Interests Flowchart

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

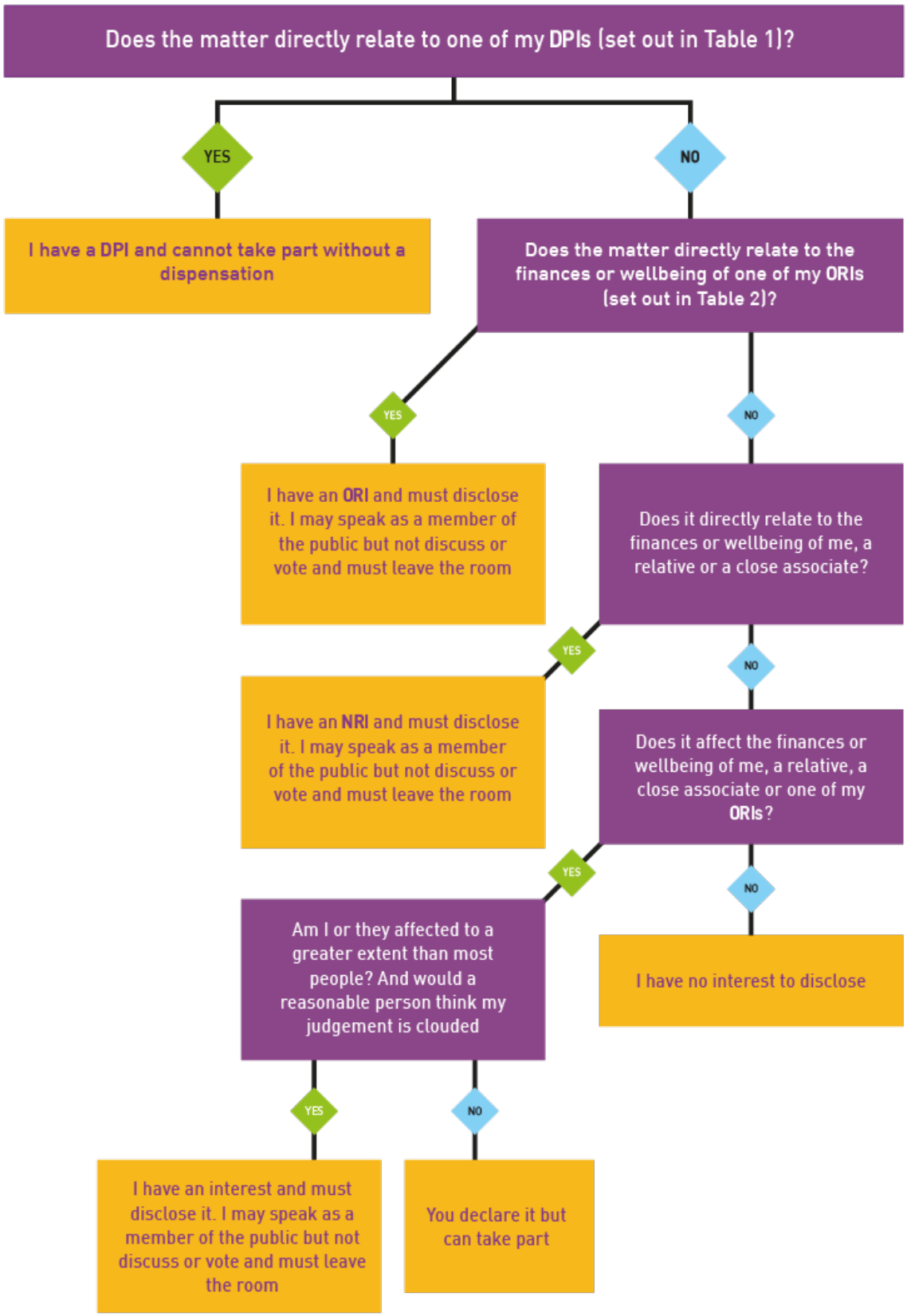

Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

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

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

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

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

Minutes of the Meeting of Hellesdon Parish Council held on Tuesday 14th January 2025 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr G. Britton
Cllr I Duckett
Cllr R. Forder
Cllr M. Hicks
Cllr D. Maidstone
Cllr R. Sear
Cllr N. Barker
Cllr L. Douglass
Cllr D. Fahy
Cllr S. Gurney
Cllr A. Lock
Cllr M. Maidstone

In attendance: Mrs F LeBon (Clerk), Mr H Clark (Deputy Clerk) and six representatives to present the pre-application consultation for the hospital site development.

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

1. Apologies and Acceptance for Absence

Apologies were received from Cllr D. Britcher, Cllr S. Holland and Cllr S. Smith.

2. Declarations of Interest and Dispensations

None declared.

3. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 6th January 2025

The Minutes of the Full Council meeting held on 6th January 2025 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting after a proposal from Cllr Britton and a second from Cllr Douglass.

4. Public Participation

a) To Receive Presentation from Bidwells on Hospital Development Pre-Application

The stage of the planning process reached for the hospital development is that the applicant is now engaging with wider stakeholders looking for initial feedback. They are seeking outline planning permission and then a 3rd party developer will take over the site to discharge the conditions.

The upper plateau is nearly vacant and it is costly to maintain, but the lower plateau will be continued to be used by the NHS. The capital generated from the development will be reinvested into the NHS.

300 houses were identified for the site under the GNLP, but the current proposals suggest a development of 275. Nutrient neutrality has been a challenge for the project.

The intention is to retain as many of the Victorian buildings as practically possible. This would include the main part of the Victorian asylum, the Peddars Centre and the boiler house with water tower (the latter to be assigned to community use). New buildings and open spaces would

Approved……

Date……

be constructed to complement a Victorian style, with materials replicating a this style. This could be written into a design code to protect the design from change from a subsequent developer. Keeping to the footprint of existing buildings will mean fewer existing trees needing to be removed.
There is proposed to be less car parking spaces to take into account the good transport links that Hellesdon has. This will mean narrower roads and a lesser requirement to fell existing trees.
There would be several units of flats as part of the development to keep the density higher and therefore retain more green space. The density being proposed is 30 units per hectare on the field site and 35 units per hectare on the hospital site.
A new vehicular access would be installed to the north west of the existing entrance, and the existing entrance would be turned into a pedestrian access.
It is anticipated that the outline planning permission will be submitted in 6-8 weeks.

Concerns were raised over the highway access. It was advised that surveys were to be conducted to prove that the vehicular access was acceptable or whether improvements needed to be made. It was argued that there would be little difference in vehicle numbers generated on the site, from when the site was at its most operational. There was no mention of the proposed roundabout on Hospital Lane which was due to be installed by Persimmon, which would allow access to the hospital development site.

There was a query about levels of affordable housing. It was advised that the intention was to comply with the policy requirements of the GNLP.
There was a query about the parking ratios. It was advised that the Local planning authority had supported 1.5 spaces per unit, as an average.
There was a query about open space provision and play areas. It was advised that the intention was to comply with policy and a LEAP would be provided within the scheme.
There was a query about the use of the water tower. It was advised that this could be allocated for community use, or for commercial use such as a shop. The third party developer would determine the final use.

Concerns were raised about the development being looked at in isolation, and not with the housing that Persimmon is proposing adjacent to the site.

Concerns were raised that there was only one road in and out of the site.

This feedback will be taken away and considered when the outline planning application is submitted.

b) To Receive Questions from the Public
There was no further public participation**.**

The Meeting was Adjourned for Five Minutes

5. Council Reports

a) To Receive Clerk's Written Report
This report had been previously circulated.
The report was **ACCEPTED** after a proposal from Cllr Britton and a second from Cllr Hicks.

b) To Receive Reports from District and County Councillors
A report from Broadland District Council from Cllr Douglass had been circulated.

Approved……

Date……

Cllr Gurney, in her role as County Councillor, reported that Hellesdon Mill Bridge is currently closed. As a result, traffic is being monitored and the traffic light sequences being updated to ensure that diverted traffic continues to flow.

c) Verbal Update from Chairman

Cllr Johnson reported that the senior citizens' party on 7th December went exceptionally well.

6. Financial Matters

a) Bank Reconciliation – December 2024

The bank reconciliation for December 2024 was **ACCEPTED** after a proposal from Cllr D. Maidstone and a second from Cllr Hicks.

b) Earmarked reserves summary – December 2024

The earmarked reserves summary for December 2024 was **AGREED** after a proposal from Cllr D. Maidstone and a second from Cllr Douglass.

c) Approval of Payments – December 2024

The payments for December 2024 were **AGREED** after a proposal from Cllr Douglass and a second from Cllr M. Maidstone**.**

d) Receipts – December 2024

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

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

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

f) To Consider Allocation of CIL is Earmarked reserves

It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Douglass that the current CIL monies in earmarked reserves be allocated to the community centre extension and the that the expiry dates should be noted on the allocation. Furthermore, an agenda item for the February meeting should be to look at the money the council holds and see if this could be invested elsewhere for increased return.

g) To Approve the Budget and Associated Precept for 2025/2026

Cllr Gurney advised that that budgetary items put forward by committees had been scrutinised by PP&R. The Parish Council has been adversely impacted by the changes in National Insurance legislation, and the Parish Council will look to do things differently to make the council more efficient.

Cllr Gurney proposed a budget of £779,238.99, resulting in a precept request of £634,036.67. This would create a Band D council tax request of £159.51, a 4.99% increase on 2024/2025. This was seconded by Cllr Douglass and **CARRIED**.

7. Governance

a) To Fill Vacant Committee Positions

Further to the resignation of Shaun Lowthorpe, there were vacancies on the Playing Fields, Allotments and Amenities Committee, Community Centre Committee and Environment Committee. It was **AGREED** that Cllr M. Maidstone should fill these vacant committee places.

8. Planning Committee

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

The minutes and decisions arising from the Planning Committee meeting held on 10th December 2024 had been circulated. It was **AGREED** to note the minutes and the decisions made.

b) To Consider Formal Response to Bidwells on Hospital Development Pre-application

This was considered under item 4a.

c) Heath Crescent Development

i) To Consider Response to Cornerstone Developments on Updated Heath Crescent Plan

DRAFT

ii) To Provide Feedback on LEAP Equipment

iii) To Consider Possible Locations for an Off-Site Financial Contribution Towards Formal Recreation Provision

In regards to all items under item 8c, the productive nature of the presentation from Bidwells was considered and it was **AGREED** after a proposal from Cllr M. Maidstone and a second from Cllr Douglass that Cornerstone Developments should be invited to the next Parish Council meeting to give a similar presentation to allow for constructive feedback.

9. Policy, Property and Resources Committee

a) To Note the Decisions made by the PP&R Committee on 12th December 2024

The minutes and decisions arising from PP&R Committee meeting held on 12th December 2024 had been circulated.

Cllr Gurney reported that the meeting was productive and thanked everyone for their attendance. It was **AGREED** to note the minutes and the decisions made.

10. Floodlights

a) To Receive Report on Failure to Floodlight in Car Park and Consider Options for Replacement

It was reported that the floodlight in the car park is failing and is repeatedly leaving the car park in darkness. Advice has been sought on the replacement of this light and also replacement of the floodlights on the tennis courts, as part of the budgeting process. All the floodlights are of the same age and are all outdated halogen technology. It is likely that as the first one fails, others will fail.

Options and prices have yet to be collated therefore it was **AGREED** to defer this item until the next meeting.

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

This was **AGREED**.

The Meeting was Closed to the Press and Public

13. Playing Fields, Allotments and Amenities Committee

a) To Receive Update on Parish Council Decision Regarding Events of 7th September 2024

A report was provided to councillors on responses to the decision.

A Freedom of Information request submitted as a result of the Parish Council's decision has been responded to.

14. Staffing (verbal Report)

a) To Receive Notification of Vacancy on Facilities Team

The Clerk reported that there had been a positive response to the advert. This had been shortlisted and the interviews will take place on 23rd January.

The Clerk also advised that a new vacancy had arisen on the office team. A staffing committee meeting will be called to review the vacant role.

The Clerk Left the Meeting

b) To Receive Update on Mediation

An update was provided by the Chairman

The Clerk Re-Entered the Meeting

Approved……

Date……

The Meeting was Reopened to the Press and Public

15. Matters for the Next Agenda

Review of Parish Council Investments.
Presentation by Cornerstone Developments.
Feedback from the meeting with the Director of Place at South Norfolk and Broadland Councils about the Persimmon applications.

16. Time and Venue of Next Council meeting.

Tuesday 11th February 2025, 7pm at Diamond Jubilee Lodge

The meeting closed at 9.30pm

DRAFT

Approved……

Date……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
11th February 2025

ITEM	COMMENTS
Community Centre	The Project Manager continues to work with the contractor to finalise the account for the work to the main WCs. The only outstanding snag is to correct some faulty flooring. The refurbishment of the West WCs has reached the snagging stage, however the contractor is now failing to communicate with the Project Manager, the Facilities Manager or the Clerk. The Project Manager gave a deadline for remediation of snags, and no response has been received. Therefore, in accordance with the JCT contract, the remediation will be completed by Hellesdon Parish Council and the costs offset against the final agreed account.
Car Park – Community Centre	No matters to report
Community Café and Fridge	No matters to report
Parish Council Offices Diamond Jubilee Lodge	No matters to report
Recreation Ground including Children's Play areas	No matters to report
Skate Park & MUGA	No matters to report
Meadow Way	No matters to report
Mountfield Park	Clearance work has been undertaken by the facilities team of the bramble. Whilst this is all part of the wild life areas, these sections of the park still requirement management.
Cottinghams Park	No matters to report
Allotments	There has been an increase in interest at the Hellesdon allotments, as a result of problems with the Taverham site.
Community Orchard	No further update.
Community Apiary	No further update.
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	Agenda item
Public Toilets	No matters to report.
Litter & Dog Waste Bins	New dog bins agreed by PP&R for the next financial year. Clarification is being established from Broadland Council on the best place for their siting. At the recent Town and Parish Summit hosted by Broadland and South Norfolk Councils, the department responsible for the dog and litter bins advised that there would be a paper going to Cabinet in March to help clarify the situation be the District and parish councils.

Bus Shelters	A second parish partnership funding application has been submitted for a bench seat for the bus shelter opposite Hellesdon Hospital. A response will be received on the success of the grant application in March.
Benches	No matters to report
War Memorial	No matters to report
Highways	The parish partnership applications for the parish gateway for Reepham Road and the bench seat for the bus shelter have been submitted. The Parish Council will be informed in March 2025 if the applications have been successful. An email has been sent to Norfolk County Council about an update to the funding for a pedestrian crossing for the Cromer Road, between Meadow Way and Fifers Lane. Several emails have been sent to highways about the extent of the highway around the stores on the junction of Meadow Way and Cromer Road. There have been numerous articles of street furniture installed and there are also several items of seeming fly tipped items from the store. Emails from 26th November and 2nd January have gone unanswered.
Staffing	Agenda item The new Facilities Team member has started work. The office remains short staffed.
Street Lighting	Broadland Council has been collating the information requested by the Parish Council about street lighting in Hellesdon. It is being held up by a damaged light on Links Avenue, having been damaged during development stage of application 2022/0348. The development created a more open front driveway, of which will be obstructed should the street light be replaced. There has been resistance to the funding of the moving of the street light. The advice of the Highways Engineer has been sought as an extension to the dropped kerb has been installed. Emails of 28th November and 30th December have gone unanswered.
Events	The Community Hearts event was a tremendous success. The photographs from the evening will be sent to Just Hellesdon The bar turned over £430, with £300 being spent on stock, giving a £130 profit. The bar remains well stocked.
Meeting Dates	11th March 2025 – full council
Health and Safety	No matters to report
Other Matters	A useful seminar was held by Norfolk County Council about safeguarding in the local community. Discussions occurred about how Parish Councils could potentially play their part with safeguarding, as they are located a grass roots and usually know their community better than principal authorities. This will be followed up in the new year. Work has been completed on the Family Hub. Changes are being made to commercial waste collections from 31st March 2025, in that businesses with more than 10 FTEs will be obliged to separate their dry mixed recycling and food waste for collection. This is already an arrangement that the Parish Council has in place, however, hirers of the community centre will need encouragement to ensure that waste is placed in the correct bins.

Meeting of Hellesdon Parish Council – 11th February 2025

Item 5b – District and County Councillor Reports

District Council Reports

Hellesdon North West – Cllr Shelagh Gurney

I have attended a meeting recently with the three other Hellesdon District Councillors to discuss the proposed Persimmon Housing applications with lead Planning Officers.
I have had several residents co plain to me about their waste bins being missed from collection rounds in Gowing Road and Cottinghams Drive. These complaints have been rectified the next day.
Residents have complained about rubbish deposits at the parade of shops near the Doctors. I have visited the shop, that appears to generate this rubbish and asked them to consider the installation of an external rubbish bin to reduce the problem.
I have visited three different residents to assist them with form filling for pension credit and associated benefits. One resident has a housing issue that I have been able to address fairly quickly.

Norfolk County Council – Cllr Shelagh Gurney

I have been working with Hellesdon High School to fund a footway from the new Persimmon site, a gateway and walk onto the school grounds and I am please to say that I have secured approx £13000 funding for new fencing for the footway around the school field, so the project can now go ahead. This will offer a safe route to school away from the main road.
I have been invited to a number of local functions as the County Councillor and am looking forward to these events. There are some events planned in the Library and I will be playing my accordion as part of a reminiscence/ sing a long music session for the Dementia Group at the end of March.
I am assisting the Norfolk County Music Department with a number of projects including music workshops for new accordionists at the CNS School. I am also assisting the Director of Music with the Health and Wellbeing Choir at County Hall, where over seventy members of staff are now planning to meet weekly to sing in four-part harmony.
It is budget time at County Hall and this is a difficult time with some services being over stretched and overspent. The demand for adult services in Hellesdon has risen due to winter pressures.
A number of highways matters are progressing in Hellesdon with some road remarking planned as soon as the weather permits.
A household paints and chemical amnesty is planned for the recycling centre at the Norwich North Centre but you must pre-book an appointment slot before you take your waste to the site. Date to be announced.
The Yellow pedal way amendments have proved very controversial with the cycling fraternity. The pathway is still planned for installation in the summer on the Hellesdon side of the Holt Road. This will cost £1.9 million and is funded by central government.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2025	Business Current Account 2077	500.00	
31/01/2025	Business savers account 4401	475,206.36	
31/01/2025	Petty Cash	256.07	
31/01/2025	Active Saver 7702	346,302.02	
31/01/2025	Account 73554503	83,439.27	
31/01/2025	Number 2 account 0958	0.00	
31/01/2025	Cafe float	100.00	
			905,803.72

Receipts not on Bank Statement

	0.00
Closing Balance	**905,803.72**

All Cash & Bank Accounts

1	Current Bank Account	475,706.36
2	Petty Cash	256.07
3	Active Saver 7702	346,302.02
4	Active Saver Emergency 4503	83,439.27
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**905,803.72**

	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 CC Ext (28/29)	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**

List of Payments made between 01/01/2025 and 31/01/2025

Date Paid	Payee Name	Amount	Transaction Detail
02/01/2025	Iris Software Limited	£52.80	Staffology pay roll
02/01/2025	Broadland District Council	£170.00	Business rates Stores
02/01/2025	Broadland District Council	£1,259.00	Business rates HCC
02/01/2025	Broadland District Council	£363.00	business rates tractor shed
06/01/2025	Anglia Culinary Suppliers Ltd	£168.54	Cafe Purchases
06/01/2025	Ben Burgess Groundscare Equipm	£594.00	John deer compact tractor
06/01/2025	Easters Norwich Ltd	£64.17	Cafe purchases
06/01/2025	Hugh Crane Equipment	£291.77	air freshners
06/01/2025	Norse Commercial Services Ltd	£115.20	Locking and patrols of parks
06/01/2025	Podpoint	£783.70	Repairs/replacement EV Unit
06/01/2025	Tree fellas & Lady Byrds	£100.00	Entertainment, friday friends
06/01/2025	The Safer Food Group	£106.80	Level 3 in food safety
06/01/2025	Universal Carpentry & Building	£9,327.28	Phase 2 fire doors
06/01/2025	Allotment User	£30.00	Allotment deposit Refund
06/01/2025	Casual Hire	£150.00	Damage deposit refund
07/01/2025	PPL PRS Ltd	£2,114.03	Music Licence
08/01/2025	UK Fuels Ltd	£101.86	Fuel invoice
09/01/2025	Barclays Bank Plc	£34.47	Charges for period 13nov/12dec
09/01/2025	O2	£389.28	Usage Plan
16/01/2025	Ben Burgess Groundscare Equipm	£53.19	spray and tools
16/01/2025	Calypso Coffee	£115.55	Coffee capsules
16/01/2025	Cia Fire & Security Ltd	£859.20	Tennis gate access
16/01/2025	Easters Norwich Ltd	£73.06	Cafe purchases
16/01/2025	Hugh Crane Equipment	£168.28	toilet roll, blue roll
16/01/2025	Huws Gray Ridgeons	£403.20	7x big bag MOT type 1
16/01/2025	KSD Events	£1,175.00	Awards Event, community hearts
16/01/2025	Norse Commercial Services Ltd	£115.20	Locking and patrolling parks
16/01/2025	Norse Commercial Services Ltd	£259.20	locking and patrolling parks
16/01/2025	Norfolk Parish Training & Supp	£65.00	Councillor training
16/01/2025	Osiris Technologies	£730.45	Monthly IT support
16/01/2025	Viking Direct	£119.06	Stamps/pens/magents
16/01/2025	Xpose	£40.00	Elementor licence
20/01/2025	Total Gas & Power	£2,329.42	Gas Invoice
22/01/2025	Total Gas & Power	£37.98	Allotment energy invoice
22/01/2025	Total Gas & Power	£1,215.25	Energy invoice HCC
22/01/2025	Total Gas & Power	£912.67	Energy invoice Officer
27/01/2025	Biffa	£250.97	Trade waste service
27/01/2025	Broadland District Council	£644.00	Business rates Office
28/01/2025	Amazon	£448.93	UV Lamp & cleaning supplies
28/01/2025	Anglia Culinary Suppliers Ltd	£838.27	Cafe purchases
28/01/2025	DD Health & Safety Supplies Lt	£325.58	PPE & Safety supplies
28/01/2025	Easters Norwich Ltd	£419.89	Cafe purchases
28/01/2025	G & G Fencing Ltd	£4,315.08	supply and fitting of Vmesh
28/01/2025	Just Regional Publishing	£420.00	double page advert
28/01/2025	Norfolk Parish Training & Supp	£420.00	Coun Training / Spring seminar
28/01/2025	Select Recruitment Specialists	£777.60	Agency Staff
28/01/2025	Viking Direct	£196.80	vacuum cleaner
		£33,944.73	

Cash Received between 01/01/2025 and 31/01/2025

Date	Cash Received from	Receipt Description	Receipt Total
02/01/2025	Barclaycard Commerical	cashback	£8.00
02/01/2025	Takings - Cafe	Card Payment	£76.85
03/01/2025	Allotment User	Allotment Rent	£60.33
03/01/2025	Takings - Cafe	Cash Takings	£67.45
06/01/2025	Regular Hire	HCC Hires	£616.72
06/01/2025	Regular Hire	HCC Hires	£130.49
06/01/2025	Regular Hire	HCC Hires	£103.02
06/01/2025	Regular Hire	HCC Hires	£90.06
06/01/2025	Regular Hire	HCC Hires	£130.88
06/01/2025	Regular Hire	HCC Hires	£142.50
06/01/2025	Takings - Cafe	Cash Takings	£275.90
06/01/2025	Takings - Cafe	Card Payments	£80.60
07/01/2025	Allotment User	Allotment Rent	£36.00
07/01/2025	Regular Hire	HCC Hires	£30.41
07/01/2025	Regular Hire	HCC Hires	£112.32
07/01/2025	Regular Hire	HCC Hires	£69.76
08/01/2025	Regular Hire	HCC Hires	£87.78
08/01/2025	Regular Hire	HCC Hires	£105.45
08/01/2025	Takings - Cafe	Card Payments	£195.35
09/01/2025	Regular Hire	HCC Hires	£77.97
09/01/2025	Regular Hire	HCC Hires	£276.00
09/01/2025	Regular Hire	HCC Hires	£66.49
09/01/2025	Regular Hire	HCC Hires	£130.02
09/01/2025	Takings - Cafe	Card Payments	£162.15
10/01/2025	CasualHire	Charity Donation	£0.08
10/01/2025	Regular Hire	HCC Hires	£81.45
10/01/2025	Regular Hire	HCC Hires	£315.92
10/01/2025	Regular Hire	HCC Hires	£82.44
10/01/2025	Regular Hire	HCC Hires	£89.28
10/01/2025	Regular Hire	HCC Hires	£41.59
10/01/2025	Regular Hire	HCC Hires	£82.44
10/01/2025	Regular Hire	HCC Hires	£114.92
10/01/2025	Regular Hire	HCC Hires	£61.86
10/01/2025	Takings - Cafe	card payments	£124.75
13/01/2025	Regular Hire	HCC Hires	£61.81
13/01/2025	Regular Hire	HCC Hires	£41.22
13/01/2025	Takings - Cafe	Cash takings	£582.00
13/01/2025	Takings - Cafe	card payments	£81.80
14/01/2025	Regular Hire	HCC Hires	£130.52
14/01/2025	Regular Hire	HCC Hires	£370.75
15/01/2025	Regular Hire	HCC Hires	£82.40
15/01/2025	Regular Hire	HCC Hires	£74.05
15/01/2025	Regular Hire	HCC Hires	£54.97
15/01/2025	Regular Hire	HCC Hires	£13.74

15/01/2025	Takings - Cafe	Card Payments	£259.00
16/01/2025	Takings - Cafe	Card Payments	£153.10
17/01/2025	Regular Hire	HCC Hires	£67.70
17/01/2025	Regular Hire	HCC Hires	£108.78
17/01/2025	Regular Hire	HCC Hires	£65.26
17/01/2025	Takings - Cafe	Cash Payments	£609.50
17/01/2025	Takings - Cafe	Card Payments	£152.85
20/01/2025	Regular Hire	HCC Hires	£273.04
20/01/2025	Regular Hire	HCC Hires	£67.90
20/01/2025	Regular Hire	HCC Hires	£76.32
20/01/2025	Takings - Cafe	Card Payments	£151.90
21/01/2025	Regular Hire	HCC Hires	£244.35
22/01/2025	Takings - Cafe	Card Payments	£222.55
23/01/2025	Casual Hire	HCC Hires	£150.00
23/01/2025	Regular Hire	HCC Hires	£12.72
23/01/2025	Regular Hire	HCC Hires	£138.85
23/01/2025	Takings - Cafe	Card Payments	£176.30
24/01/2025	Regular Hire	HCC Hires	£87.44
24/01/2025	Regular Hire	HCC Hires	£87.44
24/01/2025	Regular Hire	HCC Hires	£1.00
24/01/2025	Regular Hire	HCC Hires	£82.44
24/01/2025	Regular Hire	HCC Hires	£196.51
24/01/2025	Takings - Cafe	Cash Payments	£699.20
24/01/2025	Takings - Cafe	Card Payments	£165.70
27/01/2025	Casual Hire	HCC Hires	£12.00
27/01/2025	Regular Hire	HCC Hires	£114.92
27/01/2025	Regular Hire	HCC Hires	£355.49
27/01/2025	Regular Hire	HCC Hires	£288.45
27/01/2025	Takings - Cafe	Card Payments	£90.75
28/01/2025	Allotment User	Allotment Rent	£33.30
28/01/2025	Regular Hire	HCC Hires	£44.65
29/01/2025	Takings - Cafe	Card Payments	£220.50
30/01/2025	Regular Hire	HCC Hires	£137.40
30/01/2025	Regular Hire	HCC Hires	£103.02
30/01/2025	Takings - Cafe	Card Payments	£166.35
31/01/2025	HMRC VAT	VAT Receipt	£11,146.55
31/01/2025	Regular Hire	HCC Hires	£38.16
31/01/2025	Takings - Cafe	Card Payments	£109.90
			£22,731.78

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Community Centre								
1400	Community Centre Income	(0)	(9,716)	53,500	63,216			(18.2%)	
1410	Community Centre Inc ML Room	2,510	21,435	0	(21,435)			0.0%	
1415	Community Centre Inc SW Room	1,353	18,189	0	(18,189)			0.0%	
1420	Community Centre Inc OH Room	676	9,632	0	(9,632)			0.0%	
1435	Warm room grants	0	500	0	(500)			0.0%	
1440	Community Centre Inc Ww Room	401	2,297	0	(2,297)			0.0%	
1445	Community centre kitchenette	73	1,062	0	(1,062)			0.0%	
1455	Community centre stage hire	55	454	0	(454)			0.0%	
1460	Hire of flasks	36	421	0	(421)			0.0%	
1470	Hire of urn	21	31	0	(31)			0.0%	
1475	Storage charge	85	747	0	(747)			0.0%	
1476	Rent old parish office	0	1,049	0	(1,049)			0.0%	
	Community Centre :- Income	**5,209**	**46,101**	**53,500**	**7,399**			**86.2%**	**0**
4070	Profess Fees/Agency Personnel	0	2,705	0	(2,705)		(2,705)	0.0%	
4112	Advertising	350	350	0	(350)		(350)	0.0%	
4150	Utilities & business rates	4,213	22,455	26,581	4,126		4,126	84.5%	
4160	Repairs/Maintenance	0	13,933	0	(13,933)	120	(14,053)	0.0%	
4240	Emergency Work	0	269	0	(269)		(269)	0.0%	
4250	PHS services	0	4,661	4,000	(661)		(661)	116.5%	
4295	Equipment - New/Replacement	106	3,893	8,860	4,967	53	4,914	44.5%	1,527
4300	Equipment-Repair/Maintenance	(10)	716	700	(16)	221	(237)	133.8%	
4305	Parts- Repair/Replace/Spare	0	72	0	(72)		(72)	0.0%	
4390	Materials	0	74	0	(74)	1	(75)	0.0%	
4435	Contingencies	0	381	2,500	2,119	55	2,064	17.5%	
4450	Inspections	0	410	700	290		290	58.6%	
4480	Memberships & Subscriptions	1,762	1,931	2,500	569		569	77.2%	
4560	Property Maintain/Replacement	0	16,383	9,619	(6,764)	8,150	(14,914)	255.0%	
4625	Senior Citizens club	29	221	0	(221)		(221)	0.0%	
4630	Consumables	0	469	750	281	174	108	85.6%	
4635	cleaning agents/materials	376	3,029	2,000	(1,029)	408	(1,437)	171.8%	
4645	Warm room expenditure	0	499	0	(499)	17	(515)	0.0%	
4695	community centre redevelopment	0	(116)	0	116		116	0.0%	
4696	community centre WC project	0	5,269	0	(5,269)		(5,269)	0.0%	
	Community Centre :- Indirect Expenditure	**6,825**	**77,602**	**58,210**	**(19,392)**	**9,198**	**(28,590)**	**149.1%**	**1,527**
	Net Income over Expenditure	**(1,616)**	**(31,501)**	**(4,710)**	**26,791**				
6000	plus Transfer from EMR	0	1,527	0	(1,527)				
	Movement to/(from) Gen Reserve	**(1,616)**	**(29,974)**	**(4,710)**	**25,264**				

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Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	Administration								
1076	Precept	0	598,827	0	(598,827)			0.0%	
1085	Grants received	0	31,272	0	(31,272)			0.0%	
1099	Community Infrastructure	0	8,784	0	(8,784)			0.0%	8,784
	Administration :- Income	**0**	**638,883**	**0**	**(638,883)**				**8,784**
4065	councillor training	485	525	1,000	475		475	52.5%	
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	11,431	11,310	(121)		(121)	101.1%	
	Administration :- Indirect Expenditure	**485**	**17,923**	**26,419**	**8,496**	**0**	**8,496**	**67.8%**	**0**
	Net Income over Expenditure	**(485)**	**620,960**	**(26,419)**	**(647,379)**				
6001	less Transfer to EMR	0	8,784	0	(8,784)				
	Movement to/(from) Gen Reserve	**(485)**	**612,176**	**(26,419)**	**(638,595)**				
120	Staff								
4000	Admin Staff	7,630	80,501	128,356	47,855		47,855	62.7%	
4010	Groundstaff	5,770	57,862	87,139	29,277		29,277	66.4%	
4020	Care Takers	5,591	55,569	89,764	34,195		34,195	61.9%	
4025	Cafe Staff	2,469	24,664	31,721	7,057		7,057	77.8%	
4040	PAYE	6,073	42,195	0	(42,195)		(42,195)	0.0%	
4045	Pension Scheme	4,187	46,144	44,443	(1,701)		(1,701)	103.8%	
4055	Staff training	370	745	4,500	3,755	120	3,635	19.2%	
4070	Profess Fees/Agency Personnel	0	3,011	4,645	1,635		1,635	64.8%	
4080	Employer NI	0	19,168	28,376	9,208		9,208	67.6%	
4090	Protective clothing/workwear	125	1,400	2,500	1,100	69	1,030	58.8%	
4480	Memberships & Subscriptions	0	83	0	(83)	17	(100)	0.0%	
	Staff :- Indirect Expenditure	**32,215**	**331,343**	**421,444**	**90,101**	**206**	**89,895**	**78.7%**	**0**
	Net Expenditure	**(32,215)**	**(331,343)**	**(421,444)**	**(90,101)**				
130	Council Office								
1360	Electricity FIT	0	(2,844)	604	3,448			(470.8%)	
1365	Misc office income	0	3	0	(3)			0.0%	
1490	Misc donations received	0	10	0	(10)			0.0%	
	Council Office :- Income	**0**	**(2,831)**	**604**	**3,435**			**(468.8%)**	**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	12	0	(12)		(12)	0.0%	
4112	Advertising	0	12	360	348		348	3.2%	
4150	Utilities & business rates	1,124	10,750	17,750	7,000		7,000	60.6%	
4160	Repairs/Maintenance	0	0	0	0	188	(188)	0.0%	
4240	Emergency Work	0	105	0	(105)	45	(150)	0.0%	
4250	PHS services	0	101	130	29		29	77.7%	
4295	Equipment - New/Replacement	0	171	1,968	1,797	7	1,790	9.0%	
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	1	95	100	5		5	95.0%	
4415	Refreshments	72	390	524	134		134	74.5%	
4420	Telephone and Broadband	771	4,161	3,379	(782)		(782)	123.1%	
4425	IT Support and Maintenance	716	4,438	6,689	2,251	609	1,643	75.4%	
4430	Photocopier	0	665	1,338	673		673	49.7%	
4435	Contingencies	0	0	500	500		500	0.0%	
4440	Stationery	265	740	966	226	0	226	76.6%	
4445	Postage	29	77	237	160		160	32.5%	
4450	Inspections	0	410	1,237	827		827	33.1%	
4480	Memberships & Subscriptions	0	48	0	(48)		(48)	0.0%	
4485	Other Licences/Fees	34	4,202	2,881	(1,321)		(1,321)	145.9%	
4500	PWLB	0	34,150	43,094	8,944		8,944	79.2%	
4560	Property Maintain/Replacement	0	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	**3,012**	**70,178**	**89,578**	**19,400**	**854**	**18,546**	**79.3%**	**0**
	Net Income over Expenditure	**(3,012)**	**(73,010)**	**(88,974)**	**(15,964)**				
140	Neighbourhood Plan								
1340	Neighbourhood Plan	0	35	0	(35)			0.0%	
	Neighbourhood Plan :- Income	**0**	**35**	**0**	**(35)**				**0**
4135	Consultancy Fees	0	3,700	0	(3,700)		(3,700)	0.0%	
4600	Neighbourhood Plan	0	1,624	18	(1,606)		(1,606)	9021.9%	
	Neighbourhood Plan :- Indirect Expenditure	**0**	**5,324**	**18**	**(5,306)**	**0**	**(5,306)**	**29577.5**	**0**
	Net Income over Expenditure	**0**	**(5,289)**	**(18)**	**5,271**				

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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
150	Investment								
1080	Bank Interest Received	11,147	21,729	4,051	(17,678)			536.4%	
1090	Monthly Loyalty Rewards	0	117	92	(25)			126.9%	
1091	Cash back rebates	8	47	48	1			98.3%	
	Investment :- Income	**11,155**	**21,893**	**4,191**	**(17,702)**			**522.4%**	**0**
4060	Bank Charges & card fees	83	1,085	899	(186)		(186)	120.6%	
	Investment :- Indirect Expenditure	**83**	**1,085**	**899**	**(186)**	**0**	**(186)**	**120.6%**	**0**
	Net Income over Expenditure	**11,072**	**20,808**	**3,292**	**(17,516)**				
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	319	984	357	(627)		(627)	275.7%	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	0	194	0	(194)		(194)	0.0%	
	Health and Safety :- Indirect Expenditure	**319**	**1,472**	**1,634**	**162**	**0**	**162**	**90.1%**	**140**
	Net Expenditure	**(319)**	**(1,472)**	**(1,634)**	**(162)**				
6000	plus Transfer from EMR	0	140	0	(140)				
	Movement to/(from) Gen Reserve	**(319)**	**(1,331)**	**(1,634)**	**(303)**				
180	Media and Communications								
4105	Newsletter-Printing/Distributi	0	4,250	5,124	874		874	82.9%	
4110	Website and Emails	40	617	1,690	1,073		1,073	36.5%	
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	**40**	**4,867**	**8,064**	**3,197**	**0**	**3,197**	**60.4%**	**0**
	Net Expenditure	**(40)**	**(4,867)**	**(8,064)**	**(3,197)**				

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Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
190	Stores								
4150	Utilities & business rates	0	1,530	1,623	93		93	94.3%	
	Stores :- Indirect Expenditure	**0**	**1,530**	**1,623**	**93**	**0**	**93**	**94.3%**	**0**
	Net Expenditure	**0**	**(1,530)**	**(1,623)**	**(93)**				
195	Tractor Shed								
4150	Utilities & business rates	0	12,213	3,466	(8,747)		(8,747)	352.4%	
4450	Inspections	0	390	473	83		83	82.5%	
4560	Property Maintain/Replacement	0	454	720	266	80	186	74.2%	
	Tractor Shed :- Indirect Expenditure	**0**	**13,057**	**4,659**	**(8,398)**	**80**	**(8,478)**	**282.0%**	**0**
	Net Expenditure	**0**	**(13,057)**	**(4,659)**	**8,398**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	39	646	595	(51)	17	(68)	111.4%	
4120	Over 65 Entertainment	0	220	160	(60)		(60)	137.5%	
4630	Consumables	0	36	148	112	40	72	51.3%	
	Residents' Parties :- Indirect Expenditure	**39**	**902**	**903**	**1**	**57**	**(56)**	**106.2%**	**0**
	Net Expenditure	**(39)**	**(902)**	**(903)**	**(1)**				
205	Events								
1480	Events income	(200)	3,544	1,550	(1,994)			228.7%	
	Events :- Income	**(200)**	**3,544**	**1,550**	**(1,994)**			**228.7%**	**0**
4122	Events	1,833	6,524	4,709	(1,815)	767	(2,582)	154.8%	
4123	Bar trading costs	0	226	0	(226)		(226)	0.0%	
	Events :- Indirect Expenditure	**1,833**	**6,750**	**4,709**	**(2,041)**	**767**	**(2,808)**	**159.6%**	**0**
	Net Income over Expenditure	**(2,033)**	**(3,206)**	**(3,159)**	**47**				
210	Grounds								
1200	Football Hire Charges	513	1,318	2,106	788			62.6%	
1210	Football Training Area Hire	67	463	986	523			46.9%	
1215	Grass cutting agreement	0	14,282	16,735	2,453			85.3%	
1270	Floodlights Income	0	27	26	(1)			104.2%	
	Grounds :- Income	**579**	**16,090**	**19,853**	**3,763**			**81.0%**	**0**
4160	Repairs/Maintenance	0	111	0	(111)		(111)	0.0%	
4195	Keys/Locks	0	394	204	(190)	30	(219)	207.5%	
4200	Locking parks	312	1,152	2,772	1,620		1,620	41.6%	

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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
4205	Replacement Bins	0	381	2,200	1,819		1,819	17.3%	
4210	Emptying Bins/Fresheners	126	5,068	5,457	389		389	92.9%	
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	0	(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	830	2,730	1,900		1,900	30.4%	
4260	Shrub/Tree/Hedge	0	944	1,000	56	15	41	95.9%	
4270	Fertilisers/Weed & Moss Killer	0	516	0	(516)	15	(531)	0.0%	
4275	Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295	Equipment - New/Replacement	0	12,873	525	(12,348)	97	(12,445)	2470.4%	
4300	Equipment-Repair/Maintenance	0	789	0	(789)	69	(858)	0.0%	
4305	Parts- Repair/Replace/Spare	0	41	0	(41)		(41)	0.0%	
4320	Small tools	0	244	1,052	808	25	783	25.6%	
4325	fence repairs	3,596	3,596	5,000	1,404		1,404	71.9%	
4390	Materials	336	2,069	4,123	2,054	849	1,206	70.8%	
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	0	60	0	(60)		(60)	0.0%	
4630	Consumables	0	0	75	75		75	0.0%	
4635	cleaning agents/materials	0	67	450	383	22	361	19.8%	
	Grounds :- Indirect Expenditure	**4,370**	**37,181**	**44,040**	**6,859**	**1,121**	**5,738**	**87.0%**	**0**
	Net Income over Expenditure	**(3,790)**	**(21,091)**	**(24,187)**	**(3,096)**				
220	Machinery and Vehicles								
4160	Repairs/Maintenance	0	1,426	1,433	7	241	(234)	116.3%	
4265	Fuel	85	1,643	2,640	997		997	62.2%	
4290	Servicing	259	1,724	4,725	3,001	195	2,806	40.6%	
4295	Equipment - New/Replacement	500	557	57	(500)		(500)	977.0%	
4300	Equipment-Repair/Maintenance	70	70	0	(70)		(70)	0.0%	
4310	Hire of Machinery & vehicles	0	4,548	6,690	2,142		2,142	68.0%	
4555	Vehicles	0	228	0	(228)		(228)	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**914**	**10,196**	**15,545**	**5,349**	**436**	**4,913**	**68.4%**	**0**
	Net Expenditure	**(914)**	**(10,196)**	**(15,545)**	**(5,349)**				
230	Trees								
4240	Emergency Work	0	36	1,668	1,632	9	1,623	2.7%	
4450	Inspections	0	495	0	(495)		(495)	0.0%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4455	work & inspections	0	0	8,067	8,067		8,067	0.0%	
	Trees :- Indirect Expenditure	**0**	**531**	**9,735**	**9,204**	**9**	**9,195**	**5.5%**	**0**
	Net Expenditure	**0**	**(531)**	**(9,735)**	**(9,204)**				
240	Allotments								
1100	Allotment Income	108	4,611	3,220	(1,391)			143.2%	
1110	Water Recharge	0	(908)	0	908			0.0%	
1111	Electricty Recharge	0	39	0	(39)			0.0%	
1115	Pest control Recharge	0	(390)	0	390			0.0%	
	Allotments :- Income	**108**	**3,352**	**3,220**	**(132)**			**104.1%**	**0**
4145	Landowner Rent	0	2,149	1,550	(599)		(599)	138.6%	
4150	Utilities & business rates	680	1,440	192	(1,248)		(1,248)	750.1%	
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	**680**	**3,991**	**4,193**	**202**	**0**	**202**	**95.2%**	**0**
	Net Income over Expenditure	**(572)**	**(639)**	**(973)**	**(334)**				
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	0	892	1,816	924			49.1%	
	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	0	83	0	(83)		(83)	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**0**	**83**	**2,540**	**2,457**	**0**	**2,457**	**3.3%**	**0**
	Net Income over Expenditure	**0**	**809**	**(724)**	**(1,533)**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260	Bowling Green								
1240	Bowls Hire Charges	0	1,900	1,900	0			100.0%	
	Bowling Green :- Income	**0**	**1,900**	**1,900**	**0**			**100.0%**	**0**
4160	Repairs/Maintenance	0	0	200	200		200	0.0%	
4390	Materials	0	1,595	2,445	850	30	820	66.5%	
	Bowling Green :- Indirect Expenditure	**0**	**1,595**	**2,645**	**1,050**	**30**	**1,020**	**61.4%**	**0**
	Net Income over Expenditure	**0**	**305**	**(745)**	**(1,050)**				
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	0	125	350	225	7	219	37.5%	
	Memorials :- Indirect Expenditure	**0**	**133**	**750**	**617**	**7**	**610**	**18.7%**	**0**
	Net Income over Expenditure	**0**	**(96)**	**(750)**	**(654)**				
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	4,524	41,737	36,000	(5,737)			115.9%	
	Cafe :- Income	**4,524**	**41,737**	**36,000**	**(5,737)**			**115.9%**	**0**
4070	Profess Fees/Agency Personnel	948	2,148	0	(2,148)		(2,148)	0.0%	
4150	Utilities & business rates	170	170	0	(170)		(170)	0.0%	
4160	Repairs/Maintenance	0	65	0	(65)		(65)	0.0%	
4295	Equipment - New/Replacement	0	15	0	(15)	34	(49)	0.0%	
4300	Equipment-Repair/Maintenance	0	63	76	13		13	83.1%	
4435	Contingencies	0	659	0	(659)		(659)	0.0%	
4630	Consumables	31	317	1,750	1,433		1,433	18.1%	
4635	cleaning agents/materials	0	23	150	127	107	20	86.7%	

Continued over page

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4700	Machine Rental	0	(28)	0	28		28	0.0%	
4710	Café Purchases	2,523	19,133	21,417	2,284	1,067	1,217	94.3%	
4711	Community fridge/ fruit & veg	0	119	282	163		163	42.3%	
	Cafe :- Indirect Expenditure	**3,672**	**22,683**	**23,675**	**992**	**1,208**	**(217)**	**100.9%**	**0**
	Net Income over Expenditure	**852**	**19,054**	**12,325**	**(6,729)**				
	Grand Totals:- Income	**21,376**	**777,775**	**128,777**	**(648,998)**			**604.0%**	
	Expenditure	**54,486**	**621,126**	**739,215**	**118,089**	**13,971**	**104,117**	**85.9%**	
	Net Income over Expenditure	**(33,111)**	**156,648**	**(610,438)**	**(767,086)**				
	plus Transfer from EMR	**0**	**1,667**	0	(1,667)				
	less Transfer to EMR	**0**	**8,784**	0	(8,784)				
	Movement to/(from) Gen Reserve	**(33,111)**	**149,532**	**(610,438)**	**(759,970)**				

Hellesdon Parish Council Investment Options.

Dates of figures are taken on 21st January 2025, and are subject to change after this date.

Redwood bank business savings account

35-day business savings account: 4.10% gross/AER. 35 days required for withdrawals

95-day business savings account: 4.55% gross/AER. 90 days required for withdrawals

1 year business savings account bonds: 4.65 gross/AER. Funds are locked for 1 year.

Minimum investment: £10,000

Maximum investment: £1,000,000

Liquidity: moderate for notice accounts; low for fixed bond

Pro: high interest rates for both notice accounts and fixed bonds

Suitable for medium to long term investments

Con: limited flexibility due to notice requirements or fixed terms.

Interest is calculated daily and paid either monthly or annually, depending on the option selected at opening for account.

CCLA Public Sector Deposit Fund (PSDF)

Interest rate: approximately 5.23 currently yield, net of fees.

Notice period: daily liquidity; transactions processed if instructions and cleared funds are received by 11:30am on a business day.

Minimum investment: £25,000

Maximum investment: £10,000,000

Liquidity: high

Pro: tailored specifically for public sector investors

Instant access and competitive yield.

Con: minimum investment of £25,000 may not be feasible for all councils.

Additional information: offers instant access to funds.

Hodge bank fixed rate bonds

Interest rates: for a 2- year fixed rate bond, 4.67% gross/AER

Monthly interest option: 4.57% gross/ AER.

Notice period: funds are locked for a chosen term (1,2,3 or 5 years) with no access to funds until maturity.

Minimum investment: £1000

Maximum investment: £1,000,000

Liquidity: low- funds are inaccessible until maturity.

Pro: high fixed returns for council with no short term liquidity needs

Con: lack of access to funds during the term limit flexibility

Interest rate is fixed for the term; no withdrawals or additional deposits allowed during the term.

Hinckley & Rugby Building society's local council 45 day notice deposit.

Interest rate: 2.85% Gross/AER

Notice period: 45 days' notice without withdrawals.

Minimum investment: £1000

Maximum investment: £500,000

Pro: reasonable interest rate with a shorter notice period

Low minimum investment requirement

Con: lower returns compared to other providers

Notice period may not suit councils requiring immediate access to funds

Available to parish and town councils with an annual budget not exceeding £425,000.

Barclays business premium account

Interest rates:

Balances £1+: 1.40% gross/AER

Balances £1 million+: 1.70% Gross/AER

Balances £10 Million+: 1.90% Gross/AER

Notice period: Instant access

Minimum investment: no minimum requirement.

Maximum investment: £50 million (£2 million for financial institutions).

Liquidity: High – instant access to funds

Pro: Flexibility with no minimum investment

Quarterly interest payments and high balance thresholds

Con: lower interest rates compared to redwood and CCLA options

Investment Option	Interest Rate(Gross/AER)	Notice Period	Minimum Investment	Maximum Investment	Liquidity
Redwood 35 day savings account	4.10%	35 Days	£10,000	£1,000,000	Moderate
Redwood 95 day savings account	4.55%	95 Days	£10,000	£1,000,000	Moderate
Redwood 1 year savings account	4.65%	Locked for 1 year	10,000	£1,000,000	Low
CCLA PSDF	5.23% (current yield, net)	Daily Liquidity	£25,000	£10,000,000	High
Hodge bank Fixed Rate Bonds	4.67% (2 Year Bond)	Locked for term(1-5 yrs)	£1000	£1,000,000	Low
Hinckley & Rugby 45-Day notice deposit	2.85%	45 days	£1000	£500,000	Moderate
Barclays Business Premium account	1.40%-1.90%	Instant Access	No minimum	£50,000,000	High

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 14th January 2025 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

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

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

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

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

3. **To Approve the Minutes of the Committee Meeting held on 10th December 2024**
   Minutes of 10th December 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
2024/3710 2 - 3 Blackberry Court Sweet Briar Retail Park, NR6 5DH. Variation of condition 3 of 2023/3279 - (3) Specific use Application Type: Removal/Variation of Condition (S73 / S19).	No objections.
2024/3542 51 Saracen Road, NR6 6PB Proposed extension of kitchen wall on front of dwelling.	No objections.

Approved.....

Date.....

2024/3740 12 Meadow Way, NR6 5NW Single storey flat roof rear extension.	No objections.
2024/3596 73 Meadow Way, NR6 6XZ Demolition of existing dwelling and erection of new two-storey dwelling.	No objections.
2024/3832 167 Middletons Lane, NR6 5SF First floor extension over existing garage	No objections.

7. Items for the Next Agenda
No matters raised.

8. Date, time and venue of next meeting
28th January 2025, commencing at 6.15pm at Diamond Jubilee Lodge.

The meeting closed at 6.38pm.

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 28th January 2025 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton
Cllr I. Duckett
Cllr R. Forder

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

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

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

3. **To Approve the Minutes of the Committee Meeting held on 14th January 2025**
   Minutes of 14th January 2025 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 presented at the meeting and **NOTED.**

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

Application	Response to Consultation
2024/3826 19 Gowing Road, NR6 6UN Rear extension, loft conversion with front and rear dormers, new front entrance and demolition of existing rear extension and conservatory	No objections.
2024/3445 – Amendment 28 Dennis Road, NR6 6UB Erection of front porch, hipped to gable extension including dormer extension and internal remodelling.	Due to the Local Planning Authority being unable to grant a time extension, this was reviewed by email. The committee had no objections to the original application, and as the amendment has a reduction in the size of the dormer, there continued to be no objections.

Approved.....

Date.....

7. Items for the Next Agenda

The Clerk advised that Cornerstone Developments will be attending the next Parish Council meeting to present the updated Heath Crescent plans.

A query was raised about whether a change of use planning application was required for the café on Reepham Road, which was previously an electrical shop. A further query was raised about whether a planning application had been received about a hairdresser operating from a residential garage on Coronation Close.

The Clerk and Deputy Clerk will investigate these matters.

8. Date, time and venue of next meeting

11th February 2025, commencing at 6.15pm at Diamond Jubilee Lodge.

The meeting closed at 6.23pm.

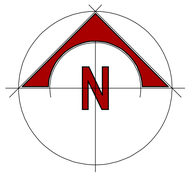
DRAFT

Approved.....

Date.....

Accommodation Schedule 2129/SK07 rev D

Ref	Description	Area sq.m	Area sq.ft	Parking	No.	Total sq.ft
Private						
M	1 Bed 2 Person flat	50.50	544	1 PS	4	2174
B3	3 Bed 5 Person detached bungalow	104.32	1123	SG	2	2246
G	2 Bed 4 Person semi-det bungalow	73.38	790	SG	8	6319
H	3 Bed 6 Person detached bungalow	95.00	1023	SG	10	10226
T	3 Bed 5 Person detached bungalow	86.00	926	SG	2	1851
V	3 Bed 5 Person detached bungalow	86.00	926	SG	1	926
T plus	3 Bed 5 Person detached bungalow	95.47	1028	SG	2	2055
V Plus	3 Bed 5 Person detached bungalow	105.17	1132	SG	1	1132
P	2 Bed 4 Person house (terraced/semi)	79.00	850	2 PS	5	4252
Q	3 Bed 5 Person house (terraced)	93.00	1001	2 PS	2	2002
R	2 Bed 4 Person house (terraced/semi)	79.00	850	2 PS	1	850
N	2 Bed 4 Person semi-det bungalow	79.00	850	2 PS	2	1701
			Total		**40**	**35735**



DENOTES TWO STOREY DWELLINGS

DENOTES BUNGALOWS

NOTES

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REVISIONS

REV		DATE
A	Image rotated.	13.11.24.
B	Revised to planners comments.	09.12.24.
C	Local equipped area for play (LEAP) added.	09.12.24.
D	Minor revisions.	13.12.24.

CLIENT:
VELLO HOMES LTD.

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

DRAWING TITLE:
PROPOSED SITE LAYOUT

DRAWING STATUS: For Comment

SCALES - 1:500 @ A1

DATE - NOVEMBER 2024

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JOB NO.	DWG NO.	REV.
2129	SK07	D

Meeting of Hellesdon Parish Council – 11th February 2025

Item 8 - To Receive Feedback on Meeting with the Director of Place at South Norfolk and Broadland Councils about the Persimmon applications.

A meeting was held on 23rd January between representative of Hellesdon Parish Council, the District Councillors and Broadland planning officers to discuss the Persimmon planning applications. Below is a summary of the meeting:

- The financial viability report submitted by Persimmon would be scrutinised for accuracy as part of the planning process.
- If it is agreed that the development is not financially viable, there needs to be some difficult decisions as to what community benefit will have to 'give'. The Parish Council is an important consultee in this process. It is **IMPERATIVE** that the Parish Council engages constructively in the planning process and does not stay silent. It needs to have a clear understanding of its needs, prioritise these needs, and is able to communicate this in a constructive manner.
- With regard to affordable housing, there is a possibility that funding could be applied for from Homes England to supply some of the affordable housing that the developer is considering not building, however, this can only be done after planning permission is granted.
- The result of the recent NPPF consultation means that there will need to be additional houses built under the GNLP. This figure is likely to be an extra 700 homes per year, meaning that effectively the area will not have a 5 year housing land supply. This puts the LPA in a weakened position.

The action points agreed from this meeting were:

- Broadland Council will send the Parish Council a list of questions to be asked at a meeting to help the Parish Council identify its priorities.
- After the Parish Council has identified its priorities, Persimmon should be invited to Full Council meeting to discuss.
- Broadland Council will follow up on the query about whether the details of a second sensitivity test is missing from the Financial Viability Assessment.

To date the required information has not been received from Broadland Council.

MEMBERS – USE THIS FORM TO VOTE ON THE PREFERRED LEGAL STRUCTURE AS DISCUSSED AT THE AGM 4 DEC 2024

COMPLETE YOUR VOTE AND RETURN BY FRIDAY 7 MARCH

SPECIAL RESOLUTION: That the Norfolk Association of Local Councils converts from a co-operative society to a company limited by guarantee.

AND

That the services of legal expert Roger Taylor will be employed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee.

Two months notice of this special resolution was given at the Norfolk ALC AGM on 4 December 2024. A discussion paper was provided before the AGM which pointed out some of the advantages or disadvantages of each type of structure. An updated summary is attached. In brief it cites reasons such as:

- The co-operative structure is cumbersome and does not support effective management practice of the current Norfolk ALC.
- The requirement to extend democratic activity through area meetings and neighbourhood projects at district level never achieved enthusiastic support.
- The current structure is therefore inefficient and lacks resources to provide a modern and professional service
- The company limited by guarantee still protects our not-for-profit status as no dividends are paid to shareholders; instead any surpluses are invested in the provision of services for members.
- The company limited by guarantee protects members and directors from financial burden due to its limited liability – any debt would fall on the company but not on the directors threatening their own homes or savings, for example
- The company limited by guarantee management structure will continue to reflect its membership through elections from member councils to a board of directors willing to attend meetings and represent views from its member councils.

At the AGM, we were asked to provide a statement from Roger Taylor that this is the correct step for the Norfolk ALC. He writes in an email dated 23 September 2024:

"The current registration of the Association as a Co-operative Society is in our view the incorrect structure for the Association. Whilst the Association may superficially appear to meet the relevant criteria in fact looking at the services that it performs it is outside the criteria for a Co-operative Society. If queries were raised it is possible for the to cancel the registration.

No other County Association is registered as a Co-operative Society . Those that are incorporated are a straightforward Company limited by Guarantee.

In my view the Association has no alternative but to cease to operate as a Co-operative. There will be administration involved in this which cannot be avoided If the present structure is dismantled the Association can either form a new Company limited by Guarantee outside the Co-operative Acts or proceed as an unincorporated organisation.

Yours sincerely RogerTaylor

Please provide the agreed vote of your Council on the two resolutions.

The following two special resolutions are recommended for approval by the Board of the Norfolk Association of Local Councils on the basis of consultation and expert legal advice received over a 12 month period:

That the Norfolk Association of Local Councils should convert from a co-operative society to a company limited by guarantee.	YES	NO
That Roger Taylor be appointed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee.	YES	NO

Please complete and return this form BY FRIDAY 7 MARCH

Name of Council	
Signed on behalf of named Council	
Name of Representative signing for Council	
Title of Representative signing for Council	
Contact telephone	
Contact email address	
Date	

Please return page 2 with your vote and details to:

CountyOfficer@norfolkalc.gov.uk

By **FRIDAY 7 MARCH**

Any questions? Please call Adrian Myers on 07904 043911

Norfolk Association of Local Councils (NALC) – Legal Structure Update

1. Background

In September 2020, NALC was registered as a co-operative society under the Financial Conduct Authority. This structure was adopted to encourage member participation. However, following legal consultation and expert advice, it has been determined that a co-operative structure is unsuitable for NALC's purpose. This was discussed at the 2023 AGM, where members requested more information before making a decision.

2. Issues with the Current Co-operative Structure

While the co-operative structure offers some advantages, such as limited liability and legal stability, significant drawbacks exist:

- Efficiency: Insufficient revenue to support professional staff.
- Participation: Most members do not actively engage in decision-making.
- Conflicts: Diverse member expectations can lead to disputes.
- Privacy Concerns: Members' data can be requested under the Co-operative and Community Benefit Societies Act 2014.
- Restrictive Rules: Requirements for member participation, education, and training are impractical and outdated.

Additionally, no other County Association is registered as a co-operative, making this structure an anomaly.

3. Proposed Alternative: Company Limited by Guarantee

The Board recommends converting to a Company Limited by Guarantee, which is a not-for-profit legal structure offering:

- Limited liability for members and directors (typically £1).
- Defined responsibilities and powers for directors through Articles of Association.
- Modernised governing rules aligned with the Association's aims.

This change will not alter the Board's responsibilities or the transfer of assets. It provides an opportunity to streamline operations and ensure alignment with NALC's purpose.

4. Next Steps

A Special Resolution to convert to a Company Limited by Guarantee was presented at the 2024 AGM on 4th December for discussion.

A postal vote will take place during February 2025 following the required two-month notice period.

For further details or to review the current registration document, please contact the Board.

This decision aims to better align NALC's legal structure with its mission and ensure long-term efficiency and sustainability.

10 January 2025

This document has been approved by the Board of the Norfolk Association of Local Councils