Interests Flowchart

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

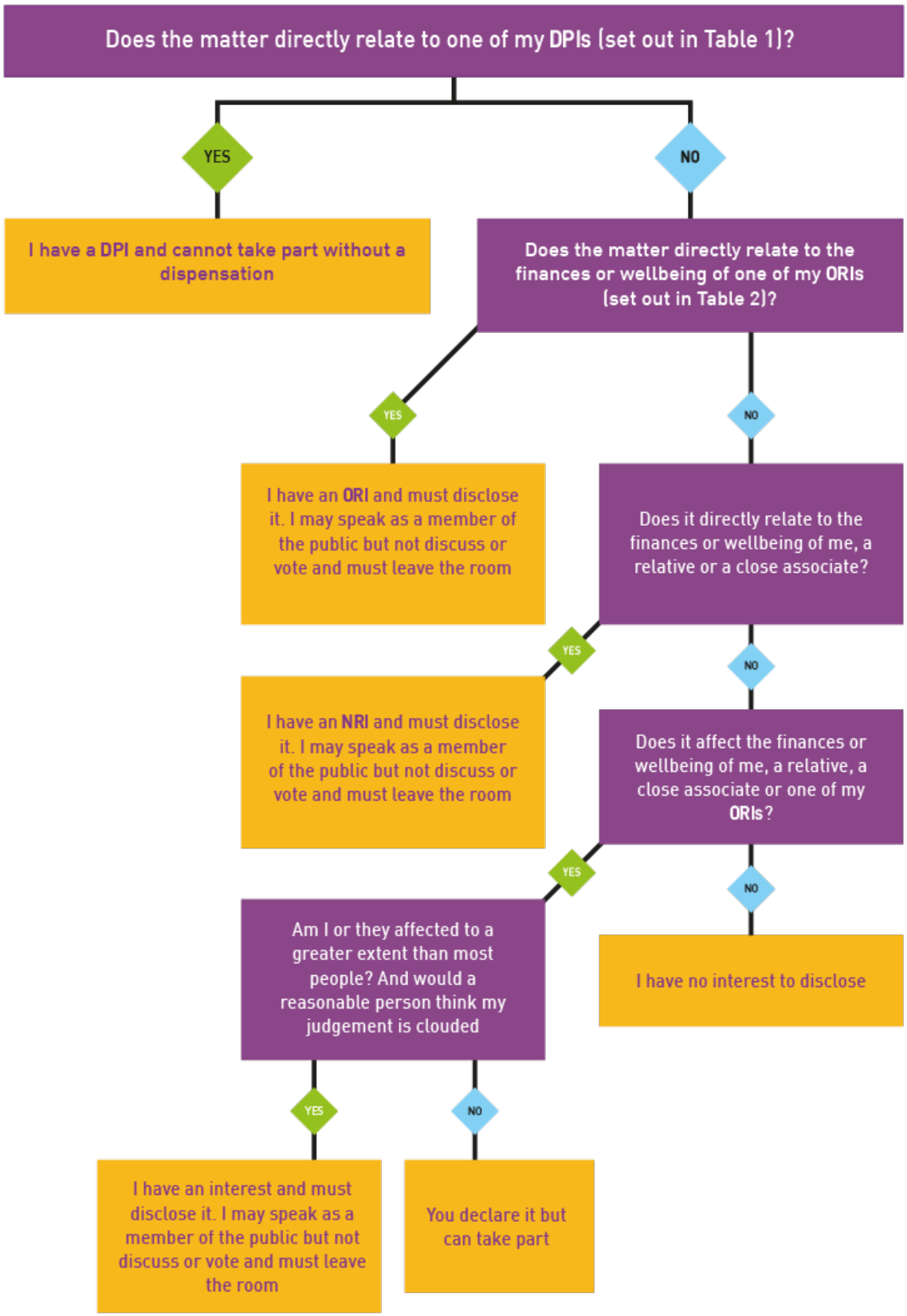

Table 1: Disclosable Pecuniary Interests

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

HP HC 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 11th February 2025 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr G. Britton
Cllr I Duckett
Cllr S. Gurney
Cllr S. Holland (from 7.40pm)
Cllr D. Maidstone
Cllr R. Sear
Cllr D. Britcher
Cllr L. Douglass
Cllr R. Forder
Cllr M. Hicks
Cllr A. Lock
Cllr M. Maidstone
Cllr S. Smith

In attendance: Mrs F LeBon (Clerk), three representatives from Cornerstone Developments and Vello Homes to discuss the Heath Crescent development, and one member of the public.

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

1. Apologies and Acceptance for Absence

Apologies were received from Cllr N. Barker and Cllr D. Fahy.

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 14th January 2025

The Minutes of the Full Council meeting held on 14th 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.

Cllr Gurney advised that she had requested a policy on Treasury Management.

4. Public Participation

a) To Receive Presentation from Cornerstone Developments on Heath Crescent Pre-Application

The site plan, original indicative layout and revised indicative layout were displayed. After pre-application discussions there is reduction from 52 houses planned to 40 and an increase in public open space. All but ten of the dwellings are bungalows and the density is now 18 dwellings per hectare. The views of the Parish Council are being sought on the revised plan, the LEAP and also offsite recreational contributions. Upon the advice of the Local Planning Authority, the Wensum Trust has also been approached with regards to the offsite contribution.

Cllr Sear advised that he was in possession of a petition with 123 signatures objecting to the development. His biggest concern was the highways access/egress being only on one road and would prefer to see an access from Prince Andrews Road and an egress onto Fifers Lane.

Approved……

Date……

Cllr Gurney queried whether there had been a traffic impact survey. Cornerstone Developments confirmed that this was in the hands of the traffic management company and the results of which would form part of the planning consultation process.
Cllr Gurney hoped that bigger gardens could be achieved with the decreased density.
It was queried whether there would be the same level of affordable housing? It was advised that with the reduced amount of houses, there would have to be less affordable housing to make the development viable.
Cllr Douglass advised that Broadland Council has a desire for the installation of accessible play equipment, including equipment for neurodiverse children. Cornerstone Developments will be guided by the Parish Council. Cllr Douglass will put Cornerstone Developments in touch with the Youth Advisory Board which will give guidance on the types of equipment for accessibility.
Cllr Britcher raised concerns about the shared driveway serving plots 29, 37 and 36 and the lack of pathway in this area, which was adjacent to the LEAP and so would likely attract children.
Cllr Gurney queried the safety of the attenuation system in an area of public open space. Cornerstone Developments confirmed that the area was dual use and was designed to be used in the event of a 1 in 100 year storm. The height difference would be 300mm and the drainage was good in this area so there would not be standing water for long.

Clarification was given regarding the difference between formal and informal recreation and the offsite financial contribution being for formal recreation. Whilst the decision would be up to the Local Planning Authority, it is likely that the community centre extension project could be classed as formal recreation.

Cllr Holland Entered the Meeting
Cornerstone Developments and Vello Homes were thanked for their time

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

5. Council Reports

a) To Receive Clerk's Written Report
This report had been previously circulated.
Cllr Gurney queried whether allotments had been offered to Taverham residents. The Clerk replied that they had been, subsequent to a decision made in 2023 to offer allotments to non-residents of Hellesdon to maximise income from the allotment site.
The report was **ACCEPTED.**

b) To Receive Reports from District and County Councillors
A report from Broadland District Council and Norfolk County Council from Cllr Gurney had been circulated.
Cllr Johnson, in the role of District Councillor, advised that he had attended one planning committee meeting.

It was **AGREED** that Cllr Britcher should be permitted to give a report on the Western Link.
Cllr Britcher reported that neither Natural England nor the Department of Transport would engage with the Western Link project whilst there was a live planning application, therefore the withdrawal of the planning application meant that meaningful engagement can be had with these authorities to mitigate any objections.

Cllr Lock will do a report on the recent Airport Consultive Committee meeting next month

DRAFT

c) Verbal Update from Chairman

Cllr Johnson reported that regrettably the Clerk's resignation had been accepted.
The recent Community Hearts event was a tremendous success. Cllr Smith and the Events Committee were thanked for their hard work with this event.

6. Financial Matters

a) Bank Reconciliation - 31st January 2025

The bank reconciliation for January 2025 was **ACCEPTED** after a proposal from Cllr D. Maidstone and a second from Cllr Britton.

b) Earmarked reserves summary – January 2025

The earmarked reserves summary for January 2025 was **AGREED**.

c) Approval of Payments – January 2025

The payments for January 2025 were **AGREED.**

d) Receipts – January 2025

The receipts for January 2025 were **AGREED.**

e) Detailed Income and Expenditure 1st April 2024 – 31st January 2025

Cllr Holland queried the balance on code 4070 (Professional Fees/ Agency Personnel). The Clerk advised that this was payment for agency personnel to cover sickness or holiday in the café.
The detailed income and expenditure was **ACCEPTED**.

f) To Receive Report on Parish Council Investments

A report had been circulation with investment options, detailing information about the fund, return and liquidity. Cllr Gurney pressed that the Council needed a Treasury Management Policy and that she would have preferred to see recommendations on the report. It was **AGREED** to defer this item. Cllr D. Maidstone will assist the Deputy Clerk in putting this together.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 14th and 28th January 2025

The minutes and decisions arising from the Planning Committee meeting held on 14th and 28th January 2025 had been circulated. It was **AGREED** to note the minutes and the decisions made.

b) Heath Crescent Development

i) To Consider Response to Cornerstone Developments on Updated Heath Crescent Plan
ii) To Provide Feedback on LEAP Equipment
iii) To Consider Possible Locations for an Off-Site Financial Contribution Towards Formal Recreation Provision

Feedback had been provided under item 4a.
Cllr Sear requested that the Parish Council accepts the petition against the development and formally objects. The Parish Council **REJECTED** this request and suggested that the appropriate time for a petition would be during the formal consultation period when an application is submitted. However, the Parish Council would acknowledge that there is a petition in place.

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

A report had been circulated detailing the advice received and the action points. The action points due to come from the Local Planning Authority had been chased on 6th February, but had yet to be received by the Parish Council. This will be deferred until the next meeting.

9. Neighbourhood Plan Working Group

Cllr Gurney reported that the working group is currently preparing the Regulation 14 submission. Amendments to the introduction have been sent to the consultant and more photos were discussed.

Approved……

Date……

The working group discussed methods of engaging the community in the consultation which, subject to the Just Hellesdon publication dates, is likely to begin in the second week of April with an open day being held on 22nd April.
The consultation must run for 6 weeks.
It was confirmed that information on the Parish Council website would be in an accessible format, allowing the document to be enlarged on the screen, and to be read by a screen reader.

10. Norfolk ALC

a) To Consider Vote on Special Resolution

The following two special resolutions were 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.
- That Roger Taylor be appointed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee

A query had been sent to Norfolk ALC about the budget for these works, but the budget figure was not disclosed, only that the matter had been budgeted for.
It was **AGREED** to vote 'yes' to both special resolutions, after a proposal from Cllr Holland and a second from Cllr Douglass.
Consideration of future Norfolk ALC membership is to be a future agenda item.

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

This was **AGREED**.

The Meeting was Closed to the Press and Public

12. Floodlights

a) To Consider Prices for Floodlight Replacement

A report was provided to councillors on prices for floodlight replacement in the car park and on the tennis courts. It was **AGREED** to replace the sodium light in the car park at a cost of £344.
Further information was required on the specification for the floodlights for the tennis courts.

13. Staffing

a) To Note Decisions Made by the Staffing Committee on 27th January and 10th February 2025

The minutes from 27th January had been previously circulated, and the draft minutes from 10th February were presented at the meeting.
The following were **AGREED**:

- That the outgoing Clerk's last day in the office will be 21st March, and that unused holiday will be compensated.
- That a locum Clerk and RFO should be sought for 3 days per week until a full time replacement Clerk and RFO is found. The three days should be regularly reviewed to ensure this is sufficient.
- That the Staffing Committee have delegated authority to set the Scale Point(s) for the recruitment of the new Clerk, based upon the SLCC Advice Note of 'How to Evaluate a Clerks Job' (circulated to members). Recruitment can then commence and the resulting scale point(s) can then be reported to full council on 11th March.
- The mediation process can be cancelled.

b) To Agree Implementation of Job Evaluation Recommendations

Approved……

Date……

It was **AGREED** to implement the recommendations after a proposal from Cllr Douglass and a second from Cllr Britton.

The Meeting was Reopened to the Press and Public

15. Matters for the Next Agenda

Review of Parish Council Investments.
Treasury Management Policy.
Feedback from the meeting with the Director of Place at South Norfolk and Broadland Councils about the Persimmon applications.
Recruitment Update.
Report on ACC meeting

16. Time and Venue of Next Council meeting.

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

The meeting closed at 9.23pm

DRAFT

Approved……

Date……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
11th March 2025

ITEM	COMMENTS
Community Centre	The final accounts for Phase 1 of the WC refurbishment project have been agreed and settled. With the continued lack of correspondence from the contractor for Phase 2 of the project, the Project Manager has exercised the Parish Council's right under the JCT contract to complete the snagging works and take off the expenses occurred from the contractor's final bill. There is also the intention to claim liquidated damages from the contractor for the delay in practical completion. With P2 of the fire doors completed, and the majority of the works for P2 of the WC refurbishment completed, the project for the replacement flooring in the foyer can commence.
Car Park – Community Centre	No matters to report
Community Café and Fridge	Agenda item under 'Staffing'
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	Agenda item under committee report
Community Orchard	No further update.
Community Apiary	Agenda item under committee report
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 as to 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	£300 has been received as grant funding for VE day celebrations.
Meeting Dates	17th March 2025 – Staffing 26th March 2025 – Neighbourhood Plan 8th April – 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.

Meeting of Hellesdon Parish Council

Item 5b – District and County Councillor Reports

Broadland District Council

Cllr Lacey Douglass

Broadland full council meeting to be held on 20th March to discuss devolution. The submission deadline for LGR plans is 21st March so what has been planned is what will be submitted.

There will be a public consultation in the Autumn once the Government has decided which model of local government they want us to have - The proposals being submitted by the current councils may not be what Gov want so who knows what it'll look like.

Hellesdon South East

We have had information from Wetherspoons that plans have been drawn up for the site which "should" improve the parking but as yet nothing has been submitted so the likelihood of improvements to parking this summer are remote and residents around the Whiffler face another year of issues. A request to review their licence on public safety grounds is being considered by ward councillors.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 28 February 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2025	Business Current Account 2077	500.00	
28/02/2025	Business savers account 4401	431,552.68	
28/02/2025	Petty Cash	163.39	
28/02/2025	Active Saver 7702	346,302.02	
28/02/2025	Account 73554503	83,439.27	
28/02/2025	Number 2 account 0958	0.00	
28/02/2025	Cafe float	100.00	
			862,057.36

Receipts not on Bank Statement

	0.00
Closing Balance	**862,057.36**

All Cash & Bank Accounts

1	Current Bank Account	432,052.68
2	Petty Cash	163.39
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	**862,057.36**

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	-12,707.00	7,293.00
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 CC Ext (29/30)	0.00	8,784.04	8,784.04
		603,659.99	**-5,590.20**	**598,069.79**

List of Payments made between 01/02/2025 and 28/02/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/02/2025	Barclays Bank Plc	£27.20	Charge for Period 13dec/12Jan
03/02/2025	Iris Software Limited	£40.80	Staffology Software
03/02/2025	Learning Lean	£443.80	Lean Six Sig Courses CARD PAID
03/02/2025	Norfolk County Council	£74.50	DBS Checks
03/02/2025	The Photo ID Card People	£20.81	ID PAID CARD
03/02/2025	Reed Online Ltd	£72.00	Staff Courses
03/02/2025	Alliance Online	£123.91	Banquet roll x 2 CARD PAID
03/02/2025	Fast Fit Exhausts Ltd	£114.40	Tyre replacement CARD PAID
03/02/2025	Toombs Butchers	£43.88	Cafe Purchases
03/02/2025	Toombs Butchers	£11.92	Cafe Purchases
03/02/2025	Toombs Butchers	£26.05	Cafe Purchases
03/02/2025	Toombs Butchers	£40.64	Cafe Purchases
03/02/2025	HSS Pro Service	£57.95	Vibrating plate CARD PAID
03/02/2025	Land Registry	£7.00	Title Reg
03/02/2025	LIDL	£79.30	Xmas seniors food CARD PAID
03/02/2025	Encore Musicians	£97.75	VE Day Entertainment
05/02/2025	UK Fuels Ltd	£85.22	Fuelcard
06/02/2025	Lacons Brewery Ltd	£360.34	Wet supplies
11/02/2025	Anglia Culinary Suppliers Ltd	£279.78	Cafe Purchases
11/02/2025	Amazon	£409.30	Baking equipment
11/02/2025	Ben Burgess Groundscare Equipm	£600.00	Vehicle Repair
11/02/2025	Calypso Coffee	£111.60	Lavazza Capsules
11/02/2025	DD Health & Safety Supplies Lt	£168.56	Foam scourer
11/02/2025	Easters Norwich Ltd	£113.60	Cafe Purchases
11/02/2025	Facit Testing Ltd	£324.60	Pat Testing for equipment
11/02/2025	Norse Commercial Services Ltd	£172.80	Locking Parks
11/02/2025	Osiris Technologies	£730.45	Monthly IT support
11/02/2025	Select Recruitment Specialists	£1,080.00	Agency staff, cafe
11/02/2025	O2	£388.80	Mobile Phone Invoice
19/02/2025	Total Gas & Power	£2,865.64	Gas Invoice
21/02/2025	Anglian Water Business (Nation	£540.89	Nov to Feb water Invoice
21/02/2025	Total Gas & Power	£39.74	Allotment energy invoice
25/02/2025	Broadland District Council	£644.00	Business rates
25/02/2025	Total Gas & Power	£1,207.59	HCC Energy Invoice
25/02/2025	Total Gas & Power	£1,360.69	HCC energy Invoice
26/02/2025	Anglia Culinary Suppliers Ltd	£158.98	Cafe purchases
26/02/2025	Anglia Culinary Suppliers Ltd	£234.23	Cafe Purchases
26/02/2025	Amazon	£39.98	Storage Boxes
26/02/2025	Amazon	£240.00	Pressure washer
26/02/2025	Ben Burgess Groundscare Equipm	£321.74	cleaning supplies

26/02/2025	Calypso Coffee	£139.90	Cafe purchases
26/02/2025	Collier Turf Care Ltd	£444.62	Grounds Supplies
26/02/2025	DD Health & Safety Supplies Lt	£213.20	Workwear/ PPE
26/02/2025	Gooch Builders	£10,009.85	Toilet refurb final payment
26/02/2025	Easters Norwich Ltd	£329.53	Cafe purchases
26/02/2025	Excel Electrical Services	£276.18	Socket replacement
26/02/2025	Hugh Crane Equipment	£95.86	Toilet Roll
26/02/2025	Just Regional Publishing	£420.00	Feb 25 double page
26/02/2025	mha Larking Gowen	£1,962.00	Audit testing
26/02/2025	Ofcom	£155.00	Microphone licence
26/02/2025	Origin Amenity Solutions	£436.22	Replacement parts
27/02/2025	Anglian Water Business (Nation	£15.62	Water Invoice
27/02/2025	Anglian Water Business (Nation	£62.05	Water Invoice
		£28,320.47	

Cash Received between 01/02/2025 and 28/02/2025

Date	Cash Received from	Receipt Description	Receipt Total
03/02/2025	Events Takings	Cash Takings	£245.00
03/02/2025	Allotment Hirer	Allotment Rent	£16.00
03/02/2025	HCC Hirer	HCC Hires	£325.80
03/02/2025	Takings - Cafe	Cash Payments	£610.61
03/02/2025	Takings - Cafe	Card Payments	£122.75
03/02/2025	Events Takings	Card Payments	£278.90
04/02/2025	Regular Hire	HCC Hires	£1,008.63
05/02/2025	Regular Hire	HCC Hires	£714.44
05/02/2025	Regular Hire	HCC Hires	£162.90
05/02/2025	Regular Hire	HCC Hires	£325.68
05/02/2025	Regular Hire	HCC Hires	£329.76
05/02/2025	Regular Hire	HCC Hires	£247.24
05/02/2025	Regular Hire	HCC Hires	£82.40
05/02/2025	Regular Hire	HCC Hires	£34.34
05/02/2025	Regular Hire	HCC Hires	£68.70
05/02/2025	Regular Hire	HCC Hires	£185.44
05/02/2025	Takings - Cafe	Card Payments	£220.95
06/02/2025	Regular Hire	HCC Hires	£96.20
06/02/2025	Regular Hire	HCC Hires	£71.61
06/02/2025	Regular Hire	HCC Hires	£164.84
06/02/2025	Regular Hire	HCC Hires	£539.28
06/02/2025	Takings - Cafe	Card Payments	£218.80
07/02/2025	Regular Hire	HCC Hires	£123.64
07/02/2025	Regular Hire	HCC Hires	£41.59
07/02/2025	Regular Hire	HCC Hires	£82.48
07/02/2025	Takings - Cafe	Card payments	£137.95
07/02/2025	Takings - Cafe	Cash Payments	£692.17
10/02/2025	Allotment Hirer	Allotment Rent	£28.00
10/02/2025	Regular Hire	HCC Hires	£19.08
10/02/2025	Regular Hire	HCC Hires	£171.24
10/02/2025	Regular Hire	HCC Hires	£136.36
10/02/2025	Regular Hire	HCC Hires	£169.35
10/02/2025	Regular Hire	HCC Hires	£22.51
10/02/2025	Regular Hire	HCC Hires	£147.64
10/02/2025	Regular Hire	HCC Hires	£136.40
10/02/2025	Takings - Cafe	Card Payments	£129.85
11/02/2025	Regular Hire	HCC Hires	£32.44
11/02/2025	Regular Hire	HCC Hires	£115.84
12/02/2025	Takings - Cafe	Card Payments	£219.65
13/02/2025	Regular Hire	HCC Hires	£62.77
13/02/2025	Regular Hire	HCC Hires	£87.44
13/02/2025	Regular Hire	HCC Hires	£159.50

13/02/2025	Takings - Cafe	Card Payments	£153.45
14/02/2025	Regular Hire	HCC Hires	£309.04
14/02/2025	Takings - Cafe	Card Payments	£145.50
17/02/2025	HCC Hirer	HCC Hires	£94.93
17/02/2025	Regular Hire	HCC Hires	£68.25
17/02/2025	Regular Hire	HCC Hires	£96.18
17/02/2025	Takings - Cafe	cash Payments	£634.65
17/02/2025	Takings - Cafe	Card Payments	£104.15
18/02/2025	Regular Hire	HCC Hires	£30.41
18/02/2025	Regular Hire	HCC Hires	£46.38
18/02/2025	Regular Hire	HCC Hires	£13.74
19/02/2025	Regular Hire	HCC Hires	£83.18
19/02/2025	Regular Hire	HCC Hires	£82.44
19/02/2025	Takings - Cafe	Card Payments	£315.25
20/02/2025	Regular Hire	HCC Hires	£507.64
20/02/2025	Regular Hire	HCC Hires	£288.48
20/02/2025	Regular Hire	HCC Hires	£183.97
20/02/2025	Takings - Cafe	Card Payments	£217.40
21/02/2025	Takings - Cafe	Card Payments	£209.85
24/02/2025	Regular Hire	HCC Hires	£183.62
24/02/2025	Takings - Cafe	Cash Payments	£526.90
24/02/2025	Takings - Cafe	Card Payments	£118.30
25/02/2025	Regular Hire	HCC Hires	£109.92
26/02/2025	Regular Hire	HCC Hires	£162.90
26/02/2025	Takings - Cafe	Card Payments	£262.50
27/02/2025	Takings - Cafe	Card payments	£168.25
28/02/2025	Broadland District Council	VE Day Grant	£300.00
28/02/2025	Regular Hire	HCC Hires	£68.67
28/02/2025	Regular Hire	HCC Hires	£72.13
28/02/2025	Takings - Cafe	Card payments	£143.75
			£14,488.00

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11 **Council Detail 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	4,087	25,615	0	(25,615)			0.0%	
1415	Community Centre Inc SW Room	3,980	22,169	0	(22,169)			0.0%	
1420	Community Centre Inc OH Room	2,238	11,870	0	(11,870)			0.0%	
1435	Warm room grants	0	500	0	(500)			0.0%	
1440	Community Centre Inc Ww Room	1,131	3,427	0	(3,427)			0.0%	
1445	Community centre kitchenette	200	1,262	0	(1,262)			0.0%	
1455	Community centre stage hire	95	549	0	(549)			0.0%	
1460	Hire of flasks	97	518	0	(518)			0.0%	
1470	Hire of urn	8	40	0	(40)			0.0%	
1475	Storage charge	180	928	0	(928)			0.0%	
1476	Rent old parish office	0	1,049	0	(1,049)			0.0%	
	Community Centre :- Income	**12,017**	**58,209**	**53,500**	**(4,709)**			**108.8%**	**0**
4070	Profess Fees/Agency Personnel	0	2,705	0	(2,705)		(2,705)	0.0%	
4112	Advertising	0	350	0	(350)		(350)	0.0%	
4150	Utilities & business rates	4,579	27,034	26,581	(453)		(453)	101.7%	
4160	Repairs/Maintenance	230	14,163	0	(14,163)		(14,163)	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	0	3,893	8,860	4,967	53	4,914	44.5%	1,527
4300	Equipment-Repair/Maintenance	271	987	700	(287)		(287)	141.0%	
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	0	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	0	221	0	(221)		(221)	0.0%	
4630	Consumables	80	549	750	201	94	108	85.6%	
4635	cleaning agents/materials	152	3,181	2,000	(1,181)	559	(1,740)	187.0%	
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	8,342	13,610	0	(13,610)		(13,610)	0.0%	
	Community Centre :- Indirect Expenditure	**13,653**	**91,255**	**58,210**	**(33,045)**	**8,929**	**(41,974)**	**172.1%**	**1,527**
	Net Income over Expenditure	**(1,636)**	**(33,046)**	**(4,710)**	**28,336**				
6000	plus Transfer from EMR	0	1,527	0	(1,527)				
	Movement to/(from) Gen Reserve	**(1,636)**	**(31,519)**	**(4,710)**	**26,809**				

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
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	0	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	1,635	3,560	3,363	(197)		(197)	105.9%	
4475	Legal Fees	7	399	667	269		269	59.7%	
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	**1,642**	**19,565**	**26,419**	**6,854**	**0**	**6,854**	**74.1%**	**0**
	Net Income over Expenditure	**(1,642)**	**619,318**	**(26,419)**	**(645,737)**				
6001	less Transfer to EMR	0	8,784	0	(8,784)				
	Movement to/(from) Gen Reserve	**(1,642)**	**610,534**	**(26,419)**	**(636,953)**				
120	Staff								
4000	Admin Staff	7,314	87,815	128,356	40,541		40,541	68.4%	
4010	Groundstaff	5,770	63,632	87,139	23,507		23,507	73.0%	
4020	Care Takers	5,894	61,463	89,764	28,301		28,301	68.5%	
4025	Cafe Staff	2,754	27,418	31,721	4,303		4,303	86.4%	
4040	PAYE	2,588	44,784	0	(44,784)		(44,784)	0.0%	
4045	Pension Scheme	4,051	50,195	44,443	(5,752)		(5,752)	112.9%	
4055	Staff training	(370)	375	4,500	4,125	120	4,005	11.0%	
4070	Profess Fees/Agency Personnel	0	3,011	4,645	1,635		1,635	64.8%	
4080	Employer NI	2,979	22,147	28,376	6,229		6,229	78.0%	
4090	Protective clothing/workwear	284	1,685	2,500	815	74	741	70.4%	
4480	Memberships & Subscriptions	0	83	0	(83)	17	(100)	0.0%	
	Staff :- Indirect Expenditure	**31,264**	**362,606**	**421,444**	**58,838**	**211**	**58,627**	**86.1%**	**0**
	Net Expenditure	**(31,264)**	**(362,606)**	**(421,444)**	**(58,838)**				
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**

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
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	1,134	11,884	17,750	5,866		5,866	67.0%	
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	33	204	1,968	1,764	7	1,757	10.7%	
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	95	100	5		5	95.0%	
4415	Refreshments	0	390	524	134		134	74.5%	
4420	Telephone and Broadband	166	4,327	3,379	(948)		(948)	128.1%	
4425	IT Support and Maintenance	643	5,080	6,689	1,609		1,609	76.0%	
4430	Photocopier	0	665	1,338	673		673	49.7%	
4435	Contingencies	0	0	500	500		500	0.0%	
4440	Stationery	0	740	966	226	0	226	76.6%	
4445	Postage	0	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	155	4,357	2,881	(1,476)		(1,476)	151.2%	
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	**2,131**	**72,310**	**89,578**	**17,268**	**245**	**17,023**	**81.0%**	**0**
	Net Income over Expenditure	**(2,131)**	**(75,141)**	**(88,974)**	**(13,833)**				
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**				

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
150	Investment								
1080	Bank Interest Received	0	21,729	4,051	(17,678)			536.4%	
1090	Monthly Loyalty Rewards	0	117	92	(25)			126.9%	
1091	Cash back rebates	0	47	48	1			98.3%	
	Investment :- Income	**0**	**21,893**	**4,191**	**(17,702)**			**522.4%**	**0**
4060	Bank Charges & card fees	84	1,169	899	(270)		(270)	130.0%	
	Investment :- Indirect Expenditure	**84**	**1,169**	**899**	**(270)**	**0**	**(270)**	**130.0%**	**0**
	Net Income over Expenditure	**(84)**	**20,724**	**3,292**	**(17,432)**				
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	0	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	**0**	**1,472**	**1,634**	**162**	**0**	**162**	**90.1%**	**140**
	Net Expenditure	**0**	**(1,472)**	**(1,634)**	**(162)**				
6000	plus Transfer from EMR	0	140	0	(140)				
	Movement to/(from) Gen Reserve	**0**	**(1,331)**	**(1,634)**	**(303)**				
180	Media and Communications								
4105	Newsletter-Printing/Distributi	350	4,600	5,124	524		524	89.8%	
4110	Website and Emails	0	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	**350**	**5,217**	**8,064**	**2,847**	**0**	**2,847**	**64.7%**	**0**
	Net Expenditure	**(350)**	**(5,217)**	**(8,064)**	**(2,847)**				

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
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	0	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	**0**	**902**	**903**	**1**	**57**	**(56)**	**106.2%**	**0**
	Net Expenditure	**0**	**(902)**	**(903)**	**(1)**				
205	Events								
1480	Events income	437	3,981	1,550	(2,431)			256.8%	
	Events :- Income	**437**	**3,981**	**1,550**	**(2,431)**			**256.8%**	**0**
4122	Events	(250)	6,274	4,709	(1,565)	509	(2,074)	144.0%	
4123	Bar trading costs	0	226	0	(226)		(226)	0.0%	
	Events :- Indirect Expenditure	**(250)**	**6,500**	**4,709**	**(1,791)**	**509**	**(2,300)**	**148.8%**	**0**
	Net Income over Expenditure	**687**	**(2,519)**	**(3,159)**	**(640)**				
210	Grounds								
1200	Football Hire Charges	557	1,875	2,106	231			89.0%	
1210	Football Training Area Hire	215	677	986	309			68.7%	
1215	Grass cutting agreement	0	14,282	16,735	2,453			85.3%	
1270	Floodlights Income	0	27	26	(1)			104.2%	
	Grounds :- Income	**772**	**16,862**	**19,853**	**2,991**			**84.9%**	**0**
4160	Repairs/Maintenance	0	111	0	(111)		(111)	0.0%	
4195	Keys/Locks	0	394	204	(190)	38	(227)	211.3%	
4200	Locking parks	144	1,296	2,772	1,476		1,476	46.8%	

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
4205	Replacement Bins	0	381	2,200	1,819		1,819	17.3%	
4210	Emptying Bins/Fresheners	59	5,126	5,457	331		331	93.9%	
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	(12,610)	263	525	262		262	50.0%	
4300	Equipment-Repair/Maintenance	97	886	0	(886)	69	(955)	0.0%	
4305	Parts- Repair/Replace/Spare	0	41	0	(41)		(41)	0.0%	
4320	Small tools	208	452	1,052	600	25	575	45.4%	
4325	fence repairs	0	3,596	5,000	1,404		1,404	71.9%	
4390	Materials	1,094	3,163	4,123	960	565	395	90.4%	
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	0	60	0	(60)		(60)	0.0%	
4630	Consumables	0	0	75	75		75	0.0%	
4635	cleaning agents/materials	22	89	450	361		361	19.8%	
	Grounds :- Indirect Expenditure	**(10,987)**	**26,194**	**44,040**	**17,846**	**726**	**17,120**	**61.1%**	**0**
	Net Income over Expenditure	**11,759**	**(9,332)**	**(24,187)**	**(14,855)**				
220	Machinery and Vehicles								
4160	Repairs/Maintenance	0	1,426	1,433	7	241	(234)	116.3%	
4265	Fuel	71	1,714	2,640	926		926	64.9%	
4290	Servicing	112	1,836	4,725	2,889	207	2,682	43.2%	
4295	Equipment - New/Replacement	0	557	57	(500)		(500)	977.0%	
4300	Equipment-Repair/Maintenance	0	70	0	(70)		(70)	0.0%	
4310	Hire of Machinery & vehicles	495	5,043	6,690	1,647		1,647	75.4%	
4555	Vehicles	13	241	0	(241)		(241)	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**691**	**10,887**	**15,545**	**4,658**	**448**	**4,210**	**72.9%**	**0**
	Net Expenditure	**(691)**	**(10,887)**	**(15,545)**	**(4,658)**				
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	37	4,656	3,220	(1,436)			144.6%	
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	**37**	**3,398**	**3,220**	**(178)**			**105.5%**	**0**
4145	Landowner Rent	0	2,149	1,550	(599)		(599)	138.6%	
4150	Utilities & business rates	116	1,556	192	(1,364)		(1,364)	810.2%	
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	**116**	**4,107**	**4,193**	**86**	**0**	**86**	**97.9%**	**0**
	Net Income over Expenditure	**(79)**	**(709)**	**(973)**	**(264)**				
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	344	331	51.0%	
4580	Car Park/ Pathways	0	83	0	(83)		(83)	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**0**	**83**	**2,540**	**2,457**	**344**	**2,113**	**16.8%**	**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	5,098	46,835	36,000	(10,835)			130.1%	
	Cafe :- Income	**5,098**	**46,835**	**36,000**	**(10,835)**			**130.1%**	**0**
4070	Profess Fees/Agency Personnel	600	2,748	0	(2,748)		(2,748)	0.0%	
4150	Utilities & business rates	0	170	0	(170)		(170)	0.0%	
4160	Repairs/Maintenance	0	65	0	(65)		(65)	0.0%	
4295	Equipment - New/Replacement	34	49	0	(49)		(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	0	317	1,750	1,433		1,433	18.1%	
4635	cleaning agents/materials	107	130	150	20		20	86.7%	

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
4700	Machine Rental	0	(28)	0	28		28	0.0%	
4710	Café Purchases	1,648	20,781	21,417	636	1,067	(432)	102.0%	
4711	Community fridge/ fruit & veg	0	119	282	163		163	42.3%	
	Cafe :- Indirect Expenditure	**2,389**	**25,073**	**23,675**	**(1,398)**	**1,067**	**(2,465)**	**110.4%**	**0**
	Net Income over Expenditure	**2,709**	**21,762**	**12,325**	**(9,437)**				
	Grand Totals:- Income	**18,360**	**796,236**	**128,777**	**(667,459)**			**618.3%**	
	Expenditure	**41,083**	**662,209**	**739,215**	**77,006**	**12,661**	**64,344**	**91.3%**	
	Net Income over Expenditure	**(22,723)**	**134,026**	**(610,438)**	**(744,464)**				
	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	**(22,723)**	**126,910**	**(610,438)**	**(737,348)**				

1st Floor
Prospect House
Rouen Road
Norwich
NR1 1RE

T: 01603 624181
E: giles.kerkham
@larking-gowen.co.uk

Larking Gowen

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

Our Ref: 04/GK/MC/MC/H020550
Your Ref:
06 February 2025

Dear Mrs LeBon

Hellesdon Parish Council
Interim internal audit visit on 16 December 2024

Further to our mid-financial year visit to the Council's offices on 16 December 2024 to test transactions for the period from 1 April to 30 November 2024, I confirm that the procedures undertaken did not identify any instances of non-compliance with the expected financial controls, nor any matters that would prevent us giving a 'clean' response to any internal control objectives in the *Annual Internal Audit Report* 2024/25 which will form part of the *Annual Governance and Accountability Return 2024/25*.

However, as you are aware, not all our procedures were carried out as some are restricted to the year-end and these will be performed once the accounts for the year ending 31 March 2025 have been prepared. We will update and conclude our testing during our financial year-end visit in May 2025.

Recommendations arising from our 16 December 2024 visit

Although we identified no matters of significant concern, we did identify one area where we recommend follow up action be taken:

Recommendation - priority level 2	
Councillors' approval of approved payment signatories The 14/05/2024 Full Council minutes stated the names of the four approved payment signatories, with the Finance Officer Gavin Ellis being named as one of the four. This is good practice as it enables the Council to confirm its approval of the specific signatories. Upon GE's retirement in late 2024, Deputy Clerk Harry Clark replaced GE as an approved payment signatory. This had not yet been recorded in any Full Council minutes at the time of our December 2024 visit. We recommend that the next Full Council meeting states who the current four approved payment signatories are, and the minutes record this and the Council's approval of those named.	

Follow up on recommendations raised in our preceding report

We raised one amber recommendation in our '*Internal Audit Report for the Year ended 31 March 2024'* (issued on 3 July 2024). Whiles checking the Council's external website following our 16 December 2024 visit we found that the specific matters raised in our previous report had been cleared, but similar new omissions had occurred in relation to minutes' availability on the website, as we note in the table on the next page.

Independent Member of PrimeGlobal | The Association of Advisory and Accounting Firms

Full lists of Larking Gowen LLP members and non-member partners are available at the above address. Larking-gowen.co.uk
"Larking Gowen" is the trading name of Larking Gowen LLP which is a limited liability partnership registered in England and Wales (LLP number OC419486). Where we use the word partner it refers to the members of Larking Gowen LLP and to any non-member partners. Registered to carry on audit work in the UK, regulated for a range of investment business activities and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. Larking Gowen LLP is an Independent Member Firm of PrimeGlobal, a worldwide association of independent accounting and advisory firms.

Previous recommendation: (From our 3 July 2024 report)	Current status: As per checks following our 16 December 2024 visit
Minutes omitted from the HPC website The Full Council's 12/12/2023 meeting was omitted entirely from the HPC website. The 9/1/2024 and 9/4/2024 Full Council meetings were listed, but links to the minutes did not work. We raised this with Officers, who corrected it on the day. As we only checked for November 2023 to March 2024 meeting minutes of the Full Council, and the PPR and Community Centre committees, it is possible other minutes and meetings may also have been omitted from the new website. We recommend Officers review the new HPC website's "Your Council" pages, to confirm that all meetings of the Full Council and Council committees in recent years are on the website, and for each meeting date, the agenda, minutes, and relevant papers have been uploaded / linked to.	**Not fully cleared. New recommendation raised:** **Minutes omitted from the HPC website - new** As noted at left, the specific omitted minutes identified during our May 2024 visit were corrected on the day. However, our check of the minutes section on the HPC website on 20/12/2024 noted two new cases where the links to the minutes did not work (i.e. the minutes do not appear when the 'minutes' button is clicked on). Those are: • Community Centre Committee, 14/08/2024 meeting minutes • Planning Committee 14/05/2024 meeting minutes We recommend these broken links be corrected, and also that minutes added to the HPC website since 20/12/2024 be reviewed to confirm that the links to them all work.

Reminder in relation to the Council's Risk Register

We noted that the Property, Policy & Resources Committee reviewed and accepted the Council's risk assessments at its 29 April 2024 meeting, and therefore risks were duly identified and assessed during the current financial year. As it is good practice for councils to prepare and formally adopt a comprehensive register of their risks at least once annually, we note that a new assessment of risks, and formal adoption of the risk registers by councillors, will come due around April 2025.

Acknowledgements

My thanks to you and to the Council's Deputy Clerk for your time and assistance during our visit, and should you have any queries at all, please do not hesitate to contact either Marc Cawthorne or me.

Yours sincerely

Giles Kerkham
Partner
For and on behalf of Larking Gowen LLP

HPC 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 11th February 2025 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**
   None received

2. **Declarations of Interest and Dispensations**
   No declarations of interest made.
   Cllr Maidstone clarified that his property did not back onto 9 Meadow Way to be discussed in item 6.

3. **To Approve the Minutes of the Committee Meeting held on 28th January 2025**
   Minutes of 28th 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 previously circulated and was **NOTED.**

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

Application	Response to Consultation
2025/0053 Location: 33 Lilian Close Hellesdon Norfolk NR6 6RZ Proposal: Single storey rear extension with single storey side extension to facilitate a garage and carport	No objections.
2025/0329 Location: 9 Meadow Way Hellesdon Norfolk NR6 5NW Proposal: Two storey rear extension (incl loft conversion) & single storey side extension	No objections

Approved.....

Date.....

2023/2500 (amended application) Location: Firside Junior School Middletons Lane Hellesdon Norfolk NR6 5NF Proposal: Demolition of existing school building and construction of a new two storey school building with associated muga, external play areas external canopy, new pupil drop off and car parking	No objections

7. Items for the Next Agenda
No matters raised

8. Date, time and venue of next meeting
25th February 2025, commencing at 6.15pm at Diamond Jubilee Lodge.

The meeting closed at 6.28pm.

DRAFT

Approved.....

Date.....

HPC 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 25th February 2025 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr I. Duckett
Cllr R. Forder(from 6:16 pm)
Cllr D. Maidstone
Cllr R. Sear
Cllr S. Holland (from 6:19 pm)

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

1. **Apologies and acceptance for absence**
   None received

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

3. **To Approve the Minutes of the Committee Meeting held on 11th February 2025**
   Minutes of 11th February 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 previously circulated and was **NOTED.**

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

Application	Response to Consultation
2025/0280 Location: 158 Gowing Road NR6 6PY Single storey flat roof rear extension	No objections.

7. **Items for the Next Agenda**
   No matters raised

Approved.....

Date.....

8. Date, time and venue of next meeting

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

The meeting closed at 6.19pm.

DRAFT

Approved.....

Date.....

Meeting of Hellesdon Parish Council – 11th March 2025

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

Broadland Council has provided a summary of the questions that will assist the Parish Council in coming to a conclusion about what it wishes to achieve from the Persimmon development:

Former Royal Norwich Golf Site Community Facilities:

As part of the reserved matters applications for phases 4-6 the following community facilities are proposed:

- 1ha of playing pitches. The layout shows these as being suitable for:
    - 1x under 12 pitch
    - 1 x under 10 pitch
    - 2 x under 8 pitch
- A community building of 420 m2. The community building contains a main hall, meeting/function room, office space, kitchen, toilets and associated store space.
- A neighbourhood equipped area of play of 1000sqm.

The following questions are intended to help guide a discussion on the community facilities required by the parish

1. What are the parish priorities in relation to the 1ha playing pitches?
2. Is football the priority for the parish? Is the council aware of specific teams who would wish to use the facilities/currently looking for facilities?
3. If football pitches are the priority, do the parish council consider the size of the pitches reflects the age group needs?
4. If football pitches are provided on the open space, are there associated facilities that the parish would wish to see in the community building i.e. changing facilities/ Toilets accessible from the pitches etc to support the use?
5. Would the parish council seek to take on the management of the community building?
6. Are there other facilities which the parish would wish to see/need within the community building?

One the Parish Council is clear about its objectives, Persimmon can be invited to attend a Parish Council meeting in a similar manner as other developers.

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 Thursday 25th February 2025 - 7pm at Diamond Jubilee Lodge

Present: Cllr D. Maidstone (Chairman)
Cllr N. Barker
Cllr M. Maidstone
Cllr M. Hicks
Cllr B. Johnson
Cllr D. Fahy(19:02)

Also in Attendance:

Mrs F LeBon (Clerk), Mr H Clark(Deputy Clerk), Mr K Sage(Facilities manager) and two member of the public.

The Chairman welcomed all to the meeting.

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

2. **Declarations of Interest and Dispensations**
No Declared interests or dispensations

3. **Approval of the Minutes from 28th November 2024**
The draft Minutes had been circulated from the meeting of 28th November 2024. These were **AGREED** and signed as a true and accurate record of the meeting.

4. **Public Participation**
A member of the public mentions the probationers currently working on the car park at the allotments on Bush Road have been a huge success. The facilities manager of the allotments informed the council due to the good work that has been completed by the probationers they have now moved on to assist with the plots at the allotments. The facilities manager continued that he would enquire if the probations would want their own plot at the allotments and grow fruit and vegetables for the use of the community. The members of the public continued with their concern over the increase of dogs fouling inside the allotment and left there, he requested that the committee reminds allotment holders that animals on the site remain on a fixed lead and to pick up after them. Cllr Maidstone and the committee agreed notices and measures should be put in place to remind allotment holders of the rules of the allotments. The member of the public then continued in relation to thew rules of the allotments, that which relates to fires/bonfires on the allotment site. Cllr Maidstone informed that there is to be no fires or burning of any description to be held on the allotment site, which the member of the public informed that the rules of the allotments are not clear and are open to interpretation. Cllr Maidstone informed that the rules were revised and changed recently and that the allotment rules will be reviewed to make

Approved.....

Date.....

sure the most updated version is available to those who require them. Another member of the public spoke in relation to the beekeepers coming back to the allotments and that there is excitement expressed by the allotment holders for them to return after their absence of a few years.

5. Apiary

a) To Agree Rules and Tenancy Agreement for Hive Plots within the Apiary.

Cllr Maidstone stated that the apiary new rules are suitable for it to be used again, he continued with there will be support available from a experienced member of the Norfolk Beekeepers association for those wishing to use the apiary. Cllr Maidstone explained that the individual has sufficient experience to aid those beekeepers and those wishing to seriously undertake beekeeping. The rules and tenancy agreement for hive plots within the apiary was Proposed by Cllr M Maidstone and 2nd by Cllr M Hicks AGREED by the committee.

6. **Allotments**

a) To Receive Update Report on Allotment Occupancy

The Facilities manager reported that there are 110 full allotment plots which are lettable of which 108 are let. 4 quarter size allotments are ready to be let and has been advertised in just Hellesdon.

b) To Receive Update from the Allotment Liaison Group

Allotment liaison group to begin getting hold of their tasks and Cllr M Hicks to join allotment liaison group and dates to be arranged relating to this.

c) To Note Decision of 4th April 2023 to Allow Non-Residents of the Parish to Become an Allotment Tenant

The Facilities manager highlighted from report the consideration of allowing nonresidents of the parish to become allotment tenants, sitting legislation that would suggest to the committee that an amendment to the rules to consider letting allotments to non-residents that includes a cascade system to prioritise residents of Hellesdon allowing to maximise income for the allotments and residents of Hellesdon. The allotment rules needed to be amended sections 3 Eligibility criteria and allocation of plots, within its subsections of 3.1, 3.2, 3.3. Cllr M Maidstone also indicated that Stuart Clancy has given funds towards the community hut and as recently Taverham allotments have been reduced to consider having Taverham residents to be priortised for allotment lettings.

d) Update on CCTV

The facilities manager spoke relating to the update of CCTV for the Allotments on Bush Road, He currently is awaiting the pole for the CCTV to place on. Cllr N Barker will be forwarding to Clerk & Deputy Clerk a quote of what equipment is needed, which both the Clerk and Deputy Clerk will review.

e) Update on Car Park in Extension

The facilities manager gave the update that now car park on the allotment site is complete, allotment holders are now required to use the car park rather than unused allotments plots of the driveway to the allotments themselves.

7. To Review Earmarked Reserves Relating to Committee

The earmarked reserves were reviewed by the committee, The facilities manager stated that more funds may need to be allocated towards the council's van as well as the hard surface floor will need to be resurfaced in the 25/26 financial year. He continued to inform the committee of the war memorial replacement and upkeep. The clerk informed the committee that earmarked burial ground land funds may not be required at this time as the land may have been allocated to the church. The facilities manager informed the committee and confirmed by the Clerk that the Mountfield Park funds are a commuted sum. The facilities manager continued that the fence and boundary around the park need to be established, and a solicitor is required to establish the boundary of the land. Cllr D Maidstone requested the Clerk/ Deputy Clerk to make enquiries to find a solicitor.

8. To Receive 'Pillars of Inclusive Play' Document from the Youth Advisory Board

The Clerk informed the committee that she has been in contact with cornerstones to discuss play equipment that could be installed, this would also include inclusive play equipment.

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 item 10 in view of the confidential nature of the business to be transacted

Member of public left the meeting

***10.* Potential Breach of Tenancies**

a) To Receive Report on Unpaid Tenancies & To Receive Report on Unmaintained Allotment Plots

A report was provided to councillors on the current unpaid tenancies and unmaintained allotment plots. It was the recommendation of the facilities manager that if 70% of the plot is not cultivated then there would be no renewal for the next year for the plot holder. It was discussed by the committee that an appeal procedure would need to be implemented as well as a warning system for the allotment holders. Cllr D Maidstone informed that any powers or whatever is needed be given to the facilities manager to be able to maintain the allotment which the committee AGREED. The facilities manager requested resending of the allotment rules be sent out to the allotment holders.

***11.* Items for the Next Agenda**

Carters Farms and the lease of the land.
Mountfield Park
Cottinghams Park

To Confirm Date, Time and Venue of the Next Meeting

To be agreed.

MEETING CLOSED AT 8:30pm

DRAFT

Meeting of Hellesdon Parish Council – 11th March 2025

Item 10 To Consider Sale of Baby Grand Piano in Community Centre

With a view to saving money, the Clerk has been asked to review the cost and use of the baby grand piano in the community centre.

History:

The baby grand piano was purchased in 2016 for £5,299 (inclusive of VAT).

In the last 3 years it has been used for one event, which was the re-opening of the Community Centre.

The Parish Council also owns and upright piano, which is used on a regular basis.

Issues:

The problems with the baby grand are as follows:

- It is heavily underused
- It is surplus to requirements as there is already a piano in the building which can easily moved by the facilities team.
- It gets in the way of events in the ML, causing issues for both the facilities team and hirers (the piano has to be taken into account with every room plan put in place).
- It gets damaged by events in the ML
- It is costly to repair and retune

Proposed Solution:

Like the excess chairs in the community centre, the best value solution for the taxpayer is to sell the baby grand. Continuing to house an unused asset in a main entertainment room will continue to cost the taxpayer in repairs. An initial quote suggested that the depreciation has already been significant, given the damage it has incurred and its unfashionable colour.