

**REPORT TO FULL COUNCIL**

**Subject: Banking Signatories**

**Author: Natasha Carver**

**Date: 04<sup>th</sup> May 2021**

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We currently have 3 signatories on our bank account, Cllr Gurney, Cllr Johnson and Cllr Britton. As per our financial regulations we require 4 in total.

**Council to confirm current signatories and appoint additional signatory.**

To help with efficiency of banking arrangements, it is the recommendation from the Clerk/RFO to have herself and the finance officer added to the mandate. This is for the sole purpose of being able to access the account for housekeeping. Currently the officers are not named on the account and are unable to deal with issues that may arise. This is good practice in local parish councils. Neither the Finance officer or Clerk/RFO will be authorised to sign off payments this authority will still lay with the councillors.

**Council to confirm if happy with the recommendation.**

**REPORT TO FULL COUNCIL**

**Subject: Committees and Working Groups**

**Author: Natasha Carver**

**Date: 04<sup>th</sup> May 2021**

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Members of the council are appointed annually to each standalone committee, along with working groups, internal control panels and outside committees/groups. The Full Council may consider the need for a committee/group to continue.

Attached is a list of current committees/groups and members allocated.

**Council to appoint members Agenda item 8 a-e**

# Hellesdon Parish Council

|                      |              |
|----------------------|--------------|
| <b>CHAIRMAN</b>      | David King   |
| <b>VICE CHAIRMAN</b> | Bill Johnson |

| <b>HELLESDON COMMUNITY CENTRE COMMITTEE</b> |                 |
|---|-----------------|
| Chairman                                    | Bill Johnson    |
| Vice Chairman                               | Shelagh Gurney  |
| Members                                     |                 |
|   | David Fahy      |
|   | Ursula Franklin |
|   | Paula Sparkes   |

| <b>STAFFING COMMITTEE</b> |                 |
|---------------------------|-----------------|
| Chairman                  | Shelagh Gurney  |
| Vice Chairman             | Bill Johnson    |
| Members                   | Greg Britton    |
|                           | Ursula Franklin |
|                           | David King      |
|                           |                 |

| <b>PLAYING FIELDS, ALLOTMENTS AND AMENITIES COMMITTEE</b> |                  |
|---|------------------|
| Chairman  | David King       |
| Vice Chairman   | Marlon Fulcher   |
| Members   | Kingsley Avenell |
|   | Shelagh Gurney   |
|   | Ursula Franklin  |
|   |                  |

| <b>PLANNING COMMITTEE</b> |                    |
|---------------------------|--------------------|
| Chairman                  | Greg Britton       |
| Vice Chairman             | Marlon Fulcher     |
| Members                   | Bill Johnson       |
|                           | Shaun Bush-Trivett |
|                           | Ursula Franklin    |
|                           |                    |
| Substitutes               | Kingsley Avenell   |
|                           | Shelagh Gurney     |
|                           | David King         |
|                           | Paula Sparkes      |

| <b>PROPERTY, POLICY AND RESOURCES COMMITTEE</b> |                |
|---|----------------|
| Chairman  | Shelagh Gurney |
| Vice Chairman                                   |                |
| Members   | David Britcher |
|   | Marlon Fulcher |
|   | Bill Johnson   |
|   | David King     |

| <b>MEDIA, COMMS AND IT COMMITTEE</b> |                    |
|--------------------------------------|--------------------|
| Chairman                             |                    |
| Vice Chairman                        |                    |
| Members                              | Shaun Bush-Trivett |
|                                      | Ursula Franklin    |
|                                      | Paula Sparkes      |

| <b>WORKING GROUP</b>         |                |
|------------------------------|----------------|
| Events                       | Shelagh Gurney |
|                              | Bill Johnson   |
| Acquisition of Land          |                |
|                              |                |
|                              |                |
|                              |                |
| Community Apairy and Orchard |                |
|                              |                |
|                              |                |

| <b>Outside Bodies/Groups:</b>           |  |
|---|--|
| <b>Airport Consultative Committee</b>   |  |
| David King                              |  |
| <b>Safer Neighbourhood Action Panel</b> |  |
|   |  |
| <b>Western Link Project</b>             |  |
| David Britcher                          |  |

| <b>Panels</b>                                       |  |
|---|--|
| <b>Staff Appeals Panel</b>                          |  |
|   |  |
| <b>Complaints Panel</b>                             |  |
|   |  |
| <b>Staff Interview Panel</b>                        |  |
| Shelagh Gurney, David King, Greg Britton            |  |
| <b>Grievance, Capability and Disciplinary Panel</b> |  |
| Kingsley Avenell, Ursula Franklin                   |  |

# **HPC HELLEDON 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 13<sup>th</sup> April 2021 by Zoom Online at 7.00 pm.**

Meeting is being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

### **PRESENT:**

|                                   |  |
|-----------------------------------|--|
| Cllr D King, Chair                | Cllr Bush Trivett (Joined at agenda item 6c) |
| Cllr B Johnson, Vice Chair        | Cllr S Gurney                                |
| Cllr K Avenell                    | Cllr G Britton                               |
| Cllr U Franklin                   | Cllr Fahy                                    |
| Cllr L Douglass (Co-opted item 4) |  |

**In attendance:** Mrs N Carver, Clerk  
District Cllr Prutton  
2 Members of the public

**WELCOME** –The Chairman welcomed Councillors and members of the public. Following the announcement on Friday 9<sup>th</sup> April of the passing of HRH The Duke of Edinburgh, Cllr King asked that the meeting would start with a two minute silence. Following this any member who would like to say a few words for prosperity are welcome to do so as the meeting is being recorded. Following the silence Cllr Gurney spoke with regards to the three occasions she had meet with The Duke of Edinburgh both though her time in Office and at home. No further comments.

**1. Apologies and Acceptance for Absence**

Apologies from Cllr Sparkes, Cllr Britcher, Cllr Sparkes and Cllr Fulcher had been received by the Clerk, these were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

There were no requests for dispensations and no additional interests declared.

**3. Minutes of the Meeting held 9<sup>th</sup> March 2021**

The Minutes of the Full Council zoom meeting held on 9<sup>th</sup> March 2021 were circulated, proposed by Cllr Gurney and seconded by Cllr Johnson that they are accepted as a true record of the meeting held, and it was

**RESOLVED TO ACCEPT**

**4. Parish Council Vacancy**

The parish council were asked to consider co-option to fill vacancy of Parish Councillor in the South-East Ward. One application had been received from Lacey Douglass, this was previously circulated to all councillors. Cllr Gurney formally proposed, seconded by Cllr Avenell to co-opt Lacey Douglass on to the Parish Council for the South East Ward. It was

Approved.....

Date.....

HPC Full Council Mins 13<sup>th</sup> April 2021

**UNANIMOUSLY CARRIED & RESOLVED TO ACCEPT LACEY DOUGLASS VERBALLY ACCEPTED THE POSITION AND JOINED THE TABLE ALL PAPERWORK TO BE COMPLETED THE NEXT WORKING DAY**

**5. Public Participation**

Cllr Prutton spoke with regards to the previous meeting; it was noted she would speak with B&Q regarding the rubbish on the edge of the site. However, two small residents along with their family had been and litter picked the area over a period of 3 days, which was lovely to see doing a lovely gesture for Hellesdon.

Cllr Prutton asked regarding the criteria for the tender for the Community Centre and if contracts would not be included if they could not start in June. Cllr Gurney spoke with regards to the tendering process though this is listed on as part of the criteria, it would not be the deciding factor.

**6. Reports from**

**a) Parish Clerk**

The Parish Clerk's report was previously circulated. It was

**RESOLVED TO ACCEPT THE REPORT**

The Clerk asked to note that the Annual Parish Meeting was Tuesday 27<sup>th</sup> April as previously reported, and not the 24<sup>th</sup> as per the Clerks report.

**b) County and District Councillor**

- Cllr Gurney updated the Parish Council with regards to County matters. The zebra crossing outside Firside School to be discussed at Agenda item 8. The proposed layout is the preferred choice from the local residents and the school.

The bus lane on Cromer Road will be discussed on the 5<sup>th</sup> June at Norfolk County Council, following the recent consultation. Cllr Gurney has met via zoom with the directors of the bus companies and one of the management team from Norwich Airport, unfortunately they are all in favor of the new bus lane on Cromer Road. Cllr Gurney raised concerns with them and will continue to do what is right for the residents and Cromer Road, and will continue to fight the cause.

Cllr Gurney confirmed that the second gate for pedestrian access closer to the Drayton Road on the Persimmon Site has been confirmed and Persimmon have agreed to pay the Road Traffic Order. Cllr Gurney confirmed that this is what is expected as a developer and part of their 106 agreement.

Cllr Gurney updated the Parish Council with regards to District matters. There is still a large amount of fly tipping around Hellesdon and on the outskirts, Cllr Gurney has spoken with Cllrs from adjoining wards.

- Cllr Prutton had no updates on Broadland Matters. An update was given to inform the Parish that work has now commenced on the upgrade to the traffic lights at Waldemar Ave.
  - Cllr King updated the Parish Council that the TPO on the Persimmon Site was now confirmed at a recent Panel meeting. Cllr Gurney made some exceptional points at the meeting representing the Parish Council, Cllr King gave thanks to Cllr Gurney for being instrumental at the meeting.
- c) Cllr King gave a COVID update, he informed the Council that the next Parish Council meeting will be held in person at the Community Centre. The Clerk updated the Council that she was speaking to both NALC and SLCC to ensure this meeting is held safely.**

Cllr King confirmed under normal circumstances when a Senior member of the Royal Family passes it is normal for the council to hold a civic ceremony prior to the funeral, under the unfortunate circumstances of Covid we are unable to do this. There is a book of condolence at the Parish Council Offices for any member of the public who is unable to sign the electronic book of condolence,

Approved.....

Date.....

**CONT. AGENDA ITEM 6c.**

following Covid guidelines in place members of the public may attend the Parish Office. The Parish Council have asked any member of the public wishing to lay flowers can do so at the war memorial on the Low Road, any flowers laid will be composted and used in the future to plant a tree in remembrance. A suggestion has been made to plant an Oak tree, this will be for the Parish Council to consider at a later date along with a plaque. Clerk to bring to a future agenda.

**d) The Police Crime Report was Noted**

Cllr Gurney spoke with regards to the SNAP panel meetings, the police have now set up their own meetings. Cllr Gurney has written to the Head of Broadland and South Norfolk Policing with regards to how the SNAP panel meetings have been "wound up", she had been informed that if we are wanting to hold a SNAP Panel meeting in the future then we would have to do this ourselves. This will be agended at a future meeting.

**7. Financial Matters****a) Bank Reconciliation – 1<sup>st</sup> April to 31<sup>st</sup> March 2021**

The document was previously circulated  
it was

**RESOLVED TO ACCEPT****b) Earmarked Reserves summary.**

The document was previously circulated  
it was

**RESOLVED TO ACCEPT****c) Approval of Payments – March 2021.**

The document was previously circulated.  
It was

**RESOLVED TO ACCEPT****d) Approval of Receipts – March 2021.**

The document was previously circulated  
It was

**RESOLVED TO ACCEPT****e) Detailed Income and Expenditure Report – 1<sup>st</sup> April to 31<sup>st</sup> March 2021**

The document was previously circulated.  
It was

**RESOLVED TO ACCEPT THE REPORT****8. Norfolk County Council Consultation - Proposed Zebra Crossing, Middletons Lane**

Cllr Gurney spoke with regards to consultation from Norfolk County Council for the proposal of a new zebra crossing for Middletons Lane near to Firsides School. Following a discussion by the Councillors, proposed by Cllr King and seconded by Cllr Britton to support the proposal. It was **RESOLVED TO APPROVE, with 1 abstention**

**9. Tree Council Donation Request**

Correspondence was received from Broadland Tree Council Network for the Parish Council to consider a donation request. Cllr King gave an update to the Council on the funding the network receives from Broadland District Council. Cllr Gurney proposed £200 from the EMR Good Causes for Hellesdon, it was seconded by Cllr Britton. It was **RESOLVED TO APPROVE BY ALL**

Approved.....

Date.....

HPC Full Council Mins 13<sup>th</sup> April 2021

**10. Armed Forces Covenant**

A discussion was had on the adoption on the Armed Forces Covenant, information was previously circulated to all councillors. The Armed Forces Covenant Pledge is a promise from the nation ensuring that those who serve or have served in the Armed Forces, and their families, are treated fairly. Signing the Pledge is the first meaningful step you can take to support the armed forces community in your local area and to partner with the Ministry of Defense.

The officer's recommendation is to accept the covenant to show our support and to look to have a Councillor representative. The councillors asked for more information to be presented to the Council at a later meeting including the scope for an armed forces champion. Cllr Gurney proposed for the clerk to investigate the aims and objectives and to look at what the District and County and doing, item to be deferred to September meeting, this was seconded by Cllr Franklin. It was

**RESOLVED TO ACCEPT**

**11. Planning**

- a. The recent planning decisions made by the Planning Committee on 9<sup>th</sup> & 23<sup>rd</sup> March 2021 were **NOTED**.
- b. The current standing orders for Planning committee were **precisely circulated to all councillors** and discussed. Over the last year the planning committee have meet by email, both Cllr Britton and Cllr Franklin spoke with the support to go back to face-to-face meetings from May.

It was

**RESOLVED TO KEEP THE CURRENT STANDING ORDERS AND CONTINUE FOR THE PLANNING COMMITTEE TO MEET TWICE A MONTH WITH THE AMENDMENT TO MEET ON 2<sup>nd</sup> and 4<sup>th</sup> TUESDAY.**

**12. Playing Fields, Allotments and Amenities**

- a) The draft minutes of the Playing Fields, Allotments and Amenities Committee meeting on 16<sup>th</sup> March 2021 were previously circulated and **NOTED**
- b) No matters arising from the minutes.
- c) The Terms of Reference for Apiary and Community Orchard Working Group were previously circulated, Cllr Gurney spoke with regards to interest already received in a community Apiary in Hellesdon, including the set up involved. It was proposed by Cllr King and seconded by Cllr Bush-Trivett to accept the Terms of Reference. 6 for, and 2 abstentions from Cllr Britton and Cllr Gurney

**RESOLVED TO ADOPT THE TERMS OF REFERENCE**

- d) A report was circulated prior to the meeting to allocate funds towards the set up of the Community Apiary. It was proposed by Cllr King and seconded by Cllr Bush-Trivett to allocate
- i) £2000 from EMR HEL 2 for the fencing
- ii) £1500 from EMR Good Causes for Hellesdon to be allocated to a new EMR Community, Apiary and Allotments (CA&O) to help seed fund.

6 for, and 2 abstentions from Cllr Britton and Cllr Gurney

It was

**RESOLVED TO ACCEPT**

Cllr Franklin asked that hedgehog holes were put into the fencing.

**13. Property, Policy and Resources**

- a) The draft minutes of the Property, Policy and Resources committee meeting on Tuesday 9<sup>th</sup> were previously circulated, these were discussed at Full Council meeting 9<sup>th</sup> March 2021 the minutes from the meeting held on March 30<sup>th</sup> March 2021 were also circulate, both minutes were **NOTED**

Approved.....

Date.....

HPC Full Council Mins 13<sup>th</sup> April 2021

**CONT AGENDA ITEM 13**

b) Cllr Gurney updated the Council that we are delayed by around two weeks currently following request for further quotations.

**14. Community Center Committee**

a) The minutes of the Community Centre meeting on 8<sup>th</sup> March 2021 were previously discussed at Full Council meeting 9<sup>th</sup> March 2021 and circulated, they were **NOTED**

**15. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting. Proposed by the chair and agreed by all.**

**16. Staffing Update**

To consider Staffing matters. This item was moved to after agenda item 18.

**17. Exchange of information only**

Cllr King asked for the planting of trees in the parish in remembrance of the Late Duke of Edinburgh to be considered at a future meeting of the Playingfields, Allotments and Amenities committee.

**18. Time and Venue of next Council meeting**

The next meeting of the Full Council to be held on 11<sup>th</sup> May at the Community Centre in the Main Hall.

**The following item was discussed following the resolution to exclude the press and public. It was confirmed that all Councillors were alone and not able to be overheard.**

**16. Staffing Update**

Cllr Gurney gave an update on the staff workings for the Council due to the recent Covid guidance. Thanks were given to all staff with their continued support for changing working arrangements.

The meeting closed at 21:15pm

Approved.....

Date.....



CLERK'S REPORT FOR COUNCIL MEETING 11.05.21

| <u>ITEM</u>  | <u>COMMENTS</u>  |
|--|--|
| Community Centre                                     | The centre is currently being used for community A symptomatic LFT, prior to any building work taking place. This is from 17 <sup>th</sup> to 29 <sup>th</sup> May Monday -Friday 8am to 4pm   |
| Car Park – Community Centre                          |  |
| Parish Council Offices<br>Diamond Jubilee Lodge      |  |
| Recreation Ground including<br>Children’s Play areas | The old under 7’s playarea has now been tidied up and open for use of the older children in Hellesdon. A young student at Hellesdon High designed the banner and named it “The Yard” and so far the area is being positively used. We will consult with the children on how they would like to temporary use the site and take this back to PA&A |
| Skate Park & MUGA                                    |  |
| Meadow Way   |  |
| Mountfield Park                                      | All trees have now been replaced by the tree warden and mulch added top the base of each tree.   |
| Cottinghams Park                                     |  |
| Allotments   |  |
| Community Orchard                                    |  |
| Community Apiary                                     | The community apiary is now being fenced in and the shed is on site. The First Working Group meeting will look to meet wc 31 <sup>st</sup> May 2021  |
| Cemetery Car Park                                    |  |
| Persimmons Homes                                     |  |
| Public Toilets                                       |  |
| Litter & Dog Waste Bins                              | Still awaiting a response - We are having issues with the dog bin situated at Meadow Way Park, the clerk has contacted Broadland Contracts team to look at resighting  |
| Bus Shelters   |  |
| Benches  | the keyworkers bench should be installed in the next week, NCC have confirmed the concrete plinth will be laid WC 17 <sup>th</sup> may   |
| War Memorial   |  |
| Highway Rangers                                      | The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc.<br>Please let the office no of any such areas and we will add it to the schedule we send them  |
| Highway Verges                                       |  |
| Staffing   | Lateral flow work place testing is now being carried out<br>AGENDA ITEM  |
| Mobile Phones  |  |
| Street Lighting                                      | Col. On walkway from Woodview Road and Cressener Close has been replaced   |
| Parish Partnership                                   |  |

|   |  |
|---|--|
| Cromer Road/Aylsham Road<br>Transport for Norwich<br>Consultation | Update expected mid-June   |
| Gas Works Allotment Site  | No current update  |
| Events  |  |
| Meeting Dates   | Community Centre – Meeting to be scheduled<br>PP&R – Next meeting to be scheduled<br>PA&A – Next meeting to be scheduled<br>Staffing – Next meeting to be scheduled<br>Annual Parish Meeting – Date to be confirmed for 2022 |
|   |  |

***Items for Parish Council to consider/note –***

# COMMUNITY UPDATE

HELLESDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLESDON WARD



[www.norfolk.police.uk](http://www.norfolk.police.uk)

APRIL 2021



WE ARE YOUR SAFER NEIGHBOURHOOD TEAM – WANT TO GET IN TOUCH?

CONTACT US – E: [SNHELLESDONANDHORSFORD@NORFOLK.POLICE.UK](mailto:SNHELLESDONANDHORSFORD@NORFOLK.POLICE.UK) TEL: 101

FOLLOW US ON SOCIAL MEDIA

FACEBOOK: /BroadlandPolice

TWITTER: @BroadlandPolice

YOUR LOCAL BEAT MANAGERS



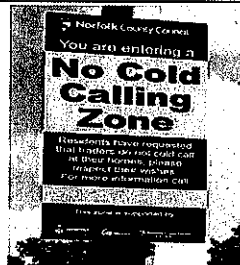
PC 230 JADE WEEKS  
& PC 151 FELIX WOODCOCK

## UPDATE FROM YOUR ENGAGEMENT OFFICER

PC 1425 VICKY BAILEY

TEL: 07967 820083

E: [Victoria.Bailey@norfolk.police.uk](mailto:Victoria.Bailey@norfolk.police.uk)



With more than 12,000 homes across Norfolk now in a No Cold Calling Zone, more people than ever are saying no to cold callers. Feedback shows the zones really work with a drop in the number of cold callers seen in 99% of areas.

No Cold Calling Zones give householders the confidence to tell rogue traders they are not welcome and are likely to be reported to Trading Standards if they do call at homes in a zone.

Figures show that 85% of people in a No Cold Calling Zone felt able to tell a cold caller they were in a zone and should leave.

Find out whether your road or street meets the criteria to become a No Cold Calling Zone at [www.norfolk.gov.uk/nccz](http://www.norfolk.gov.uk/nccz)

## WHAT'S HAPPENING IN YOUR AREA?

Last month we held an online priorities meeting to discuss local issues on our area with members of the public and to set priorities for the next few months. Following this 2 priorities have been agreed, Speeding (incorporating road safety) and Fraud / Scam awareness

With the weather warming and people getting out and about more we have been out in the community, regularly on foot patrol in public spaces and recreational areas. If you see us out please do stop and say hello.

In line with the priorities set by you we have targeted areas identified to deal with speeding, educating drivers and enforcing offences.

Over the coming weeks we plan to continue focusing on being visible in the community and engaging with as many of you as we can!

In partnership with Norfolk County Council Trading Standards we are holding an online presentation regarding Frauds and Scams on Wednesday 5th May at 1pm and 6pm. If you wish to take part, please email

[SNHELLESDONANDHORSFORD@NORFOLK.POLICE.UK](mailto:SNHELLESDONANDHORSFORD@NORFOLK.POLICE.UK) for the Microsoft Teams link.

Stay Safe, Felix

### CURRENT NEIGHBOURHOOD PRIORITIES

- Speeding (incorporating road safety)
- Fraud / Scam awareness

### DATES FOR YOUR DIARY

- Priority Setting Meeting – Wednesday 9th June @ 6.30pm via Teams.
- Fraud & Scam Prevention – Wednesday 5th May @ 1pm & 6pm via Teams.



CONTACT US THROUGH OUR  
SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN  
AN EMERGENCY



TALK TO YOUR LOCAL  
BEAT MANAGER

# COMMUNITY UPDATE

HELLEDON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HELLEDON WARD

   [www.norfolk.police.uk](http://www.norfolk.police.uk)

APRIL 2021



## CRIME UPDATES 1st to 31st MARCH

| Offence   | Numbers | What could this entail   |
|---|---------|--|
| Arson   | 1       | Damage caused as a result of fire.   |
| Anti-Social Behaviour (ASB)                     | 2       | Harassment, alarm or distress is caused in a non-crime incident.   |
| Burglary business and community                 | 1       | A person commits theft in a building or structure that is not lived in.  |
| Burglary residential                            | 1       | Entry and theft in a building or a structure that is lived in.   |
| Criminal Damage                                 | 9       | A person destroys or damages property belonging to someone else.   |
| Domestic  | 2       | Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.  |
| Hate Incident                                   | 1       | Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender. |
| Race or Religious aggravated public fear        | 1       | Any crime determined to have a hate element as per above.  |
| Possession of controlled substance              | 0       | Unlawful possession of a drug classified in class A, B or C.   |
| Possession of weapons                           | 1       | Unlawful possession of an article used as a weapon.  |
| Public fear, alarm or distress                  | 7       | Public order offences e.g. from a verbal altercation to offences just short of violence.   |
| Robbery   | 0       | Includes a range of offences where force is used, threatened or the victim is put in fear.   |
| Theft from a motor vehicle                      | 0       | Any item stolen that was in, on or attached to a motor vehicle.  |
| Theft or unauthorised taking of a motor vehicle | 1       | Any motor vehicle including those abandoned.   |
| Theft of pedal cycle                            | 0       | From a public place, if stolen from a shed or garage this would be a BOTD.   |
| Theft from a person                             | 2       | Purse being taken from a handbag, or a mobile phone from a shopping basket.  |



CONTACT US THROUGH OUR  
SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN  
AN EMERGENCY



TALK TO YOUR LOCAL  
BEAT MANAGER

## BANK BALANCES APRIL 2021

Agenda Item

| Account | Balance 30/04/2021  |
|---------|---|
| 2077    | £500.00 current account   |
| 4401    | £404,247.01 precept account (includes 1st instalment precept 2021/2022) |
| 4503    | £81,397.33 General Reserves   |
| 7702    | £337,827.30 EMR/General reserves  |
| 958     | £759,484.94 New loan/CIL money  |
| TOTAL   | £1,583,456.58   |

## Earmarked Reserves

| Account                            | Opening Balance   | Net Transfers   | Closing Balance   |
|------------------------------------|-------------------|-----------------|-------------------|
| 320 EMR Play Equipment             | 6,060.33          | 18,939.67       | 25,000.00         |
| 321 EMR Site Fencing               | 257.40            |                 | 257.40            |
| 322 EMR Machinery                  | 16,400.00         | -6,000.00       | 10,400.00         |
| 323 EMR Hard Surface Area          | 14,000.00         |                 | 14,000.00         |
| 324 EMR Premises/Furnishing        | 1,900.00          |                 | 1,900.00          |
| 325 EMR CCTV                       | 4,573.00          | -3,997.00       | 576.00            |
| 326 EMR Elections                  | 5,945.22          | -3,041.52       | 2,903.70          |
| 327 EMR War Memorial               | 4,380.00          |                 | 4,380.00          |
| 328 EMR Burial Ground Land         | 17,000.00         |                 | 17,000.00         |
| 329 EMR Com Centre Contingency     | 15,739.68         |                 | 15,739.68         |
| 330 EMR Parish Poll Provision      | 6,000.00          |                 | 6,000.00          |
| 331 EMR Mountfield Park            | 43,371.99         | -345.00         | 43,026.99         |
| 332 EMR Good Causes in Hellesdon   | 12,870.00         | -5,850.00       | 7,020.00          |
| 333 EMR Interest on Prev 9m Depos  | 0.00              |                 | 0.00              |
| 334 EMR HEL2**                     | 55,315.14         | -405.00         | 54,910.14         |
| 335 EMR Car Park/Paths at HCC      | 0.00              |                 | 0.00              |
| 336 EMR Car Park Soakaway          | 0.00              |                 | 0.00              |
| 337 EMR Driveway Sinkage           | 500.00            |                 | 500.00            |
| 338 EMR Grit bins                  | 1,500.00          | -296.38         | 1,203.62          |
| 339 EMR Outreach provision         | 0.00              |                 | 0.00              |
| 340 EMR PF Ownership signs         | 2,500.00          |                 | 2,500.00          |
| 341 EMR Precept Shortfall          | 13,190.00         |                 | 13,190.00         |
| 342 EMR Staff contingency payments | 10,000.00         |                 | 10,000.00         |
| 343 EMR Privet Hedge Driveway      | 500.00            |                 | 500.00            |
| 344 EMR Equipment & Storage        | 0.00              |                 | 0.00              |
| 345 EMR Bus shelter                | -3,354.00         | 3,677.00        | 323.00            |
| 346 Green Grid                     | 5,340.00          |                 | 5,340.00          |
| 347 Land Acquisition account       | 69,752.17         |                 | 69,752.17         |
| 348 Community Engagement Reserve   | 2,350.00          |                 | 2,350.00          |
| 349 IT Reserve                     | 5,141.00          |                 | 5,141.00          |
|                                    | <b>311,231.93</b> | <b>2,681.77</b> | <b>313,913.70</b> |

Payments April 2021

Agenda Item

| Date       | Payee                  | Amount      | Expenditure   |
|------------|------------------------|-------------|---|
| 01/04/2021 | Broadland D C          | £ 149.05    | business rates stores   |
| 01/04/2021 | Broadland D C          | £ 1,014.75  | business rates community centre                               |
| 01/04/2021 | Broadland D C          | £ 317.70    | business rates groundsmen shed                                |
| 06/04/2021 | Westcotec              | £ 90.00     | SAM program   |
| 07/04/2021 | Entanet                | £ 54.30     | broadband   |
| 07/04/2021 | UK Fuels               | £ 54.72     | fuel card Mar   |
| 07/04/2021 | Barclays               | £ 7.40      | charges 15 Feb - 14 Mar                                       |
| 13/04/2021 | DD Health & Safety     | £ 8.28      | graffiti wipes  |
| 13/04/2021 | Taverham Nursery       | £ 21.91     | fungicide for roses/ph tester                                 |
| 13/04/2021 | A C Leigh              | £ 122.90    | 6 x padlocks  |
| 13/04/2021 | Milne Safety           | £ 122.90    | disinfectant play equip/<br>descaler/ vacuum bags             |
| 13/04/2021 | Osiris Technologies    | £ 254.28    | IT support Apr  |
| 13/04/2021 | Pip Skips              | £ 264.00    | skip hire   |
| 13/04/2021 | E Doe & Son            | £ 448.73    | blades & bolts Wessex mower                                   |
| 13/04/2021 | Garden Guardian        | £ 1,669.80  | verge cutting instalment                                      |
| 13/04/2021 | Canham Consulting      | £ 1,800.00  | design work HCC roof  |
| 13/04/2021 | D J Designs            | £ 4,750.00  | design work HCC roof  |
| 20/04/2021 | Net salaries Apr       | £ 14,293.83 | Apr payroll   |
| 21/04/2021 | Total Gas & Power      | £ 1,206.51  | HCC/DJL gas Mar 2021  |
| 21/04/2021 | Blossom & Bows         | £ 30.00     | flowers Prince Phillip condolences book                       |
| 22/04/2021 | The Helping Hand       | £ 44.56     | litter pickers  |
| 22/04/2021 | IRIS Software Ltd      | £ 48.00     | HR support  |
| 22/04/2021 | Dazzle                 | £ 75.00     | window cleaning Apr office/centre - last one                  |
| 22/04/2021 | DD Health & Safety     | £ 133.32    | sacks ,b/ roll, litter pick, flr cleaner, sack holder, gloves |
| 22/04/2021 | Siemens Financial      | £ 356.40    | lease rental photo copier 16 May - 15 Aug                     |
| 22/04/2021 | Just Regional          | £ 540.00    | Advert Just Hellesdon 21 Apr                                  |
| 22/04/2021 | Longwater Construction | £ 1,897.38  | fencing apiary  |
| 26/04/2021 | Total Gas & Power      | £ 1,036.89  | electricity Jan - Mar HCC/DJL                                 |
| 26/04/2021 | Total Gas & Power      | £ 34.03     | electricity Mar allotments                                    |
| 26/04/2021 | Total Gas & Power      | £ 765.63    | electricity Jan - Mar DJL                                     |
| 26/04/2021 | Broadland DC           | £ 621.00    | business rates office   |
| 26/04/2021 | Norfolk Pension Fund   | £ 3,879.89  | Apr pension contributions                                     |
| 26/04/2021 | HMRC                   | £ 4,298.62  | PAYE & EER NI Apr   |
| 27/04/2021 | BNP Paribas            | £ 278.00    | HP Wessex mower   |
| 27/04/2021 | M R Ellis Timber       | £ 376.49    | concrete posts apiary   |
| 28/04/2021 | Hitachi Capital        | £ 540.00    | lease tractor/hedge cutter                                    |
| 30/04/2021 | Vodafone Ltd           | £ 161.18    | mobile phones   |
| 30/04/2021 | Zoom Comms             | £ 143.88    | Zoom subscriptions  |

## Receipts April 2021

Agenda Item

| <b>Date</b> | <b>Payer</b>         | <b>Amount</b> | <b>Income</b>                        |
|-------------|----------------------|---------------|--------------------------------------|
| 06/04/2021  | Knights Netball hire | £ 76.00       | Netball court hire                   |
| 06/04/2021  | Pav Funball          | £ 121.50      | hire football training area          |
| 07/04/2021  | Total Gas & Power    | £ 47.23       | Feed in tariff                       |
| 07/04/2021  | Barclays             | £ 0.14        | monthly loyalty reward               |
| 13/04/2021  | G Llywelyn           | £ 65.00       | allotment holder                     |
| 14/04/2021  | Premier netball      | £ 29.25       | net card receipt/ netball court hire |
| 27/04/2021  | Hellesdon Bowls Club | £ 900.00      | fees 2021 season 1st instalment      |
| 29/04/2021  | Allotment            | £ 62.15       | rent/fees/deposit                    |
| 29/04/2021  | HMRC                 | £ 10,126.69   | Vat refund q/e 31 Mar 2021           |
| 30/04/2021  | Tennis court hire    | £ 13.99       | tennis court hire                    |



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](mailto:clerk@hellesdon-pc.gov.uk)

**Responses of the Planning Committee for  
13<sup>th</sup> April 2021**

**Committee members commenting:**

Clr Britton  
Clr Fulcher  
Clr Franklin  
Clr Johnson  
Clr Bush-Trivett

**Public Comments received and acknowledged by**

No comments received.

**Response sent to Broadland District and Norwich City Council by:**

Mrs. N Carver – Clerk

**Planning Applications for Consideration**

|   |   |
|---|---|
| <b>20210438</b><br>112A Boundary Road, NR6 5JE<br>Change of use from 1 bed flat to retail.  | No objection in principle but are concerned at the lack of detail on the submitted plans which are of a basic and almost incomprehensible nature. |
| <b>20210440</b><br>133 Holt Road, NR6 6UA<br>Single storey rear extension.  | No Objection  |
| <b>20210432</b><br>57 Reepham Road, NR6 5LF<br>Proposed two-storey side extension, rear single storey extension and front porch.  | Object to the 2 storey extension on the neighboring property's boundary and the inadequate parking provision.                                     |
| <b>20210505</b><br>95 Reepham Road, NR6 5LQ<br>Demolish existing rear conservatory & replace with new longer.   | No Objection  |
| <b>20210502</b><br>Royal Norwich Golf Club, Drayton High Road, NR6 5AH<br>Details reserved by conditions 7 (foul drainage), 18 (bat mitigation) and 41 (flood risk) following grant of planning permission 20151770 | No Objection  |
| <b>20210525</b><br>19 Raymond Close, NR6 6PG<br>Proposed dormer to front roof slope.  | No Objection  |

|   |   |
|---|---|
| <p><b>20210597</b><br/>26 Westwood Drive, Hellesdon, Norwich, NR6 5DE<br/>Single storey rear extension</p>  | <p>No Objection</p>   |
| <p><b>20210560</b><br/>23 Low Road, NR6 5AE<br/>Erection of a new Porch at front elevation.<br/>Removal of the existing conservatory at rear elevation &amp; replacing it with a new rear extension. Garage conversion &amp; Alteration to an office. Internal alterations.</p> | <p>No objection but note that this is a purely residential area and would not wish to see adverting matter on the site.</p> |

**Date of next Agenda**

20<sup>th</sup> April 2021, comments received by 27<sup>th</sup> April 2021

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](mailto:clerk@hellesdon-pc.gov.uk)

**Responses of the Planning Committee for  
27<sup>th</sup> April 2021**

**Committee members commenting:**

Cllr Britton  
Cllr Fulcher  
Cllr Franklin  
Cllr Johnson  
Cllr Bush-Trivett

**Public Comments received and acknowledged by**

No comments received.

**Response sent to Broadland District and Norwich City Council by:**

Mrs. N Carver – Clerk

**Planning Applications for Consideration**

|   |              |
|---|--------------|
| <b>20210620</b><br>118 Middletons Lane, NR6 5SR<br>Single storey rear extension and re-roof to form accommodation within roof space. Plus construction of a detached garage.      | No Objection |
| <b>20210627</b><br>Harnser House, Hellesdon Hospital, Drayton High Road, NR6 5BE<br>Re-location of the Trust's pharmacy service to new permanent location adjacent Harnser House. | No Objection |

**Date of next Agenda**

Meeting in person at Hellesdon Community Centre 6:15pm on 11<sup>th</sup> May 2021

PLEASE NOTE THE MEETING HAS BEEN POSTPONED TO TUESDAY 18<sup>TH</sup> MAY AT 6:15PM DUE TO CURRENT COVID GUIDANCE

**Minutes of the meeting of the Playing fields, Allotments and Amenities Committee held on  
Tuesday 29<sup>th</sup> April 2021 at 7pm Via Zoom**

Meetings are being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

**Present:** Cllr D King– Chair of the Committee  
Cllr U Franklin  
Cllr S Gurney  
Cllr M Fulcher  
N Carver – Clerk  
1 member of the public

The Chairman welcomed members of the committee and members of the public the meeting was opened at 7pm.

**1. Apologies and acceptance for absence**

Apologies were received from Cllr Avenell these were accepted.

**2. Declarations of Interest and Dispensations**

Cllr Gurney declared interest in Agenda item 5, Community Apiary.

**3. To Approve the Minutes of the Meeting 25<sup>th</sup> March 2021**

Minutes had been circulated from the meeting of 25<sup>th</sup> March 2021, Cllr King proposed to accept the minutes

It was

**RESOLVED TO ADOPT THE MINUTES**

**4. Public Participation**

It was proposed by Cllr King to suspend standing orders to allow Kieron Haines member of public to join in with agenda item 5, seconded by Cllr Fulcher. It was

**RESOLVE APPROVE**

**5. Community Apiary**

a) The Terms of Reference for Community apiary and orchard working group were agreed at the April meeting of full council. We have had correspondence for 6 residents so far showing an interest in the project, an advertisement is currently in the Just Hellesdon closing date 30<sup>th</sup> April. A meeting of the working group will be arranged for mid to late May.

b) The Allotment committee met onsite on 19<sup>th</sup> May along with Mr. Haines to discuss a suitable location for the apiary. 2 sites were looked at, the Clerk reported that she had contacted the adjoining allotment holders for the first choice and though they were in favor of the project, they did not wish for it to be situated next to their plots. The second site where the plot will be allocated is allotment plots 88/89.

Plot 88 will be fenced in. Plot 87 will be sown with wildflowers as agreed by Head Groundsman. Cllr King proposed the acceptance of the site allocation, seconded by Cllr Fulcher. It was

**RESOLVED TO ACCEPT BY ALL**

c) The purchase of equipment for the community apiary to be agended on the first meeting of the working group.

**6. Allotment**

a) The water leak at Bush Road Allotments site will continue to be monitored.

b) Correspondence was received from Haha requesting permission to hold our annual BBQ / Scarecrow competition on the Hellesdon Allotments, on Saturday 26<sup>th</sup> of June this year, in aid of the East Anglian Air Ambulance. It was

**AGREED THEY COULD HOLD THE EVENT PENDING GOVERNMENT GUIDANCE**

**7. Playground Updates**

a) The new equipment on Meadow Way Playarea has been installed and well received.

b) Recent anti-social behavior has taken place on Mountfield Park, the police have been onsite, the gates will now be locked at dusk along with all other parks.

c) The old under 7 playground is currently not being used, a discussion was had with regards to utilizing the area on a temporary basis and for a trial period, for the older children to use as a hang out area. This was following recent verbal complaints and posts on social media relating to anti-social behavior of the older children using the joint playground. The local policing team agreed that this may help alleviate some of the behavior seen. It was suggested that the children are consulted on what items they would like to see on the park. Cllr King proposed and seconded by Cllr Gurney that the area is made usable for the older children on a trial basis, and a consultation with them is carried out over the type of equipment and facilities they would like to see. It was

**RESOLVED TO ACCEPT THE PROPOSAL**

**8. Recreational Ground Sports Hire**

a) The hire of the recreation field over summer period cannot be confirmed until conformation on the Community Centre roof start dates is received, it can only be agreed in principle and full risk assessment is carried out.

**9. Exchange of Information**

Cllr Fulcher spoke with regards to a Friends of Mountfield Park group could be looked at as an idea following the recent anti social behavior. It was suggested the clerk speak with Bex Cross the local tree warden and bring the item to a future agenda.

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

The clerk to confirm the next date and time of committee meeting.

**MEETING CLOSED AT 20:35**