Interests Flowchart

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

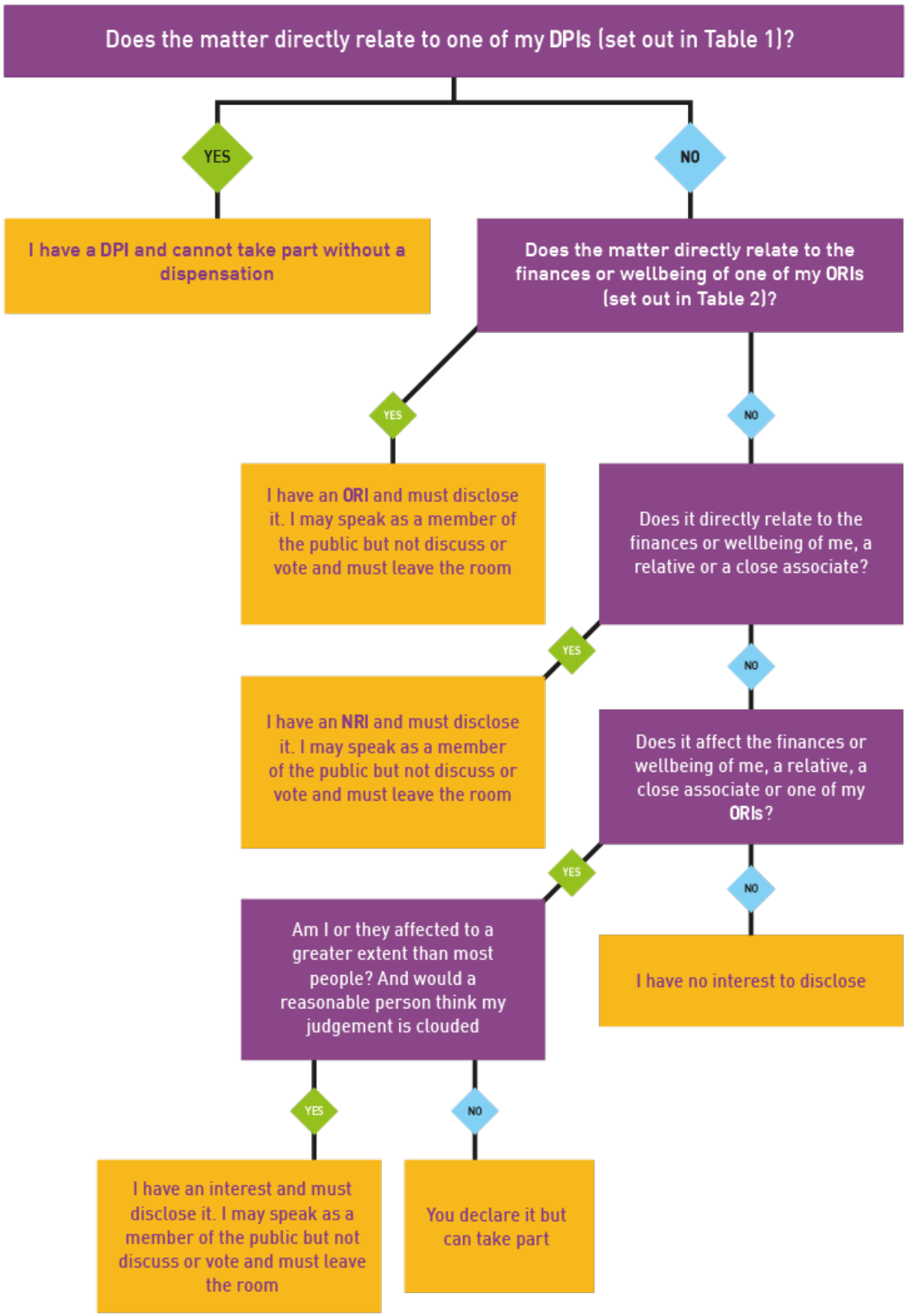


Table 1: Disclosable Pecuniary Interests

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 8th October 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher (from 7.15pm)
Cllr L Douglass
Cllr D Fahy
Cllr S Gurney
Cllr S Holland
Cllr D Maidstone
Cllr S Smith
Cllr N Barker
Cllr G Britton
Cllr I Duckett
Cllr R Forder
Cllr M Hicks
Cllr A Lock
Cllr R Sear

In attendance: Mrs F LeBon (Clerk), Mr H Clark (Deputy Clerk), P.C Matt Hill, District Cllr S. Jones and one member of the public.

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

1. Apologies and Acceptance for Absence

No apologies received.

2. Declarations of Interest and Dispensations

Cllr Gurney declared an interest in item 10 as a member of Broadland District Council
Cllr Gurney declared a personal and prejudicial interest in item 13b.
Cllr Holland declared an interest in item 10 as a member of Broadland District Council.
Cllr Douglass declared an interest in item 10 as a member of Broadland District Council.
Cllr Johnson declared an interest in item 10 as a member of Broadland District Council.

3. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 10th September 2024

The Minutes of the Full Council meeting held on 10th September 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

P.C Hill advised that police patrols were prioritising City View Road and Coronation Road in relation to anti-social parking, as well as their patrols of other areas in Hellesdon including the Recreation Ground. In the City View Road area, 20-25 tickets have been issued this year for parking offences, as well as over 700 letters of advice sent out. There have been no repeat offenders from the letters of advice. It was clarified that the police must be in attendance to issue a ticket, however photographic evidence of poor parking can be sent to the police by members of the public, and the police can then consider issuing a letter of advice.

Approved……

Date……

Tickets have also been issued for parking on the zebra crossing at Middletons Lane and also parking on a junction on Hellesdon Industrial estate, preventing a clear view of the junction.
An engagement surgery was held in the Warm Room. The police are currently looking at ways to increase attendance to these events.
There continues to be parking issues around the schools, which are also being patrolled when resource allows.
There has been a theft of a bicycle from an address in Hawthorne Avenue.
Antisocial behaviour has dropped in September, with only 8 incidents being reported.
There has been a 20% reduction in reported crimes in Hellesdon in September, compared with September 2023.
Cllr Douglass advised that the Whiffler had recently introduced a parking limit of 2 hours on their car park, with registration validation within the pub. This is likely to exacerbate parking on the road.

District Councillor Simon Jones, as ward member for Hellesdon South East, urged the Parish Council to take on the responsibility for the street lighting in Hellesdon, which is currently the responsibility of Broadland Council. He provided details of the commuted sum which Broadland Council is prepared to pass over, and recent income and expenditure figures. He also reported on the street lighting upgrade that Hellesdon has benefitted from.
This will be discussed under item 10.

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated. Cllr Forder updated the meeting to advise that the next SNAP meeting will be at the end of October, however he had discussed the matter of antisocial behaviour at Cottinghams Park with P.C Hill and confirmed that it was a matter for the police and not the Parish Council.
The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

District and County Council reports had been previously circulated to members.
Cllr Gurney added to her report, advising that those wishing to attend the recycling centres from 18th November will have to book a timeslot. Timeslots are available every 15 minutes.

c) Verbal Update from Chairman

This had been previously circulated.

Cllr Britcher Joined the Meeting

6. Financial Matters

a) Bank Reconciliation – September 2024

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

b) Earmarked reserves summary – September 2024

Cllr Holland queried whether the bank balance of £1.1m, less the earmarked reserves of £600k, meant a general reserves figure of approximately £500k. The Clerk clarified that the money that there was revenue funding in this figure which did have to last until 31st March 2025.
The earmarked reserves summary for September 2024 was **AGREED**.

c) Approval of Payments – September 2024

Cllr Britton queried a payment of £342.57 for toilet rolls. The Clerk advised that there is likely to be further items on the order and will circulate a copy of the invoice. The payments for September 2024 were **AGREED,** subject to clarification of the aforementioned invoice, after a proposal from Cllr Sear and a second from Cllr Douglass.

Approved……

Date……

d) Receipts – September 2024

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

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

Cllr Maidstone clarified that the second part of the precept had been received. The detailed income and expenditure was **ACCEPTED** after a proposal from Cllr Maidstone and a second from Cllr Barker.

Cllr Maidstone recorded his thanks to the previous finance officer and the incoming deputy clerk for the quality of the finance reports.

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

This was an agenda item as requested by Cllr Duckett. Discussions occurred as to what contract limit this should apply to and it was **AGREED** that it should apply to all tenders over £25,000 excluding VAT. Discussions also occurred as to whether questions should also be asked about contractors over the same contract amount paying the Living Wage (as defined by the Living Wage Foundation).

It was **AGREED** that when the Financial Regulations are reviewed in May, payment of the Living Wage and recognition of unions by contractors for contracts over £25,000 excluding VAT should be considered for inclusion in the regulations.

g) To Consider Application for Winter Pressures Grant

The Clerk reported that Broadland Council was offering a Winter Pressures grant for £500. There remains some winter warm wear from last year which can be offered, however, the refreshments in the warm room which were popular require restocking. It was **AGREED** after a proposal from Cllr Holland and a second from Cllr Gurney that the Clerk should apply for the winter pressures grant to support the warm room.

The Clerk is to promote the warm room ready for the winter period.

7. Governance

a) To Consider Formal Publication of Councillor Attendance Register

The publication of the a councillor attendance register was **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Duckett. The Clerk is to look to create a Register Policy for further consideration.

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

It was **AGREED** after a proposal from Cllr Sear and a second from Cllr Maidstone that poll cards should be requested should a by-election be required. This would be applicable for any future by-elections.

8. Planning Committee

a) To Note the Decisions made by the Planning Committee on 10th September 2024

The minutes and decisions arising from the Planning Committee meetings held on 10th September 2024 had been circulated. Cllr Britton reported that there were only two small applications to be considered. It was **AGREED** to note the minutes and the decisions made.

9. Neighbourhood Plan

a) To Receive Update from the Neighbourhood Plan Working Group Held on 25th September 2024

A report from the Neighbourhood Plan Working Group and the draft minutes had been circulated in the agenda pack.

Cllr Gurney added that she had spoken to the planning officers responsible for the site of the former Jarrold sports and social club and confirmed that the pre-application advice stage had now concluded.

Approved……

Date……

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

10. Parish Assets

Correspondence had been received from Broadland Council about the possible transfer of the street lights in Hellesdon, for which Broadland Council is currently responsible for, to the Parish Council.

Factors which needed to be considered were discussed. These included:

- A report of the location and construction of the street lights.
- Condition and when they were replaced
- A reliable contractor and the cost of this.
- Staff time factor.
- Repairs and Maintenance.
- Future funding

Discussions occurred over the necessity to ring fence any income for streetlighting and not use for any other purposes. Cllr Holland advised that Broadland Council had reduced the special precept for streetlighting in Hellesdon the previous financial year due to the amount charged being too much. Consideration was also given as to whether subdividing the street lighting away from Broadland Council would be of any benefit to the taxpayer.

It was **AGREED** that a working group would be required to obtain the information required for the Parish Council to make an informed decision. This working group would consist of Cllrs Holland, Gurney, Duckett, Britcher, Maidstone and Sear.

11. Consultations

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

Correspondence had been received from Broadland Council about their latest round of consultation for their forthcoming design code. The need for quality open space was raised, as well as networks for active transport.

It was **AGREED** that the Neighbourhood Plan working group would be best placed to respond to this consultation and would be given delegated authority to meet and respond to Broadland Council on this matter.

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

This was **AGREED**.

The Meeting was Closed to the Press and Public

Cllr Gurney Left the Room

13. Staffing.

a) To Note Decisions Made by the Staffing Committee on 26th September 2024

Cllr Douglass reported that the Recruitment and Selection Policy is being reviewed due to challenges relating to the recruitment of the Deputy Clerk

The Clerk and Deputy Clerk Left the Room

A proposal was put forward for an independent investigation into the recruitment process. This was **LOST**.

Approved……

Date……

DRAFT

A recorded vote was requested.
For: Cllr Duckett, Cllr Lock and Cllr Britcher.
Against: Cllr Johnson, Cllr Douglass, Cllr Britton, Cllr Smith, Cllr Barker, Cllr Hicks, Cllr Sear and Cllr Maidstone.
Abstentions: Cllr Holland, Cllr Forder and Cllr Fahy.

*It was **AGREED** to waive Standing Order 3x to Extend the Meeting Beyond 2.5 hours*

It was agreed unanimously that a report will be brought to the next staffing meeting outlining what had occurred during the recruitment of the deputy clerk to include who did what, where it went wrong, recognition that mistakes were made and recommendations going forward. This will then be brought to full council in November along with the proposed policies.

The Deputy Clerk Re-Entered the Room

b) To Receive Recommendations from the Monitoring Officer and Agree Resulting Actions
The recommendations from the Monitoring Officer had been previously circulated. It was **AGREED** to accept the recommendations and the council will engage the professional resource to support this.

The Meeting was Reopened to the Press and Public

14. Matters for the Next Agenda
Report from the staffing Committee.
Notification of Submission from the Neighbourhood Plan Group on the Broadland Design Code Consultation.

15. Time and Venue of Next Council meeting.
Tuesday 12th November, 7pm at Diamond Jubilee Lodge.

The meeting closed at 10.03pm

DRAFT

Approved……

Date……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
12th November 2024

ITEM	COMMENTS
Community Centre	Agenda Item
Car Park – Community Centre	No matters to report
Community Café and Fridge	The Parish Council has now secured an additional surplus food donation from Lidl, Aylsham Road on a Friday. This brings the regular collection schedule to: Tesco Fifers Lane (Monday eve). Aldi Longwater (Tues am). Lidl Aylsham Road (Friday am) Aldi Larkman Lane (Sat am). Aldi Longwater (Sun am).
Parish Council Offices Diamond Jubilee Lodge	No matters to report
Recreation Ground including Children's Play areas	Agenda item for the Playing Fields, Allotments and Amenities Committee, regarding fees.
Skate Park & MUGA	No matters to report
Meadow Way	Reports of the dog bin overflowing have increased. This is due to the park closing early and people not being able to access the bin in the park. This is being raised to PP&R as part of the dog/litter bin review.
Mountfield Park	Grant money has been received for the trees on Mountfield Park. Stock became available from the RHS last week and an order has been placed. Delivery has been chased.
Cottinghams Park	A request has been made for an extra bin in Cottinghams Park, between the two new seats. This is to be raised with PP&R
Allotments	Agenda item for the Playing Fields, Allotments and Amenities Committee.
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	Agenda item for the Playing Fields, Allotments and Amenities Committee.
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	No matters to report
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. An extra Parish Partnership bid is on the agenda for consideration, further to a parishioner query about seating at the bus shelter southbound.
Staffing	Agenda item
Street Lighting	The queries agreed at the last meeting have been sent to Broadland Council, who have acknowledged them. Once received, the working group can look into the project in more detail and report back to the council.
Events	The Events Committee will be meeting on 13th November. The Scarecrow festival has proven ever popular with a wide demographic participating.
Meeting Dates	13th November 7pm – Events 19th November 7pm – Community Cafe Meeting to be arranged with PP&R to consider the budget Next full council – 10th December at 7pm
Health and Safety	No matters to report
Other Matters	No further matters to report

Meeting of Hellesdon Parish Council

12th November 2024

Item 5b – Councillor Reports

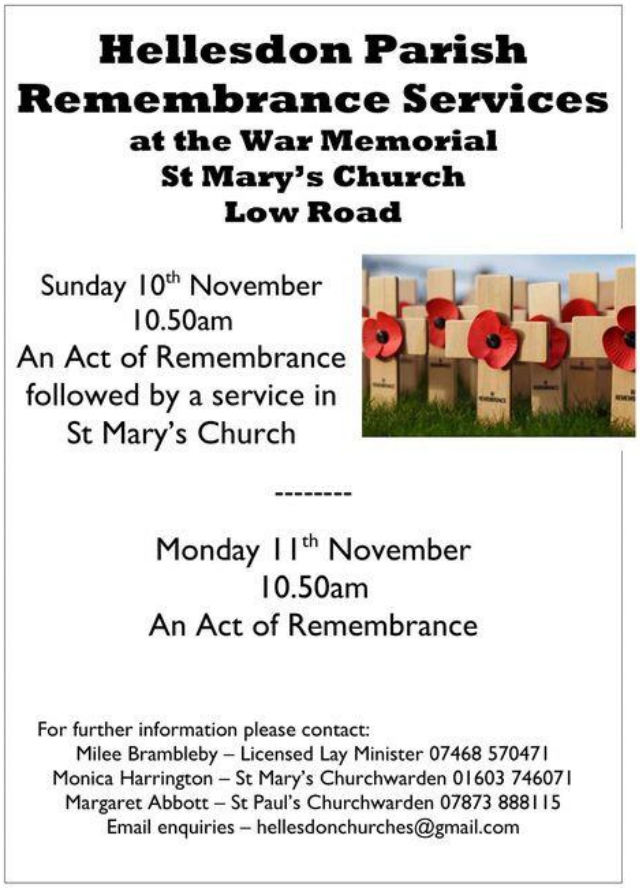
Broadland Council – Cllr Bill Johnson, Hellesdon North West

Cllr Johnson has been reinstalled on the Planning Committee at Broadland Council. Training sessions and meeting have also been attended, including an interesting training session on Cyber Awareness which was very enlightening.

Item 5c – To receive any updates from the Chairman

Remembrance Sunday is on 10th November I will be laying the council wreath at the church.

Councillors are encouraged to attend.



Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2024	Business Current Account 2077	500.00	
31/10/2024	Business savers account 4401	672,016.57	
31/10/2024	Petty Cash	293.67	
31/10/2024	Active Saver 7702	345,011.77	
31/10/2024	Account 73554503	83,128.39	
31/10/2024	Number 2 account 0958	0.00	
31/10/2024	Cafe float	100.00	
			1,101,050.40

Receipts not on Bank Statement

	0.00
Closing Balance	**1,101,050.40**

All Cash & Bank Accounts

1	Current Bank Account	672,516.57
2	Petty Cash	293.67
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	**1,101,050.40**

Hellesdon Parish Council Current Year

Earmarked Reserves

	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	-1,527.00	6,212.68
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	**7,116.80**	**610,776.79**

Hellesdon Parish Council Current Year
Current Bank Account
List of Payments made between 01/10/2024 and 31/10/2024

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/10/2024	Sum Up Payments Ltd	SUMUP	£ 1.55	card fees
01/10/2024	PWLB	BACS	£ 12,602.25	HCC Loan repayment
01/10/2024	Broadland Council	DD	£ 170.00	Bus Rates Stores
01/10/2024	Broadland Council	DD	£ 1,259.00	Business Rates HCC
01/10/2024	Broadland Council	DD	£ 363.00	Bus Rates Tractor Shed
02/10/2024	Sum Up Payments Ltd	SUMUP	£ 3.21	card fees
02/10/2024	Iris Software Limited	DD 02.10.2	£ 36.00	Purchase Ledger DDR Payment
03/10/2024	Barclaycard Commercial	BACS	£ 99.48	Flagpole Express, 290855504434
03/10/2024	Toombs Butchers	TOOMBS	£ 43.52	cafe purchases
03/10/2024	Toombs Butchers	TOOMBS	£ 25.36	cafe purchases
03/10/2024	Toombs Butchers	TOOMBS	£ 12.09	cafe purchases
03/10/2024	Toombs Butchers	TOOMBS	£ 50.86	Cafe Supplies
03/10/2024	Barclaycard Commercial	BACS	£ 111.76	HSS, concrete mixer hire pack
03/10/2024	Barclaycard Commercial	BACS	£ 34.79	Photo ID card people, 28080527
03/10/2024	Barclaycard Commercial	BACS	£ 21.00	South Norfolk& Bro licence
03/10/2024	Vodafone	BACS	£ 110.24	b4671030184
03/10/2024	Vodafone	B467110301	-£ 58.80	B4671030184
04/10/2024	Sum Up Payments Ltd	SUMUP	£ 2.24	Card fees
04/10/2024	Sum Up Payments Ltd	SUMUP	£ 3.99	card fees
07/10/2024	Barclays Bank Plc	BACS	£ 63.96	Bank Charges
08/10/2024	Universal Carpentry & Building	2671	£ 5,544.22	Fire doors phase 2
08/10/2024	Select Recruitment Specialists	2669	£ 950.40	30071243/2669/Select Recruitme
08/10/2024	Panks Engineers Ltd	2672	£ 388.80	Service macerator tractor shed
08/10/2024	Hugh Crane Equipment	2668	£ 132.08	blu roll/ toilet roll
08/10/2024	Ben Burgess Groundscare Equipm	2666	£ 594.00	Compact tractor hire
08/10/2024	Amazon	2667	£ 4.40	Washing Machine Cleaner
08/10/2024	Sum Up Payments Ltd	SUMUP	£ 2.59	Card fees
08/10/2024	Sum Up Payments Ltd	SUMUP	£ 1.17	Card fees
09/10/2024	UK Fuels Ltd	DDR 0015	£ 151.49	Diesel/ fllet control/ insight
09/10/2024	Sum Up Payments Ltd	SUMUP	£ 3.31	Card fees
10/10/2024	Sum Up Payments Ltd	SUMUP	£ 2.86	Card fee's
11/10/2024	Taverham Nursery Centre	2681	£ 132.46	flowers for chatty bench
11/10/2024	Select Recruitment	2686	£ 928.80	Hire of temporary staff
11/10/2024	Norse Commercial Service	2697	£ 144.00	locks and patrols of parks
11/10/2024	Huws Gray	2692	£ 554.77	sawn carcassing
11/10/2024	Collier Turf Care Ltd	BACS 11.11	£ 1,476.60	grounds supplies
11/10/2024	Easters Norwich Ltd	2690	£ 4.35	General Cafe Purchases
11/10/2024	Easters Norwich Ltd	2675	£ 75.70	General Cafe Purchases
11/10/2024	Eastern Security Systems Ltd	2695	£ 72.00	Serviced alarms grounds

11/10/2024	Eastern Security Systems Ltd	2694	£ 108.00	Serviced alarm system LODGE
11/10/2024	Eastern Security Systems Ltd	2693	£ 164.40	Alarm service community centre
11/10/2024	DD Health & Safety Supplies Lt	2685	£ 233.11	Cleaning supplies
11/10/2024	Clocking Systems Ltd	2683	£ 31.14	Time Cards
11/10/2024	Amazon	2679	£ 6.49	iphone adaptor
11/10/2024	Amazon	2680	£ 19.09	Tea bags
11/10/2024	Anglia Culinary Suppliers Ltd	2673	£ 95.83	General Cafe Purchases
11/10/2024	Anglia Culinary Suppliers Ltd	2698	£ 132.98	General Cafe Purchases
11/10/2024	Huws Gray Ridgeons	2689	£ 30.70	tiltsx 2
11/10/2024	Iris Software Limited	2682	£ 43.20	Staffology
14/10/2024	Sum Up Payments Ltd	SUMUP	£ 2.58	Card fees
14/10/2024	Sum Up Payments Ltd	SUMUP FEE	£ 1.63	Sum Up card fees
15/10/2024	O2	DD151024	£ 43.20	Telephone Bill
16/10/2024	SUMUP	SUMUP	£ 3.72	SUMUP fees
17/10/2024	Barclaycard Commercial	BACS	£ 14.40	Safer Food Group
17/10/2024	Sumup feees 16.10	SUMUP	£ 4.67	Sumup fees
18/10/2024	Nest Pension Scheme	NEST	£ 1,138.87	Pension Conts. Sept
18/10/2024	SUM fees 17.10	SUMUP	£ 4.52	SUM fees 17.10
18/10/2024	Total Gas & Power	DD 18.10	£ 178.46	Office energy bill
21/10/2024	Sum up Fees 18.10	SUMUP	£ 1.99	Sum up Fees 18.10
22/10/2024	Total Gas & Power	TOTAL	£ 9.77	Allotments electrcity
22/10/2024	Total Gas & Power	TOTAL22.10	£ 685.58	Electricity bill Comm centre
22/10/2024	Total Gas & Power	TOTALG22	£ 527.99	Electricity bill Council offic
22/10/2024	Sum Up Payments Ltd	SUMUP	£ 0.56	Sumup fees 21.10
23/10/2024	Anglia Culinary Suppliers Ltd	BACS 23.10	£ 201.16	General Cafe Purchases
23/10/2024	Amazon	AMAZON	£ 67.77	Correct error invoice
23/10/2024	Calypso Coffee	CALYPSO	£ 74.40	lavazza capsules
23/10/2024	Collective Community Planning	CCP	£ 240.00	Attend NDP meeting
23/10/2024	Easters Norwich Ltd	EASTERS	£ 199.23	General cafe Purchases
23/10/2024	Eastern Security Systems Ltd	ESS 23.10	£ 168.00	out of hours charges
23/10/2024	Norse Eastern Ltd	NORSE V	£ 1,162.13	Verges cutting
23/10/2024	Pest Express Ltd	PEST 23.10	£ 468.00	pest monitoring
23/10/2024	Turtle Engineering Limited	TURT ENG	£ 420.00	bleed control cabinet
23/10/2024	Viking Direct	VIKING	£ 143.99	
23/10/2024	Wrights Coaches	WRIGHTS	£ 717.00	Langham Glass trip, additional
23/10/2024	Sum Up Payments Ltd	SUMUP FEES	£ 5.46	Fees 22.10 sumup
24/10/2024	Sum Up Payments Ltd	SUMUP2310	£ 4.86	Card fees 23.10
24/10/2024	Sum Up Payments Ltd	SUMUP2410	£ 1.65	Card fees 2410
25/10/2024	Broadland Council	BDC001	£ 644.00	Office Bus. Rates
28/10/2024	Sum Up Payments Ltd	SUMUP2510	£ 3.39	card fees 2510
29/10/2024	Sum Up Payments Ltd	SUMUP2910	£ 2.48	Sumup card fees 2910
30/10/2024	Sum Up Payments Ltd	SUMUP3010	£ 4.07	Card fees 3010
			£ 34,129.97	

Cash Received between 01/10/2024 and 31/10/2024

Date	Cash Received from	Receipt Description	Receipt Total
29/10/2024	Allotment Holder	Allotment payment	£60.33
15/10/2024	Allotment Holder	Allotment payment	£33.30
02/10/2024	Allotment Holder	Allotment payment	£33.30
07/10/2024	Barclays Bank Plc	Loyalty Reward	£16.64
03/10/2024	barclays commerial	barclays commerial	£4.00
23/10/2024	Allotment Holder	allotment payement	£54.06
02/10/2024	Allotment Holder	Rev error - cafe to allot 69	-£48.00
28/10/2024	Allotment Holder	allotment Payement	£60.33
22/10/2024	Allotment Holder	allotment Payement	£60.33
25/10/2024	Broadland council	Community Hearts Grant	£1,000.00
25/10/2024	Broadland Council	Warm Room Grant	£500.00
01/10/2024	Allotment Holder	Allotment Payment	£60.33
25/10/2024	Takings - Cafe	Cafe card	£96.10
25/10/2024	Takings - Cafe	Cafe Card	£167.20
23/10/2024	Takings - Cafe	Cafe Card	£208.40
28/10/2024	Takings - Cafe	cafe card	£137.70
30/10/2024	Takings - Cafe	cafe card	£146.50
30/10/2024	Takings - Cafe	Cafe card	£192.70
16/10/2024	Takings - Cafe	Cafe Card	£159.70
17/10/2024	Takings - Cafe	Cafe card	£161.50
18/10/2024	Takings - Cafe	Cafe card	£117.95
21/10/2024	Takings - Cafe	Cafe card	£119.75
28/10/2024	Takings - Cafe	Cafe cash	£597.35
21/10/2024	Takings - Cafe	Cafe cash	£570.75
01/10/2024	Takings - Cafe	Cafe Cash	£507.80
08/10/2024	Takings - Cafe	Cafe cash	£422.20
14/10/2024	Takings - Cafe	Cafe cash	£568.80
04/10/2024	Allotment Holder	Allotment renewal	£60.33
02/10/2024	Allotment Holder	Allotment renewal	£48.00
18/10/2024	Allotment Holder	Allotment renewal	£60.33
08/10/2024	Allotment Holder	Allotment renewal	£60.33
23/10/2024	Allotment Holder	Allotment renewal	£54.06
07/10/2024	Allotment Holder	Allotment renewal	£33.30
18/10/2024	Regular Hire	HCC Hire	£388.00
01/10/2024	allotment Holder	Allotment Payment	£60.33
01/10/2024	allotment Holder	Allotment Payment	£60.33
01/10/2024	allotment Holder	Allotment payment	£27.03
07/10/2024	allotment Holder	Allotment payment	£60.33
15/10/2024	allotment Holder	Allotment payment	£60.33
07/10/2024	allotment Holder	Allotment payment	£60.33
08/10/2024	allotment Holder	Rev error dup entries	-£120.66

07/10/2024 allotment Holder	Allotment renewal	£33.30
14/10/2024 casual hire	HCC Hire	£58.39
08/10/2024 Casual hire	HCC Hire	£43.72
30/10/2024 Allotment Holder	Allotment renewal Sumup	£48.00
01/10/2024 Allotment Holder	Allotment payment	£60.33
25/10/2024 Allotment Holder	allotment payment	£60.31
15/10/2024 Allotment Holder	allotment payment	£60.33
07/10/2024 Allotment Holder	allotment payment	£60.33
25/10/2024 Allotment Holder	allotment payment	£60.33
28/10/2024 Allotment Holder	allotment payment	£60.33
07/10/2024 Allotment Holder	allotment payment	£54.06
21/10/2024 Friend Friends 20th sept	coach trip	£630.00
25/10/2024 Allotment Holder	Allotment payment	£60.33
04/10/2024 Allotment Holder	Allotment payment	£56.06
08/10/2024 Allotment Holder	Allotment payment	£60.33
07/10/2024 Allotment Holder	Allotment payment	£33.30
03/10/2024 Allotment Holder	Allotment payment	£60.33
02/10/2024 Allotment Holder	Allotment payment	£54.06
18/10/2024 Allotment Holder	Allotment payment	£60.33
02/10/2024 Allotment Holder	Allotment payment	£24.00
16/10/2024 Allotment Holder	Allotment payment	£60.33
01/10/2024 Allotment Holder	Allotment payment	£60.33
10/10/2024 HM Revenue & Customs	VAT	£4,753.53
25/10/2024 allotment Holder	Allotment Payment	£60.33
03/10/2024 allotment Holder	Allotment Payment	£33.30
25/10/2024 allotment Holder	Allotment Payment	£72.13
30/10/2024 allotment Holder	Allotment Payment	£60.33
08/10/2024 Casual hire	HCC Hire	£109.88
01/10/2024 Allotment Holder	Allotment payment	£60.33
16/10/2024 Allotment Holder	Allotment payment	£54.06
15/10/2024 Allotment Holder	Allotment payment	£60.33
07/10/2024 Allotment Holder	Allotment payment	£60.33
07/10/2024 Allotment Holder	Allotment payment	£60.33
04/10/2024 Allotment Holder	Allotment payment	£93.63
08/10/2024 Casual Hire	HCC Hire	£138.85
21/10/2024 allotment Holder	Allotment payement	£54.06
11/10/2024 allotment Holder	Allotment payement	£60.33
21/10/2024 allotment Holder	Allotment payement	£33.30
24/10/2024 allotment Holder	Allotment payement	£48.00
03/10/2024 allotment Holder	Allotment payement	£33.30
08/10/2024 allotment Holder	Allotment payement	£60.33
03/10/2024 allotment Holder	Allotment payment	£60.33
28/10/2024 casual hire	HCC Hire	£38.16
25/10/2024 Casual Hire	HCC Hire	£89.28
01/10/2024 Allotment Holder	Allotment Payment	£48.00

15/10/2024	Allotment Holder	Allotment Payment	£60.33
23/10/2024	Allotment Holder	Allotment Payment	£60.33
07/10/2024	Allotment Holder	Allotment Payment	£114.39
28/10/2024	Casual hire	HCC Hire	£98.14
25/10/2024	Allotment Holder	Allotment payment	£60.33
21/10/2024	Allotment Holder	Allotment payment	£60.33
07/10/2024	PTS 12A, 4A, 4B and 113	Correct cafe to Allot PTs	-£153.96
04/10/2024	Allotment Holder	allotment payement	£60.33
01/10/2024	Allotment Holder	Allotment payment	£60.33
01/10/2024	Allotment Holder	Allotment payment	£60.33
01/10/2024	Allotment Holder	Rev dupe entry 01/10	-£60.33
11/10/2024	Casual hire	HCC Hire	£61.81
11/10/2024	Regular Hire	HCC Hire	£20.61
10/10/2024	Regular Hire	HCC Hire	£216.36
10/10/2024	Regular Hire	HCC Hire	£109.92
14/10/2024	Regular Hire	HCC Hire	£41.59
14/10/2024	Regular Hire	HCC Hire	£244.35
10/10/2024	Regular Hire	HCC Hire	£28.62
10/10/2024	Regular Hire	HCC Hire	£41.21
02/10/2024	Regular Hire	HCC Hire	£41.21
09/10/2024	Regular Hire	HCC Hire	£147.64
09/10/2024	Regular Hire	HCC Hire	£20.10
09/10/2024	Regular Hire	HCC Hire	£22.51
09/10/2024	Regular Hire	HCC Hire	£181.06
08/10/2024	Regular Hire	HCC Hire	£82.48
07/10/2024	Regular Hire	HCC Hire	£315.92
14/10/2024	Regular Hire	HCC Hire	£204.88
08/10/2024	Regular Hire	HCC Hire	£90.06
07/10/2024	Regular Hire	HCC Hire	£167.27
01/10/2024	Regular Hire	HCC Hire	£8.00
01/10/2024	Regular Hire	HCC Hire	£450.00
02/10/2024	Regular Hire	HCC Hire	£563.28
02/10/2024	Regular Hire	HCC Hire	£120.85
02/10/2024	Regular Hire	HCC Hire	£41.20
02/10/2024	Regular Hire	HCC Hire	£45.00
02/10/2024	Regular Hire	HCC Hire	£407.64
02/10/2024	Regular Hire	HCC Hire	£46.38
03/10/2024	Regular Hire	HCC Hire	£81.45
03/10/2024	Regular Hire	HCC Hire	£338.08
03/10/2024	Regular Hire	HCC Hire	£137.40
03/10/2024	Regular Hire	HCC Hire	£77.97
04/10/2024	Regular Hire	HCC Hire	£30.90
15/10/2024	Regular Hire	HCC Hire	£126.51
17/10/2024	Regular Hire	HCC Hire	£38.16
21/10/2024	Regular Hire	HCC Hire	£1.54

18/10/2024	Regular Hire	HCC Hire	£319.00
18/10/2024	Regular Hire	HCC Hire	£79.75
23/10/2024	Regular Hire	HCC Hire	£465.44
23/10/2024	Regular Hire	HCC Hire	£329.76
23/10/2024	Regular Hire	HCC Hire	£247.24
18/10/2024	Regular Hire	HCC Hire	£109.38
21/10/2024	Regular Hire	HCC Hire	£64.10
22/10/2024	Regular Hire	HCC Hire	£130.48
22/10/2024	Regular Hire	HCC Hire	£65.20
23/10/2024	Regular Hire	HCC Hire	£87.44
17/10/2024	Regular Hire	HCC Hire	£116.78
21/10/2024	Regular Hire	HCC Hire	£171.68
24/10/2024	Regular Hire	HCC Hire	£576.00
29/10/2024	Regular Hire	HCC Hire	£171.24
31/10/2024	Regular Hire	HCC Hire	£233.52
16/10/2024	allotment Holder	Allotment payment	£60.33
01/10/2024	allotment Holder	Allotment payment	£60.33
30/10/2024	allotment Holder	Allotment payment	£60.33
14/10/2024	SUM UP	Cafe takings	£152.80
14/10/2024	Sumup	Cafe card takings	£96.95
25/10/2024	Casual hire	HCC Hire	£94.94
08/10/2024	Allotment Holder	Allotment payment	£60.33
01/10/2024	Takings - Cafe	Card Payments	£92.10
02/10/2024	Takings - Cafe	Card payments	£190.03
03/10/2024	Takings - Cafe	Card Payments	£235.70
04/10/2024	Takings - Cafe	card payments	£134.05
08/10/2024	Takings - Cafe	Card payments	£153.96
08/10/2024	Takings - Cafe	Card payments	£69.55
09/10/2024	Takings - Cafe	Card payments	£195.25
10/10/2024	Takings - Cafe	Card payments	£169.70
11/10/2024	Allotment Holder	Allotment payment	£60.33
11/10/2024	Casual Hire	HCC Hire	£30.90
28/10/2024	Casual Hire	HCC Hire	£61.80
18/10/2024	Casual Hire	HCC Hire	£30.90
08/10/2024	allotment Holder	allotment payment	£36.33
08/10/2024	allotment Holder	allotment payment	£60.33
17/10/2024	allotment Holder	allotment payment	£33.30
01/10/2024	allotment Holder	allotment payment	£60.33
30/10/2024	allotment Holder	allotment payment	£60.33
11/10/2024	Casual hire	HCC Hire	£20.61
22/10/2024	Casual Hire	HCC Hire	£14.31
29/10/2024	Casual Hire	HCC Hire	£28.62
28/10/2024	Allotment holder	allotment payment	£60.33
			£ 25,346.96

		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	480	(9,776)	53,500	63,276			(18.3%)	
1410	Community Centre Inc ML Room	2,219	16,403	0	(16,403)			0.0%	
1415	Community Centre Inc SW Room	2,413	13,766	0	(13,766)			0.0%	
1420	Community Centre Inc OH Room	1,241	7,093	0	(7,093)			0.0%	
1435	Warm room grants	500	500	0	(500)			0.0%	
1440	Community Centre Inc Ww Room	329	1,162	0	(1,162)			0.0%	
1445	Community centre kitchenette	160	836	0	(836)			0.0%	
1455	Community centre stage hire	40	351	0	(351)			0.0%	
1460	Hire of flasks	68	280	0	(280)			0.0%	
1470	Hire of urn	4	6	0	(6)			0.0%	
1475	Storage charge	74	562	0	(562)			0.0%	
1476	Rent old parish office	0	1,049	0	(1,049)			0.0%	
	Community Centre :- Income	**7,528**	**32,230**	**53,500**	**21,270**			**60.2%**	**0**
4070	Profess Fees/Agency Personnel	0	2,705	0	(2,705)		(2,705)	0.0%	
4150	Utilities & business rates	1,830	13,250	26,581	13,331		13,331	49.8%	
4160	Repairs/Maintenance	29	29	0	(29)		(29)	0.0%	
4250	PHS services	0	4,661	4,000	(661)		(661)	116.5%	
4295	Equipment - New/Replacement	56	1,963	8,860	6,897	35	6,862	22.6%	
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	0	8,610	9,619	1,009	15,080	(14,072)	246.3%	
4625	Senior Citizens club	192	192	0	(192)		(192)	0.0%	
4630	Consumables	0	469	750	281	85	196	73.8%	
4635	cleaning agents/materials	184	1,826	2,000	174	118	57	97.2%	
4645	Warm room expenditure	0	0	0	0	515	(515)	0.0%	
4695	community centre redevelopment	0	(116)	0	116		116	0.0%	
	Community Centre :- Indirect Expenditure	**2,291**	**34,287**	**58,210**	**23,923**	**15,833**	**8,091**	**86.1%**	**0**
	Net Income over Expenditure	**5,237**	**(2,057)**	**(4,710)**	**(2,653)**				
110	Administration								
1076	Precept	0	598,827	0	(598,827)			0.0%	
1085	Grants received	1,000	31,272	0	(31,272)			0.0%	
1099	Community Infrastructure	0	8,784	0	(8,784)			0.0%	8,784
	Administration :- Income	**1,000**	**638,883**	**0**	**(638,883)**				**8,784**
4065	councillor training	0	40	1,000	960		960	4.0%	

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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
4070	Profess Fees/Agency Personnel	0	0	5,000	5,000		5,000	0.0%	
4465	External Audit	0	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%	
4480	Memberships & Subscriptions	0	1,970	2,874	904		904	68.5%	
4550	Insurance	0	11,277	11,310	33		33	99.7%	
	Administration :- Indirect Expenditure	**0**	**17,283**	**26,419**	**9,136**	**0**	**9,136**	**65.4%**	**0**
	Net Income over Expenditure	**1,000**	**621,600**	**(26,419)**	**(648,019)**				
6001	less Transfer to EMR	0	8,784						
	Movement to/(from) Gen Reserve	**1,000**	**612,816**						
120	Staff								
4000	Admin Staff	7,627	54,177	128,356	74,179		74,179	42.2%	
4010	Groundstaff	5,550	38,847	87,139	48,292		48,292	44.6%	
4020	Care Takers	5,434	38,289	89,764	51,475		51,475	42.7%	
4025	Cafe Staff	2,386	16,640	31,721	15,081		15,081	52.5%	
4040	PAYE	0	22,154	0	(22,154)		(22,154)	0.0%	
4045	Pension Scheme	1,139	29,513	44,443	14,930		14,930	66.4%	
4055	Staff training	12	226	4,500	4,274	120	4,154	7.7%	
4070	Profess Fees/Agency Personnel	0	3,011	4,645	1,635		1,635	64.8%	
4080	Employer NI	0	12,582	28,376	15,794		15,794	44.3%	
4090	Protective clothing/workwear	40	1,121	2,500	1,379	131	1,248	50.1%	
4480	Memberships & Subscriptions	0	0	0	0	100	(100)	0.0%	
	Staff :- Indirect Expenditure	**22,187**	**216,559**	**421,444**	**204,885**	**351**	**204,533**	**51.5%**	**0**
	Net Expenditure	**(22,187)**	**(216,559)**	**(421,444)**	**(204,885)**				
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	1,254	8,338	17,750	9,412		9,412	47.0%	
4250	PHS services	0	101	130	29		29	77.7%	
4295	Equipment - New/Replacement	5	166	1,968	1,802	5	1,797	8.7%	
4400	Chairman's Budget	0	10	1,500	1,490		1,490	0.7%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	0	23	100	77		77	23.2%	
4415	Refreshments	33	256	524	268		268	48.8%	

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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
4420	Telephone and Broadband	79	2,049	3,379	1,330		1,330	60.6%	
4425	IT Support and Maintenance	0	2,422	6,689	4,267		4,267	36.2%	
4430	Photocopier	0	466	1,338	872		872	34.8%	
4435	Contingencies	0	0	500	500		500	0.0%	
4440	Stationery	175	465	966	501		501	48.2%	
4445	Postage	0	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	18	3,380	2,881	(499)		(499)	117.3%	
4500	PWLB	12,602	34,150	43,094	8,944		8,944	79.2%	
4560	Property Maintain/Replacement	540	1,686	5,509	3,823	4	3,819	30.7%	
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	**14,706**	**61,763**	**89,578**	**27,815**	**9**	**27,805**	**69.0%**	**0**
	Net Income over Expenditure	**(14,706)**	**(61,606)**	**(88,974)**	**(27,368)**				
140	Neighbourhood Plan								
1340	Neighbourhood Plan	0	35	0	(35)			0.0%	
	Neighbourhood Plan :- Income	**0**	**35**	**0**	**(35)**				**0**
4600	Neighbourhood Plan	200	1,624	18	(1,606)		(1,606)	9021.9%	
	Neighbourhood Plan :- Indirect Expenditure	**200**	**1,624**	**18**	**(1,606)**	**0**	**(1,606)**	**9021.9%**	**0**
	Net Income over Expenditure	**(200)**	**(1,589)**	**(18)**	**1,571**				
150	Investment								
1080	Bank Interest Received	0	6,636	4,051	(2,585)			163.8%	
1090	Monthly Loyalty Rewards	21	102	92	(10)			111.2%	
1091	Cash back rebates	0	34	48	14			71.2%	
	Investment :- Income	**21**	**6,773**	**4,191**	**(2,582)**			**161.6%**	**0**
4060	Bank Charges & card fees	126	816	899	83		83	90.7%	
	Investment :- Indirect Expenditure	**126**	**816**	**899**	**83**	**0**	**83**	**90.7%**	**0**
	Net Income over Expenditure	**(106)**	**5,957**	**3,292**	**(2,665)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
160	Planning								
4130	Hire of Rooms	0	0	300	300		300	0.0%	
	Planning :- Indirect Expenditure	**0**	**0**	**300**	**300**	**0**	**300**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(300)**	**(300)**				
170	Health and Safety								
4135	Consultancy Fees	0	0	1,000	1,000		1,000	0.0%	
4140	Defibrillator	350	665	357	(308)		(308)	186.3%	140
4295	Equipment - New/Replacement	0	268	250	(18)		(18)	107.3%	
4630	Consumables	0	25	27	2		2	91.7%	
4635	cleaning agents/materials	194	194	0	(194)		(194)	0.0%	
	Health and Safety :- Indirect Expenditure	**544**	**1,153**	**1,634**	**481**	**0**	**481**	**70.5%**	**140**
	Net Expenditure	**(544)**	**(1,153)**	**(1,634)**	**(481)**				
6000	plus Transfer from EMR	0	140						
	Movement to/(from) Gen Reserve	**(544)**	**(1,012)**						
180	Media and Communications								
4105	Newsletter-Printing/Distributi	450	3,100	5,124	2,024		2,024	60.5%	
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	**450**	**3,677**	**8,064**	**4,387**	**0**	**4,387**	**45.6%**	**0**
	Net Expenditure	**(450)**	**(3,677)**	**(8,064)**	**(4,387)**				
190	Stores								
4150	Utilities & business rates	170	1,190	1,623	433		433	73.3%	
	Stores :- Indirect Expenditure	**170**	**1,190**	**1,623**	**433**	**0**	**433**	**73.3%**	**0**
	Net Expenditure	**(170)**	**(1,190)**	**(1,623)**	**(433)**				
195	Tractor Shed								
4150	Utilities & business rates	363	2,542	3,466	924		924	73.3%	
4450	Inspections	0	190	473	283		283	40.2%	
4560	Property Maintain/Replacement	0	454	720	266	80	186	74.2%	
	Tractor Shed :- Indirect Expenditure	**363**	**3,186**	**4,659**	**1,473**	**80**	**1,393**	**70.1%**	**0**
	Net Expenditure	**(363)**	**(3,186)**	**(4,659)**	**(1,473)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200	Residents' Parties								
4115	Consumable- Food/Beverage	213	233	595	362	7	355	40.3%	
4120	Over 65 Entertainment	0	0	160	160		160	0.0%	
4630	Consumables	0	36	148	112	40	72	51.3%	
	Residents' Parties :- Indirect Expenditure	**213**	**269**	**903**	**634**	**47**	**587**	**35.0%**	**0**
	Net Expenditure	**(213)**	**(269)**	**(903)**	**(634)**				
205	Events								
1480	Events income	0	3,120	1,550	(1,570)			201.3%	
	Events :- Income	**0**	**3,120**	**1,550**	**(1,570)**			**201.3%**	**0**
4122	Events	415	4,463	4,709	246	450	(204)	104.3%	
	Events :- Indirect Expenditure	**415**	**4,463**	**4,709**	**246**	**450**	**(204)**	**104.3%**	**0**
	Net Income over Expenditure	**(415)**	**(1,343)**	**(3,159)**	**(1,816)**				
210	Grounds								
1200	Football Hire Charges	346	700	2,106	1,406			33.2%	
1210	Football Training Area Hire	29	348	986	638			35.3%	
1215	Grass cutting agreement	(1,937)	15,251	16,735	1,484			91.1%	
1270	Floodlights Income	0	27	26	(1)			104.2%	
	Grounds :- Income	**(1,562)**	**16,326**	**19,853**	**3,527**			**82.2%**	**0**
4160	Repairs/Maintenance	111	111	0	(111)		(111)	0.0%	
4195	Keys/Locks	282	367	204	(163)		(163)	180.0%	
4200	Locking parks	216	744	2,772	2,028		2,028	26.8%	
4205	Replacement Bins	0	0	2,200	2,200		2,200	0.0%	
4210	Emptying Bins/Fresheners	4,066	5,302	5,457	155		155	97.2%	
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	0	1,400	1,460	60		60	95.9%	
4235	grounds alarm system	(147)	(147)	0	147		147	0.0%	
4245	Highway grass verge cutting	0	6,779	10,653	3,874		3,874	63.6%	
4255	Skip hire	0	540	2,730	2,190		2,190	19.8%	
4260	Shrub/Tree/Hedge	182	557	1,000	443	15	428	57.2%	
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	166	359	31.6%	
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	0	205	1,052	847	16	831	21.0%	

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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
4325	fence repairs	0	0	5,000	5,000		5,000	0.0%	
4390	Materials	462	553	4,123	3,570		3,570	13.4%	
4395	Wetting Agents/Preservatives	0	0	233	233		233	0.0%	
4435	Contingencies	0	0	2,500	2,500		2,500	0.0%	
4560	Property Maintain/Replacement	60	60	0	(60)		(60)	0.0%	
4630	Consumables	0	0	75	75		75	0.0%	
4635	cleaning agents/materials	0	67	450	383		383	15.0%	
	Grounds :- Indirect Expenditure	**5,233**	**17,211**	**44,040**	**26,829**	**197**	**26,633**	**39.5%**	**0**
	Net Income over Expenditure	**(6,795)**	**(885)**	**(24,187)**	**(23,302)**				
220	Machinery and Vehicles								
4160	Repairs/Maintenance	0	1,331	1,433	102	241	(139)	109.7%	
4265	Fuel	190	1,362	2,640	1,278		1,278	51.6%	
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	588	3,558	6,690	3,132		3,132	53.2%	
	Machinery and Vehicles :- Indirect Expenditure	**778**	**6,308**	**15,545**	**9,237**	**241**	**8,996**	**42.1%**	**0**
	Net Expenditure	**(778)**	**(6,308)**	**(15,545)**	**(9,237)**				
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	3,291	3,379	3,220	(159)			104.9%	
1111	Electricty Recharge	0	39	0	(39)			0.0%	
1115	Pest control Recharge	(390)	(390)	0	390			0.0%	
	Allotments :- Income	**2,901**	**3,028**	**3,220**	**192**			**94.0%**	**0**
4145	Landowner Rent	1,173	2,149	1,550	(599)		(599)	138.6%	
4150	Utilities & business rates	9	738	192	(546)		(546)	384.6%	
4390	Materials	0	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	**1,182**	**3,290**	**4,193**	**903**	**0**	**903**	**78.5%**	**0**
	Net Income over Expenditure	**1,719**	**(261)**	**(973)**	**(712)**				

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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
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)**				
255	Hard Courts and Car Park								
1225	Outside courts	57	892	1,816	924			49.1%	
1230	No longer in use	(57)	0	0	0			0.0%	
	Hard Courts and Car Park :- Income	**0**	**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%	
4580	Car Park/ Pathways	83	83	0	(83)		(83)	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**83**	**83**	**2,540**	**2,457**	**0**	**2,457**	**3.3%**	**0**
	Net Income over Expenditure	**(83)**	**809**	**(724)**	**(1,533)**				
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	1,258	1,258	2,445	1,187		1,187	51.5%	
	Bowling Green :- Indirect Expenditure	**1,258**	**1,258**	**2,645**	**1,387**	**0**	**1,387**	**47.6%**	**0**
	Net Income over Expenditure	**(1,258)**	**642**	**(745)**	**(1,387)**				
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		392	2.1%	
4575	War Memorial	33	33	350	317	7	310	11.4%	
	Memorials :- Indirect Expenditure	**33**	**42**	**750**	**708**	**7**	**702**	**6.5%**	**0**
	Net Income over Expenditure	**(33)**	**(4)**	**(750)**	**(746)**				

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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
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)**				
300	Cafe								
1500	Café Income	5,079	29,013	36,000	6,987			80.6%	
	Cafe :- Income	**5,079**	**29,013**	**36,000**	**6,987**			**80.6%**	**0**
4070	Profess Fees/Agency Personnel	987	1,200	0	(1,200)		(1,200)	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	1,664	13,387	21,417	8,030	509	7,521	64.9%	
4711	Community fridge/ fruit & veg	0	119	282	163		163	42.3%	
	Cafe :- Indirect Expenditure	**2,651**	**15,091**	**23,675**	**8,584**	**509**	**8,075**	**65.9%**	**0**
	Net Income over Expenditure	**2,428**	**13,921**	**12,325**	**(1,596)**				
	Grand Totals:- Income	**14,967**	**738,536**	**128,777**	**(609,759)**			**573.5%**	
	Expenditure	**52,884**	**402,252**	**739,215**	**336,963**	**18,218**	**318,745**	**56.9%**	
	Net Income over Expenditure	**(37,917)**	**336,284**	**(610,438)**	**(946,722)**				
	plus Transfer from EMR	**0**	**140**						
	less Transfer to EMR	**0**	**8,784**						
	Movement to/(from) Gen Reserve	**(37,917)**	**327,641**						

HELLESDON PARISH COUNCIL
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Hellesdon Parish Council
Co Option Policy

1. Background
The process for co-option is only partially prescribed in law but there is best practice advice and guidelines around certain aspects of the process.

2. Scope and Purpose
This policy aims to explain the procedure regarding co-option. The information contained in it is to be used by members of the council and members of the public. The aim of the policy is also to show that the council endeavours to treat all applicants fairly and alike, and to ensure that the process is also seen as fair, open and transparent. This policy details the processes to be followed regarding co-option.

3. How a vacancy arises
A co-option vacancy arises when a member of the Council resigns, passes away, or becomes disqualified and the position is formally advertised for 14 days. At the end of this 14-day period, if insufficient names have submitted a request to Broadland Council to call for an election then the Council can fill the vacancy by co-option.

3.1 Applications
Hellesdon Parish Council aims to encourage applications from anyone in the parish who is eligible to stand. Councillors or parishioners can approach individuals to suggest that they might wish to consider putting their names forward for co-option. Co-option vacancies will be advertised on the website, noticeboards and social media releases. The advertisement for the co-option will include:

a) A link to an application form on council website [example attached]. Alternatively application forms can be sent post or email.
b) Applications should be in writing to the Clerk
c) The contact point to obtain more information is the Clerk

3.2 Eligibility
When applications are received, eligibility will need to be confirmed.
1. In order to be eligible for co-option to Hellesdon Parish Council, the application must be aged 18 years or over, be a British subject (which includes a commonwealth citizen), a citizen of the Irish Republic, or a citizen of the European Union, and be able to meet one of the following qualifications:
1) Be a registered as a local government elector in Hellesdon; or
2) A person who
a) has, during the whole of the twelve months preceding the date of co-option occupied as owner or tenant, land or other premises in Hellesdon, or

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b) has, during the same period, resided in Hellesdon or within three miles thereof, or
c) has, during the same period, had their principal or only place of work in Hellesdon.

2. A person is disqualified from being co opted as parish councillor if they:
a) Hold any paid office or employment of the local council; or
b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors*; or
c) Has within five years before the day of co option been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

*The disqualification for bankruptcy ceases in the following circumstances:
a) If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
b) If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
c) If the person is discharged without such a certificate

Any candidate found to be offering inducements will be disqualified.

4. Commitment
The council is keen that potential candidates understand the commitment which is required from councillors. Anyone interested in standing will be encouraged to look at the website for more information about the council. The application form for completion will also include a description of the role. Councillors are strongly recommended to attend an Induction at the council offices where they can be shown the areas of Parish Council responsibility, and to attend new councillor training.

5. The process of Co-option at the Council meeting
All eligible candidates shall be invited to attend the next council meeting. They will be asked to confirm their attendance at the meeting. In the event of candidates being unable to attend, this meeting will not be rearranged. All members receive copies of applications ahead of the meeting. Applications are to be treated as confidential. A candidate, on confirming that they will attend the meeting will be sent a copy of the agenda.

There will be an early agenda item at which each candidate will be invited to make a brief verbal presentation on why they would like to be a councillor and the skills they can offer the council (3 minutes maximum per candidate). All of this, including the voting for the candidate will be in public. Candidates may be asked questions by members. In the event of a candidate being unable to attend, their application will still be considered by members.

6. Voting
Only councillors present at the meeting may vote. The successful candidate must receive an absolute majority of those present and voting. If there are more than two candidates for

one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again. The process is to be repeated until an absolute majority is obtained.

7. Starting as a councillor

The successful candidate will be asked to start as a councillor immediately after completing their declaration of acceptance of office. New councillors will also be made aware of the fact that Interests Forms will need to be completed within 28 days of co-option.

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Role of a Parish Councillor

A parish councillor plays a key role in their local community, fostering and representing the views and interests of the electorate. They are collectively responsible, with their fellow councillors, for making council policy and are accountable to the electorate in their parish..

Councillors will often be asked by electors to pursue matters on their behalf, and they should work with council staff to bring these matters to the attention of the council as they do not have executive authority as an individual councillor. The key purpose of a councillor is to represent the views of their electorate.

It therefore follows that there are no circumstances where an individual councillor can issue an instruction to their clerk or a contractor. Likewise, a councillor must never act on behalf of the council in the organisation of any function or service and must ensure they make it clear, when speaking to individuals, that they speak as a councillor and not on behalf of the council as a whole.

Main Duties and Responsibilities

- To attend parish council meetings.
- To prepare for meetings and be properly informed by reading agenda packs about the issues to be discussed.
- To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
- To maintain proper standards of behaviour as an elected representative and abide by the Code of Conduct adopted by the council, maintaining high ethical standards at all times.
- To participate effectively as a member of any committee or working party to which the councillor is appointed.
- To contribute constructively to the democratic process and to actively encourage the parish to participate generally in the government of the area and provide access to information where appropriate.
- To uphold the parish or town council's standing orders and ethical standards (ensuring that the impartiality of council staff is not compromised).
- To take an active part in the parish or town council's arrangements to build community capacity and promote measures that contribute to the parish's vision and strategy.
- To participate constructively in the government of the parish council.
- To participate fully in the formation and scrutiny of the parish council's policies, budgets, strategies, and service delivery.
- To influence and shape the long-term development policy of the council.

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- To ensure, with other councillors, that the parish council is properly managed, always remembering that the clerk is accountable to the council as a whole and not to individual councillors.
- To keep up to date with significant developments affecting the parish council at local, regional and national levels.
- To promote the economic, social and environmental well-being of the parish, taking account of the strategic effects on other communities and the parish council as a whole.
- To work to bring about improvements through local projects, lobbying other service providers.
- To effectively represent the interests of the ward for which the councillor is elected.
- To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies.
- To represent the parish council on outside bodies to which the councillor is appointed.

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Application Form for Co Option to Hellesdon Parish Council

Name	
Address	
Telephone	
Email	
Please tell us, in less than 100 words, why you would like to become a parish councillor and what skills you could bring to the Parish Council	
Thank you for your interest in our role. If you have any queries about the role, please do not hesitate to contact the Clerk on 01603 301751 or clerk@hellesdon-pc.gov.uk	

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Meeting of Hellesdon Parish Council

12th November 2024

Item 7b - Consider the Adoption of a Protocol on use of Council Facilities and Resources by Councillors

Item requested by Cllr Gurney.

The following already forms part of the Code of Conduct adopted by members:

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

a. act in accordance with the local authority's requirements; and

b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor. Examples include:

- *office support*
- *stationery*
- *equipment such as phones, and computers*
- *transport*
- *access and use of local authority buildings and rooms.*

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

There was no model template available from Norfolk ALC on the matter. Research has shown that there are such documents regularly in place for Principal Councils, but not at Parish Council level. The below is an example of a District Council protocol:

Introduction

The Council provides facilities and resources to assist members in carrying out their duties as councillors or as holders of an office within the Council.

The Members Code of Conduct makes some provision regarding the use of resources.

This protocol seeks to build on the Code of Conduct and explain the limitations placed on the use by Members, of the Council's facilities and resources.

Use of facilities and resources

Members may use Council facilities and resources for political purposes, in connection with the following business;

(a) holding ward surgeries;

(b) dealing with correspondence from constituents;

(c) communication group activities;

(d) meetings between group members

The Council is prohibited from publishing any material of a party political nature and Members should ensure that when using or authorising the use by others of the Council's facilities and resources, that such facilities and resources are not used for purely political purposes and that the use of Council premises is restricted to premises available to the public generally and paid for at the full hire costs.

A Member's use of Council facilities and resources must not extend to political parties more generally. Use of Council owned premises for party political purposes (where such meetings are used to further the political aims and objectives of the party concerned) must be restricted to premises available to the public generally and paid for at the full hire costs.

Where the above paragraph does not apply, such as political group meetings where the purpose includes Council business and is not solely to further political aims and objectives, then Members can make use of rooms available at the Council Offices, without charge provided that:

(a) rooms are available for the required time;

(b) meetings are restricted to the facilities opening hours. If Members want to hold meetings outside of these days/times then it must be agreed in advance with the [Clerk] and any expenses incurred must be met by the political party's funds and not Council funds;

(c) Third parties may attend political group meetings held in the Council's offices, provided that the primary purpose of the meeting is the consideration of business relevant to [Hellesdon Parish Council} and not the political party. Members must not use any Council facilities and/or resources for purely political purposes, including designing and distributing party political

material produced for publicity purposes and support of any political party or group activity or elections and campaigning.

Private/Personal

Use As a general rule, facilities and resources paid for by the public purse and provided for use in Council business should only be used for Council business.

Members are required to adhere to the Council's Information Security Policies.

Complaints and allegations of breaches of this protocol

Allegations of any failure to meet this Protocol must be made in writing, to the Monitoring Officer. The Monitoring Officer will consider how the complaint or allegation should be dealt with.

Members should be reminded of advice to Hellesdon Parish Council from the Peer Review Report from the Norfolk Association of Parish and Town Councils generated after reports about the Parish Council to the Standards Board for England. This quotes that 'Inappropriate aping of principal authority practices should be avoided'.

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

Minutes of the meeting of the Planning Committee held on Tuesday 8th October 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton - Chairman
Cllr I. Duckett
Cllr R. Forder
Cllr S Holland
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**
   No apologies received.

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

3. **To Approve the Minutes of the Committee Meeting held on 10th September 2024**
   Minutes of 10th September 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
2024/2261 – 19 Brabazon Road, NR6 6SY Rear 1.5 storey extension, erection of new bay windows and front porch and reconfiguration of main roof.	No objections
2024/2767 – 65 Low Road, NR6 5AF Installation of 2no. domestic 10kW air source heat pumps.	No objections, subject to there being no objections raised by the Environmental Health department.

Approved.....

Date.....

7. Items for the Next Agenda
To elect vice chairman of the committee

8. Date, time and venue of next meeting
Next meeting will be held on Tuesday 22nd October 2024 at 6.15pm.

The meeting closed at 6.23pm.

DRAFT

Approved.....

Date.....

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

Minutes of the meeting of the Planning Committee held on Tuesday 22nd October 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton - Chairman
Cllr I. Duckett
Cllr R. Forder
Cllr D Maidstone
Cllr R. Sear

Also In Attendance: Mrs F. LeBon (Clerk to the Council)

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

2. **To Elect Vice Chairman of the Committee**
   Following the resignation from the committee of Cllr B. Johnson, a new Vice Chairman was required. It was proposed by Cllr Sear and seconded by Cllr Maidstone that the Vice Chairman should be Cllr Forder. The nomination was accepted and the motion was **CARRIED**.

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

4. **To Approve the Minutes of the Committee Meeting held on 8th October 2024**
   Minutes of 8th October 2024 had been previously circulated. The minutes were **AGREED** and signed as a true and accurate record of the meeting.

5. **Public Participation**
   No matters raised.

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

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

Application	Response to Consultation
2024/2900 – 160 Reepham Road, NR6 5SN Single storey rear extension	No objections
2024/2929 – 5 Margaret Close, NR6 5BS Single storey rear flat roof extension and single storey front pitched roof extension	No objections

Approved.....

Date.....

2024/2195 Hellesdon Hospital, Drayton High Road, NR6 5BE Refurbishment of part of existing building to provide 1no. S136 suite, associated staff areas, secure external courtyards with 3m high security fencing and associated works	No objections

8. Items for the Next Agenda

The Clerk advised the committee that pre-application discussions were hoped to be held with the agent for the Hellesdon Hospital development, at the next Parish Council meeting.

9. Date, time and venue of next meeting

Next meeting will be held on Tuesday 12th November 2024 at 6.15pm.

The meeting closed at 6.25pm.

DRAFT

Approved.....

Date.....

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

Minutes of the Meeting of Hellesdon Neighbourhood Plan Working Group held on Tuesday 28th October 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:
Cllr S. Gurney (Chairman)
Cllr B. Johnson
Cllr R. Sear
Cllr R. Forder
Mrs B. Knowles

In attendance: Mrs F. LeBon (Clerk)

Cllr Gurney opened the meeting at 7pm and welcomed all in attendance. It was noted that this meeting was called to consider the consultation from South Norfolk and Broadland Councils on the proposed District wide Design Code.

1. Apologies for Absence
Apologies had been received from Cllr Barker and Cllr Douglass.

2. Declarations of Interest
None declared.

3. To Agree Minutes of the Meeting of 25th September 2024
The draft minutes had been previously circulated and were **AGREED**.

4. To Consider Response to Broadland Council's Consultation on Design Code
Cllr Gurney reported that an email had been sent from Broadland Council clarifying that if a Parish is developing or has already produced a Neighbourhood Plan, which includes its own Design Guide/Code, then the District-wide Design Code will seek to complement the local document.

The vision for the proposed design code was discussed. Hellesdon forms part of the 'urban fringe' which is referred to in the singular. All other areas – market towns, service centres, villages and dispersed settlements which are all referred to in the plural. The urban fringe suggests that there is a singular settlement, whereas it actually consists of several sovereign parishes. The terminology should reflect the plural, such as 'parishes comprising the Norwich Urban Fringe'.

The map provided was discussed and concerns were raised about the quality of the map.
Settlements such as Caistor St Edmund are emphasised on the map suggesting that it forms either part of the urban fringe or a local service centre, when in reality it is neither.
There is no marker for Old Catton in the map, despite the fact that this settlement is referenced in the 'key opportunities' section for the urban fringe.
The map is unclear on the settlement of Rackheath. This is a darker green area, however there is lighter green between Rackheath and Norwich. Does Rackheath and the area to the south west of it comprise the urban fringe?
It was also queried whether Thorpe Marriot should form part of the urban fringe.

Approved……

Date……

The title of Market Towns and Key Service Centres was misleading, as market towns in themselves are key service centres, but key service centres not necessarily market towns. It was queried whether Hellesdon was not a key service centre in its own right.

The status of Wroxham was queried as a key service centre as most of the service provision is in Hoveton.

There were opportunities listed under key service centres which the working group thought were relevant to Hellesdon, but not listed under the urban fringe. These were:

1) Views and visual impact (particularly with regards to any heritage features or local landmarks eg: windmills/churches).
2) Opportunity to provide new green/open space (particularly when lacking existing provision).
3) Reinforcing status/identity of towns (eg: signs, use of colour, white marker stones).

There was also a key issue listed under medium and large villages, which was relevant to the urban fringe category. This was 'Safety/attractiveness of pedestrian and active travel routes'.

The Clerk is to bring together these comments in a response to Broadland Council and circulate to the committee prior to sending.

5. Date and Time of Next meetings

Thursday 31st October at 7pm

The meeting closed at 8.15pm

DRAFT

Approved……

Date……

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

Minutes of the Meeting of Hellesdon Neighbourhood Plan Working Group held on Thursday 31st October 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr R. Forder
Cllr B. Johnson
Mr D. Thrower
Mrs K. Hicks
Cllr R. Sear

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

It was **AGREED** that, in the absence of Cllr Gurney, Cllr Johnson should Chair the meeting.

1. Apologies for Absence

Apologies had been received from Cllr N. Barker, Cllr L. Douglass, Cllr S. Gurney and Mrs B. Knowles.

2. Declarations of Interest

None declared.

3. To Agree Minutes of the Meeting of 28th October 2024

The draft minutes had been previously circulated and were **AGREED**.

4. Neighbourhood Plan Policies

a) To Consider Local Green Space Assessment

The draft local green space assessment had been circulated. Two queries had arisen from this document.

1) The three areas of open space to the north of Hellesdon (the wooded area along Reepham Road, Cottinghams Park and the allotment site) may be construed as one complete area and one, two or all of the areas of land could be removed at examination. It was **AGREED** to keep all the areas in at present, and see what feedback is received after the Reg14 consultation.
2) It would be difficult to justify the land at Wensum Valley Close as of value to the community, as so few members of the community were able to access it. Discussions occurred as to the likelihood of it being built upon due to it being a flood plain and existing protection due to the River Wensum being a SSSI. It was **AGREED** to remove this area from the plan.

The community value of Mountfield Park, and the existing protection of the land on Westwood Drive due to the TPOs were clarified.

The Clerk is to arrange for photographs of all areas and this will complete this section of the Neighbourhood Plan.

b) To Consider Non Designated Heritage Sites Assessment

The draft non-designated heritage sites assessment had been circulated. Comments were made about there being a good selection of assets within the parish, and an example of how a developer had incorporated an asset within its site in Aylsham was shown.

It was **AGREED** that there need not be any amendments to this document.

c) To Consider Draft Neighbourhood Plan Document

Approved……

Date……

The draft Neighbourhood Plan had been circulated to working group members. Policies on local green space and non-designated heritage assets can now be added.

Policy 1 – Hellesdon Green Grid. This is an improvement to the previous green grid policy. It does not specify areas, but applies to development in the parish as a whole. Clarification was given that the policy gives enhanced tree protection, only a Tree Preservation Order can give full protection.

Policy 2 – Hellesdon Community Grid. This policy is designed to support walking and cycling in the parish. It was **AGREED** that the pedestrian crossings in the existing Neighbourhood Plan were no longer relevant, however pedestrian crossing improvements were required at the Cromer Road, Fifers Lane, Meadow Way junction. It was noted that Norfolk County Council has a scheme for this but it needs to be prioritised. This crossing is to be added as part of the policy.

Policy 3 – High Quality Residential Neighbourhoods. This feeds from the Design Code for Hellesdon, created by Aecom.

Policy 4 – Vehicle Parking. Mr Thompson had researched car ownership in Hellesdon and on this basis there was no evidence for enhanced parking standards. An addition to the policy was made for planning applications in relation to the Whiffler, whereby there should be a demonstration that sufficient off road parking is available.

Policy 5 – Accessible Play Spaces. This policy related to play spaces provided by new development and how they should cater for those with physical disabilities and special education needs, so that all children can play together. Mr Thrower will assist with providing evidence on the increasing diagnosis of SEND.

Policy 6 – Important Views. It was clarified that the view from Wensum Valley Close would not be applicable as so few of the local community can benefit from it. The views from the Drayton High Road and the Low Road will be retained in this policy.

Policy 7 – Local Green Spaces. As agreed in item 4a. Reference to HEL4 as part of the Greater Norwich Local Plan is to be removed, as this was removed under an Examiner's modification. Mr Thompson advised that Local Green Space designation gives as much protection as a green belt, in Neighbourhood Planning terms.

Policy 8 – Community Facilities. Community facilities to be protected were listed. Clarification was given as the desire to have more inclusive football changing facilities, but it is unknown if these will be required at the community centre or delivered as Phase 6 of the Persimmon Development.

Policy 9 – Non – Designated Heritage Assets. As discussed in item 4b.

The remaining proposed policies, housing for care and general housing, related to allocations. This is to be discussed under item 5.

Community Projects. These will not be considered by the examiner. The Clerk will create some wording around the specified projects.

5. To Consider Site put Forward Under Call for Sites

This item was deferred from the previous meeting. Concerns were raised that the opinion of the working group may conflict with that of the full council and the public meeting held in August about the site. It was **AGREED** to refer this matter to full council.

Mr Thompson will provide the Clerk with a list of positives and negatives about allocating a site in the Neighbourhood Plan, to assist the council in its decision.

Members were encouraged to investigate other sites. The Clerk is to find out more about Northgate House and also try to find out if there are any intentions for the old Sports Village site which has not been leased to other parties.

Approved……

Date……

6. Items for the Next Agenda

Feedback from Full Council about the site submitted under the call for sites.

7. Date and Time of Next meetings

The Clerk will liaise with the Chairman about a future date.

The meeting closed at 8.30pm

DRAFT

Approved……

Date……

HELLESDON PARISH COUNCIL

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

Minutes of the Meeting of the Playing Fields, Allotments and Amenities Committee held on Tuesday 29th October 2024 - 7pm at Diamond Jubilee Lodge

Present: Cllr D. Maidstone (Chairman)
Cllr S. Gurney
Cllr M. Hicks

Also in Attendance:
Mrs F LeBon (Clerk), Mr K Sage (Facilities Manager) and Cllr D. Britcher

The Chairman welcomed all to the meeting.

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

2. **Declarations of Interest and Dispensations**
Cllr Gurney declared a personal interest in item 11, knowing both parties through various projects in the parish.

3. **Approval of the Minutes from 6th August 2024**
The draft Minutes had been circulated from the meeting of 6th August 2024. These were **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Hicks.

4. **Public Participation**
Cllr Britcher advised that he would be leaving the room for item 8ai

5. **Update Report from Previous Meeting**
a. Tractor Update
The Facilities Manager reported that the new Iseki tractor had been delivered on 28th October, and the old New Holland had been part exchanged last week. The new tractor is working well for the facilities team.
b. CCTV Update
The Clerk reported that Cllr Barker is in correspondence with HAHA to coordinate the digging of the trench and the installation of the CCTV, to ensure that the trench is not exposed at any point.
c. Update Report from Meeting with Carter Farms
Cllr Maidstone reported that he had met with representatives from Carter Farms, as an introductory meeting and to ensure that all arrangements between the two bodies are satisfactory.
It was reported that the policy of the landowner is that there are no fires on their land, therefore this should be explicit in the allotment rules.
The landowner expressed their commitment to farming and was keen to point out that the recent planning application for a solar farm is not on their land.

DRAFT

The landowner is happy with the arrangements between them and the Parish Council.

The Clerk raised that an approach has been made by Norfolk County Council to consider joining the Holt Road with Bush Road as part of the proposed yellow pedalway. The officer has been directed to the landowner as, in a similar manner to fires on the land, if the landowner does not permit scheme, it cannot be considered by the Parish Council.

6. Allotment Site

a. To Receive Report from Allotment Liaison Group

Cllr Maidstone reported that the group, from the Parish Council perspective, consisted of just himself and Cllr Barker. Cllr Gurney advised that she would be happy to help out in the future.
The members of the group from the allotment perspective were read out. It was discussed that it would be good if there was a member of the liaison group which wasn't also a member of HAHA.
Cllr Maidstone will speak to the Clerk about sending out a letter to all allotment holders about the group.

b) To Agree Tenancy Agreement for Hive Plots

A draft tenancy agreement and rules for hive plots had been circulated. Cllr Gurney felt it was too prescriptive, particularly in relation to having to provide evidence of qualification of being a proficient beekeeper. The Clerk advised that there must be a method of evidencing proficiency to prove to the public that Parish Council is showing due diligence when letting out a hive plot.
Cllr Gurney advised she would like to see a section on reporting.
It was **AGREED** to defer this item to the next meeting to allow time for comments to be invited via email and for the Clerk to do further research on qualifications.

7. **Vision and Five Year Plan – Discussion Document**

a) To Consider Five Year Plan for Areas of Committee Responsibility

The Vision was **AGREED** as:
That Hellesdon residents should be provided with high quality open space provision. Where necessary, this should be equipped to support as wide a demographic as possible along with all abilities.
Biodiversity will be supported to promote flora and fauna, balanced with the needs of Hellesdon residents.
Opportunities should be taken to increase open space with the parish of Hellesdon, taking into account best value for money.

The five year plan for the allotment site was discussed.
Ambitions to keep the site at full occupancy and trying to reduce the number of unkept plots was important.
The allotment leases run until 2100, so there are no short term matters of concern with the lease.
The boundary fence is in good condition and is checked each year.
There are currently three allotments fully vacant, with four notice to quit forms received as a result of the latest tenancy renewals.
Primary issues are:

- Security of the allotment gate. The Clerk is to investigate a solution which will involve pass cards and the electronic opening and closing of the gate.
- It is important that the facilities team are resourced to allow for regular allotment inspections, and that if allotments are not being used in accordance with the rules, then tenancies are not renewed. Allotment holders are encouraged to report to the Parish Council any problems with plots and an ad hoc inspection can occur.
- The condition of sheds, especially when one side of a double shed is poor. It was noted that the sheds originally belonged to the Parish Council, and then transferred to existing allotment

holders to reduce the maintenance costs to the council. The sheds were not transferred with any documentation or conditions attached.
- The water leak should be monitored.

The five year plan for Cottinghams Park was discussed.

Cllr Gurney declared an interest, living next to Cottinghams Park.

Cllr Gurney advised that the new seating had been a great success. It was **AGREED** to recommend to PP&R that a new litter bin would be required between the seating.
Maintenance of the trod in the wooden area of Cottinghams Park should also be included in the five year plan.

The five year plan for Meadow Way was discussed.
The play equipment was replaced in 2020, is in good condition and is unlikely to require any major works in the next 5 years.
Consideration should be given to a wildlife area in Meadow Way, to the south so that it does not interfere with the equipped area.

The five year plan for Mountfield Park was discussed.
This area is in good order. It is important that there is sufficient resource in the facilities team to maintain such a large area an the associated wildlife areas within it.

The five year plan for the Recreation Ground was discussed.
It was reported that consultation was had prior to installing the new equipment and feedback was that the younger children and older children's equipmemt should be together. Difficulties in pleasing all residents over this matter were discussed.

The five year plan for the heard courts was discussed.
There is £66,500 in earmarked reserves for the hard courts, which are in need of resurfacing. The Clerk will seek assistance from the LTA and National Tennis about how best to line the area out, ensuring that netball is not adversely affected and taking into account as many forms of tennis as possible (eg: short tennis, or playing off a wall).
The floodlights are now coming to the end of their economic life and parts are becoming obsolete.
Consideration should be given to LED replacements.

The five year plan for skatepark and basketball area was discussed.
These areas are well used and of a robust construction. Cracks should be continued to be repaired each year to prevent any worsening.
Consideration should be given to a youth engagement project with regards to professional graffiti in the area.

The five year plan for the Bowls Green was discussed.
Transfer of specialist knowledge in maintaining the bowling green is imperative in the next five years.
A new bowls mower has been recommended in the 25/26 budget as the current one keeps losing power and the parts are obsolete.
Better promotion of the memorial garden should be considered.

The war memorial was discussed.

A complaint had been received about the condition of the grass around the memorial. This was within the jurisdiction of the church. Discussions were had about the entering into discussions with the church about the Parish Council maintaining the area around the memorial, however resources would adversely impacted.

Additional Land from Development was Discussed
The Parish Council should consider whether it is in the interest of local residents for the Parish Council to be in control of land from development, and what the cost implication would be to the taxpayer when the commuted sum is exhausted.

Ensuring the correct machinery was available and in good condition for maintaining all the areas in the parish's jurisdiction was emphasised.

The five year plan document was **AGREED** after a proposal from Cllr Hicks and a second from Cllr Maidstone.

8. Budget

a) Income – to Consider Fees for the Following

Cllr Britcher Left the Room

i) Allotment Plots (from 1st October 2026)
This was **AGREED** at £55 per plot (inc. VAT) from 1st October 2026. Notification will be given prior to 1st October 2025. Half plots will be £27.50 per annum in the same period.
The Clerk is to find out when the option to tax expires on the allotment site

Cllr Britcher Re-Entered the Room

ii) Football Pitches and Training Area (from Season beginning 1st August 2025)
This was **AGREED** as (inclusive of VAT):

Senior pitch	£77 per match
Junior pitch	£49.50 per match
Changing rooms	£12.60 per match
Training area	£12.60 per hour (inclusive of floodlights)

iii) Regular Netball Hirers (from 1st Jan 2025)
This was **AGREED** as (inclusive of VAT):

Winter Hire (inc. floodlights)	£12.93 per hour
Summer Hire	£9.35 per hour

iv) Bowling Green (from March 2025)
This was **AGREED** as £2090 (VAT exempt)
v) Apiary Hive Plots
This was **AGREED** as £10 per hive plot (inclusive of VAT)
vi) To Consider Playing Field Events Fees
These are to be agreed on a case by case basis depending upon manpower and equipment resources required.

b) Expenditure – To Consider Committee Expenditure for 2025/2026
A Budget explanation was presented to the meeting. The budget was **ACCEPTED** after a proposal from Cllr Maidstone and a second from Cllr Hicks.

	23/24 Budget	23/24 Actual	24/25 Budget	Actual to 30/09/24	Predicted to 31/03/25	Total to 31/03/25	Proposed Budget 25/26
INCOME							
Pitch Hire	£1,270.00	£2,495.00	£2,106.00	£625.00	£1,575.00	£2,200.00	£2,250.00
Training Area Hire	£1,134.00	£1,352.00	£986.00	£320.00	£680.00	£1,000.00	£1,000.00
Grass cutting agreement	£15,000.00	£16,407.00	£16,735.00	£16,219.00	£0.00	£16,219.00	£16,219.00
Floodlights Income	£0.00	£24.00	£26.00	£27.00	£3.00	£30.00	£30.00
Allotment Income (inc recharges)	£4,389.00	£4,472.00	£3,220.00	£2,209.00	£2,100.00	£4,309.00	£4,000.00
Apiary Income	0	0	0	0	0	0	£100.00
Hard Courts	£2,000.00	£1,905.00	£1,816.00	£892.00	£900.00	£1,792.00	£1,816.00
Bowling Green	£1,800.00	£1,800.00	£1,900.00	£1,900.00	£0.00	£1,900	£1,950.00
Memorial Garden	0	0	0	£37.50	0.00	£37.50	£37.50
	£25,593.00	**£28,455.00**	**£26,789.00**	**£22,229.50**	**£5,258.00**	**£27,487.50**	**£27,402.50**
EXPENDITURE							
Keys/Locks	£465.00	£307.00	£204.00	£85.00	£115.00	£200.00	£212.00
Locking parks	£2,244.00	£3,024.00	£2,772.00	£648.00	£2,124.00	£2,772.00	£2,883.00
Replacement Bins	£0.00	£0.00	£2,200.00	£0.00	£2,200.00	£2,200.00	£2,200.00
Emptying Bins/Fresheners	£5,112.00	£5,112.00	£5,457.00	£1,235.00	£4,222.00	£5,457.00	£6,000.00
Seats - Repair/Replacement	£1,000.00	£1,447.00	£1,200.00	£0.00	£1,200.00	£1,200.00	£1,500.00
Signage - New/Replacement	£0.00	£690.00	£500.00	£500.00	£500.00	£500.00	£500.00
Highway grass verge cutting	£9,641.00	£8,911.00	£10,653.00	£6,779.00	£3,874.00	£10,653.00	£11,000.00
Skip hire	£1,583.00	£1,040.00	£2,730.00	£540.00	£2,000.00	£2,540.00	£1,500.00
Shrub/Tree/Hedge	£500.00	£381.00	£1,000.00	£521.00	£479.00	£1,000.00	£1,500.00
Fertilisers/Weed & Moss Killer	£1,845.00	£1,279.00	£0.00	£0.00	£0.00	£0.00	£0.00
Contractor Spray	£0.00	£0.00	£1,906.00	£0.00	£0.00	£0.00	£2,000.00
Equipment - New/Replacement	£396.00	£222.00	£525.00	£167.00	£350.00	£517.00	£4,000.00
Small tools	£1,000.00	£747.00	£1,000.00	£205.00	£750.00	£955.00	£1,000.00
Fence repairs	£5,000.00	£3,468.00	£5,000.00	£0.00	£5,000.00	£5,000.00	£5,000.00
Materials	£0.00	£95.00	£4,123.00	£553.00	£3,500.00	£4,053.00	£4,000.00

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Approved.....

Date.....

Wetting Agents/Preservatives	£0.00	£0.00	£233.00	£0.00	£200.00	£200.00	£250.00
Contingencies	£2,880.00	£2,680.00	£2,500.00	£0.00	£2,000.00	£2,000.00	£2,500.00
Consumables	£0.00	£73.00	£75.00	£0.00	£0.00	£0.00	£75.00
cleaning agents/materials	£0.00	£0.00	£450.00	£67.00	£300.00	£367.00	£450.00
Vehicles: Repairs/Maintenance	£815.00	£914.00	£1,433.00	£1,331.00	£500.00	£1,831.00	£2,000.00
Vehicles: Fuel	£3,030.00	£1,754.00	£2,640.00	£1,362.00	£1,278.00	£2,640.00	£3,000.00
Equipment & Vehicles: Servicing	£7,682.00	£2,582.00	£4,725.00	£0.00	£3,500.00	£3,500.00	£3,500.00
Equipment & Veh- New/Replacement	£12,288.00	£25,439.00	£0.00	£57.00	£12,500.00	£12,557.00	£10,200.00
Hire of Machinery	£6,940.00	£5,940.00	£6,690.00	£2,970.00	£3,470.00	£6,440.00	£3,970.00
Trees: Emergency Work	£1,589.00	£0.00	£1,668.00	£0.00	£1,000.00	£1,000.00	£1,668.00
Trees: General work & inspections	£7,683.00	£2,300.00	£8,067.00	£0.00	£2,500.00	£2,500.00	£5,000.00
Allotments: Landowner Rent	£1,444.00	£1,506.00	£1,550.00	£976.00	£1,173.00	£2,149.00	£2,500.00
Allotments: Utilities	£1,329.00	£1,014.00	£192.00	£738.00	£96.00	£834.00	£1,000.00
Allotments: Pest Control	£470.00	£570.00	£0.00	£0.00	£570.00	£570.00	£600.00
Allotments: Materials	£430.00	£0.00	£1,238.00	£402.00	£500.00	£902.00	£1,200.00
Allotments: Allotment contingency	£0.00	£0.00	£600.00	£0.00	£400.00	£400.00	£600.00
Allotments: Property Maintenance	£1,100.00	£147	£4,193.00	£0.00	£150.00	£150.00	£300.00
Play Equipment - New/Replacement	£0.00	£19,730.00	£2,000.00	£32.00	£1,000.00	£1,032.00	£1,500.00
Play Equipment-Repair/Maintenance	£1,846.00	£1,661.00	£2,500.00	£87.00	£2,000.00	£2,087.00	£2,000.00
Play Inspections	£279.00	£274.00	£250.00	£294.00	£0.00	£294.00	£350.00
Courts: Equipment-Repair/Maint.	£0.00	£0.00	£1,000.00	£0.00	£350.00	£350.00	£500.00
Courts: Surface - Repair	£1,500.00	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
Courts: Surface Clean Chemicals	£100.00	£341.00	£365.00	£0.00	£500.00	£500.00	£500.00
Courts: Property Maintain/Replace	£1,500.00	£695.00	£675.00	£0.00	£500.00	£500.00	£500.00
Bowls Green: Repairs/Maintenance	£222.00	£100.00	£200.00	£0.00	£150.00	£150.00	£200.00
Bowls Green: Materials	£1,908.00	£1,486.00	£2,445.00	£1,258.00	£500.00	£1,758.00	£2,200.00
Rose Renewal	£420.00	£0.00	£100.00	£0.00	£50.00	£50.00	£400.00
War Memorial	£473.00	£0.00	£300.00	£0.00	£200.00	£200.00	£350.00
	£84,714.00	**£95,929.00**	**£85,859.00**	**£20,807.00**	**£62,201.00**	**£82,508.00**	**£91,108.00**

Approved.....

Date.....

This will be put forward to PP&R

9. **To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the items 10 and 11 in view of the confidential nature of the business to be transacted**
   A query arose as to whether councillors who were not committee members should be permitted to remain in the room during the confidential session.
   It was **AGREED** to defer the following items until clarification can be obtained.
   Item 10 - To Review Quotes and Agree Contractor for Fencing Works on Recreation Ground
   Item 11 – To Receive Report of Incident on 7th September and Consider Whether Further Action is Necessary

12. **Items for the Next Agenda**
    Not discussed

13. **To Confirm Date, Time and Venue of the Next Meeting**
    To be agreed.

MEETING CLOSED AT 8.56pm

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HP 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 Hellesdon Community Centre Committee meeting Tuesday 5th November 2024, 7pm at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

Present
Cllr R. Forder (Chairman)
Cllr N. Barker
Cllr S. Smith

Also in attendance:
Mrs F. LeBon (Parish Clerk), Mr H. Clark (Deputy Clerk) and Mr K. Sage (Facilities Manager).

Welcome

Cllr Forder welcomed all attendees to the meeting.

1. **Apologies and Acceptance for Absence**
   Apologies were received from Cllr S. Gurney and Cllr D. Maidstone.

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

3. **Approval of the Minutes from the Meeting of 14th August 2024**
   The minutes of the committee meeting dated 14th August 2024 had been previously circulated. These were **AGREED** and signed as a true and accurate record of the meeting**.**

4. **Public Participation**
   There were no members of the public in attendance.

5. **Building Maintenance and Improvements**
   a) To Receive Update on Previously Agreed Projects
   The report had been circulated to members.
   WC Refurbishment Phase 1
   The final account for this project is yet to be settled. The dispute is due to the testing of the drainage system prior to commencement of the project. A large contingency was built into the project in case of, prior to work commencing, it was of the belief by the contractor that the existing drainage pipes needed to be replaced. The contractor felt that a full replacement was not necessary and work on the refurbishment commenced.
   When the works were completed, problems were found with the drainage resulting in multiple calls back to site and visits from drainage experts. The final bill is being calculated based upon what is a fair and accurate reflection of the cause of the drainage problems, and whether they could have been mitigated prior to the commencement of refurbishment.

WC Refurbishment Phase 2
This work is now nearing completion and is down to the snag list. There have been some variations to the project, primarily as a result of requests from Building Control. The final account is being worked upon by the Project Manager.
The Facilities Manager reported that the incorrect radiators were delivered last week. It is hoped that the plumber will be onsite on the 6th November to install the correct items.
Fire Doors Phase 2
Instruction has been given to the successful contractor and a deposit put down to cover construction of the doors to the ML room. A pre-commencement site meeting has been arranged for the 6th November to plan the works with minimum impact upon hirers to the building.
Flooring
The successful contractor has been notified. The works will be programmed in after the fire door works so as to reduced the possibility of damage to the new flooring.
Mirror Ball
The contractor has been advised and a VAT invoice has been requested.
Cllr Forder will attend the meeting with the fire door contractor to establish when the ML room may be taken out of commission to do the fire door work. The mirror ball can then be installed at the same time.
New Door to Kitchen
This will form part of Phase 3 of the rolling fire door project to be budgeted for. This will be for a replacement of the two single fire doors and for a fire shutter which will be wired in to the fire alarm system.
Warm Room
The room was publicised in Just Hellesdon for this month. £500 in grant funding has been received to restock the drinks station and this will be advertised around the centre and on facebook when the stock has been received.
Moving of the television from Diamond Jubilee Lodge into the community centre was programmed in for Monday 11th November. This will have a rolling information on the screen, including information about the warm room.

In addition to the written report, the Clerk advised that 40 of the old chairs had been sold, generating £480 income for the community centre. The rest of the chairs will be readvertised.

b) To Consider Purchase of New Microwave for Kitchen
Concerns have been raised about the microwave in the kitchen. Part of the coating inside the microwave has come away, risking exposed metal. It was **AGREED** that a new commercial microwave should be purchased. A price of £510.83 (ex VAT) was presented. It was **AGREED** that alternative quotes should be sought for a comparable item, with the maximum amount to be paid being £510.83 (booked to cost code 4435).
c) To Consider Purchase of New Toaster for Kitchen
It was reported that the toaster in the kitchen was failing and not toasting on both sides. Attempts have been made to repair, but this has not been possible. It was **AGREED** that a new commercial toaster should be purchased. A price of £219.98 (ex VAT) was presented. It was **AGREED** that alternative quotes should be sought for a comparable item, with the maximum amount to be paid being £219.98 (booked to cost code 4435).
d) To Consider Signage for the Community Centre.
Updated proposals and prices were received. It was **AGREED** to ask for the works to be requoted in acrylic. The lighting scheme was discussed. Cllr Barker is to assist the council in

drawing up a scheme for spotlights, which can then be quoted for by local electricians. The Clerk is to forward the sizes of the front entrance to Cllr Barker.

6. To Consider Committee Budget for 2025/2026

a) To Review Fees for 2025/2026

The current prices were presented to the committee. Due consideration was given to the improvements which are still required to the community centre, and the necessity for the majority of this to fall upon users of the community centre who benefit directly from the improvements, rather than the taxpayer.

Research was conducted with facilities offered by Sprowston Town Council and it was established that Hellesdon Community Centre is still good value for money.

It was **AGREED** that there should be a 10% price increase across all of the hire rates from 1st April 2025. In financial terms, the not for profit groups would be impacted to a lesser extent, as they pay 50% of the standard rate.

b) To Consider Expenditure for 2025/2026

A discussion paper for expenditure had been circulated. The following expenditure was **AGREED** as required:

Item (equipment)	Budget
Rolling Programme - Fire Doors / Shutter to kitchen	£8,000.00
Rolling Programme – Tables	£1,600.00
Washer Scrubber	£2,200.00
Buffer	£1,200.00
Dishwasher (kitchen)	£2,800.00
Dishwasher (kitchenette)	£1,000.00
Microwave (kitchenette)	£100.00
Dual Purpose Bins	£364.86
Janitorial Trolley	£160.00
Stage Valance	£624.50
Small tools for caretakers	£300.00
Bottle Cooler Display for Bar	£400.00
Projector and screen	£1,000.00
Laptop	£500.00
TOTAL	**£20,249.36**
Other	
Licenses for TV	£628.27
Warm Room	£500.00
	£1128.27

Emphasis was placed upon keeping up with rolling programmes of fire door replacement and tables, and also about ensuring that the equipment used by the staff and hirers is sufficient for the job that is being asked.

Improvements to the CCTV were discussed. It was noted that there was £22,000 in Earmarked reserves to improve the CCTV. It requires a formal specification and then obtaining quotes. Cllr Barker, the Facilities Manager and the Deputy Clerk will create the

specification and then the Clerk can place the document on Contracts Finder. The walkie talkies are also to be used by the caretakers for added security whilst in the building.

Improvements to recycling in the community centre were discussed and it was agreed that this is an expectation rather than a luxury, therefore dual purpose bins for general waste and recycling should be budgeted for.

Discussions occurred as to how many requests have been received for use of a projector and screen, and how the Parish Council has not had one available when it was required. It was **AGREED** to budget for a projector and screen for use in the community centre, which can then be hired out to community groups to help recoup the expenditure.

It was also important for the caretakers to have access to a computer or laptop in the caretaker's office. It would increase the efficiency and customer service of the centre for caretakers to be able to answer booking queries of hirers, out of office hours. A licence would need to be provided for the Rialtas bookings software. The Parish Council currently pays for up to 5 users and utilise only the four so this would not come at an extra cost. This set up would have the following benefits:
1) Caretakers would be able to answer queries about availability of the centre to those visiting out of hours.
2) Caretakers would be able to receive messages about surplus food collections directly. Presently the Clerk receives these every Saturday and Sunday morning and has to send a message to the caretaker on duty.

The budget, amended to reflect the increase in income and the reflections of the committee about the proposed expenditure, was **AGREED** as follows:

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	23/24 Budget	23/24 Actual	24/25 Budget	Actual to 30/09/24	Predicted to 31/03/25	Total to 31/03/25	Proposed Budget 25/26
INCOME							
Community Centre Hire*	£45,255.00	£54,264.00	£53,500	£32,426.00	£21,704.00	£54,130.00	£59,000.00
Old Parish Office	£0.00	£0.00	£0.00	£1,049.00	£1,049.00	£2,097.00	£2,097
Warm Room Grants	£0.00	£1,100.00	£0.00	£0.00	£500.00	£500.00	£0.00
SEG	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00	£250.00
	£45,255.00	**£55,364.00**	**£53,500.00**	**£33,475.00**	**£23,253.00**	**£56,977.00**	**£61,347.00**
EXPENDITURE							
Utilities	£25,315.00	£28,343.00	£26,581.00	£11,991.00	£14,590.00	£26,581.00	£29,500.00
PHS services	£2,424.00	£3,246.00	£4,000.00	£4,661.00	£0.00	£4,661.00	£5,250.00
Equipment - New/Replacement	£1,897.00	£5,903.00	£8,860.00	£1,907.00	£5,953.00	£7,860.00	£10,000.00
Equip Rolling Fire Door Replacement	£0.00	£0.00	£5,000.00	£5,000.00	£0.00	£5,000.00	£8,000.00
Equip Rolling table replacement	£0.00	£0.00	£0.00	£1,427.00	£0.00	£1,427.00	£1,600.00
Equipment-Repair/Maintenance	£500.00	£617.00	£657.00	£95.00	£500.00	£595.00	£700.00
Contingencies	£0.00	£125.00	£2,500.00	£0.00	£1,500.00	£1,500.00	£1,500.00
Inspections	£624.00	£1,315.00	£661.00	£606.00	£0.00	£606.00	£700.00
Memberships & Subscriptions (music PPL/mic, TV)	£1,680.00	£1,748.00	£1,980.00	£0.00	£1,980.00	£1,980.00	£2,500.00
Property Maintenance	£1,500.00	£1,855.00	£1,589.00	£2,925.00	£500.00	£3,425.00	£3,500.00
Consumables	£25.00	£134.00	£166.00	£401.00	£200.00	£601.00	£750.00
cleaning agents/materials	£1,500.00	£1,759.00	£900.00	£941.00	£900.00	£1,841.00	£2,000.00
Warm Room Consumables							£500.00
	£35,465.00	**£45,045.00**	**£52,894.00**	**£29,954.00**	**£26,123.00**	**£56,077.00**	**£66,500.00**

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Approved……
Date……
Hellesdon Community Centre Committee 5th November 2024

7. **Items for the Next Agenda**
   Update on Projects

8. **To confirm the date, time and venue of next meeting**
   To be confirmed

   Meeting closed at 8.35pm

DRAFT

Approved……

Date……

Meeting of Hellesdon Parish Council

12th November 2024

Item 12 To Approve Improvement Plans for Old Parish Office

In June 2024, the Parish Council agreed in principle to the extension of the area leased by the Family Hub and adjustments to the building, subject to approving the plans and agreement of the rent on the same non-profit basis.

On this basis, NPS has gone out to tender, based upon the appended documents.

NPS advises that they received 2 returns. Both contractors are on the Norfolk County Council approved list. This means that they have been vetted for their approach to health and safety and workmanship amongst other criteria. They are both also used to working in buildings such as schools, care homes, and operational offices.

Their preferred contractor has provided their tender cost breakdown and NPS can confirm that all elements of the specification have been costed for.

As part of their tender return they have also included for the contingency and dayworks element. These are monies within the project that would be used to cover variations and unforeseen issues. Norfolk County Council agrees to fund the works as per their quote.

NPS wishes the Parish Council to be listed as the client as the work is being undertaken within Parish Council Premises, however NPS will continue to act as the contract administrator for the works. Norfolk County Council has also agreed to pay for all NPS fees associated with this project.

Hellesdon Parish Council has to be named as a client as the contract we have with Norfolk County Council is a tenancy at will, rather than a full lease. This means that Hellesdon Parish Council has no right to request that Norfolk County Council reverts the building to its original state should they leave the building. However, Hellesdon Parish Council must consider whether the works are an improvement to the current set up. Whilst the rear room is being converted from a storage area to office space, there is no reason why it could not still be used as storage should Norfolk County Council choose to leave.

Please could members confirm that they are happy for Norfolk County Council to proceed on this basis. They will then agree a pre-start meeting with the contractor, the Parish Council, and a representative from the Norfolk County Council family hub team, where we can agree a mutually convenient start date and agree the on-site protocols for the contractor.

Location Plan (NTS)

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KEY PLAN

FIRST ISSUE						
P0						
REV	DRAWN	DATE	CHECKED	DATE	APPROVED	DATE

CLIENT: NCC Children's Services

PROJECT: Hellesdon Family Hub

TITLE: Location Plan

SCALE	DISCIPLINE	PROJECT NUMBER
NTS	Building Surveyor	01-24-116118

DRAWING NUMBER	REV CODE
NPS-ZZ-00-D-B-01	P1

STATUS CODE	PURPOSE OF ISSUE	Drawn by	Approved by
S0	Tender	CJM	
		Checked by	

NPS Property Consultants Ltd
5 Anson Road, Norwich, NR6 6ED,
Tel:01603 706706; **Email:** npspcl@nps.co.uk; **web:**www.nps.co.uk

File Path: G:\PCL BSG Building Surveying\Property Database\Norfolk\Various\Various Family Hub Sites\01-24-116118 - Various Family Hubs - Adaptations - Phase 2\Hellesdon\Drawing1.dwg, Saved: 08 August 2024 11:10:12, By: May, Chris

Date Plotted: 08 August 2024 11:21:02

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NR6 6JA

SECTION 3

THE WORKS

DATE: **SEPTEMBER 2024**

PROJECT NUMBER: **01-24-116118HEL**

PREMISES: **HELLESDON FAMILY HUB**

IDENTIFIED HAZARDS FORM THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 – IDENTIFIED HAZARDS REMAINING WITHIN THE DESIGN	
No.	Description
1	Demolition – Services and Asbestos
2	COSHH
3	Occupied Premises
4	
5	
6	
7	
8	
9	
10	

This is a summary of items that relate to Health and Safety risks identified by the designer as remaining within the scope of the works. **Non-Notifiable Works** - **The Contractor** is reminded that the designer's responsibility to provide adequate information about aspects of the project, structure or materials which might affect the health and safety of persons undertaking or affected by the work, is limited by Regulation 11. **Notifiable Works** – In addition to the above, **The Principal Contractor** is reminded that the designer's responsibility to provide adequate information about aspects of the project, structure or materials which might affect the health and safety of persons undertaking or affected by the work, is also limited by Regulation 18. **The Principal Contractor** is required to make specific provision within the **Construction Phase Plan** for dealing with these and other hazards during the construction phase. In both instances the **Contractor**/ **Principal Contractor** is to acknowledge these requirements within his tender offer.

1.0 GENERAL ITEMS

NOTE: No value should be placed upon clauses 1.01 to 1.15 within Section 3 of these documents. All figures should entered within Section 1 – Minor Works Contract Preliminaries. Please ensure that the provisional and contingency sums (MW100) and daywork values (MW110) are included within the Minor Works Contract Preliminaries, Section 1 and taken forward to the tender summary.

1.01 PRE TENDER SITE VISITS
Before visiting the site Contractors and their sub contractors must contact the Premises Manager to agree a convenient appointment – see Section 1 Minor Works Contract Preliminaries, clause MW40.01 _____ _____

1.02 SAFETY FENCING/COMPOUND
Fencing is to be erected as described in Section 1, Minor Works Contract Preliminaries, Clause MW80/80.03 and 04 _____ _____

1.03 The contract commencement and completion dates will be as the Minor Works Contract Preliminaries Clause MW50/50.01 _____ _____

1.04 SERVICES INSTALLATIONS
Please ensure that these are carried out in accordance with Section 1 Minor Works Contract Preliminaries Clauses MW60/60.13 and Section 2 Services Preliminaries and related work sections. _____ _____

1.05 PRICING
Each item is to be priced separately (Section 1 Minor Works Contract Preliminaries, clause MW10/10.04). _____ _____

1.06 BRITISH STANDARD PRODUCTS
Where any product is specified to comply with a British Standard for which there is no equivalent European Standard it may be substituted by a product complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK specifying equivalent requirements and assurances in respect of material, safety, reliability, fitness for purpose and, where relevant, appearance. Notify the CA of all such substitutions in advance of ordering and submit for approval documentary evidence confirming that the products comply with the specified requirements. Any submitted foreign language documents must be accompanied by certified translations into _____ _____

English.		
1.07 PRODUCT SPECIFICATION Where individual manufacturers' products are specified, the contractor may offer alternatives which comply with the performance standard of the original product provided there is no additional cost to the contract.	_____	_____
In all cases at the request of the CA, the Contractor shall provide documentary evidence that quality and performance are in accordance with that required. In no circumstances will the Contractor adopt alternatives without the permission of the Architect.	_____	_____
Where proprietary products specified, all work to be carried out in accordance with manufacturer's instructions.	_____	_____
1.08 SCAFFOLDING (MW90/90.01) Putlog scaffolding to face brickwork will not be allowed.	_____	_____
1.09 GLAZING (MW90/90.14) All individual panes of special, fire and safety glass being installed are to be permanently marked in a location which is visible after installation. All new glass is to be safety glass.	_____	_____
1.10 SPECIFICATION WITHOUT QUANTITIES Where and to the extent that quantities are not included in the specification, tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works (MW60/60.02).	_____	_____
1.11 PRACTICAL COMPLETION CERTIFICATE This will not be issued until Mechanical and Electrical test and inspection certificates are supplied for the installations carried out (MW60/60.11).	_____	_____
1.12 CDM REGULATIONS The Contractor will be expected to comply with the Construction (Design and Management) Regulations 2015. The Contractor will be appointed as Principal Contractor under the terms of the Regulations. Please refer to 'A Schedule of Identified Hazards remaining within the Design', Identified Hazards Form at the beginning of Section 3 and/or the Pre-Tender Construction Information (MW30).	_____	_____

To Collection £		

1.13 TEMPORARY SCREENS AND DUST CONTROL (MW90/90.10) The Principal Contractor shall provide dustproof screens to existing buildings where openings are being formed or demolitions and building works being carried out, giving rise to dust. Where, and to the extent that screens are not itemised in the specification or shown on tender drawings, the Principal Contractor will remain responsible for providing screening and dust control and shall allow here for any costs relating thereto. Screens shall generally be of the following minimum standard: Building grade polythene on minimum 50 x 75mm softwood framing with sealed joints at perimeters.	_____	_____
1.14 CLEANING (MW90/90.17) The Principal Contractor is responsible for cleaning ALL areas affected by carrying out the building works – see Section 1, Minor Works Contract Preliminaries, clause MW90/90.17 for depth of cleaning.	_____	_____
1.15 MECHANICAL AND ELECTRICAL INSTALLATIONS Please refer to the separate mechanical and electrical sections of this specification document (Section 3) for a description of the system and fittings to be provided. IMPORTANT NOTE: The exact positions of all fittings, switches etc. to be as shown on CA's drawings or to be agreed on site with the CA. Services drawings are diagrammatic only.	_____	_____
It should be stressed that the Main Contractor's on-site representative is fully responsible for the co-ordination of the total project including the services installations. All works should be discussed and agreed before work is carried out to avoid unnecessary problems.	_____	_____
The mechanical and electrical drawings provided for tender purposes are indicative only. It is the service contractor's responsibility to provide via the main contractor, proposed installation drawings, which must be approved by the services engineer and the CA before work is carried out.	_____	_____
<u>2.1 Internal Works</u>		
<u>2.1.1 Demolition</u> Remove the existing carpeted floor finish from within the existing		

To Collection £		

and proposed new office area, and the cupboard area that will become the link. Remove the existing cupboard door set, frame and lining. Carefully disconnect the telephone sockets and cut back the services to allow for them to be removed. Carefully remove the existing external double gate set including hinges and brackets. Remove all resultant debris from site. 2.2 New Opening Allow to carefully cut back the existing internal partition wall to allow the 2 areas of the office to be joined. Cut out the partition wall and allow to form a pocket in both walls enabling the installation of a catnic lintols. For pricing allow for supplying and installing 2No Catnic BSD100 standard duty box lintols. Allow for 100mm end bearing. Install on engineering brick pad stones. Finish lintols with 12.5mm plasterboard and skim finish. Make good the areas where the walls have been removed and allow to skim finish with plaster. To the exposed edges supply and install galvanised steel edge beads. Leave all surfaces flush and ready for decoration. 2.3 Skirting Supply and install new softwood skirting boards to the areas where the walls were removed and within the former cupboard area. Profile to match the existing skirting style within the office, leave ready to decorate. 2.4 New office Door Allow to supply and install new single door units at the former cupboard opening. Within the opening supply and install 44mm thick FD30S rated timber door and frame to match the opening size. Door to be 16G style glazed unit. Hang door on 125 x 38 PSE S W lining with 12 x 44mm rebate on 1½ pairs of stainless-steel ball bearing hinges. Supply and install new timber bullnose architrave to both sides of each doorway. Door furniture to consist of SAA lever handles with heavy duty latches. No requirement for lock. Supply and install SAA kick plates to both sides of door. Supply		

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and install intumescent smoke and heat seals – routed into the head and sides of each door frame. Height and position of ironmongery to be in accordance with BS8300. All glazing to be fire rated and safety glazed in accordance with BS EN12600 (Georgian wired glass is not acceptable). Doors to be beech veneer finished. Supply, install, and set up a Briton 2003 door closer. **2.5 Floor Finishes** Prepare the subfloor with levelling compound ready to receive new floor finishes as noted. All new floor finishes to be installed as per the manufacturer's instructions. Supply and fit transition strips at door openings and changes in flooring type. Carpet finishes to be Heckmondwike Supacord carpet tiles. Colour to be chosen by site. **2.6 Decoration** Carefully prepare all areas to allow for decorating. This will include all areas outlined in red on the attached flooring and decorations drawing. For the avoidance of doubt the Contractor shall allow to redecorate all internal surfaces (new and existing) within the Work Area edged red on Contract Drawing 03. Please ensure the heads of doors and architraves are decorated. Allow for thoroughly preparing all substrates as per paint manufacturer's instructions to receive surface coating. Contractor to carefully "cut in" to adjoining paint finishes, conduit and electrical fittings where necessary. 2.6.1 New plaster / plasterboard surfaces - Apply 1no. mist coat (1:4) and 2no. full coats of Dulux Trade Diamond High Performance. Wall Colour TBC by CA. 2.6.2 Softwood surfaces - To new timber surfaces within the work area prepare and sand surfaces. Apply 1no. knot stop, 1no. primer, 1no. undercoat and 2no. gloss coat of paint. To a smooth and even finish. Colours TBC. The chosen colours for skirting and door architrave to 'contrast visually' with the walls in accordance with part M requirements (providing 30 points LRV).		

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2.6.3 Existing timber surfaces - To new timber surfaces architraves, frames, skirting boards Prepare surface sand and de-grease. Apply 1no. undercoat and 2no. gloss coats of paint. To a smooth and even finish. Colours TBC. The chosen colours for skirting and door architrave will 'contrast visually' with the walls in accordance with part M requirements (providing 30 points LRV). 2.6.4 Existing Walls - Apply 2no. full coats of Dulux Trade Diamond High Performance. Colour of Walls TBC Colours to be decided by site 2.7 Electrics 2.7.1 Lighting Allow to remove all of the existing light fittings from within the existing and proposed offices areas. Leave the services safe and ready to connect to the new light fittings. Supply and install new 4No. Thorn **COLLEGE 2900-840 HF L1500** LED Light fittings. 2No units to incorporate emergency lighting packs. Allow to connect the existing office area fittings back to the existing light switch. Allow to connect the proposed new light fitting within the proposed office to the existing light switch, and a new light switch that will be installed by the proposed new access door. Supply and install key operated test switches for the emergency light fittings Allow to chase the services into the wall and lay in conduit. Make good the plaster and leave ready for decoration. 2.7.2 Phone / Data Points Where the phone and data points have been removed from the wall to allow for the formation of the new door opening, allow to reinstate in the location as shown on the attached plan. **3.0 External Work** 3.1 Demolition Carefully allow to remove the existing set of double gates and all fixtures and fittings and remove from site.		

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3.2 Fencing At the point as shown on the attached plans, allow to supply and install new infill panel fencing and a 1200mm wide pedestrian access gate. • Manufacturer: Heras UK Fencing Systems, Herons Way, Carr Hill, Doncaster, DN4 8WA Tel: 01302 364551 Fax: 01302 322401 E-mail: heras.sales@herasuk.co.uk Web: www.heras.co.uk • PANELS: TRITON MESH - Nominal Height: Triton 200(1930 mm) Actual height to allow for installation beneath the canopy area. - Nominal Panel Width: 2505mm - Mesh and wire: Welded mesh spacing 200mm vertical x 50mm horizontal x 5mm vertical and 5mm horizontal wires with profiled horizontal sections. - Finish: Galvanised & polyester powder coated Green RAL 6005 • POSTS: HEXACLIP RHS - Rectangular hollow section 60 x 40 x 2.0mm, with M8 threaded inserts and hexaclip base clip fitted on the front face, complete with hexaclip cover clips and M8 x 40 anti-tamper security bolts. - Nominal Post Centres: 2520mm - Finish: /Galvanised & polyester powder coated Green RAL 6005 • OTHER: • Method of setting posts: In concrete foundations to comply with the design loading requirements specified by manufacturers technical specifications for this category of fence. • Conformity: - Triton satisfies the requirements for Category 1 (General Purpose) and Category 2 (Security) fences as prescribed by BS 1722 Part 14 – Open Mesh Steel Panel Fences - Upon receipt on site, or during storage off site, all care to be taken to ensure that no damage is incurred and that all precautions are taken against vandalism or theft. • INSTALLATION: • Set out and erect fencing: - As shown on drawings - Gradients: - In the event of installing on sloping ground, post must be erected vertically and panels can be stepped approximately 150mm maximum by suspending the top horizontal on the second clip from the top of the post. - Steeper slopes will require extra long posts, manufactured with		

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additional clips and threaded inserts. - With posts set rigid, plumb and to specified depth, or greater where necessary to ensure adequate support. - Panels that are cut on site are to be made good using a zinc-etch primer paint, followed by a top coat of 2 pack polyurethane repair paint. - with correct fixings and all components securely fixed. COMPETENCE: • The contractor shall employ experienced installers and provide qualified supervision to complete works as specified by the manufacturer for this category of fence. • - For information contact: Heras UK Fencing Systems, Herons Way, Carr Hill, Doncaster, DN4 8WA Tel: 01302 364551 Fax: 01302 322401 E-mail: heras.sales@herasuk.co.uk SETTING POSTS IN CONCRETE: • Holes: Excavate neatly and with vertical sides. • Concrete mix: GEN1 or ST2 – to BS EN 206-1 using 20mm nominal size graded aggregates. - Alternative for small batch: the mix should not be leaner by mass than 1 part cement to 10 parts 20mm nominal graded aggregates. • All concrete should be thoroughly compacted prior to the initial set. • Exposed concrete foundations - Filling: Compact until air bubbles cease to appear on the upper surface. - Finishing: Weathered to shed water and trowelled smooth. <u>3.3 Pedestrian Gate</u> Supply and install Heras Triton 1200 S/L pedestrian gate as per the above specification. Gate to incorporate lockable slip-latch, site adjustable hangings, lockable drop-bolt and ground tube. Alternative manufacturers can be proposed for consideration by the CA. <u>3.4 Double gates</u> At the point where the double set of gates where removed, supply and install a double set of Heras Triton vehicular gates as per the above specification.		

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Gate to incorporate lockable slip-latch, site adjustable hangings, lockable drop-bolts and ground tubes. Allow to either supply and install new posts, or wall mounted hinge fixings 3.5 Barrier Allow to fix to the existing surfacing using Type: M12 x 75 mm sleeve anchors with epoxy resin. Tubes to be 48.3 mm. x 2 CHS carbon steel fencing and barrier rails with Allen key knuckle fixings. Applied finish: Galvanized to BS EN ISO 1461. Install all in accordance with BS 6180. Height of barrier to be 1100 mm above finished ground level with the mid rail to be 550mm above finished ground level Brackets: Handrail tube circular pattern, side fix, size to suit handrail diameter. Base plates and covers: Base plate, size to suit handrail diameter. End caps: Handrail tube scroll, size to suit handrail diameter. Angles and tees: Handrail tube fixed 90° elbow, size to suit handrail diameter.		

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COLLECTION

Page Nr 3/

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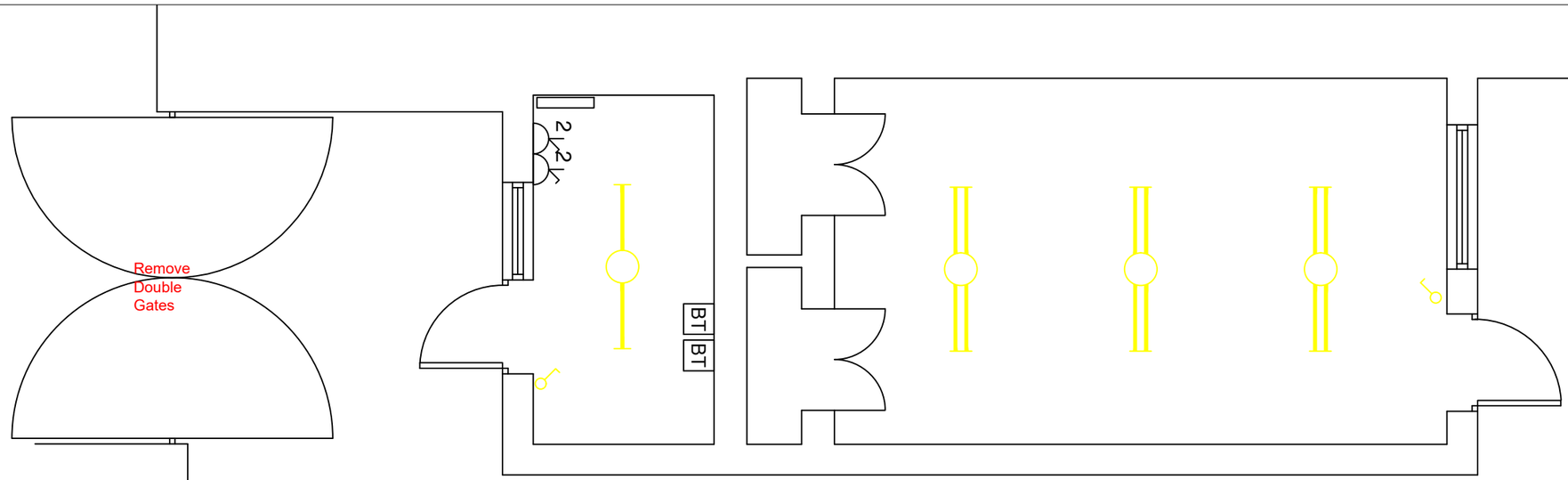
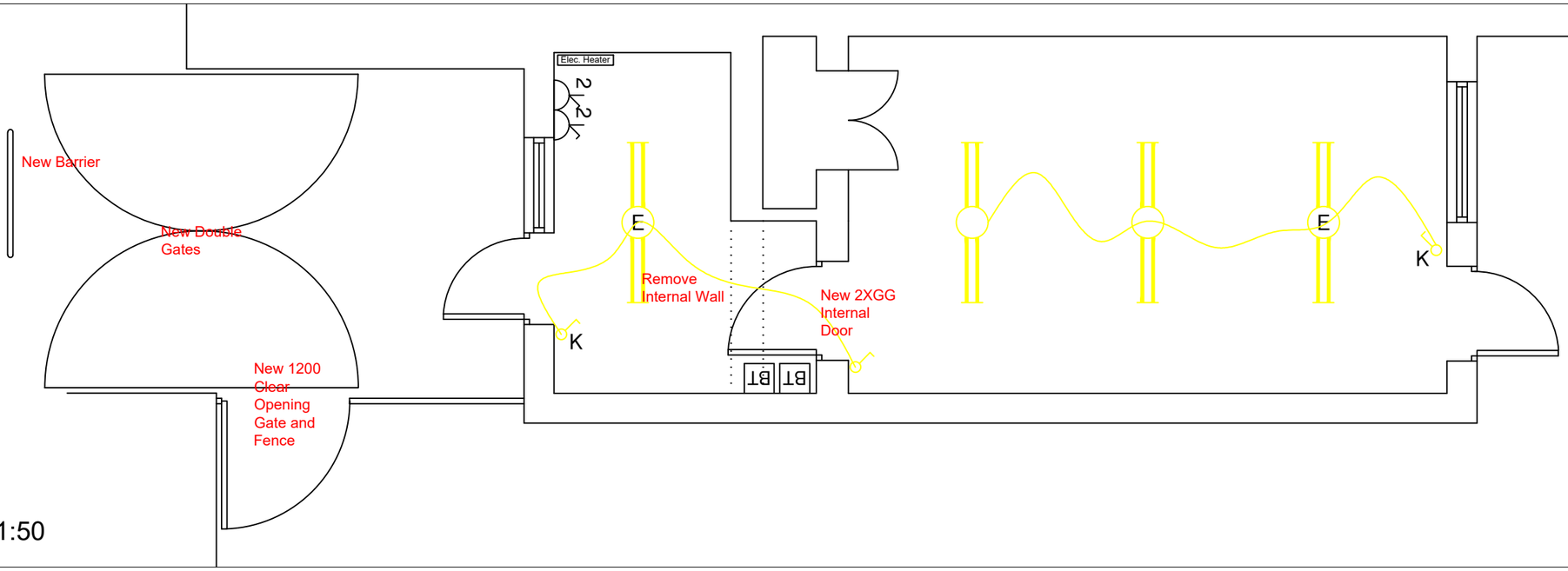


Existing Plan 1:50



Proposed Plan 1:50

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1:50

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ORIGINAL SHEET SIZE A3

KEY PLAN

FIRST ISSUE						
P0						
REV	DRAWN	DATE	CHECKED	DATE	APPROVED	DATE

CLIENT
NCC Children's Services

PROJECT
Hellesdon Family Hub

TITLE
Existing & Proposed Plans

SCALE	DISCIPLINE	PROJECT NUMBER
1:50	Building Surveyor	01-24-116118

DRAWING NUMBER	REV CODE
NPS-ZZ-00-D-B-02	P1

STATUS CODE	PURPOSE OF ISSUE	Drawn by	Approved by
S0	Tender	CJM	
		Checked by	

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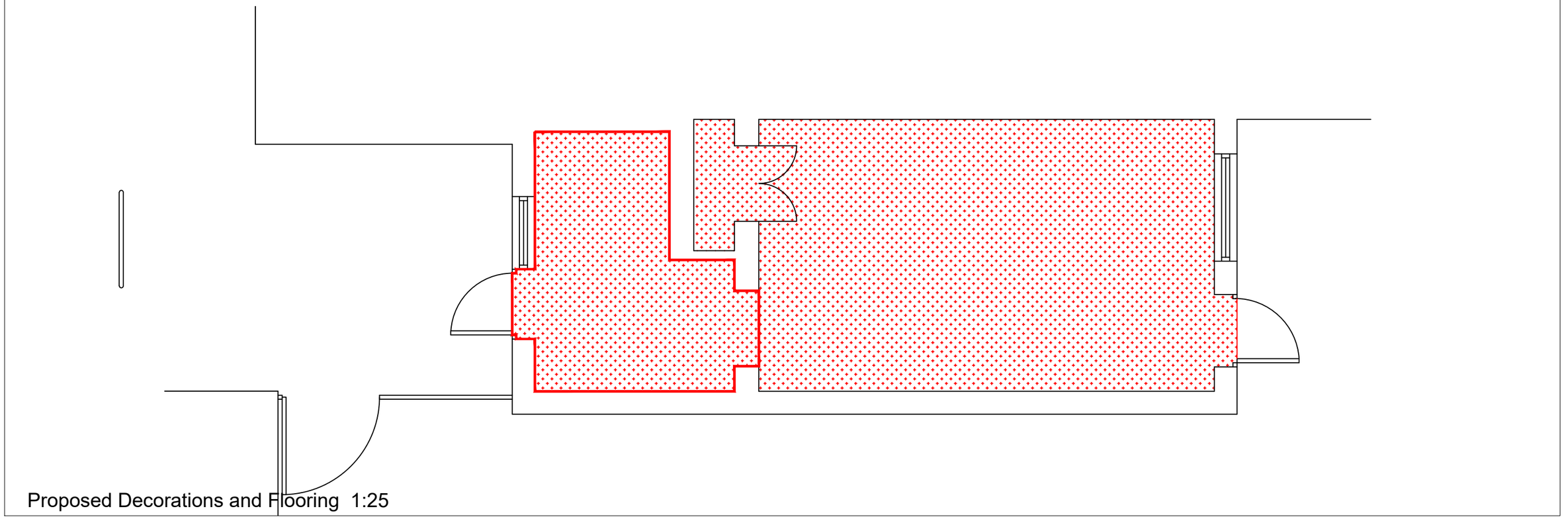

Proposed Decorations and Flooring 1:25

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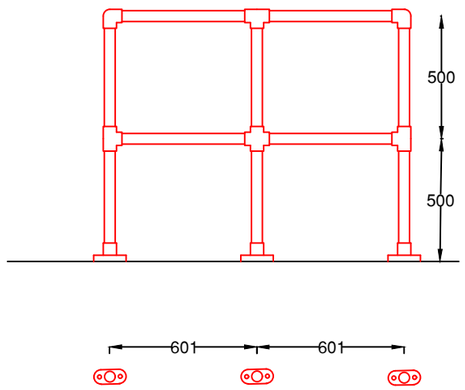
1:25



Proposed Barrier Details 1:25

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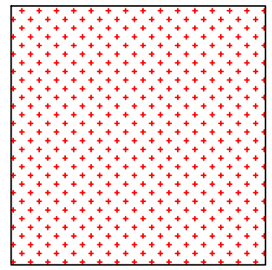
Extent of The Internal Redecoration



Extent of The New Flooring

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KEY PLAN

FIRST ISSUE						
P0						
REV	DRAWN	DATE	CHECKED	DATE	APPROVED	DATE

CLIENT
NCC Children's Services

PROJECT
Hellesdon Family Hub

TITLE
Proposed Flooring & Decoration Plans
Proposed Barrier Details

SCALE	DISCIPLINE	PROJECT NUMBER
1:25	Building Surveyor	01-24-116118

DRAWING NUMBER	REV CODE
NPS-ZZ-00-D-B-03	P1

STATUS CODE	PURPOSE OF ISSUE	Drawn by	Approved by
S0	Tender	CJM	
		Checked by	

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Meeting of Hellesdon Parish Council

12th November 2024

Item 13 - To Consider Additional Parish Partnership Application for Bus Shelter Seating

As agreed at the Parish Council meeting in September, the Parish Partnership application for a parish gateway on the Reepham Road has been submitted.

Since this date, complaints have been received about the lack of seating at the bus shelter at Hellesdon Hospital (southbound).

Enquiries have been made about the retrospective fitting of seating at this bus shelter. It has been confirmed that this would be a suitable project for a second parish partnership application, subject to there being sufficient clearance so as not to obstruct double buggies, wheelchairs etc. between the seat and boundary wall.

A quote has been received for the works, as follows:

A 3m wooden topped bench seat.

Polyester Powder Coated Aluminium Frame (RAL6005 Green)

3m Aluminium bench seat unit

Indicative picture:

£1,385 excluding VAT

The price includes all groundworks, installation, waste removal, labour, travel and administration. Contractor will apply for a Notice of Works to Norfolk County Council before any works take place.

Should the Parish Council wish to progress with this project, a parish partnership application would be most appropriate as, if successful, this will reduce the cost to the Parish Council to 50% (£692.50)

Meeting of Hellesdon Parish Council

12th November 2024

Item 14 - To Receive Correspondence Regarding Norfolk ALC and Agree any Resulting Actions

This matter is to formally raise to the Parish Council concerns about the operation of Norfolk ALC.

Correspondence has been forwarded to councillors, as follows:

21st October – Email from the Honorary President of Norfolk ALC raising concerns about the operation of the board.

22nd October – Email from the Chairman of Norfolk ALC in response to the above.

30th October – Email from the Chairman of Norfolk ALC clarifying financial liability of member councils to £1 and advising that an AGM would be called shortly [previously it had been advised that the AGM had been booked for 20th November].

4th November – Email from the Honorary President of Norfolk ALC advising that a request for an EGM is in hand, suggesting that this may be held in January.

Having not been privy to the full details of the two sides of this story, it is concerning that the group, whose purpose it to assist in the smooth running of Parish and Town Councils, cannot show example of the same.

In addition to this, having reviewed the constitution (sent to councillors on 21st October) there seems to be irregularities in keeping the membership informed via AGMs and their timing. The constitution states that:

GENERAL MEETINGS

27. The Co-operative shall, within six months of the end of the financial year, hold a general meeting of the Members as its annual general meeting and shall specify the meeting as such in the notices calling it.

28. The business of an annual general meeting shall comprise, where appropriate:

(a) The receipt of the accounts and balance sheet and of the reports of the Board and Auditor (if any).

(b) The appointment of an Auditor, if required.

(c) The election of the Board or the results of the election if held previously by ballot.

(d) The application of profits.

(e) The transaction of any other business included in the notice convening the meeting.

This had not been called within 6 months of the 31st March 2024. The accounts appear to have been uploaded to the Mutuals Public Register on 23rd October without being seen by the members.

https://mutuals.fca.org.uk/Search/Society/30735

For those councillors who were in attendance at the AGM at the Nest last year (held on 4th October 2023), you may recall there was no presentation of accounts or other such documentation.

For those councillors in attendance at the AGM at Fakenham Race Course (held on 6th July 2022), you may recall there was no accounts to review, the auditor was appointed despite the fact that the board could not remember their name, and the minutes of the previous AGM were agreed, despite them not being available to members.

There seems to be a pattern of confusion between Norfolk ALC and its membership.

Furthermore, despite reassurances from the Board that Norfolk ALC is operating as usual, an urgent query sent from Hellesdon Parish Council to Norfolk ALC on Wednesday 30th October has received an autoresponder advising that 'please be assured that your emails will be dealt with' has gone unanswered (as of the date of this report). A message has been left with the National Association of Local Councils, requesting as response and raising concerns about the ability Norfolk Association.

Hellesdon Parish Council has paid £1,456.57 for this years membership of Norfolk ALC and it is concerning that the Parish Council is not receiving the support which has been paid for.

To call for an EGM under the Norfolk ALC rules:

The Board of Directors upon an application signed by one-tenth of the total number of Members, or 100 Members, whichever is the lesser, delivered to the registered office of the Co-operative, shall convene a general meeting. The purpose of the general meeting shall be stated in the application for and notice of the meeting. No business other than that stated in the notice of the meeting shall be conducted at the meeting.

Meeting of Hellesdon Parish Council

12th November 2024

Item 15 - To Consider Bleed Control Pack Training and Associated Donation

A trainer has been sourced for the use of the Parish Council's bleed kit. There is no charge for community training, however a donation is requested for Street First Aid.

The trainer advises that, dependent on numbers and questions asked, the training should take approximately 1h – 1h30.

Would members like to see this arranged and if so, what would the donation amount be?

Meeting of Hellesdon Parish Council

12th November 2024

Item 16 - To Receive Proposal that Hellesdon Parish Council expresses its concern at the developments at Firside School and will seek information about the likely impact of that development on behalf of residents of Hellesdon

Proposal to be made by Cllr Duckett