Consider Subscription to Canva

The Clerk reported that with the increase in events that the Parish Council is providing to local people, it is imperative that these are promoted in the most eye catching way. Personal software has been used recently, which creates excellent advertisements, but is not accessible to all members of staff.

An alternative software, Canva, has been trialled for the upcoming launch of the community hearts awards. Canva is a recognized software which is supported by Norfolk ALC which runs courses on the software both at basic and advance level and can be accessed by all members of staff. The cost for a Canva license is £100 per annum.

It was **AGREED** after a proposal from Cllr Britcher and a second from Cllr Maidstone that the council should proceed with the Canva subscription.

17. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of 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. Bad Debt.

a) To Receive Notification of Bad Debt and Agree Method of Recovery

All correspondence relating to this situation had been forwarded to councillors. It was **AGREED** after a proposal from Cllr Sear and a second from Cllr Britton that the time taken to resolve this matter was not in the public interest and that the £200 should be written off.

19. Staffing.

a) To Note Decisions Made by the Staffing Committee on 11th July 2024

The minutes and decisions arising from the Staffing Committee meeting held on 11th July 2024 had been circulated. It was **AGREED** to note the minutes and the decisions made.

b) To Receive Update on Recruitment

The Clerk reported that successful recruitment had been made for the positions of Deputy Clerk and Café Assistant.

The Meeting was Reopened to the Press and Public

20. Matters for the Next Agenda

To consider the amendment of financial regulations for contractors to recognise trade unions.
To consider publication of meeting attendance figures.

21. Time and Venue of Next Council meeting.

Tuesday 8th October, 7pm at Diamond Jubilee Lodge.

The meeting closed at 10.05pm

Approved……

Date……

DRAFT

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
8th October 2024

ITEM	COMMENTS
Community Centre	Work has commenced on the refurbishment of the West WCS in the community centre. Instruction has been given for the works to compartmentalise the ML room in the event of a fire. Works for this will start after the West WCs have been completed.
Car Park – Community Centre	No matters to report
Community Café and Fridge	The Parish Council has now secured an additional surplus food donation from Aldi Longwater on a Sunday. This brings the regular collection schedule to: Tesco Fifers Lane (Monday eve). Aldi Longwater (Tues am). Aldi Larkman Lane (Sat am). Aldi Longwater (Sun am).
Parish Council Offices Diamond Jubilee Lodge	The 'Happy to Chat' bench launch on 17th September was well attended and consisted of good publicity for all parties concerned, with subsequent media outlets picking up on the story. The recent poor weather hasn't been conducive for use of the bench, but we continue to check to make sure persons using the bench are spoken to.
Recreation Ground including Children's Play areas	No matters to report.
Skate Park & MUGA	No matters to report
Meadow Way	No matters to report
Mountfield Park	Grant money has been received for the trees on Mountfield Park, we are just awaiting the trees we require to come into stock with RHS (expected in the autumn).
Cottinghams Park	Discussions have occurred with the police over the ASB reported at Cottinghams Park at the last meeting. They are aware of the matter and have encouraged the complainants to contact the police at the earliest opportunity when ASB occurs.
Allotments	There is liaison between representatives of the Parish Council and HAHA over the requirements for the installation of CCTV on the site. An incident between 2 plot holders has been reported to the Parish Council. Evidence is being gathered for consideration by the Playing Fields, Allotments and Amenities committee for a way forward.
Community Orchard	The management plan for the community orchard has been circulated to committee members. The responsibility for aftercare and pruning lies with the Broadland Tree Warden Network, however there is no longer a representative for Hellesdon as part of the network, therefore the Parish Council's decision to take on the responsibility was a prudent one.
Community Apiary	A tenancy agreement has been drafted to lease 'hive plots' within the apiary. This will be presented to the next committee meeting.

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.
Persimmon Homes	No further update from Persimmon. An erroneous consultation was sent out for the reserved matters application for P3 (ref: 20220391), which was then rescinded. There appears to be new documentation on the planning site (updated site plan and tree impact assessment – although the latter is dated August 2023) which suggests there may be further consultation soon.
Public Toilets	No matters to report.
Litter & Dog Waste Bins	Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council. Broadland Council will be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17th November 2022] This communication has yet to be received. This has been chased as the environmental assets in the parish are looking to be reviewed (are they sufficient / in the right place). A response was received by Broadland Council on 11th September advising that 'Unfortunately this is still in the process of being reviewed and finalised'. Increased requests are being received for extra litter / dog bins. A review of these assets was agreed by PP&R in the new financial year and these can be considered. The location of existing litter and dog bins has been mapped and the cost and permitted types of extra bins has now been obtained.
Bus Shelters	Reports of graffiti on the bus shelters have been received. This is to be addressed by the Facilities Team.
Benches	No matters to report
War Memorial	No matters to report
Highways	A lack of dropped kerbs has been identified along the Cromer Road, across Lodore Avenue. This will be raised directly to highways for remediation. A set of 30mph repeater signs has been requested due to reports of speeding traffic exiting the parish and not realising that the 30mph zone has been extended. The Parish Partnership bid has been submitted for a new parish gateway on the Reepham Road.
Staffing	Agenda item
Street Lighting	Agenda item
Events	Regrettably the Party Night on 21st September had to be cancelled due to lack of sales.
Meeting Dates	9th October 3pm - Events 31st October 7pm – Neighbourhood Plan Working Group 7th November 7pm - Staffing Budget meetings currently being arranged
Health and Safety	No matters to report
Other Matters	The archiving of information from the old parish office is nearing completion.

	The NALC seminar on 12th September was attended by Cllr Johnson, Cllr Forder, The Clerk, Deputy Clerk and Facilities Manager. The most pertinent subject was Martyn's Law and the proposed responsibilities for Parish Council's for the Prevention of Terrorism.

Meeting of Hellesdon Parish Council - 8th October 2024

Item 5b - To Receive Written Reports from District and County Councillors

Broadland Council – Hellesdon North West

Cllr Bill Johnson

It has again been a quiet month for at Broadland Council for matters relating to Hellesdon North West, as most other meetings have been cancelled. An appeals meeting has been attended regarding a TPO on a tree in Blofield.

Broadland Council – Hellesdon South East

Cllr Lacey Douglass

Attended Cabinet in early September.

O&S attended in mid-September where we met with the Youth Advisory Board who gave an update on their "everyone has the right to play" campaign which was also discussed at our neighbourhood plan meeting in July.

Communities, Housing, Planning Policy Panel was also attended with an informal briefing on the upcoming Norfolk Volunteer Strategy which may be beneficial for the parish council in the future.

Training program is now up and running for year 2 of the 4-year cycle and training undertaken for financial risk management at Broadland District Council and further training opportunities over the coming weeks.

Norfolk County Council

Cllr Shelagh Gurney

Monthly report for Hellesdon Parish Council from Cllr Shelagh Gurney, Norfolk County Councillor and Broadland District Councillor.

Adult Social Services: Demand for Homecare service increase in Hellesdon with a large proportion of residents now eligible for such, and with a more efficient processing front door system of determining service applications. The on-going success of the “Prevention and Falls” campaign and incentives has triggered off essential referrals to the service.

Norfolk County Council continues to be committed to using finite budgets to achieve the best possible outcomes. NCC is placing Occupational Therapy services at the “coal face” with staff who man the “front door” system of referral to assist with enquiries and enable OT assessments to be enacted more expediently before making any decisions on long term care placements. The number of residents now maintained in their own homes in Hellesdon with the assistance of NCC support services has increased significantly during the last six months.

2024-25 Winter Pressure plans are well advanced and dedicated grants and funding being made available for more localised winter pressure activities to take place are more local levels. The encouragement of local warm rooms and library services is a priority for both the County and District councils alike.

Discussions continue with Highways Officers and local NCC members cross border to find and install traffic management solutions to speed and the non compliance of Heavy Goods Vehicles on the Hellesdon Low Road. The illuminating speed awareness 30 mph signage on the Hellesdon part of the Low Road has been renewed using part member highways funding and monies from NCC directly. Two signs have been replaced.

The metal railing outside a property near Hellesdon Mill Lane have been hit again by a HGV and now need replacement again. NCC are working on new signage for the junction to advise more clearly the weight restriction on the Mill bridge.

There have been a number of pothole repairs in the parish and temporary road orders to mend utility provisions . The bus lane on the Cromer Road usage time changes are anticipated to come into force in November this year once an emergency TRO is obtained.

Item 5c – To Receive any Updates from the Chairman

The Chatty bench was officially launched on 17th September. This was well attended by Age UK volunteers and sponsors but I was disappointed by the attendance of councillors with only four members in attendance.

The event was well publicised with a live interview courtesy of Radio Norfolk, which was very complimentary of not only the bench but the facilities surrounding it. Age UK has requested that the use of the bench is monitored as Heart Radion (Norfolk) would like to interview anyone who has benefitted from the facility.

I have applied for a grant towards the cost of the Community Hearts awards event.

I attended the Macmillan coffee morning run by the Patients' Participation Group and we raised in excess of £880.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2024	Business Current Account 2077	500.00	
30/09/2024	Business savers account 4401	701,795.85	
30/09/2024	Petty Cash	402.86	
30/09/2024	Active Saver 7702	345,011.77	
30/09/2024	Account 73554503	83,128.39	
31/08/2024	Number 2 account 0958	0.00	
31/08/2024	Cafe float	100.00	
			1,130,938.87

Receipts not on Bank Statement

	0.00
Closing Balance	**1,130,938.87**

All Cash & Bank Accounts

1	Current Bank Account	702,295.85
2	Petty Cash	402.86
3	Active Saver 7702	345,011.77
4	Active Saver Emergency 4503	83,128.39
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**1,130,938.87**

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Play Equipment	20,000.00		20,000.00
321	EMR Site Fencing	1,000.00		1,000.00
322	EMR Machinery	20,000.00		20,000.00
323	EMR Hard Surface Area	66,500.00		66,500.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	22,000.00		22,000.00
326	EMR Elections	6,500.00		6,500.00
327	EMR War Memorial	4,500.00		4,500.00
328	EMR Burial Ground Land	10,000.00		10,000.00
329	EMR Com Centre Contingency	7,739.68		7,739.68
330	EMR Parish Poll Provision	6,000.00		6,000.00
331	EMR Mountfield Park	35,462.99		35,462.99
332	EMR Good Causes in Hellesdon	4,750.00	-140.24	4,609.76
334	EMR HEL2**	53,127.24		53,127.24
335	EMR Car Park/Paths at HCC	5,000.00		5,000.00
336	EMR Car Park Soakaway	10,000.00		10,000.00
337	EMR Driveway Sinkage	5,000.00		5,000.00
338	EMR Grit bins	1,000.00		1,000.00
340	EMR PF Ownership signs	1,508.45		1,508.45
342	EMR Staff contingency payments	10,000.00		10,000.00
345	EMR Bus shelter	3,000.00		3,000.00
346	EMR Green Grid	5,140.00		5,140.00
347	EMR Land Acquisition account	59,752.17		59,752.17
348	EMR Community Engagement Reser	2,350.00		2,350.00
349	EMR IT Reserve	10,000.00		10,000.00
351	EMR Events	2,500.00		2,500.00
352	EMR HCC extension	100,000.00		100,000.00
361	EMR CIL 23/24	62,242.78		62,242.78
362	EMR Comm fridge/cafe improves	1,686.68		1,686.68
363	EMR Neighbourhood Plan	10,000.00		10,000.00
364	EMR Rainwater Harvester	25,000.00		25,000.00
365	EMR Biodiversity duty	5,000.00		5,000.00
366	EMR Refurb Westward WC's	20,000.00		20,000.00
367	EMR DJL control panel	2,500.00		2,500.00
368	EMR AV in DJL	2,500.00		2,500.00
369	EMR CIL 24/25	0.00	8,784.04	8,784.04
		603,659.99	**8,643.80**	**612,303.79**

Hellesdon Parish Council Current Year
Current Bank Account
List of Payments made between 01/09/2024 and 30/09/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/09/2024	Broadland Council	£1,259.00	Business rates for comm centre
02/09/2024	Broadland Council	£363.00	Business Rates
02/09/2024	Iris Software Limited	£36.00	Purchase Ledger DDR Payment
02/09/2024	Toombs Butchers	£168.48	cafe purchases
02/09/2024	Barclaycard Commercial	£378.14	various
04/09/2024	UK Fuels Ltd	£278.01	Fuel
05/09/2024	AC Leigh (Norwich) Ltd	£15.00	Replacement key cut
05/09/2024	Anglia Culinary Suppliers Ltd	£934.67	Cafe Stock
05/09/2024	Amazon	£276.90	cleaning kit
05/09/2024	Ben Burgess Groundscare Equipm	£594.00	Tractor rental
05/09/2024	Calypso Coffee	£189.95	coffee capsules
05/09/2024	Collective Community Planning	£1,680.00	NDP meetings
05/09/2024	Easters Norwich Ltd	£396.09	general cafe purchases
05/09/2024	Eastern Security Systems Ltd	£102.00	alarm callouts
05/09/2024	Forest Timber Floors	£2,677.65	3x repairs
05/09/2024	Heart 2 Heart Norfolk	£111.00	defibrilators
05/09/2024	Hugh Crane Equipment	£342.57	toilet roll
05/09/2024	Iris Software Limited	£72.00	staffology
05/09/2024	James Market Gardners	£58.00	100 coconuts
05/09/2024	Just Regional Publishing	£540.00	adverts(double & full page)
05/09/2024	Milne Marketing Ltd	£102.34	biosys 5L
05/09/2024	Motion Picture Licensing Compa	£391.52	Umbrella licence cover
05/09/2024	Norfolk County Council	£17.40	NPLaw feetime charges
05/09/2024	Osiris Technologies	£728.48	service charges
05/09/2024	Select Recruitment Specialists	£1,231.20	Temp Fees
05/09/2024	The Society of Local Council C	£72.00	Event fee's x6
05/09/2024	The Safer Food Group	£14.40	Level 2 award
05/09/2024	Viking Direct	£83.12	stationery
05/09/2024	Lacons Brewery Ltd	£619.82	Bar Supplies
05/09/2024	Hellesdon Allotment holders	£4.77	Room hire overcharge
05/09/2024	Barclays Bank Plc	£54.21	Commission
05/09/2024	Staff Expenses Claim (mileage)	£4.90	Expenses claim
05/09/2024	Broadland group ltd	£390.00	Survey asbestos
06/09/2024	Broadlands district council	£170.00	Business rate for stores
13/09/2024	Ernest Doe & Sons Ltd	£96.77	piping
13/09/2024	I Sell Pianos	£120.00	Piano tuning
13/09/2024	Norse Eastern Ltd	£2,324.26	verges
13/09/2024	Osiris Technologies	£728.48	IT services

13/09/2024	PKF Littlejohn LLP	£2,016.00	External auidtor fees
18/09/2024	Total Gas & Power	£152.83	Gas Invoice
19/09/2024	Anglia Culinary Suppliers Ltd	£411.32	Cafe Stock
19/09/2024	Amazon	£165.03	Table Roll
19/09/2024	Canon UK Ltd	£256.01	Rent of photocopier
19/09/2024	Calypso Coffee	£179.30	coffee/hot choclate
19/09/2024	DD Health & Safety Supplies Lt	£506.01	cleaning materials
19/09/2024	Easters Norwich Ltd	£220.30	Cafe supplies
19/09/2024	Huws Gray Ridgeons	£482.78	Machinary parts
19/09/2024	Allotment Holder	£30.00	Allotment deposit refund
23/09/2024	Total Gas & Power	£23.56	Electricity Invoice
23/09/2024	Total Gas & Power	£418.92	Electricity invoice
23/09/2024	Total Gas & Power	£81.47	Electricity invoice
23/09/2024	Total Gas & Power	£9.00	Electricity Invoice
25/09/2024	Broadlands District council	£644.00	Office Business Rates
27/09/2024	Anglia Culinary Suppliers Ltd	£565.75	General Cafe Purchases
27/09/2024	Amazon	£179.28	elbow adaptor
27/09/2024	Calypso Coffee	£111.60	Lavazza capsules
27/09/2024	Cash Tills Direct	£24.00	Support for till error
27/09/2024	Easters Norwich Ltd	£231.49	General cafe purchases
27/09/2024	EC Awards	£481.20	clear heart shaped award
27/09/2024	Excel Electrical Services	£1,776.00	service the floodlights
27/09/2024	Just Regional Publishing	£420.00	Just hellesdon, 2nd october 24
27/09/2024	Norfolk Parish Training & Supp	£70.00	Training HC
27/09/2024	Sun Skips	£324.00	12 yard general waste
27/09/2024	Westcotec Ltd	£14,743.20	bus shelters x 3
30/09/2024	Information Commissioners Office	£35.00	Data Protectection Fee
		£42,184.18	

Cash Received between 01/09/2024 and 30/09/2024

Date	Cash Received from	Receipt Description	Receipt Total
03/09/2024	Bar Takings	Card	£510.30
02/09/2024	Bar Takings(bingo)	Bingo/Bar takings	£473.70
05/09/2024	Barclays Bank Plc	Loyalty reward	£11.43
06/09/2024	Barclays Bank Plc	interest receipt	£1,871.87
06/09/2024	Barclays Bank Plc	Interests receipts	£0.10
02/09/2024	Barclycard Commercial	Cashback	£5.00
20/09/2024	Broadlands district council	Precept 2nd installment	£299,413.50
24/09/2024	Broadlands Labour Party	HCC Hire	£26.96
06/09/2024	Casual Hire	Damage Despoit	£50.00
09/09/2024	Casual Hire	HCC Hire	£76.90
10/09/2024	Casual Hire	HCC Hire	£89.30
03/09/2024	Causal Hire	HCC Hire	£277.70
03/09/2024	Causal Hire	HCC Hire	£27.48
03/09/2024	Regular Hire	Casual Hire	£185.00
25/09/2024	Causal Hire	HCC HIRE	£17.18
03/09/2024	Disco Ticket sale	disco ticket sale	£10.00
27/09/2024	Casual Hire	HCC HIRE	£82.42
10/09/2024	Its my party	Heart 2 heart awards	£56.40
06/09/2024	Causal Hire	HCC Hire	£225.68
16/09/2024	Casual Hire	HCC Hire	£35.48
20/09/2024	Norwich doors	HCC Hire	£72.13
26/09/2024	Casual Hire	HCC Hire	£21.48
02/09/2024	Regular Hirer	HCC Hire	£247.24
02/09/2024	Regular Hirer	HCC Hire	£309.13
02/09/2024	Regular Hirer	HCC Hire	£288.48
03/09/2024	Regular Hirer	HCC Hire	£12.72
03/09/2024	Regular Hirer	HCC Hire	£61.80
03/09/2024	Regular Hirer	HCC Hire	£325.68
04/09/2024	Regular Hirer	HCC Hire	£583.88
04/09/2024	Regular Hirer	HCC Hire	£135.89
05/09/2024	Regular Hirer	HCC Hire	£325.86
05/09/2024	Regular Hirer	HCC Hire	£19.08
05/09/2024	Regular Hirer	HCC Hire	£77.97
04/09/2024	Regular Hirer	HCC Hire	£68.72
09/09/2024	Regular Hirer	HCC Hire	£105.45
09/09/2024	Regular Hirer	HCC Hire	£103.10
11/09/2024	Regular Hirer	HCC Hire	£12.72
12/09/2024	Regular Hirer	HCC Hire	£371.82
13/09/2024	Regular Hirer	HCC Hire	£68.25

17/09/2024	Regular Hirer	HCC Hire	£6.36
16/09/2024	Regular Hirer	HCC Hire	£41.23
23/09/2024	Regular Hirer	HCC Hire	£14.30
24/09/2024	Regular Hirer	HCC Hire	£38.16
25/09/2024	Regular Hirer	HCC Hire	£325.68
03/09/2024	Events	Disco Ticket	£10.00
04/09/2024	Takings - Cafe	Card- Cafe	£246.40
27/09/2024	Regular Hirer	HCC Hire	£30.90
13/09/2024	Regular Hirer	HCC Hire	£30.90
20/09/2024	Regular Hirer	HCC Hire	£30.90
02/09/2024	Takings	Card	£115.90
03/09/2024	Takings - Cafe	Cash	£486.05
03/09/2024	Takings - Cafe	Card	£98.80
06/09/2024	Takings - Cafe	Card	£156.45
09/09/2024	Takings - Cafe	Card	£126.90
09/09/2024	Takings - Cafe	Cash	£474.10
09/09/2024	Takings - Cafe	Card	£23.65
11/09/2024	Takings - Cafe	card	£215.75
13/09/2024	Takings - Cafe	Card receipts	£154.25
13/09/2024	Takings - Cafe	card	£219.80
16/09/2024	Takings - Cafe	cash receipts	£549.15
17/09/2024	Takings - Cafe	Card receipts	£146.15
18/09/2024	Takings - Cafe	Card receipts	£196.35
19/09/2024	Takings - Cafe	Card receipts	£156.35
20/09/2024	Takings - Cafe	Card takings	£76.45
23/09/2024	Takings - Cafe	Card receipts	£178.00
23/09/2024	Takings - Cafe	Cash receipts	£554.60
25/09/2024	Takings - Cafe	Card Receipts	£244.20
26/09/2024	Takings - Cafe	Card receipts	£219.05
18/09/2024	Regular Hirer	HCC Hire	£68.67
06/09/2024	Regular Hirer	HCC Hire	£19.08
05/09/2024	Regular Hirer	Pitch Fee	£81.45
10/09/2024	Regular Hirer	Pitch hire	£11.45
09/09/2024	Regular Hirer	HCC Hire	£57.24
13/09/2024	Regular Hirer	HCC Hire	£41.59
30/09/2024	Casual Hire	HCC Hire	£61.80
30/09/2024	Casual Hire	HCC Hire	£164.88
30/09/2024	Regular Hirer	HCC Hire	£72.66
30/09/2024	Casual Hire	HCC Hire	£232.42
30/09/2024	Takings - Cafe	Card receipts	£96.75
		Total Receipts	£312,732.57

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Community Centre								
1400	Community Centre Income	0	(10,256)	53,500	63,756			(19.2%)	
1410	Community Centre Inc ML Room	988	12,384	0	(12,384)			0.0%	
1415	Community Centre Inc SW Room	301	9,709	0	(9,709)			0.0%	
1420	Community Centre Inc OH Room	498	5,021	0	(5,021)			0.0%	
1440	Community Centre Inc Ww Room	75	797	0	(797)			0.0%	
1445	Community centre kitchenette	51	596	0	(596)			0.0%	
1455	Community centre stage hire	42	306	0	(306)			0.0%	
1460	Hire of flasks	0	167	0	(167)			0.0%	
1470	Hire of urn	0	2	0	(2)			0.0%	
1475	Storage charge	11	408	0	(408)			0.0%	
1476	Rent old parish office	0	1,049	0	(1,049)			0.0%	
	Community Centre :- Income	**1,967**	**20,181**	**53,500**	**33,319**			**37.7%**	**0**
4070	Profess Fees/Agency Personnel	0	2,705	0	(2,705)		(2,705)	0.0%	
4150	Utilities & business rates	1,655	11,420	26,581	15,161		15,161	43.0%	
4250	PHS services	0	4,661	4,000	(661)		(661)	116.5%	
4295	Equipment - New/Replacement	40	1,907	8,860	6,953	0	6,953	21.5%	
4300	Equipment-Repair/Maintenance	0	475	700	225		225	67.9%	
4305	Parts- Repair/Replace/Spare	0	12	0	(12)		(12)	0.0%	
4435	Contingencies	0	0	2,500	2,500		2,500	0.0%	
4450	Inspections	0	210	700	490		490	30.0%	
4480	Memberships & Subscriptions	0	0	2,500	2,500		2,500	0.0%	
4560	Property Maintain/Replacement	5,010	8,610	9,619	1,009	15,153	(14,145)	247.0%	
4630	Consumables	0	469	750	281	85	196	73.8%	
4635	cleaning agents/materials	474	1,642	2,000	358	92	266	86.7%	
4695	community centre redevelopment	0	(116)	0	116		116	0.0%	
	Community Centre :- Indirect Expenditure	**7,179**	**31,995**	**58,210**	**26,215**	**15,330**	**10,885**	**81.3%**	**0**
	Net Income over Expenditure	**(5,213)**	**(11,814)**	**(4,710)**	**7,104**				
110	Administration								
1076	Precept	299,414	598,827	0	(598,827)			0.0%	
1085	Grants received	0	30,272	0	(30,272)			0.0%	
1099	Community Infrastructure	0	8,784	0	(8,784)			0.0%	8,784
	Administration :- Income	**299,414**	**637,883**	**0**	**(637,883)**				**8,784**
4065	councillor training	0	40	1,000	960		960	4.0%	
4070	Profess Fees/Agency Personnel	0	0	5,000	5,000		5,000	0.0%	
4465	External Audit	1,680	1,680	2,205	525		525	76.2%	
4470	Internal Audit	0	1,925	3,363	1,438		1,438	57.2%	
4475	Legal Fees	0	392	667	276		276	58.7%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4480	Memberships & Subscriptions	0	1,935	2,874	939		939	67.3%	
4550	Insurance	0	11,277	11,310	33		33	99.7%	
	Administration :- Indirect Expenditure	**1,680**	**17,248**	**26,419**	**9,171**	**0**	**9,171**	**65.3%**	**0**
	Net Income over Expenditure	**297,734**	**620,635**	**(26,419)**	**(647,054)**				
6001	less Transfer to EMR	0	8,784						
	Movement to/(from) Gen Reserve	**297,734**	**611,851**						
120	Staff								
4000	Admin Staff	9,680	46,551	128,356	81,805		81,805	36.3%	
4010	Groundstaff	2,824	33,297	87,139	53,842		53,842	38.2%	
4020	Care Takers	8,143	32,855	89,764	56,909		56,909	36.6%	
4025	Cafe Staff	2,821	14,254	31,721	17,468		17,468	44.9%	
4040	PAYE	4,115	22,154	0	(22,154)		(22,154)	0.0%	
4045	Pension Scheme	4,792	28,374	44,443	16,069		16,069	63.8%	
4055	Staff training	190	214	4,500	4,286	120	4,166	7.4%	
4070	Profess Fees/Agency Personnel	792	3,011	4,645	1,635		1,635	64.8%	
4080	Employer NI	2,327	12,582	28,376	15,794		15,794	44.3%	
4090	Protective clothing/workwear	73	1,081	2,500	1,419		1,419	43.2%	
	Staff :- Indirect Expenditure	**35,757**	**194,372**	**421,444**	**227,072**	**120**	**226,952**	**46.1%**	**0**
	Net Expenditure	**(35,757)**	**(194,372)**	**(421,444)**	**(227,072)**				
130	Council Office								
1360	Electricity FIT	0	154	604	450			25.5%	
1365	Misc office income	0	3	0	(3)			0.0%	
	Council Office :- Income	**0**	**157**	**604**	**447**			**26.0%**	**0**
4112	Advertising	0	0	360	360		360	0.0%	
4150	Utilities & business rates	821	7,084	17,750	10,666		10,666	39.9%	
4250	PHS services	0	101	130	29		29	77.7%	
4295	Equipment - New/Replacement	0	161	1,968	1,807	5	1,802	8.4%	
4400	Chairman's Budget	10	10	1,500	1,490		1,490	0.7%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	5	23	100	77		77	23.2%	
4415	Refreshments	26	223	524	301		301	42.5%	
4420	Telephone and Broadband	243	1,970	3,379	1,409		1,409	58.3%	
4425	IT Support and Maintenance	457	2,422	6,689	4,267		4,267	36.2%	
4430	Photocopier	213	466	1,338	872		872	34.8%	
4435	Contingencies	0	0	500	500		500	0.0%	
4440	Stationery	3	290	966	676	20	656	32.1%	

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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
4445	Postage	14	36	237	201		201	15.2%	
4450	Inspections	0	210	1,237	1,027		1,027	17.0%	
4480	Memberships & Subscriptions	0	48	0	(48)		(48)	0.0%	
4485	Other Licences/Fees	43	3,362	2,881	(481)		(481)	116.7%	
4500	PWLB	0	21,547	43,094	21,547		21,547	50.0%	
4560	Property Maintain/Replacement	0	1,146	5,509	4,363	30	4,333	21.3%	
4565	Elections/Parish Poll	0	7,857	0	(7,857)		(7,857)	0.0%	
4570	Church Grass Cutting Contribut	0	0	800	800		800	0.0%	
4595	Misc contributions	0	0	200	200		200	0.0%	
4605	Grants awarded	0	100	0	(100)		(100)	0.0%	
4630	Consumables	0	0	210	210		210	0.0%	
4635	cleaning agents/materials	0	0	106	106		106	0.0%	
	Council Office :- Indirect Expenditure	**1,834**	**47,058**	**89,578**	**42,520**	**55**	**42,465**	**52.6%**	**0**
	Net Income over Expenditure	**(1,834)**	**(46,901)**	**(88,974)**	**(42,073)**				
140	Neighbourhood Plan								
1340	Neighbourhood Plan	0	35	0	(35)			0.0%	
	Neighbourhood Plan :- Income	**0**	**35**	**0**	**(35)**				**0**
4600	Neighbourhood Plan	0	1,424	18	(1,406)		(1,406)	7910.8%	
	Neighbourhood Plan :- Indirect Expenditure	**0**	**1,424**	**18**	**(1,406)**	**0**	**(1,406)**	**7910.8%**	**0**
	Net Income over Expenditure	**0**	**(1,389)**	**(18)**	**1,371**				
150	Investment								
1080	Bank Interest Received	3,467	6,636	4,051	(2,585)			163.8%	
1090	Monthly Loyalty Rewards	11	82	92	10			88.7%	
1091	Cash back rebates	5	34	48	14			71.2%	
	Investment :- Income	**3,484**	**6,752**	**4,191**	**(2,561)**			**161.1%**	**0**
4060	Bank Charges & card fees	108	684	899	215		215	76.0%	
	Investment :- Indirect Expenditure	**108**	**684**	**899**	**215**	**0**	**215**	**76.0%**	**0**
	Net Income over Expenditure	**3,376**	**6,068**	**3,292**	**(2,776)**				
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	0	1,000	1,000		1,000	0.0%	
4140	Defibrillator	0	315	357	42		42	88.3%	140
4295	Equipment - New/Replacement	72	268	250	(18)		(18)	107.3%	
4630	Consumables	25	25	27	2		2	91.7%	
	Health and Safety :- Indirect Expenditure	**97**	**608**	**1,634**	**1,026**	**0**	**1,026**	**37.2%**	**140**
	Net Expenditure	**(97)**	**(608)**	**(1,634)**	**(1,026)**				
6000	plus Transfer from EMR	0	140						
	Movement to/(from) Gen Reserve	**(97)**	**(468)**						
180	Media and Communications								
4105	Newsletter-Printing/Distributi	350	2,650	5,124	2,474		2,474	51.7%	
4110	Website and Emails	0	577	1,690	1,113		1,113	34.2%	
4155	IT Infrastructure	0	0	600	600		600	0.0%	
4460	CCTV	0	0	500	500		500	0.0%	
4685	Noticeboards	0	0	150	150		150	0.0%	
	Media and Communications :- Indirect Expenditure	**350**	**3,227**	**8,064**	**4,837**	**0**	**4,837**	**40.0%**	**0**
	Net Expenditure	**(350)**	**(3,227)**	**(8,064)**	**(4,837)**				
190	Stores								
4150	Utilities & business rates	170	1,020	1,623	603		603	62.9%	
	Stores :- Indirect Expenditure	**170**	**1,020**	**1,623**	**603**	**0**	**603**	**62.9%**	**0**
	Net Expenditure	**(170)**	**(1,020)**	**(1,623)**	**(603)**				
195	Tractor Shed								
4150	Utilities & business rates	363	2,179	3,466	1,287		1,287	62.9%	
4450	Inspections	0	190	473	283		283	40.2%	
4560	Property Maintain/Replacement	404	454	720	266	80	186	74.2%	
	Tractor Shed :- Indirect Expenditure	**767**	**2,823**	**4,659**	**1,836**	**80**	**1,756**	**62.3%**	**0**
	Net Expenditure	**(767)**	**(2,823)**	**(4,659)**	**(1,836)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	20	20	595	575		575	3.4%	
4120	Over 65 Entertainment	0	0	160	160		160	0.0%	
4630	Consumables	36	36	148	112		112	24.2%	
	Residents' Parties :- Indirect Expenditure	**56**	**56**	**903**	**847**	**0**	**847**	**6.2%**	**0**
	Net Expenditure	**(56)**	**(56)**	**(903)**	**(847)**				

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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	929	3,120	1,550	(1,570)			201.3%	
	Events :- Income	**929**	**3,120**	**1,550**	**(1,570)**			**201.3%**	**0**
4122	Events	422	4,048	4,709	661	450	211	95.5%	
	Events :- Indirect Expenditure	**422**	**4,048**	**4,709**	**661**	**450**	**211**	**95.5%**	**0**
	Net Income over Expenditure	**507**	**(928)**	**(3,159)**	**(2,231)**				
210	Grounds								
1200	Football Hire Charges	68	248	2,106	1,858			11.8%	
1210	Football Training Area Hire	10	281	986	705			28.5%	
1215	Grass cutting agreement	0	17,187	16,735	(452)			102.7%	
1270	Floodlights Income	0	27	26	(1)			104.2%	
	Grounds :- Income	**77**	**17,744**	**19,853**	**2,109**			**89.4%**	**0**
4160	Repairs/Maintenance	0	0	0	0	23	(23)	0.0%	
4195	Keys/Locks	(32)	85	204	119	12	107	47.8%	
4200	Locking parks	0	528	2,772	2,244		2,244	19.0%	
4205	Replacement Bins	0	0	2,200	2,200		2,200	0.0%	
4210	Emptying Bins/Fresheners	0	1,235	5,457	4,222		4,222	22.6%	
4215	Seats - Repair/Replacement	0	0	1,200	1,200		1,200	0.0%	
4220	Signage - New/Replacement	0	15	500	485		485	2.9%	
4225	Floodlights Maintenance/Repair	1,400	1,400	1,460	60		60	95.9%	
4245	Highway grass verge cutting	0	6,779	10,653	3,874		3,874	63.6%	
4255	Skip hire	270	540	2,730	2,190		2,190	19.8%	
4260	Shrub/Tree/Hedge	0	375	1,000	625	110	515	48.5%	
4270	Fertilisers/Weed & Moss Killer	0	480	0	(480)		(480)	0.0%	
4275	Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295	Equipment - New/Replacement	0	0	525	525		525	0.0%	
4300	Equipment-Repair/Maintenance	0	136	0	(136)		(136)	0.0%	
4305	Parts- Repair/Replace/Spare	0	41	0	(41)		(41)	0.0%	
4320	Small tools	78	205	1,052	847	16	831	21.0%	
4325	fence repairs	0	0	5,000	5,000		5,000	0.0%	
4390	Materials	0	91	4,123	4,032		4,032	2.2%	
4395	Wetting Agents/Preservatives	0	0	233	233		233	0.0%	
4435	Contingencies	0	0	2,500	2,500		2,500	0.0%	
4630	Consumables	0	0	75	75		75	0.0%	
4635	cleaning agents/materials	67	67	450	383		383	15.0%	
	Grounds :- Indirect Expenditure	**1,783**	**11,977**	**44,040**	**32,063**	**161**	**31,901**	**27.6%**	**0**
	Net Income over Expenditure	**(1,706)**	**5,767**	**(24,187)**	**(29,954)**				

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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
220	Machinery and Vehicles								
4160	Repairs/Maintenance	227	1,331	1,433	102	241	(139)	109.7%	
4265	Fuel	0	1,172	2,640	1,468		1,468	44.4%	
4290	Servicing	0	0	4,725	4,725		4,725	0.0%	
4295	Equipment - New/Replacement	0	57	57	0		0	99.8%	
4310	Hire of Machinery & vehicles	495	2,970	6,690	3,720		3,720	44.4%	
	Machinery and Vehicles :- Indirect Expenditure	**722**	**5,530**	**15,545**	**10,015**	**241**	**9,774**	**37.1%**	**0**
	Net Expenditure	**(722)**	**(5,530)**	**(15,545)**	**(10,015)**				
230	Trees								
4240	Emergency Work	0	0	1,668	1,668		1,668	0.0%	
4450	Inspections	0	0	0	0	495	(495)	0.0%	
4455	work & inspections	0	0	8,067	8,067		8,067	0.0%	
	Trees :- Indirect Expenditure	**0**	**0**	**9,735**	**9,735**	**495**	**9,240**	**5.1%**	**0**
	Net Expenditure	**0**	**0**	**(9,735)**	**(9,735)**				
240	Allotments								
1100	Allotment Income	0	88	3,220	3,132			2.7%	
1111	Electricty Recharge	39	39	0	(39)			0.0%	
	Allotments :- Income	**39**	**127**	**3,220**	**3,093**			**3.9%**	**0**
4145	Landowner Rent	0	976	1,550	574		574	63.0%	
4150	Utilities & business rates	31	729	192	(537)		(537)	379.7%	
4390	Materials	402	402	1,238	836		836	32.5%	
4435	Contingencies	0	0	613	613		613	0.0%	
4560	Property Maintain/Replacement	0	0	600	600		600	0.0%	
	Allotments :- Indirect Expenditure	**433**	**2,107**	**4,193**	**2,086**	**0**	**2,086**	**50.3%**	**0**
	Net Income over Expenditure	**(394)**	**(1,980)**	**(973)**	**1,007**				
250	Play Areas								
4295	Equipment - New/Replacement	0	32	2,000	1,968		1,968	1.6%	
4300	Equipment-Repair/Maintenance	0	87	2,500	2,413		2,413	3.5%	
4450	Inspections	0	294	250	(44)		(44)	117.6%	
	Play Areas :- Indirect Expenditure	**0**	**413**	**4,750**	**4,337**	**0**	**4,337**	**8.7%**	**0**
	Net Expenditure	**0**	**(413)**	**(4,750)**	**(4,337)**				

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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	375	835	1,816	981			46.0%	
1230	No longer in use	0	57	0	(57)			0.0%	
	Hard Courts and Car Park :- Income	**375**	**892**	**1,816**	**924**			**49.1%**	**0**
4300	Equipment-Repair/Maintenance	0	0	1,000	1,000		1,000	0.0%	
4340	Surface - Repair	0	0	500	500		500	0.0%	
4345	Surface Clean Chemicals	0	0	365	365		365	0.0%	
4560	Property Maintain/Replacement	0	0	675	675		675	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**0**	**0**	**2,540**	**2,540**	**0**	**2,540**	**0.0%**	**0**
	Net Income over Expenditure	**375**	**892**	**(724)**	**(1,616)**				
260	Bowling Green								
1240	Bowls Hire Charges	0	1,900	1,900	0			100.0%	
	Bowling Green :- Income	**0**	**1,900**	**1,900**	**0**			**100.0%**	**0**
4160	Repairs/Maintenance	0	0	200	200		200	0.0%	
4390	Materials	0	0	2,445	2,445	1,258	1,187	51.5%	
	Bowling Green :- Indirect Expenditure	**0**	**0**	**2,645**	**2,645**	**1,258**	**1,387**	**47.6%**	**0**
	Net Income over Expenditure	**0**	**1,900**	**(745)**	**(2,645)**				
265	Memorials								
1280	Memorial Garden Income	0	38	0	(38)			0.0%	
	Memorials :- Income	**0**	**38**	**0**	**(38)**				**0**
4360	Rose Renewal	0	8	400	392	15	377	5.9%	
4575	War Memorial	0	0	350	350		350	0.0%	
	Memorials :- Indirect Expenditure	**0**	**8**	**750**	**742**	**15**	**727**	**3.1%**	**0**
	Net Income over Expenditure	**0**	**29**	**(750)**	**(779)**				
270	Traffic Highways/Environment								
1350	Parish Partnership grant	0	6,143	6,143	0			100.0%	
	Traffic Highways/Environment :- Income	**0**	**6,143**	**6,143**	**0**			**100.0%**	**0**
4655	Bus Shelters	0	0	596	596		596	0.0%	
4670	Parish Partnership Scheme	0	12,286	12,286	0		0	100.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**0**	**12,286**	**12,882**	**596**	**0**	**596**	**95.4%**	**0**
	Net Income over Expenditure	**0**	**(6,143)**	**(6,739)**	**(596)**				

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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	3,752	23,842	36,000	12,158			66.2%	
	Cafe :- Income	**3,752**	**23,842**	**36,000**	**12,158**			**66.2%**	**0**
4070	Profess Fees/Agency Personnel	0	213	0	(213)		(213)	0.0%	
4160	Repairs/Maintenance	0	65	0	(65)		(65)	0.0%	
4295	Equipment - New/Replacement	0	15	0	(15)		(15)	0.0%	
4300	Equipment-Repair/Maintenance	0	63	76	13		13	83.1%	
4630	Consumables	0	219	1,750	1,531		1,531	12.5%	
4635	cleaning agents/materials	0	23	150	127		127	15.2%	
4710	Café Purchases	1,853	11,515	21,417	9,902	47	9,855	54.0%	
4711	Community fridge/ fruit & veg	0	119	282	163		163	42.3%	
	Cafe :- Indirect Expenditure	**1,853**	**12,232**	**23,675**	**11,443**	**47**	**11,396**	**51.9%**	**0**
	Net Income over Expenditure	**1,899**	**11,610**	**12,325**	**715**				
	Grand Totals:- Income	**310,037**	**718,813**	**128,777**	**(590,036)**			**558.2%**	
	Expenditure	**53,211**	**349,118**	**739,215**	**390,097**	**18,252**	**371,845**	**49.7%**	
	Net Income over Expenditure	**256,825**	**369,695**	**(610,438)**	**(980,133)**				
	plus Transfer from EMR	**0**	**140**						
	less Transfer to EMR	**0**	**8,784**						
	Movement to/(from) Gen Reserve	**256,825**	**361,051**						

Meeting of Hellesdon Parish Council

8th October 2024

Item 6 - Finance

Item f - To Consider Amendment to Financial Regulations to Include Question about Recognition of Trade Unions for Formal Tenders

At the last meeting, an agenda item was requested to consider a question about trade union recognition when awarding contracts.

Should councillors wish to proceed with the inclusion of this matter, it is recommended that it should only be included as a question for the formal tender process. The formal tender process is required for contracts excluding VAT of £25,000 and above.

Item g) To Consider Application for Winter Pressures Grant

Broadland Council is reopening the Winter Pressures Grant for 2024/2025. The aim of the grant is to aid communities to support themselves with a focus on supporting the more vulnerable residents in their local area. The limit is up to £500

The Parish Council is still in possession of the winter warm wear from last year, so this can be advertised again. To support the warm room, it would be useful to be able to restock the free teas, coffees and soups which were very popular last year.

It is recommended that the following is applied for to secure the warm room refreshments

Item	Cost per Unit	Total Cost
1000 x Nescafe coffee sachets https://amzn.eu/d/16XpSs4	£17.07	£85.35
2400 x longlife milk sachets https://amzn.eu/d/71OsXfL	£8.69	£86.90
2000 x sugar sachets https://amzn.eu/d/2NPMwwq	£9.98	£19.96
80 x soya milk sachets https://amzn.eu/d/7cTnSSr	£9.98	£9.98
1000 x individually wrapped tea bags https://amzn.eu/d/clar9dc	£41.68	£41.68
1 x tea bag / coffee organiser https://amzn.eu/d/eANLawt	£21.66	£21.66

100 x Cup Soups (various flavours) https://amzn.eu/d/in0pkus	16.99	£84.95
2000 x stirrers https://amzn.eu/d/eANLawt	£9.07	£9.07
2000 x disposable cups https://amzn.eu/d/7GEaFw8	£23.79	£95.16
500 x Biscoff Biscuits https://amzn.eu/d/1svTGkP	£8.61	£34.44
	TOTAL PROJECT	**£489.15**

Meeting of Hellesdon Parish Council - 8th October 2024

Item 7 - Governance

a) To Consider Formal Publication of Councillor Attendance Register

This agenda item was requested at the last Parish Council meeting.

Should councillors wish to proceed with this matter, this can be done as a chart, such as follows:

	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 5
Councillor A					
Councillor B					
Councillor C					
Councillor D					
Councillor E					
Councillor F					

Key					
In Attendance		Apologies received		Absent (no apologies)	

This can then be published on the website.

b) To Consider use of Poll Cards, should a By-Election be Required

Should a by-election be required as a result of the recent vacancy, Broadland Council is likely to request if we require poll cards to be recharged back to the council.

The cost of the last by-election is detailed below, with the cost of the poll cards shown:

Number of Polling Stations	1
Total Number of Electorate	4413
Number of Postal votes	1021

Cost of Hiring Polling Stations	£600.00
Stationery for Polling Station (Shaw's pack)	£17.95
Polling Booths £5.20 each x 5	£26.00
Cost of delivery of Postal Votes (exc. VAT)	£1,071.10
Cost of return of Postal votes 590 x .70p (exc. VAT)	£413.00
Cost of Postal Vote Packs	£946.42
Printing Cost for Ballot Papers	£518.83
Printing of Poll cards -	£458.80
Cost of Delivery of Poll Cards	£2,087.15
Staff fees (polling station, count and clerical)	£1,578.87
Returning Officer's Fee	£138.70
Total Recharge	**£7,856.82**

Fees 2023	
Shaws pack refill	£17.95
postage returns (rate as at Nov 22)	0.82p each
Polling booths as at Sept 23	£5.20 each

HELLESDON PARISH COUNCIL
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Minutes of the meeting of the Planning Committee held on Tuesday 10th September 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton - Chairman
Cllr I. Duckett
Cllr R. Forder (substitute for Cllr B. Johnson)
Cllr D Maidstone
Cllr R. Sear

Also In Attendance: Mrs F. LeBon (Clerk to the Council) and Mr H. Clark (Deputy Clerk to the Council)

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr S. Holland and Cllr B. Johnson.

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

3. **To Approve the Minutes of the Committee Meeting held on 27th August 2024**
   Minutes of 27th August 2024 had been previously circulated. The minutes were **AGREED** and signed as a true and accurate record of the meeting.

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

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

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

Application	Response to Consultation
2024/2482– 35 Gowing Road, NR6 6UL Add Velux windows to the front elevation, convert loft to a bathroom	No objections
2024/2509 – 150 Links Avenue, NR6 5PQ Proposed single storey flat roof extension	No objections

7. **Items for the Next Agenda**
   The Clerk advised that at the recent Town and Parish Forum, the government consultation on amendments to the NPPF was raised. Broadland Council will be responding to suggest an alternative methodology to calculating housing need, as the proposed methodology may result in the GNLP having to be reviewed.

Approved.....

Date.....

The election of a new vice chairman should be added to the next agenda.

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 24th September 2024 at 6.15pm.
The Clerk should be given delegated authority to adjust the start time of the meeting based upon the number of planning applications to be considered.

The meeting closed at 6.24pm.

DRAFT

Approved.....

Date.....

Meeting of Hellesdon Parish Council

8th October 2024

Item - Neighbourhood Plan

The Neighbourhood Plan Working Group met on 25th September. At this meeting, the important views were agreed to be included in the plan, as were the designations for local green spaces.

Further work is to be undertaken on non-designated heritage assets and important trees.

Uncertainty has been created over proposed amendments to the National Planning Policy Framework. This may result in the GNLP having to be reviewed as it may require a greater housing allocation. Presently, it is not known how this will impact on Hellesdon.

A proposed site of 50 houses had been submitted under the Parish Council's call for sites (former Jarrold Sports and Social Club). This requires further thought and will be reconsidered by the working group at the next meeting.

Locality has approved the Design Code for Hellesdon (this will be sent to members under separate cover).

The draft minutes of the meeting are appended. The next meeting is to be held on Thursday 31st October, when the first draft of the plan will be considered.

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

Minutes of the Meeting of Hellesdon Neighbourhood Plan Working Group held on Wednesday 25th September 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr S. Gurney (Chairman)
Cllr L. Douglass
Mrs K. Hicks
Cllr R. Sear
Cllr N. Barker
Cllr R. Forder
Cllr B. Johnson
Mr D. Thrower

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

Cllr Gurney opened the meeting at 7pm and welcomed all in attendance.

1. Apologies for Absence

Apologies had been received from Mrs B. Knowles and Mr S Lowthorpe.

2. Declarations of Interest

None declared.

3. To Agree Minutes of the Meeting of 17th July 2024

The draft minutes had been previously circulated and were **AGREED** after a proposal from Cllr Douglass and a second from Cllr Forder.

4. To Receive Updates on Matters which may Impact the Neighbourhood Plan

The Clerk reported that the Neighbourhood Plan Group has received a further £9,900 in grant funding from Locality to support the Neighbourhood Plan.

Broadland and South Norfolk Councils are currently responding to the Government's consultation on updates to the National Planning Policy Framework. They are requesting that the government changes its methodology to calculate housing need, as with the proposed methodology it is likely that the recently adopted GNLP will require an extra 35% housing allocation.

The means that the GNLP may need to be reviewed and the additional housing allocation for Hellesdon may be increased from zero.

More will be known later in the year.

5. Neighbourhood Plan Policies

a) To Receive Nominations and Justifications for Designation of Important Views

A paper was circulated about two nominations for important views. These were:

- View from Drayton High Road (opposite the junction of Drayton Wood Road).
- View from Low Road (opposite the entrance to Wensum Mount Business Park).

The view from the Open Space at Wensum Valley Close was discussed and it was agreed to add this as an important view, as well as include it as a Local Green Space designation.

Other views were discussed but were discounted either for being part of a site allocated for housing or for the view extending out of the parish.

Approved……

Date……

These three important views were **ACCEPTED**. Any other ideas for important views should be sent to the Clerk.

b) To Receive Nominations and Justifications for Designation of Local Green Spaces.

Cllr Gurney declared an interest in matters relating to Cottinghams Park, residing adjacent to the land.

A paper on nominations for Local Green Space Protection was presented. These were:

- Woodland to the north west of Reepham Road
- St Pauls Church Ground
- Open space at the 1st Hellesdon Scout Group
- Open space at Plantation Road / Millenium Avenue
- Green space at Eversley Road / Silk Mill Road
- Open space at the 2nd Hellesdon Scout Group (add historical significance to this justification as a site of a bomb crater).
- Open space at Nursery Close
- Open space at Loxwood
- Open space at Prince Andrews Road
- Open space at Wensum Valley Close. It was noted that the size of this land was over 2ha so could be deemed as an expansive plot of land, but this land has significant environmental and wildlife importance.
- Meadow Way (including access) points
- Mountfield Park
- Cottinghams Park
- Bush Road Allotments
- The Recreation Ground

It was noted that the land does not need to be in public ownership for it to be designated as local green space.

Notes were presented on land at Drayton Wood Road / Westwood Drive. Concerns were raised over there not being enough justification for this land to be designated. However the land already benefits from a line of lime trees with TPOs attached to them, which should protect the land without a local green space designation.

The areas of Local Green Space were **AGREED**. Any further suggestions should be sent to the Clerk.

c) To Discuss Nominations and Justifications for Designation of Non Designated Heritage Assets

it was **AGREED** that the Clerk should complete assessments on:

- 12 Hastings Avenue and 1 Overbury Road, as WWII aircraft crash sites.
- The Mann Egerton site as a former airfield.
- The boundary cross.
- The two village signs (at the parish hall and on the Bull Roundabout).
- The milestone on Drayton High Road
- St Pauls Church (specifying the stained glass window)
- The Bull
- The Whiffler (noting the bomb damaged roof).
- The Parish Hall
- 2no. Pill boxes on the former golf course site.
- Frontage of Hellesdon Hospital.

Any further suggestions for non designated heritage assets should be sent to the Clerk.

Approved……

Date……

DRAFT

d) To Discuss Nominations and Justifications for Designation of Important Trees

Areas which already had TPOs were discussed.

The Clerk is to do further work into the Scots Pine trees at Falkland Close, which were originally part of a band of trees that spanned most of the parish. The Clerk will also look at the trees to the front of Hellesdon Hospital.

Any further ideas for the category of important trees are to be sent to the Clerk.

6. To Receive Response from Call for Sites.

One response had been received for the call for sites and this was for the former Jarrold sports and social club on Heath Crescent. The indicative layout design which had been previously sent to the Parish Council was distributed and responses to queries put to Cornerstone developments was also discussed.

Discussions also occurred about the potential changes to the NPPF and the impact on housing targets for the Greater Norwich area.

It was **AGREED** that this should be given further consideration at the next meeting.

7. Items for the Next Agenda

Further discussion from the call for sites
Designation of important trees
Designation of Non Designated Heritage Assets.
The draft Neighbourhood Plan

8. Date and Time of Next meetings

Thursday 31st October at 7pm

The meeting closed at 8.45pm

DRAFT

Approved……

Date……

Hellesdon Parish Council - Clerk

From: [redacted]
Sent: 23 September 2024 15:28
To: Hellesdon Parish Council
Cc: [redacted]
Subject: Street Lighting in Hellesdon

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Faye
I am writing in regard to the above matter.
In February 2021, Broadland District Council approved the Capital Strategy and the Capital Programme for 2021/22-2025/26, subject to a business case being drafted for the proposed street lighting budget, this further report was then prepared in March 2023, and the Capital project was approved.
The reports set out the following in respect of the Streetlights in Hellesdon-

There are 500 streetlights in Hellesdon which are managed and maintained by Broadland District Council. A council tax charge 'special expenses' is applied to the council tax paid by the residents of Hellesdon to cover this provision. In 2022/23 this special expense generated £112,886 of income (The current charge is £24.24 per Band D property). The operational costs are calculated at year end and include the ongoing maintenance and repair costs, the cost of electricity, the depreciation value of the assets and capital improvements carried out. The above charge also covers the administration and contractors' costs of inspecting and maintaining the lighting. Expenditure between 2019 - 2022 was as follows:

Hellesdon

Year	2019/20	2020/21	2021/22	2022/23
Maintenance	£11,891	£11,891	£17,580	£7,668
Electricity	£12,029	£11,234	£11,357	£20,007
Depreciation	£14,023	£10,604	£10,957	
Capital imp.	£8,233 £0	£14,190		£37,588
Total	£46,176	£33,729	£54,084	£65,263

It was subsequently decided by the Broadland Cabinet that all lamps and outdated bulbs be upgraded to LED CMS system to minimise ongoing running costs, mitigate the impact of energy price rises and support the Council's environmental commitments.
The benefit of LED units is that they focus the light where it is required, and use less energy, furthermore the new lanterns are guaranteed for 10 years. Suffolk County Council quoted a capital spend requirement of £149,216 to replace all Broadland District Council's street lights with the new CMS system, the project was completed in 2023 under budget at £138,595.
All 500 lights in Hellesdon now have the LED CMS system. The electricity costs in 2021/22 for Hellesdon were £11,357, without investment in new systems it was predicted that the cost of electricity would increase to £22,994 per annum for 2022/23, instead, following the completion of the installation of the CMS system across all of the street lighting stock the electricity costs for the Hellesdon lights for the year 2023/24 had reduced to £10,920.44. With £10,128.89 spent on maintenance, as at 1 April 2024, there were £139,914.03 in the reserves.

It was considered that once these Capital Improvements were completed that conversations could be started with the Parish Councils where lighting units are managed by Broadland District Council to see whether they wished to take over responsibility for the management of their street lighting. I understand that Cllr Jones has already approached you in relation to this matter.
I would be grateful if you could raise the matter for consideration at the next Parish Meeting, to establish whether there is any interest in the stock and the associated reserve balance transferred to the Parish Council for them to manage the assets going forward.

I trust this is acceptable,, if you have any queries regarding this please do not hesitate to contact me.

[redacted]

Our Broadland and South Norfolk Councils offices are now based at Broadland Business Park in the Horizon Centre. Find out how you can access our services by visiting our website or by calling us on 01508 533633

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Meeting of Hellesdon Parish Council - 8th October 2024

Item 1 – Consultation

a) To Consider Respond to Broadland Council's Design Code Consultation

A second consultation has now commenced in relation to the emerging **Broadland and South Norfolk Design Code**. The Design Code is being produced by Broadland District Council and South Norfolk Council, through Tibbalds Planning and Urban Design Ltd. This current consultation follows the initial stage of engagement that you may have taken part in during summer this year.

This stage of consultation focuses on the draft vision for the Design Code, and the priorities and opportunities for the different types of coding area that have been identified.

Consultation ends 5th November 2024

Draft Vision for the code

We have started to think about how the design of new development in South Norfolk and Broadland could be captured in a 'vision' for the districts. The emerging vision is:

"South Norfolk and Broadland will accommodate sustainable growth across a variety of settlement scales: urban fringe, market towns and service centres; villages, and (where appropriate) dispersed settlements and the countryside.

New development will draw from the rich character and local distinctiveness of the landscape and historic settlements, and result in vibrant, connected, sustainable communities."

Do you agree with this vision?

An introduction to the Coding Areas

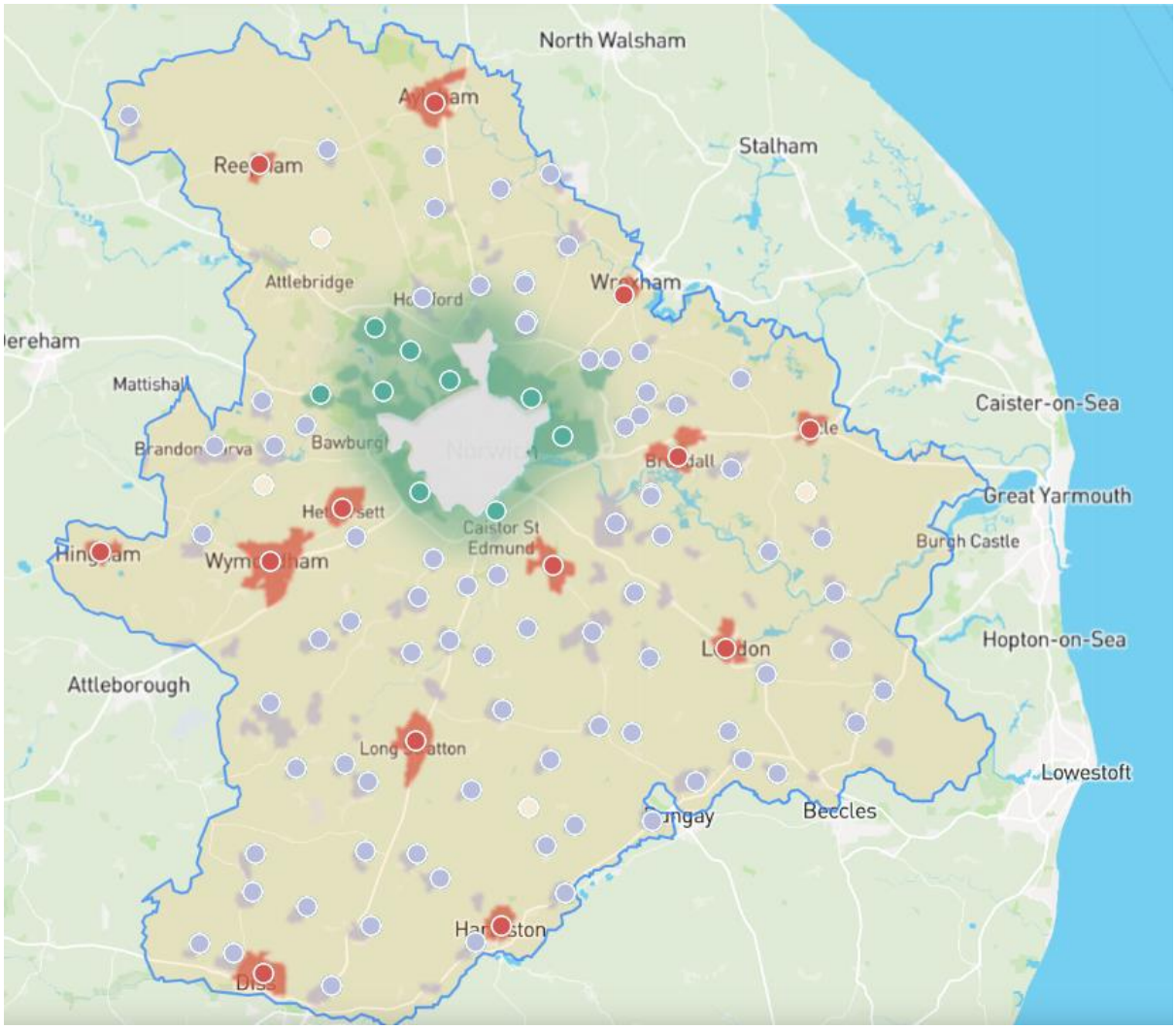
A coding plan sets out geographic areas where different 'coding principles' will apply.

These coding areas have been aligned with the existing settlement boundaries, and reflect the hierarchy of settlements (in terms of services and amenities available in each)

The four coding area types are proposed:

- **Green:** Norwich Fringe Settlements
- **Red:** Market Towns and Key Service Centres
- **Purple:** Large and Medium Villages
- **Yellow (Anywhere else):**Dispersed Settlements and Countryside

These do not identify areas for development, they identify areas/ settlements where the principles of each coding area would apply. For example, encouraging active travel across the Norwich Fringe Settlements.



Norwich Fringe Settlements

Key issues:

- Development that lacks character/ is generic and replicable
- Poorly designed/managed street parking and road layout
- Quality and provision of open space/play space, and landscaping
- Convoluted layout resulting in poor plot arrangement and 'leftover spaces'
- Lack of active travel/connections
- Lack of services/ access to these

Key opportunities:

- Provision of a 'Norwich-informed' character and form – encouraging increased densities where appropriate
- Improved pedestrian/cycle and public transport connections to nearby facilities and employment. There is a good provision of services and amenities in these fringe areas, but access and links to these could be improved. Links could also be enhanced between adjacent neighbourhoods e.g. Sprowston and Old Catton
- High quality corridors of landscaping. Large areas of new open space may be difficult to deliver on-site in some locations, in which case landscape corridors connecting to other open spaces, or financial contributions to enhance nearby spaces should be sought.
- Creating its own positive character. On larger sites, new development should seek to create its own locally distinctive identity and character (and materials), where positive local examples are more difficult to find.
- Varied and innovative architecture
- A clear street hierarchy, with buildings that front onto streets, with landscaped boundary treatments
- Co-locate/mix uses
- Provide a biodiversity net gain and enhanced ecological situation on-site

Any Comments?

Market Towns and Key Service Centres

Key issues:

- Development out of character or scale with context
- New developments lack integration/physical connections to existing settlements
- Linear/dispersed development pattern

Key opportunities:

- New homes should be contextual, and respond to local character. But in some instances, there is an opportunity for contemporary, sustainable and innovative design responses
- Impact of the landscape, and mature features e.g. trees/hedgerows

- Views and visual impact (particularly with regards to any heritage features or local landmarks e.g. windmills/churches)
- Retain and enhance physical and visual connection to the countryside
- Retain the importance of existing centres. New development might not provide a new centre necessarily (dependent on its scale), but regardless, it is important to maintain the hierarchy of the existing settlement centre and support the services/facilities within this.
- Safe/attractive connections to the services (and reinforcing/supporting local businesses)
- Opportunity to provide new green/open space (particularly where they are lacking existing provision)
- Reinforcing status/identity of towns (e.g. signs, use of colour, white marker stones)

Any Comments?

Medium and Large Villages

Key issues:

- Safety/attractiveness of pedestrian and active travel routes
- Loss of mature landscape features (e.g. hedgerows)
- Speed of vehicle traffic (particularly at edges of villages), and congestion on wider street network

Key opportunities:

- Retain 'rural' character of village, for example the importance of village greens/centres
- Use of locally distinctive, traditional materials (e.g. red brick, flint etc)
- Views and visual impact to local landmarks (particularly with regards to local landmarks e.g. windmills/churches)
- Retain and enhance physical and visual connection to the countryside
- Protecting and enhancing the significance of heritage assets and their setting (e.g. listed buildings, farmhouses etc) – protecting views from these to the countryside. Any architectural response to adjacent listed buildings must be carefully considered (not pastiche).

- Varied typologies - design approach to new development may result in more variation in patterns of development e.g. courtyards, farmsteads
- Improved connections to centres/services
- 'Gateways' into the villages to address congestion and speed of vehicles (positioning/placement of housing – using the built form to mark the transition into a village)
- Reinforcing status/identity of villages (e.g. signs, heritage, use of colour, white marker stones)

Any Comments?

Dispersed Settlements and Countryside

Key issues:

- Integration with context and landscaping
- Visual intrusiveness
- Appropriate architectural vernacular

Key opportunities:

- Accommodate a small amount of high-quality housing designed sensitively, in line with local need
- Provide additional housing to support local services
- Retain 'rural' character of area, including the importance of landscape features
- Convert/bring back into use vacant buildings
- Provide outstanding, innovative architecture
- Use of locally distinctive traditional materials, where appropriate
- Retaining and enhancing links between landscape and built heritage (visual and physical, and ensuring setting of listed buildings is protected)

Any Comments?

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of the meeting of the Staffing Committee held on Thursday 26th September 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present: Cllr L Douglass – Chair of the Committee
Cllr D Britcher
Cllr G Britton
Cllr S Gurney
Cllr B Johnson
Cllr A Lock

Also in Attendance: Mrs F LeBon – Parish Clerk
The Chairman welcomed members and opened the meeting at 7pm.

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

2. **Declarations of Interest and Dispensations**
   Cllr Gurney declared a personal and prejudicial interest in item 5 as she felt that she had outstanding correspondence for which it was alleged no response had been received.
   Cllr Gurney declared an interest in item 8 and advised she would leave the room.

3. **Approval of minutes of the Committee meeting held on 11th July 2024**
   Minutes of the meeting of 11th July 2024 had been circulated.
   Cllr Britcher proposed that the line in item 6 'The Panel will have the delegated authority to agree the successful candidate and offer the role.' be struck from the minutes as he did not recall this being agreed. This was seconded by Cllr Lock. A recorded vote was requested.
   In favour: Cllr Britcher, Cllr Lock.
   Against: Cllr Douglass, Cllr Johnson, Cllr Britton
   Abstained: Cllr Gurney
   The motion was **LOST**.

   A recorded vote was requested for the agreement of the minutes, as circulated:
   In favour: Cllr Douglass, Cllr Johnson, Cllr Britton.
   Against: Cllr Britcher, Cllr Lock.
   Abstained: Cllr Gurney
   The minutes were **AGREED** as a true and accurate record of the meeting.

4. **Public Participation**
   No members of the public present

   Cllr Gurney Left the Room

5. **To Review Recruitment and Selection Policy**
   Cllr Britcher queried why this was an agenda item. Cllr Douglass advised that there were issues from the recent recruitment resulting from the current policy, therefore it was important that this policy was reviewed and made more robust.

Approved……

Date……

Cllr Britcher declared a prejudicial interest due to an ongoing complaint and left the room

It was established that all previous recent recruitments, including that of the clerk, had not been in accordance with this policy. The policy did not support the running of the business of a council the size of Hellesdon.
It was noted that the policy was outdated, having reference to roles of the Finance Office, Projects Officer and Head Groundsman, the roles of which are not recruited for any more. There is also no reference to a recruitment procedure for the Clerk in the policy.
It was **AGREED** after a proposal from Cllr Douglass and a second from Cllr Johnson that two separate policies were required. One for senior members of staff which would include The Clerk, Deputy Clerk and Facilities Manager, and a second policy for junior members of staff.
The current policy was reviewed and amendments made which would make it better suited to a policy for the recruitment of junior staff. It was **AGREED** after a proposal from Cllr Douglass and a second from Cllr Britton that:

1) The Clerk will write up the amendments and this will be presented to the next staffing committee meeting for agreement for a recruitment policy for junior members of staff.
2) The Clerk will use information in the existing policy and subsequent discussions in this meeting to construct a recruitment policy suitable for senior members of staff (The Clerk, Deputy Clerk and Facilities Manager). This will be presented to the next staffing committee meeting.

Cllr Britcher and Cllr Gurney Re-Entered the Room

6. **To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 7 and 8 in view of the confidential and personal nature of the business to be transacted.**
This was **AGREED**.

The Meeting was Closed to the Press and Public

7. **To Receive Verbal Update from the Job Evaluations Working Group**
The Job Evaluations Working Group met on 6th September. Initial discussions included how scale points were used in contracts and whether there were incentives to progress within the council, both through qualification and experience.
Focus was placed on the role of the Support Officer as it was felt that this had changed the most since inception.
A further meeting will be called to progress matters further so that decisions made can be presented to the staffing committee, along with their budgetary impacts.

8. **To Receive Advice from Monitoring Officer and Agree Resulting Actions**
Cllr Douglass proposed that this be referred to full council, seconded by Cllr Johnson and **CARRIED**.

The Meeting was Reopened to the Press and Public

9. **Items for the Next Agenda**
Recruitment and selection policies for Junior and Senior members of staff.
Feedback from the Job Evaluation Working Group.
Budget

10. **To Confirm Date, Time and Venue of Next Meeting**
Thursday 7th November at 7pm.

The Meeting Closed at 8.35pm

Approved……

Date……

DRAFT