Interests Flowchart

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

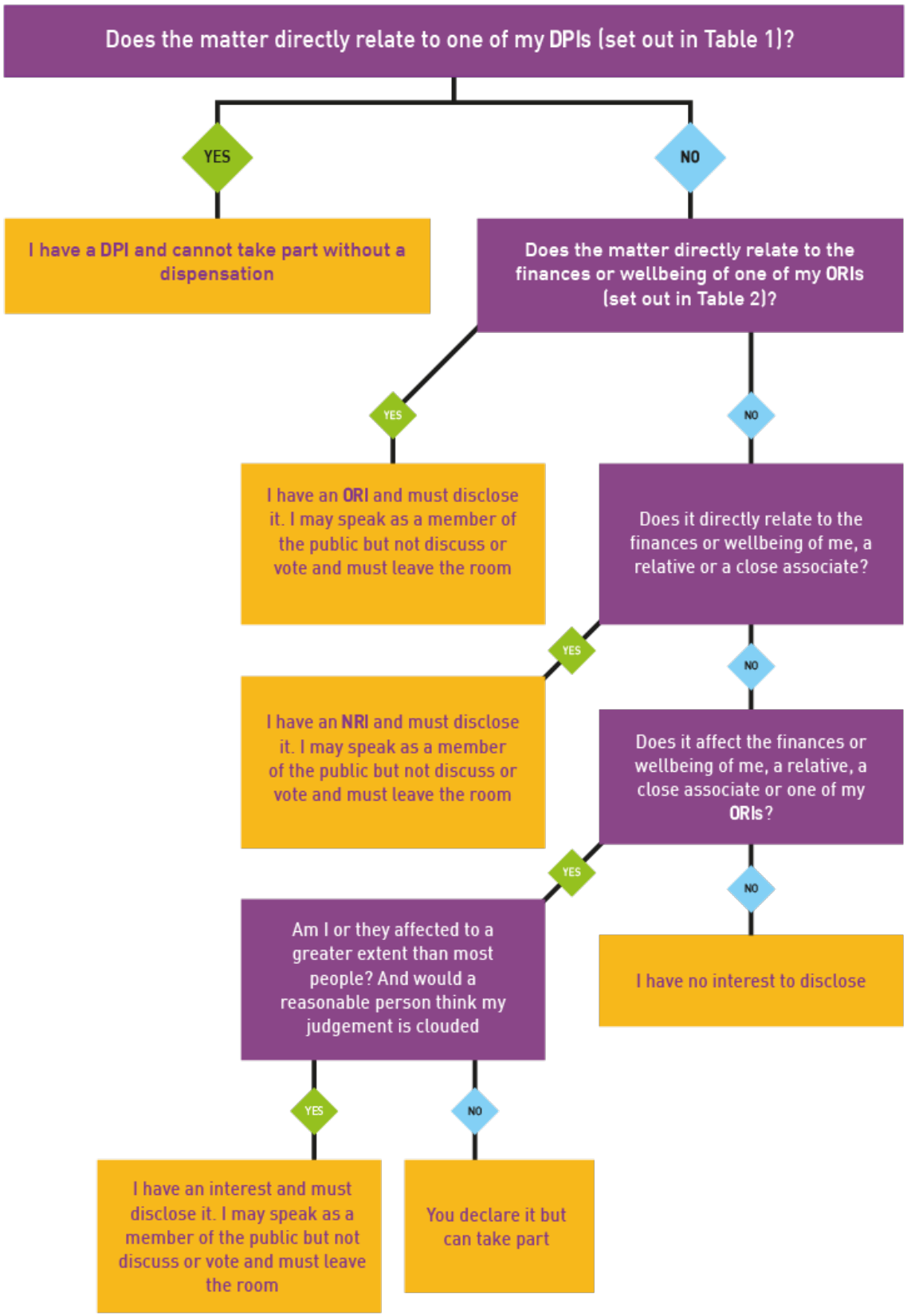

Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

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

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

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

HELLESDON PARISH COUNCIL

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

Minutes of the Meeting of Hellesdon Parish Council held on Tuesday 10th June 2025 at 7pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present:

Cllr David Maidstone – Chair of the Committee
Cllr David Britcher
Cllr Shelagh Gurney
Cllr Mel Maidstone
Cllr Sue Holland
Cllr Sarah Smith
Cllr Ian Duckett
Cllr Andrew Lock
Cllr David Fahy (19:08)
Cllr Nigel Barker

The Chairman welcomed members and opened the meeting at 7pm.

The Chairman said that as items 10 and 11 on the agenda logically followed item 12 the order of the agenda should change. Therefore item 12 becomes item 10, item 10 becomes item 11 and item 11 becomes item 12.

As part of the Chairmans report the council will hear reports from committees.

1. **Apologies and Acceptance for Absence**
Apologies were received from the following Councillors and **Accepted.**
Cllr Bill Johnson, Cllr Lacey Douglas, Cllr Greg Britton, Cllr Robin Sear, Cllr Mike Hicks, Cllr Roy Forder

Cllr Mel Maidstone agreed to take minutes.

2. **Declarations of interest and dispensations**.
No declarations were made or dispensations applied for.

3. **Approval of minutes of the meeting held on 14th May 2025**
Minutes of the meeting of 14th May 2025 had been circulated. It was **RESOLVED** to **ACCEPT** these minutes following a proposal from Cllr David Maidstone and seconded by Cllr Sue Holland as a true and accurate record of the meeting. Chairman to sign copy in the office on Wednesday 12th June 2025.

4. **Public Participation**
Members of the public present did not wish to speak.

5. **Council Reports.**

(a) **Clerks Report**.
No report presented due to capacity issues.

Approved……

Date……

(b) **Reports from District and County Councillors.**
There were no reports from District Councillors. Cllr Shelagh Gurney gave a verbal update on Bernham Road, Holt Road and Heath Crescent. Also outlined Norfolk County Councils response to local government reorganisation.

(c) **Chairmans Report**.
Concerns expressed regarding office workloads and the Website. New senior administrator settling in well.

(d) **Environment Committee Report**.
Cllr Ian Duckett to arrange meeting of the Environment Committee to agree activities and budget requirements.

(e) **Events Committee.**
Cllr Sarah Smith gave a report on the VE Day event which was a huge success. Next event Summer Fayre in final stages of organisation.

6. **Financial Reports and Matters.**

(a) Bank Reconciliation – 31st May 2025. Details were noted by the Council and **AGREED**.

(b) Earmarked Reserves Summary – 31st May 2025 Details were noted by the Council and **AGREED**.

(c) Approval of Payments – 31st May 2025. Were noted and **AGREED.**

(d) Approval of Receipts – 31st May 2025. Were noted and **AGREED.**

(e) Details of Income and Expenditure – 1st May to 31st May. Were noted and **AGREED.**

(f) Audit Report. Clean sign off received on report to External auditors from Internal Auditors. Some action points raised which will be addressed. Proposal to accept Audit Report by Cllr David Maidstone, seconded by Cllr David Britcher with amendment to review in 3 months. **CARRIED UNANIMOUSLY.**

7. **Standing Orders**.

A discussion was held on the suitability of section 9 (f). Proposal from Cllr David Britcher to remove section 9 (f) from standing orders, seconded by Cllr Ian Duckett. Voted 9 for, 1 against. **CARRIED UNANIMOUSLY.**

8. **Agenda Meetings Structure**.

A discussion was held to move "Matters for the Next Agenda" section above Members of Public Press Exclusion. It was agreed that this agenda item was not needed. Proposal to remove this agenda item by Cllr Shelagh Gurney, seconded by Cllr Sue Holland and **CARRIED UNANIMOUSLY.**

9. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 10, 11 and 12 in view of the confidential nature of the business to be transacted.

10. To receive an Update regarding Locum Clerk.

Cllr David Maidstone has contacted possible candidates for Locum responsibilities.
Cllr David Maidstone proposed Richard Bishop to be appointed as Locum whilst retaining Sarah Hunt for any additional support, seconded by Cllr David Britcher and **CARRIED UNANIMOUSLY.**
Start date to be confirmed.

Approved……

Date……

DRAFT

11. To receive an update on obtaining legal advice and affiliated responses.
Cllr David Maidstone proposed that an initial conversation should take place between the legal advisor and Cllr David Maidstone, Cllr Lacey Douglas and Cllr David Britcher, seconded by Cllr Nigel Barker and **CARRIED** with 1 abstention.

ACAS chased for our response and were told Council declined the offer.

12. To receive an update on appointing independent investigation personnel.
Proposal by David Maidstone that this should now take place, seconded by Cllr David Britcher and **CARRIED UNANIMOUSLY**.

13. Other business.
Cllr Gurney raised a few items that needed to be purchased. The Chair advised these had been discussed with the Facilities Manager and orders placed.

14. Time and Venue of Next Council Meeting
Tuesday 8th July 2025, commencing at 7pm at Diamond Jubilee Lodge.
Meeting closed at 20:59PM.

DRAFT

Approved……

Date……

HELLESDON PARISH COUNCIL

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

EXTRA – ORDINARY MEETING OF THE FULL COUNCIL

Minutes of the Meeting of Hellesdon Parish Council held on Monday 24th June 2025 at 7pm The Council Chambers, Diamond Jubilee Lodge Wood View Road, Hellesdon.

DRAFT

PRESENT:

Cllr David Maidstone (Chairman)
Cllr Sue Holland
Cllr Mike Hicks
Cllr Robin Sear
Cllr Andrew Locke
Cllr Gregg Britton
Cllr Roy Forder
Cllr Mel Maidstone
Cllr David Britcher

In attendance: Mr H Clark (Deputy Clerk) and one member of the public.

Welcome by the Chairman

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr Sarah Smith, Cllr Ian Duckett, Cllr David Fary, Cllr Shelagh Gurney, Cllr Lacey Douglass, Cllr Bill Johnson, and were **ACCEPTED.**

2. **Declarations of Interest and Dispensations**
   To receive Members' Declarations of Interest in Agenda Items and to note the Granting of any Requests for dispensations.

3. **Public Participation**
   Member of Public informed the council over concern of trees that have been damaged at Mountfield Park. Cllr David Maidstone informed them that the trees and their condition shall be investigated and for photos to be send to the Deputy Clerk to aid in the investigation.

4. **Financial Matters**

   a) **To Agree and sign off the Annual Governance Statement 2024/2025**
   It was **AGREED** after a Proposal from Cllr David Maidstone and a second from Cllr Sue Holland that all items 1-8 be agreed as 'Yes', with the except of section 9 being 'not applicable' as the council does not act as a Trustee.

   b) **To Agree and sign off the Accounting Statements for 2024/2025**
   The Annual Accounting Statements were **AGREED** after a proposal from Cllr David Maidstone and a second from Cllr Sue Holland.

Closing time: 19:13

Approved……

Date……

5. Time and Venue of next Council meeting.

Tuesday 8th July 2025, commencing at 7pm at Diamond Jubilee Lodge.

DRAFT

Approved……

Date……

Hellesdon Parish Council.

Tree Inspection Report – Strimmer and Wildlife Damage

As requested, I carried out an inspection of the trees that were suspected to have sustained damage from the use of a strimmer recently.

Upon review, I found that while some trees have suffered strimmer damage in the past, I saw little evidence of any recent strimmer-related injuries. Typically, fresh strimmer damage would present with exposed green wood and sap bleeding from the wound—none of which were observed.

However, I did note damage approximately 10 inches up on several trees. This damage does not appear to have been caused by a strimmer. Instead, it is consistent with deer activity, likely from deer pulling or rubbing at the bark. I am aware that deer are in the park, which was reported to the Clerk, and their presence continues despite our previous attempts to encourage them to leave by keeping the gates open on several occasions in the past.

Additionally, I observed one plastic tree guard that appears to have been chewed or rubbed on. Again, this damage seems to be from wildlife rather than strimming, as the damage is in an area covered with bark in a child guard area, and strimming is not necessary, plus no strimmer damage to the tree.

As a preventative measure, I have re-trained the team on the correct use of strimmers around trees, play equipment to minimize any risk of future damage. Unfortunately, controlling deer activity within the park remains an ongoing challenge. Given their established presence, we may need to explore further measures if their impact on tree health increases.

Please see attached photo for reference of the tree guard.

Regards Kevin.

Facilities Manager.

SIRIUS NS-2255 00 C/R PL E 10 02

SIRIUS NS-2255 00 C/R PL E9 10 0217
SIRIUS

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

29/06/2025	Business Current Account 2077	500.00	
29/06/2025	Business savers account 4401	573,024.50	
30/06/2025	Petty Cash	253.93	
30/06/2025	Active Saver 7702	348,681.35	
30/06/2025	Account 73554503	84,012.55	
30/06/2025	Number 2 account 0958	0.00	
30/06/2025	Cafe float	100.00	
			1,006,572.33

Receipts not on Bank Statement

	0.00
Closing Balance	**1,006,572.33**

All Cash & Bank Accounts

1	Current Bank Account	573,524.50
2	Petty Cash	253.93
3	Active Saver 7702	348,681.35
4	Active Saver Emergency 4503	84,012.55
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**1,006,572.33**

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	7,293.00		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	6,212.68		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	4,609.76		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)	8,784.04		8,784.04
		598,069.79	**0.00**	**598,069.79**

List of Payments made between 01/06/2025 and 30/06/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/06/2025	Iris Software Limited	£40.80	Staffology
02/06/2025	Anglia Culinary Supplie	£244.07	Cafe purchases
02/06/2025	Amazon	£25.77	bait station/hmdi spliter
02/06/2025	Ben Burgess Groundsca	£396.00	Final Tractor rental John deer
02/06/2025	Calypso Coffee	£121.55	Cafe purchases
02/06/2025	DD Health & Safety Sup	£112.68	Blacks sacks/blue roll
02/06/2025	Easters Norwich Ltd	£131.18	Cafe purchases
02/06/2025	Norfolk Association of L	£1,492.73	Membership renewal
02/06/2025	Select Recruitment Spe	£1,701.34	Agency staff
02/06/2025	Encore Musicians	£218.75	Kitty Collins, muscian 8/5/25
02/06/2025	Desira Group	£601.50	Vehicle repairs CARD PAID
02/06/2025	Clocking Systems Ltd	£43.14	TP4M Time Cards
02/06/2025	Toombs Butchers	£69.32	Cafe purchases CARD PAID
02/06/2025	Toombs Butchers	£66.50	Cafe Purchase CARD PAID
02/06/2025	Toombs Butchers	£55.64	Cafe Purchases CARD PAID
02/06/2025	Broadland District Cour	£184.00	Business Rates Stores/premises
02/06/2025	Broadland District Cour	£1,259.00	Business rates C Centre/Premis
02/06/2025	Broadland District Cour	£384.00	Business rates workshop/premis
02/06/2025	Drayton Farms Ltd	£270.82	Allotment rent for 2025
04/06/2025	UK Fuels Ltd	£153.60	Fuel Card
05/06/2025	Barclays Bank Plc	£25.35	Commission 14apr/12May
10/06/2025	Calypso Coffee	£76.40	Cafe purchases
10/06/2025	Easters Norwich Ltd	£245.25	Cafe Purchases
10/06/2025	Anglia Culinary Supplie	£485.34	Cafe Purchases
10/06/2025	Amazon	£11.98	batteries
10/06/2025	Hugh Crane Equipment	£3,366.86	Cleaning supplies
10/06/2025	Huws Gray Ridgeons	£146.39	Materials
10/06/2025	Jack Jenkins Entertaine	£350.00	MC Outdoor summer fayre 25
10/06/2025	mha Larking Gowen	£1,962.00	Internal Audit
10/06/2025	Norfolk County Council	£165.24	NPLaw feetime
10/06/2025	Motion Picture Licensin	£421.28	MPLC Blanket License
10/06/2025	Osiris Technologies	£730.45	It support monthly
10/06/2025	Select Recruitment Spe	£5,638.08	DM Contract
10/06/2025	Select Recruitment Spe	£946.61	Agency fees
10/06/2025	Taverham Nursery Cent	£73.37	Plants/Gardening items
10/06/2025	Sound Marketing	£9,651.60	install Av equipment aug 22
10/06/2025	Film Bank Media	£176.00	Licence
11/06/2025	O2	£417.96	Telecoms invoice

11/06/2025	Fantastical Entertainm	£200.00	entertainment hire
11/06/2025	P W Curston	£350.00	PA system for june event
17/06/2025	Venners	£266.40	Cafe Audit
20/06/2025	Anglia Culinary Supplie	£446.18	Cafe purchases
20/06/2025	Amazon	£495.25	cleaning materials
20/06/2025	Canon UK Ltd	£234.08	photocopier rent
20/06/2025	Easters Norwich Ltd	£213.29	Cafe purchases
20/06/2025	Eastern Security Syster	£886.15	Annual service fire extinguish
20/06/2025	Huws Gray Ridgeons	£17.98	Road marking paint
20/06/2025	Just Regional Publishin	£420.00	Just hellesdon 11/06/25
20/06/2025	Norfolk Parish Training	£666.00	Subscription 2025/26
20/06/2025	Osiris Technologies	£68.38	projector lamp
20/06/2025	P J Plumbing Heating &	£92.40	Toilet repairs
20/06/2025	Play Safety Ltd	£360.00	annual inspection
20/06/2025	Select Recruitment Spe	£710.04	Agency staff
20/06/2025	The Society of Local Co	£450.00	Cilca Course
23/06/2025	Biffa	£175.64	Waste Collection
24/06/2025	Total Gas & Power	£533.19	Gas invoice
24/06/2025	Total Gas & Power	£23.19	Electricity invoice
24/06/2025	Total Gas & Power	£498.44	Electricity invoice
24/06/2025	Total Gas & Power	£1,016.44	Electricity Invoice
25/06/2025	Broadland District Cour	£644.00	Business Rates office/premises
30/06/2025	Veolia	£58.37	eurobin
	Total Payments	£41,287.97	

Cash Received between 01/06/2025 and 30/06/2025

Date	Cash Received from	Receipt Description	Receipt Total
02/06/2025	Barclays Bank Plc	Interest Paid Gross 3m	£1,640.34
02/06/2025	Summer fayre 25	Summer Fayre 25	£15.00
02/06/2025	Takings - Cafe	Card payments	£174.50
04/06/2025	HCC Hirer	Regular Hire	£45.32
04/06/2025	HCC Hirer	Regular Hire	£565.55
04/06/2025	HCC Hirer	Regular Hire	£13.99
04/06/2025	HCC Hirer	Regular Hire	£98.93
04/06/2025	Takings - Cafe	Card payments	£191.55
05/06/2025	HCC Hirer	Regular Hire	£45.32
05/06/2025	HCC Hirer	Regular Hire	£109.92
05/06/2025	Takings - Cafe	Card Payments	£142.05
06/06/2025	NCC	Verge Cutting	£16,981.64
06/06/2025	HCC Hirer	Regular Hire	£10.49
06/06/2025	HCC Hirer	Regular Hire	£79.00
06/06/2025	Takings - Cafe	Card payments	£125.40
09/06/2025	Summer Fayre 25	Summer Fayre 2025	£25.00
09/06/2025	Summer Fayre 25	Summer Fayre 25	£20.00
09/06/2025	HCC Hirer	Regular Hire	£448.24
09/06/2025	HCC Hirer	Regular Hire	£38.71
09/06/2025	HCC Hirer	Regular Hire	£75.58
09/06/2025	Allotment Holder	Allotment Hire	£20.00
09/06/2025	Takings - Cafe	Card Payments	£87.20
09/06/2025	Takings - Cafe	Cash Payments	£1,004.05
10/06/2025	HCC Hirer	Regular Hire	£67.96
10/06/2025	HCC Hirer	Regular Hire	£181.24
10/06/2025	HCC Hirer	Regular Hire	£85.74
10/06/2025	HCC Hirer	Regular Hire	£143.97
10/06/2025	HCC Hirer	Regular Hire	£846.58
10/06/2025	HCC Hirer	Regular Hire	£100.06
11/06/2025	HCC Hirer	Regular Hire	£68.70
11/06/2025	Takings - Cafe	Card payments	£177.40
12/06/2025	Summer Fayre 25	Summer fayre 25	£15.00
12/06/2025	HCC Hirer	Regular Hire	£10.43
12/06/2025	HCC Hirer	Regular Hire	£362.72
12/06/2025	HCC Hirer	Regular Hire	£271.88
12/06/2025	HCC Hirer	Regular Hire	£132.15
12/06/2025	Takings - Cafe	Card Payments	£231.60
13/06/2025	HCC Hirer	Regular Hire	£45.31
13/06/2025	HCC Hirer	Regular Hire	£622.32
13/06/2025	HCC Hirer	Regular Hire	£45.73
13/06/2025	HCC Hirer	Regular Hire	£113.30

13/06/2025	Takings - Cafe	Cash Payments	£575.81
13/06/2025	Takings - Cafe	Card Payments	£130.50
16/06/2025	HCC Hirer	Regular Hire	£97.31
16/06/2025	HCC Hirer	Regular Hire	£233.58
16/06/2025	HCC Hirer	Regular Hire	£40.41
16/06/2025	HCC Hirer	Regular Hire	£81.93
16/06/2025	Summer Fayre 25	Summer Fayre 25	£15.00
16/06/2025	Takings - Cafe	Cash Payments	£186.10
17/06/2025	HCC Hirer	Regular Hire	£211.56
17/06/2025	HCC Hirer	Regular Hire	£464.86
18/06/2025	HCC Hirer	Regular Hire	£54.56
18/06/2025	Takings - Cafe	Card Payments	£254.65
19/06/2025	HCC Hirer	Regular Hire	£418.83
19/06/2025	Takings - Cafe	Card Payments	£162.75
20/06/2025	HCC Hirer	Regular Hire	£525.00
20/06/2025	HCC Hirer	Regular Hire	£136.42
20/06/2025	Takings - Cafe	Cash Payments	£480.30
20/06/2025	Takings - Cafe	Card Payments	£103.60
23/06/2025	HCC Hirer	Regular Hire	£350.00
23/06/2025	HCC Hirer	Regular Hire	£10.43
23/06/2025	HCC Hirer	Regular Hire	£317.80
23/06/2025	HCC Hirer	Regular Hire	£24.75
23/06/2025	HCC Hirer	Regular Hire	£200.98
23/06/2025	Summer Fayre 25	Summer Fayre 25	£15.00
24/06/2025	HCC Hirer	Regular Hire	£274.97
24/06/2025	Takings - Cafe	Card Payments	£306.10
25/06/2025	Takings - Cafe	Card Payments	£253.15
26/06/2025	HCC Hirer	Regular Hire	£358.27
26/06/2025	Takings - Cafe	Card payments	£186.40
27/06/2025	HCC Hirer	Regular Hire	£97.07
27/06/2025	Takings - Cafe	Card Payments	£171.25
30/06/2025	HCC Hirer	Regular Hire	£1,051.30
30/06/2025	HCC Hirer	Regular Hire	£309.83
		Total Receipts	£33,580.34

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3 **Cost Centre Report**

		Actual Last Year	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	(9,716)	0	59,000	59,000			0.0%	
1410	Community Centre Inc ML Room	28,039	6,592	0	(6,592)			0.0%	
1415	Community Centre Inc SW Room	24,423	3,958	0	(3,958)			0.0%	
1420	Community Centre Inc OH Room	13,643	3,128	0	(3,128)			0.0%	
1435	Warm room grants	500	0	0	0			0.0%	
1440	Community Centre Inc Ww Room	4,079	1,009	0	(1,009)			0.0%	
1445	Community centre kitchenette	1,425	453	0	(453)			0.0%	
1455	Community centre stage hire	589	194	0	(194)			0.0%	
1460	Hire of flasks	574	131	0	(131)			0.0%	
1470	Hire of urn	44	19	0	(19)			0.0%	
1475	Storage charge	1,018	214	0	(214)			0.0%	
1476	Rent old parish office	1,049	0	0	0			0.0%	
	Community Centre :- Income	**65,665**	**15,699**	**59,000**	**43,301**			**26.6%**	**0**
4070	Profess Fees/Agency Personnel	2,705	0	0	0		0	0.0%	
4112	Advertising	350	0	0	0		0	0.0%	
4150	Utilities & business rates	30,473	8,832	29,500	20,668		20,668	29.9%	
4160	Repairs/Maintenance	14,163	8,337	0	(8,337)		(8,337)	0.0%	
4240	Emergency Work	269	20	0	(20)		(20)	0.0%	
4250	PHS services	4,661	0	5,250	5,250		5,250	0.0%	
4295	Equipment - New/Replacement	3,893	2,243	18,464	16,221	53	16,168	12.4%	
4300	Equipment-Repair/Maintenance	1,107	126	700	574		574	18.0%	
4305	Parts- Repair/Replace/Spare	72	0	0	0		0	0.0%	
4390	Materials	74	0	0	0	1	(1)	0.0%	
4435	Contingencies	381	0	1,500	1,500	55	1,445	3.7%	
4450	Inspections	410	0	700	700		700	0.0%	
4460	CCTV	0	50	0	(50)		(50)	0.0%	
4480	Memberships & Subscriptions	1,931	379	2,500	2,121		2,121	15.2%	
4560	Property Maintain/Replacement	16,383	8,043	3,500	(4,543)	325	(4,868)	239.1%	
4625	Senior Citizens club	191	0	0	0		0	0.0%	
4630	Consumables	549	0	750	750	94	656	12.5%	
4635	cleaning agents/materials	3,453	495	2,000	1,505	287	1,218	39.1%	
4645	Warm room expenditure	499	0	250	250	17	233	6.6%	
4695	community centre redevelopment	(116)	0	0	0	860	(860)	0.0%	
4696	community centre WC project	14,250	0	0	0		0	0.0%	
	Community Centre :- Indirect Expenditure	**95,697**	**28,526**	**65,114**	**36,588**	**1,692**	**34,896**	**46.4%**	**0**
	Net Income over Expenditure	**(30,031)**	**(12,826)**	**(6,114)**	**6,712**				
6000	plus Transfer from EMR	1,527	0	0	0				
	Movement to/(from) Gen Reserve	**(28,504)**	**(12,826)**	**(6,114)**	**6,712**				

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Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	Administration								
1076	Precept	598,827	317,018	634,037	317,019			50.0%	
1085	Grants received	31,497	0	0	0			0.0%	
1099	Community Infrastructure	8,784	0	0	0			0.0%	
	Administration :- Income	**639,108**	**317,018**	**634,037**	**317,019**			**50.0%**	**0**
4065	councillor training	525	0	1,000	1,000	117	883	11.7%	
4070	Profess Fees/Agency Personnel	0	4,296	5,000	704		704	85.9%	
4465	External Audit	1,680	0	1,680	1,680		1,680	0.0%	
4470	Internal Audit	3,560	1,857	3,270	1,413		1,413	56.8%	
4475	Legal Fees	399	138	667	529		529	20.6%	
4480	Memberships & Subscriptions	1,970	1,493	2,374	881		881	62.9%	
4550	Insurance	11,431	12,931	12,125	(806)		(806)	106.6%	
4630	Consumables	0	23	0	(23)		(23)	0.0%	
	Administration :- Indirect Expenditure	**19,565**	**20,737**	**26,116**	**5,379**	**117**	**5,262**	**79.9%**	**0**
	Net Income over Expenditure	**619,543**	**296,281**	**607,921**	**311,640**				
6001	less Transfer to EMR	8,784	0	0	0				
	Movement to/(from) Gen Reserve	**610,759**	**296,281**	**607,921**	**311,640**				
120	Staff								
4000	Admin Staff	94,931	17,821	127,393	109,572	4,698	104,873	17.7%	
4010	Groundstaff	69,402	20,106	88,424	68,318		68,318	22.7%	
4020	Care Takers	67,302	15,564	86,743	71,179		71,179	17.9%	
4025	Cafe Staff	29,887	7,843	34,293	26,450		26,450	22.9%	
4030	Additional Staff	0	789	13,450	12,661		12,661	5.9%	
4040	PAYE	47,566	7,541	0	(7,541)		(7,541)	0.0%	
4045	Pension Scheme	54,282	8,173	38,000	29,827		29,827	21.5%	
4055	Staff training	1,645	2,959	4,500	1,541	2,074	(533)	111.8%	
4070	Profess Fees/Agency Personnel	3,011	1,381	4,127	2,746		2,746	33.5%	
4080	Employer NI	25,252	10,127	39,040	28,913		28,913	25.9%	
4090	Protective clothing/workwear	1,755	21	2,500	2,479	124	2,354	5.8%	
4345	Surface Clean Chemicals	0	391	0	(391)		(391)	0.0%	
4480	Memberships & Subscriptions	83	0	0	0	17	(17)	0.0%	
	Staff :- Indirect Expenditure	**395,115**	**92,716**	**438,470**	**345,754**	**6,913**	**338,840**	**22.7%**	**0**
	Net Expenditure	**(395,115)**	**(92,716)**	**(438,470)**	**(345,754)**				
130	Council Office								
1360	Electricity FIT	(2,844)	0	200	200			0.0%	

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Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1365	Misc office income	3	0	2,000	2,000			0.0%	
1490	Misc donations received	60	0	0	0			0.0%	
	Council Office :- Income	**(2,781)**	**0**	**2,200**	**2,200**			**0.0%**	**0**
4070	Profess Fees/Agency Personnel	12	0	0	0		0	0.0%	
4112	Advertising	12	0	500	500		500	0.0%	
4150	Utilities & business rates	13,118	4,366	18,500	14,134		14,134	23.6%	
4160	Repairs/Maintenance	0	0	0	0	188	(188)	0.0%	
4240	Emergency Work	105	0	0	0	45	(45)	0.0%	
4250	PHS services	101	0	136	136		136	0.0%	
4295	Equipment - New/Replacement	204	11	2,066	2,055	13	2,042	1.1%	
4300	Equipment-Repair/Maintenance	0	57	0	(57)		(57)	0.0%	
4400	Chairman's Budget	10	0	1,500	1,500		1,500	0.0%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	95	2	100	98		98	1.8%	
4415	Refreshments	416	89	550	461		461	16.1%	
4420	Telephone and Broadband	4,491	211	4,500	4,289		4,289	4.7%	
4425	IT Support and Maintenance	5,723	4,105	8,250	4,145		4,145	49.8%	
4430	Photocopier	890	195	1,500	1,305		1,305	13.0%	
4435	Contingencies	0	0	500	500		500	0.0%	
4440	Stationery	788	352	1,000	648	0	648	35.2%	
4445	Postage	77	0	237	237		237	0.0%	
4450	Inspections	410	0	1,300	1,300		1,300	0.0%	
4480	Memberships & Subscriptions	64	0	0	0		0	0.0%	
4485	Other Licences/Fees	4,357	323	3,750	3,427	204	3,224	14.0%	
4500	PWLB	46,752	8,945	43,094	34,149		34,149	20.8%	
4560	Property Maintain/Replacement	1,686	0	5,750	5,750	4	5,746	0.1%	
4565	Elections/Parish Poll	7,857	0	8,000	8,000		8,000	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	100	0	0	0		0	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	**87,267**	**18,655**	**102,649**	**83,994**	**454**	**83,540**	**18.6%**	**0**
	Net Income over Expenditure	**(90,049)**	**(18,655)**	**(100,449)**	**(81,794)**				
140	Neighbourhood Plan								
1340	Neighbourhood Plan	35	0	0	0			0.0%	
	Neighbourhood Plan :- Income	**35**	**0**	**0**	**0**				**0**
4135	Consultancy Fees	3,700	0	0	0		0	0.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4600	Neighbourhood Plan	3,624	0	0	0		0	0.0%	
	Neighbourhood Plan :- Indirect Expenditure	**7,324**	**0**	**0**	**0**	**0**	**0**		**0**
	Net Income over Expenditure	**(7,289)**	**0**	**0**	**0**				
150	Investment								
1080	Bank Interest Received	13,891	3,073	4,051	978			75.9%	
1090	Monthly Loyalty Rewards	117	0	92	92			0.0%	
1091	Cash back rebates	47	0	48	48			0.0%	
	Investment :- Income	**14,055**	**3,073**	**4,191**	**1,118**			**73.3%**	**0**
4060	Bank Charges & card fees	1,252	240	1,500	1,260		1,260	16.0%	
	Investment :- Indirect Expenditure	**1,252**	**240**	**1,500**	**1,260**	**0**	**1,260**	**16.0%**	**0**
	Net Income over Expenditure	**12,803**	**2,833**	**2,691**	**(142)**				
160	Planning								
4130	Hire of Rooms	0	185	300	115		115	61.8%	
	Planning :- Indirect Expenditure	**0**	**185**	**300**	**115**	**0**	**115**	**61.8%**	**0**
	Net Expenditure	**0**	**(185)**	**(300)**	**(115)**				
170	Health and Safety								
4135	Consultancy Fees	0	0	1,000	1,000		1,000	0.0%	
4140	Defibrillator	984	0	400	400		400	0.0%	
4295	Equipment - New/Replacement	268	0	300	300		300	0.0%	
4390	Materials	0	171	0	(171)		(171)	0.0%	
4630	Consumables	25	0	50	50		50	0.0%	
4635	cleaning agents/materials	194	0	0	0		0	0.0%	
	Health and Safety :- Indirect Expenditure	**1,472**	**171**	**1,750**	**1,579**	**0**	**1,579**	**9.8%**	**0**
	Net Expenditure	**(1,472)**	**(171)**	**(1,750)**	**(1,579)**				
6000	plus Transfer from EMR	140	0	0	0				
	Movement to/(from) Gen Reserve	**(1,331)**	**(171)**	**(1,750)**	**(1,579)**				
180	Media and Communications								
4105	Newsletter-Printing/Distributi	4,795	250	4,500	4,250	70	4,180	7.1%	
4110	Website and Emails	617	0	1,774	1,774		1,774	0.0%	
4112	Advertising	0	350	0	(350)		(350)	0.0%	
4125	Other communications	0	0	0	0	150	(150)	0.0%	
4155	IT Infrastructure	125	265	600	335	25	310	48.3%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460	CCTV	0	0	500	500		500	0.0%	
4685	Noticeboards	0	0	200	200		200	0.0%	
Media and Communications :- Indirect Expenditure		**5,537**	**865**	**7,574**	**6,709**	**245**	**6,464**	**14.7%**	**0**
	Net Expenditure	**(5,537)**	**(865)**	**(7,574)**	**(6,709)**				
190	Stores								
4150	Utilities & business rates	1,530	558	1,705	1,147		1,147	32.7%	
	Stores :- Indirect Expenditure	**1,530**	**558**	**1,705**	**1,147**	**0**	**1,147**	**32.7%**	**0**
	Net Expenditure	**(1,530)**	**(558)**	**(1,705)**	**(1,147)**				
195	Tractor Shed								
4150	Utilities & business rates	12,213	1,154	4,000	2,846		2,846	28.9%	
4450	Inspections	390	0	500	500		500	0.0%	
4560	Property Maintain/Replacement	454	0	750	750	80	670	10.7%	
	Tractor Shed :- Indirect Expenditure	**13,057**	**1,154**	**5,250**	**4,096**	**80**	**4,016**	**23.5%**	**0**
	Net Expenditure	**(13,057)**	**(1,154)**	**(5,250)**	**(4,096)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	646	0	600	600	17	583	2.8%	
4120	Over 65 Entertainment	220	(438)	250	688		688	(175.0%)	
4630	Consumables	36	0	100	100	40	60	40.0%	
	Residents' Parties :- Indirect Expenditure	**902**	**(438)**	**950**	**1,388**	**57**	**1,331**	**(40.1%)**	**0**
	Net Expenditure	**(902)**	**438**	**(950)**	**(1,388)**				
205	Events								
1480	Events income	3,981	783	6,050	5,267			12.9%	
	Events :- Income	**3,981**	**783**	**6,050**	**5,267**			**12.9%**	**0**
4122	Events	7,027	1,915	9,000	7,085	682	6,403	28.9%	
4123	Bar trading costs	226	0	0	0		0	0.0%	
	Events :- Indirect Expenditure	**7,253**	**1,915**	**9,000**	**7,085**	**682**	**6,403**	**28.9%**	**0**
	Net Income over Expenditure	**(3,272)**	**(1,132)**	**(2,950)**	**(1,818)**				
210	Grounds								
1200	Football Hire Charges	2,357	68	2,250	2,182			3.0%	
1210	Football Training Area Hire	825	90	1,000	910			9.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1215	Grass cutting agreement	14,282	16,982	17,187	205			98.8%	
1270	Floodlights Income	30	0	30	30			0.0%	
	Grounds :- Income	**17,494**	**17,139**	**20,467**	**3,328**			**83.7%**	**0**
4160	Repairs/Maintenance	111	20	0	(20)	21	(42)	0.0%	
4195	Keys/Locks	394	0	212	212	79	133	37.2%	
4200	Locking parks	1,512	208	2,883	2,675		2,675	7.2%	
4205	Replacement Bins	381	159	2,200	2,041		2,041	7.2%	
4210	Emptying Bins/Fresheners	5,210	326	6,700	6,374		6,374	4.9%	
4215	Seats - Repair/Replacement	0	0	1,500	1,500		1,500	0.0%	
4220	Signage - New/Replacement	15	0	500	500		500	0.0%	
4225	Floodlights Maintenance/Repair	1,400	15	0	(15)		(15)	0.0%	
4235	grounds alarm system	453	130	0	(130)	60	(190)	0.0%	
4245	Highway grass verge cutting	6,779	2,086	11,000	8,914		8,914	19.0%	
4255	Skip hire	1,462	374	1,500	1,126	303	822	45.2%	
4260	Shrub/Tree/Hedge	944	0	1,500	1,500	15	1,485	1.0%	
4270	Fertilisers/Weed & Moss Killer	516	(36)	0	36	15	21	0.0%	
4275	Contractor Spray	0	0	2,000	2,000	622	1,378	31.1%	
4295	Equipment - New/Replacement	12,970	51	4,000	3,949	2,143	1,806	54.9%	
4300	Equipment-Repair/Maintenance	886	0	0	0	69	(69)	0.0%	
4305	Parts- Repair/Replace/Spare	41	0	0	0		0	0.0%	
4320	Small tools	731	0	1,000	1,000	25	975	2.5%	
4325	fence repairs	3,596	0	5,000	5,000		5,000	0.0%	
4380	Various Equipment	0	0	0	0	10	(10)	0.0%	
4390	Materials	3,590	118	4,000	3,882	517	3,365	15.9%	
4395	Wetting Agents/Preservatives	0	0	250	250		250	0.0%	
4435	Contingencies	0	0	2,500	2,500		2,500	0.0%	
4560	Property Maintain/Replacement	60	0	0	0		0	0.0%	
4635	cleaning agents/materials	89	0	450	450		450	0.0%	
	Grounds :- Indirect Expenditure	**41,139**	**3,451**	**47,195**	**43,744**	**3,880**	**39,864**	**15.5%**	**0**
	Net Income over Expenditure	**(23,645)**	**13,688**	**(26,728)**	**(40,416)**				
6000	plus Transfer from EMR	12,707	0	0	0				
	Movement to/(from) Gen Reserve	**(10,938)**	**13,688**	**(26,728)**	**(40,416)**				
220	Machinery and Vehicles								
4160	Repairs/Maintenance	1,426	0	2,000	2,000	241	1,759	12.0%	
4265	Fuel	1,871	377	3,000	2,623		2,623	12.6%	
4290	Servicing	1,836	0	3,500	3,500	207	3,293	5.9%	
4295	Equipment - New/Replacement	557	0	5,700	5,700	7,886	(2,186)	138.4%	
4300	Equipment-Repair/Maintenance	70	0	0	0		0	0.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305	Parts- Repair/Replace/Spare	0	534	0	(534)	10	(545)	0.0%	
4310	Hire of Machinery & vehicles	5,538	825	3,970	3,145	99	3,046	23.3%	
4555	Vehicles	241	0	0	0		0	0.0%	
4680	Depreciation	0	0	1,000	1,000		1,000	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**11,540**	**1,736**	**19,170**	**17,434**	**8,443**	**8,990**	**53.1%**	**0**
	Net Expenditure	**(11,540)**	**(1,736)**	**(19,170)**	**(17,434)**				
230	Trees								
4240	Emergency Work	36	0	1,668	1,668	9	1,659	0.5%	
4450	Inspections	495	0	0	0		0	0.0%	
4455	work & inspections	0	0	5,000	5,000		5,000	0.0%	
	Trees :- Indirect Expenditure	**531**	**0**	**6,668**	**6,668**	**9**	**6,659**	**0.1%**	**0**
	Net Expenditure	**(531)**	**0**	**(6,668)**	**(6,668)**				
240	Allotments								
1100	Allotment Income	4,746	57	4,000	3,943			1.4%	
1110	Water Recharge	(908)	0	0	0			0.0%	
1111	Electricty Recharge	39	0	0	0			0.0%	
1115	Pest control Recharge	(390)	0	0	0			0.0%	
	Allotments :- Income	**3,488**	**57**	**4,000**	**3,943**			**1.4%**	**0**
4145	Landowner Rent	2,149	497	2,500	2,004		2,004	19.9%	
4150	Utilities & business rates	1,588	350	1,000	650		650	35.0%	
4170	Pest Control	0	0	600	600		600	0.0%	
4390	Materials	402	0	1,200	1,200		1,200	0.0%	
4435	Contingencies	0	0	600	600		600	0.0%	
4560	Property Maintain/Replacement	0	0	300	300		300	0.0%	
	Allotments :- Indirect Expenditure	**4,140**	**847**	**6,200**	**5,354**	**0**	**5,354**	**13.7%**	**0**
	Net Income over Expenditure	**(652)**	**(789)**	**(2,200)**	**(1,411)**				
250	Play Areas								
4295	Equipment - New/Replacement	32	0	1,500	1,500		1,500	0.0%	
4300	Equipment-Repair/Maintenance	87	0	2,000	2,000		2,000	0.0%	
4450	Inspections	294	300	350	50		50	85.7%	
	Play Areas :- Indirect Expenditure	**413**	**300**	**3,850**	**3,550**	**0**	**3,550**	**7.8%**	**0**
	Net Expenditure	**(413)**	**(300)**	**(3,850)**	**(3,550)**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
255	Hard Courts and Car Park								
1225	Outside courts	892	0	1,816	1,816			0.0%	
1230	No longer in use	14	0	0	0			0.0%	
	Hard Courts and Car Park :- Income	**906**	**0**	**1,816**	**1,816**			**0.0%**	**0**
4300	Equipment-Repair/Maintenance	0	0	500	500		500	0.0%	
4340	Surface - Repair	0	0	500	500		500	0.0%	
4345	Surface Clean Chemicals	0	0	500	500		500	0.0%	
4560	Property Maintain/Replacement	344	0	500	500		500	0.0%	
4580	Car Park/ Pathways	83	0	0	0		0	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**427**	**0**	**2,000**	**2,000**	**0**	**2,000**	**0.0%**	**0**
	Net Income over Expenditure	**479**	**0**	**(184)**	**(184)**				
260	Bowling Green								
1240	Bowls Hire Charges	1,900	2,088	2,090	2			99.9%	
	Bowling Green :- Income	**1,900**	**2,088**	**2,090**	**2**			**99.9%**	**0**
4160	Repairs/Maintenance	0	0	200	200		200	0.0%	
4390	Materials	1,595	0	2,200	2,200	30	2,170	1.4%	
	Bowling Green :- Indirect Expenditure	**1,595**	**0**	**2,400**	**2,400**	**30**	**2,370**	**1.2%**	**0**
	Net Income over Expenditure	**305**	**2,088**	**(310)**	**(2,398)**				
265	Memorials								
1280	Memorial Garden Income	38	0	0	0			0.0%	
	Memorials :- Income	**38**	**0**	**0**	**0**				**0**
4360	Rose Renewal	110	0	400	400		400	0.0%	
4370	Bedding Plants	0	61	0	(61)	12	(73)	0.0%	
4575	War Memorial	125	0	350	350	7	343	1.9%	
	Memorials :- Indirect Expenditure	**234**	**61**	**750**	**689**	**19**	**670**	**10.7%**	**0**
	Net Income over Expenditure	**(197)**	**(61)**	**(750)**	**(689)**				
270	Traffic Highways/Environment								
1350	Parish Partnership grant	6,143	0	1,888	1,888			0.0%	
	Traffic Highways/Environment :- Income	**6,143**	**0**	**1,888**	**1,888**			**0.0%**	**0**
4390	Materials	0	15	0	(15)	3	(18)	0.0%	
4650	SAM	0	0	500	500		500	0.0%	
4655	Bus Shelters	0	0	500	500		500	0.0%	

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4670	Parish Partnership Scheme	12,286	0	3,777	3,777		3,777	0.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**12,286**	**15**	**4,777**	**4,762**	**3**	**4,759**	**0.4%**	**0**
	Net Income over Expenditure	**(6,143)**	**(15)**	**(2,889)**	**(2,874)**				
300	Cafe								
1500	Café Income	52,031	13,569	41,000	27,431			33.1%	
	Cafe :- Income	**52,031**	**13,569**	**41,000**	**27,431**			**33.1%**	**0**
4070	Profess Fees/Agency Personnel	2,748	0	0	0		0	0.0%	
4150	Utilities & business rates	170	0	0	0		0	0.0%	
4160	Repairs/Maintenance	65	0	0	0		0	0.0%	
4295	Equipment - New/Replacement	439	0	0	0	3,551	(3,551)	0.0%	
4300	Equipment-Repair/Maintenance	63	0	700	700		700	0.0%	
4435	Contingencies	659	0	0	0		0	0.0%	
4450	Inspections	0	222	0	(222)		(222)	0.0%	
4630	Consumables	341	0	750	750		750	0.0%	
4635	cleaning agents/materials	130	0	150	150	8	142	5.3%	
4700	Machine Rental	(28)	0	0	0		0	0.0%	
4710	Café Purchases	22,917	4,409	23,500	19,091	2,115	16,976	27.8%	
4711	Community fridge/ fruit & veg	119	0	250	250		250	0.0%	
	Cafe :- Indirect Expenditure	**27,623**	**4,631**	**25,350**	**20,719**	**5,674**	**15,045**	**40.7%**	**0**
	Net Income over Expenditure	**24,408**	**8,938**	**15,650**	**6,713**				
	Grand Totals:- Income	**802,062**	**369,427**	**776,739**	**407,312**			**47.6%**	
	Expenditure	**735,899**	**176,328**	**778,738**	**602,410**	**28,298**	**574,112**	**26.3%**	
	Net Income over Expenditure	**66,163**	**193,099**	**(1,999)**	**(195,098)**				
	plus Transfer from EMR	**14,374**	**0**	0	0				
	less Transfer to EMR	**8,784**	**0**	0	0				
	Movement to/(from) Gen Reserve	**71,753**	**193,099**	**(1,999)**	**(195,098)**				

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 Hellesdon Events Committee Wednesday 11th June 2025, 3pm Held in the Olive Haseltine Room Hellesdon Community Centre

Present at the Meeting
Cllr S. Smith (Chairman)
Cllr D Britcher
Cllr M Maidstone

Also in attendance
K Sage – Facilities Manager
D Marshall – Admin Officer(minute taker)
Jack – Master of all ceremonies

The Chairman welcomed all attendees, and opened the meeting at 3pm

1. **Apologies and acceptance for absence**
Apologies were received from Cllr B Johnson, Cllr L Douglass and Cllr R Forder

2. **Declarations of Interest and Dispensations**
No declarations were made or dispensations requested.

3. **Approval of the Minutes**
Minutes were agreed and signed by Cllr S Smith.

4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
No members of the public in attendance.

5. **Summer Fayre Update**
a) Confirm timing of events/games on the day
Cllr S Smith presented the game sheet; this was agreed by all councillors present. Admin Officer to amend and recreate.
b) Volunteers on the day and roles to play
Cllr S Smith asked again if anyone wanted to help and volunteer on the day, a reminder email will be sent out to all councillors. Cllr D Maidstone has volunteered to be on gate duty to let the stall holders onto the grounds to set up. Passes are to be displayed in vehicles, with a maximum of 2 cars per stall. Cllr D Britcher will help on the Coconut Shy, and Councillor M Maidstone will help with various activities and set up. Medals and Sweets have been ordered for prizes

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Approved……

Date……

c) Field Ground Plan

It's in progress and is nearly finished. A laminated a4 copy is to be put on the fence and a copy is given to each vendor as they arrive. Any signs that need to be printed and laminated are to be sent to the office asap. Bins have been ordered and will be labelled.

d) Update on alcohol license

This has now been completed, Broadland Council to confirm how many strands of rope we need to put around the alcohol area.

e) Risk assessment update

This has been completed and signed by the deputy clerk. This will be viewed again on the date of the event and signed off by the council chairman. Stall holders will be responsible for their own Liability insurance on the day.

6. Out of date/close to date bar stock

It was suggested that the out-of-date bar stock from May 25 could be given to the food bank. A list would need to be made of what is put out for audit purposes. Another suggestion was to sell the soft drinks at the Summer Fayre. Monthly stock checks need to be carried out.

7. To confirm the date, time and venue of the next meeting.

16th July 2025 @3pm

The meeting closed at 4.15pm.

DRAFT

Approved…….....

Date……

HELLESDON PARISH COUNCIL

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

Minutes of the Meeting of the Playing Fields, Allotments and Amenities Committee held on Thursday 12th June 2025 - 7pm at The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon.

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

Also in Attendance:
Mr D Marshall (Admin, Minute Taker), Mr K Sage (Facilities Manager) and a member of the public.

The Chairman welcomed all to the meeting.

1. **Apologies and acceptance for absence**
Apologies were received from Cllr N. Barker, Cllr M. Hicks (Chairman) Cllr B. Johnson

Apologies were received after the meeting from Cllr D Fahy who had been tied up at the last minute.

2. **Election of new Chairman/Vice chairman**
Cllr D Maidstone is retiring from Chairman; Cllr M Hicks has been nominated as Chairman and Cllr D Fahy as Vice Chairman. In the absence of Cllr M Hicks and Cllr D Fahy it was agreed that Cllr D Maidstone would be chair for this meeting.

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

4. **Approval of the Minutes from 25th February 2025**
The draft Minutes had been circulated from the meeting of 25th February 2025. These were **AGREED** and signed as a true and accurate record of the meeting.

5. **Public Participation**
A member of the public reported the new tenants of the apiary had recently cleaned and reorganized the shed and that after that a lot of equipment had been taken from the apiary shed at the allotments.

A further member of the public arrived at 7.07pm

Cllr S. Gurney stated that the equipment in question belonged to her along with other items that she had left and donated to the Council. There were now many items in the shed (and the shed itself) that are

owned by the council. Cllr Gurney spoke with the Facilities Manager to confirm the items which had been taken, ensuring he was informed. There are no more items to be removed, and what remains is intended for the beekeepers who rent the hives at the allotments and will be owned by the Council.
Both members of the public left at 7.14pm.

6. Items from previous Minutes to discuss

It was noted that a permanent structure cannot be erected in Cottingham's Park, as per the deeds.
It is advised to check the deeds with the solicitor for further clarification.

7. Allotments

a) Update from Facilities, plot numbers which need to be paid, and which plots are currently available

There are currently 3 plots that are vacant and 2 half plots. No current plot fee is outstanding.

b) Red Letters sent out due to plots not following the correct rules

14 red letters were sent out at the end of May to plot holders not following the correct rules.

c) Bags of compost for the liaison group

It was agreed that this was a one-time arrangement and would not be repeated.

d) Update on Apiary

We currently have 2 active plots, 1 of them being a double plot.

e) Discussion on Car park extension

This has been accomplished, and a group of young offenders have helped. It is working well and being used by plot holders.

f) Allotments open day Aug 16th

This is on Council land and should be advertised through the office. It was agreed that a quarter of a plot can be advertised on Facebook.

G) Dog Signs

It was agreed that some signs would be made and put on the allotment gate to advise plot holders who wish to bring their dogs onto the allotment would need to be on a short lead. Also, a sign advising to lock the gate when entering and leaving.

8. Football Pitches

Prices have been compared with those of other venues. Firside would like to return but may require a changing room. It was suggested that Cottingham's Park could be used as an alternative. We also plan to support some of the Firside juniors since they are local to Hellesdon. It was agreed that the cost for 5-a-side bookings would be £27.50.

9. War Memorial

The war memorial on Low Road has posts for safety. The memorial needs a cleanup before November and was repointed last year.

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10. Tennis Courts

Tennis Reserve Update: A quote from Simons Landscapes to resurface the courts was £38K. Additionally, the electric gate is too small for wheelchair access. There is an earmarked reserve of £66,000, and a decision needs to be made on how to proceed. The Facilities Manager would continue to obtain quotes, and the Office would look at the LTA arrangement.

11. **CCTV**

A trench needs to be dug by HAHA, in order for the CCTV to be completed.

12. **BBQ/Scarecrow competition**

HAHA event, Cllr D Maidstone will be judging the best scarecrow. Cost is £3 a person which includes BBQ.

To Confirm Date, Time and Venue of the Next Meeting

To be agreed.

MEETING CLOSED AT 8:32pm

DRAFT

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 Hellesdon Environment Committee Monday 23rd June 2025, 5pm Held in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present at the Meeting

Cllr Ian Duckett (Chairman)
Cllr Mel Maidstone (Vice Chair, Minute Taker)
Cllr David Britcher
Cllr Andrew Lock
Cllr David Maidstone

Cllr Ian Duckett took the chair and welcomed all attendees, opening the meeting at 5pm

1. Election of Chairman and Vice chairman and confirmation of membership of committee.

At the Annual Council meeting those present had been elected to the committee.
It was noted that the Terms of Reference allowed for six members, so a further member should be sought.
Cllr Andrew Lock proposed Cllr Ian Duckett as Chair 2nd by Cllr Mel Maidstone, all agreed.
Cllr Ian Duckett proposed Cllr Mel Maidstone as Vice Chair 2nd by Cllr David Britcher, all agreed.

2. Apologies and acceptance for absence

Apologies were received from the Deputy Clerk who had left work early through illness.

It was proposed by Cllr Mel Maidstone and seconded by Cllr Ian Duckett that Cllr David Maidstone would take minutes, all agreed.

3. Declarations of Interest and Dispensations

In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in any item(s) on the agenda. (In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – Please contact the office should any item need clarification) Clerk to report any written requests for dispensation in respect of items on this agenda.

No declarations were made or dispensations requested.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

Members of the public are invited to speak and are only permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

No members of the public in attendance.

Approved……

Date……

5. Remit of Committee

The Delegated Powers were read out and agreed.

Cllr Andrew Lock queried what part of the Wensum was within Hellesdon. It was proposed that the new Clerk should look into this, proposed by Cllr David Britcher seconded by Cllr David Maidstone and agreed unanimously.

The Chair would ask Deputy Clerk to send out Terms of Reference and two policies to members.

6. Calendar for meetings

To meet four times a year unless a project in progress.

The Chair would like to meet again soon, after discussion agreed to wait for Broadland workshops in September.

Members will review the Terms of Reference and Policies and highlight any points they wish to by email..

7. Budget Request

It was agreed (proposed by Cllr David Maidstone, seconded by Cllr Ian Duckett) to seek £200 from existing Budgets and will take to PP&R or full council for confirmation.

8. Broadland and South Norfolk Climate Change Workshops

The Chair asked Cllr David Maidstone to follow up with Broadland DC over workshops and express interest.

Cllr David Maidstone will also ask Office to follow up with Broadland and see if NCC doing anything.

9. Projects and Ideas

The Chair outlined some possible projects:

- Planting initiative
- School competition
- Just Hellesdon article
- Adoption of chicanes, bus stops etc.

10. Items for the Next Agenda

The projects above will be added to the Workshops on the Agenda.

11. To confirm the date, time and venue of the next meeting.

To be called following confirmation of the workshops.

The meeting closed at 6.54pm.

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 24th June 2025 at 6:15pm in The Council Chambers, Diamond Jubilee Lodge, Wood View Road, Hellesdon

PRESENT:
Cllr Greg Britton (Chairman)
Cllr David Maidstone
Cllr Roy Forder
Cllr Robin Sear
Cllr Mike Hicks

Also In Attendance: Mr H. Clark (Deputy Clerk to the Council)

1. **Appointment of Chairman, and Vice Chairman of Committee**
   Cllr David Maidstone Proposed that the Chairman for the Planning Committee should be Cllr Greg Britton, this was 2nd by Cllr Robin Sear and **ACCEPTED**.

   Cllr David Maidstone Proposed that the Vice Chairman for the Planning Committee should be Cllr Roy Forder, this was 2nd by Cllr Robin Sear and **ACCEPTED.**

2. **Apologies and acceptance for absence**
   Received from Cllr Sue Holland

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

4. **To Approve the Minutes of the Committee Meeting held on 22nd April 2025**
   The Minutes of 13th May 2025 had been previously circulated. The minutes were **AGREED** and signed as a true and accurate record of the meeting. It was noted the previous planning applications that were not addressed due to previous planning committee meetings not going ahead.

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

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

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

Application	Response to Consultation
2025/1379 Location: 23 Links Avenue Hellesdon Norfolk NR6 5PE Proposal: Proposed annex, and adaption of existing extension and converted loft	No Objection subject to the proposed annexe not being let out/sold/ hired out as a separate dwelling

Approved.....

Date.....

2025/1156 Location: 188 Middletons Lane Hellesdon Norfolk NR6 5SF Proposal: Proposed single storey porch and garage conversion	No Objection
2025/1008 Location: 46 Dennis Road Hellesdon Norfolk NR6 6UB Proposal: Erection of single storey side extension and loft conversion	No Objection

Proposed by Cllr David Maidstone and a second from Cllr Roy Forder was to discuss the planning application 2025/1761, lawful development certificate for the proposed use of the car park to be used as a sitting area at The Whiffler Boundary Road, Hellesdon, NR6 5JB. Cllr David Maidstone expressed concerned that the repurposing of the car park to a seating area with have negative effects on road users on Boundary Road and City View Road. Cllr Greg Britton informed the committee of the planning statement relating to 2025/1761 that two planning application are to be submitted by the applicant. One statement is a certificate of lawfulness of proposed use application to confirm the existing car park to the front of the sit forms part of the curtilage of the public house and can be used as an external seating area, and the second is the full planning application which seeks approval for installation of alternation to the existing seating area to the front of the site including timber pergola, glazed balustrade and planters, the provision of additional parking to the rear and additional windows to the existing public house. From the planning statement includes that a replacement car park at the rear of the site is apart of the planning statement. The committee object to the certificate of lawful proposed use subject to the extension to the rear car park being put in place immediately.

8. Date, time and venue of next meeting

8th July 2025, commencing at 6.15pm at Diamond Jubilee Lodge.

The meeting closed at 06:44pm.

DRAFT

Approved.....

Date.....

DRAFT

Approved.....

Date.....