

PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 10th November 2020 at 7pm

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.

The meeting is being held virtually online via Zoom, members of the public are welcome to join information can be found at the end of the Agenda

AGENDA

Welcome

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
3. **Minutes from Zoom meeting held 13th October 2020**
To note the minutes of the meeting held on 13th October 2020*
4. **Public Participation**
To receive questions from the public.
(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
5. **Reports from**
 - a) To note report from Parish Clerk*
 - b) Verbal Update from District and County Councillors
 - c) Verbal Update from Chairman - To include Covid briefing
 - d) To Note Police Report*
6. **Financial Matters**
 - a) Bank Reconciliation – 1st April to 31st October 2020.*
 - b) Earmarked reserves summary. *
 - c) Approval of Payments –October 2020. *
 - d) Approval of Receipts – October 2020. *
 - e) Detailed Income and Expenditure 1st April to 31st October 2020. *
7. **To Answer Questions From The Councillors**
Written questions should be given to the Clerk at least 3 days prior to the meeting.
8. **Parish Partnership 2021/2022**
To consider items for the Parish partnership funding*
9. **Community Projects over the Christmas period**
To receive a verbal report from the chair and clerk.
10. **Planning**
To note recent planning decisions made by the planning committee on 20th October 2020 *

11. Community Center Committee

- a) To consider Community Centre Matters
- b) To confirm the date of the budget setting meeting 16th November 10am by Zoom

12. Property, Policy and Resources

- a) To consider Property, Policy & Resources Matters
- b) To note the planning decision made for the work submitted for the Community centre*
- c) To confirm the date of the budget setting meeting 17th November at 10am by Zoom

13. Playing Fields, Allotments and Amenities

- a) To consider Playing fields, allotments and amenities Matters
- b) To confirm the date of the budget setting meeting 12th November 10am by Zoom

14. Exchange of information.

15. Staffing Update

To consider Staffing Matters

- a) To note minutes of meeting held on 6th November by Zoom
- b) To confirm the date of the budget setting meeting

16. Time and Venue of next Council meeting.

The next meeting of the Full Council 8th December 2020 via Zoom

- 17. 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.**

Natasha Carver Clerk to the council

Dated 3rd November 2020

**All documents referred to in this agenda as "attached" are supplied to Parish Councillors only. Copies are available (unless marked confidential) at the Council Offices during public opening hours.*

Joining instructions

Topic: Full Council November 2020

Time: Nov 10, 2020 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/87349199130?pwd=UHNxVldrekdTbFRaVFUSitBVkRpZz09>

Meeting ID: 873 4919 9130

Passcode: 545712

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: clerk@hellesdon-pc.gov.uk

Minutes of the Meeting of Hellesdon Parish Council

Held on Tuesday 13th October 2020 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 Sparkes
Cllr S Gurney	Cllr K Avenell
Cllr G Britton	Cllr D Britcher
Cllr U Franklin	Cllr M Fulcher
Cllr D Fahy (Joined item 6e)	

In attendance: Mrs N Carver, Clerk
District Cllr Prutton
2 Members of the public (Left at item 5)

WELCOME –The Chairman welcomed Councillors and members of the public.

1. Apologies and acceptance for absence

Apologies from Cllr Attenborough up to April 2021, and Cllr Johnson, these were **ACCEPTED**.

A minutes silence was led by Cllr Britcher for Peter Beard who sadly passed away in September 2020. He was a former member of the Parish Council and was part of many council projects. Cllr Gurney asked for a letter to be sent from the Parish Council to the daughter of Peter Beard with their deepest sympathy.

2. Declarations of Interest and Dispensations

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

Chairman asked the councillors for a late item to be added to the agenda under item 12 - c) GNLP Jarrolds site. This was

RESOLVED TO ACCEPT

3. Minutes of the meeting held 8th September 2020

The minutes of the full council zoom meeting held on 8th September, were

RESOLVED TO ACCEPT

4. Public Participation

Two members of the public attended the meeting with regards to the planning application 20201697, phase 2 of the Persimmon development. They both raised concern in regard to the removal of trees on this site.

Approved.....

Date.....

HPC Full Council Mins 13th October 2020

Cllr King Spoke with regards to the lack of communication between Persimmon and the Parish Council, Persimmons treatment of the Parish Council is deplorable. Cllr King and Cllr Gurney have called in the application if they are minded to approve. Cllr King asked that any residents who have concerns relating to the application to send their comments and thoughts to Charles Judson the planning officer.

Cllr Fulcher spoke with regards to the application and concerns over the tree survey previously carried out by Persimmon and issues raised from Broadland tree wardens. There is also a concern with the current climate emergency.

There will be a briefing for the Parish Council and the planning committee being held on 14th October to discuss the application with the planning officers at Broadland.

5. **Reports from**

a) **Parish Clerk**

The clerks report was previously circulated.

RESOLVED TO ACCEPT

Update was given to the Parish Council with regards to an incident over the weekend whilst a caretaker was trying to lock the parks, the police were called and attended the site. Cllr King is happy for any decisions with regards to the locking of the parks is an operational matter.

Cllr Gurney spoke with regards to the recent PWLB application and gave thanks to Russel Reeve at Norfolk ALC and Natasha for working to have this approved.

b) **County and District Councillor**

- Cllr Prutton gave an update with regards to 147 Reepham Road, meetings have been held with director of place at Broadland District Council, they have given many excuses as to why a decision has not been made, however she will continue to look at this on behalf of the residents. Cllr Prutton has a planned visit to Viola site to see the new electric refuse collection truck, this is the new way ahead.

- Cllr Britcher updated the council on the waste management contract at Broadland District Council which is currently out to tender. Confirming there is 6 large companies currently bidding for the contract.

- Cllr Gurney provided a verbal update for both County and District Council. Cllr Gurney has been undertaking work within the Parish on the Persimmon Homes development.

Cllr Gurney reported that is concerned on the Shortage of planning officers at Broadland planning causing a poor service, this has been reported to head of planning services.

County has had many issues with regards to heavy rain fall, this has caused a lot of flooding, including areas where we have drainage tanks. There are a number of areas which currently need attention including Hospital Lane, Low Road, with blocked culverts these have been reported to highways to be dug out. Signage that has been damaged have been reported and will be replaced.

Cllr Gurney has asked for a formal enquiry and full investigation on the Zebera Crossing, including the ground works and lighting, a budgetary spread sheet has also been requested.

Meadow way bollards and 20mph speed restriction have moved further up the list and is still ongoing. The issues with parking at Firside have been directed to police. Patching issues on Links Ave continue to be done. County Council Highways Rangers have been asked to trim the lower branches on oaks near to the hospital on Drayton High Road due to obscuring views.

Cllr Gurney gave an update on the newly installed traffic calming measures, so far there has been positive feedback.

Cllr Britcher spoke with regards to the zebra crossing, relating to the lollypop man and the location of the zebra crossing, Cllr Gurney responded that the lollypop man is still much

Approved.....

Date.....

needed and under the control of the fire service. Cllr Gurney also raised earlier concerns raised with county on the location of the crossing and associated factors. Cllr Gurney was not in supported as other areas have a higher priority.

- Update from Cllr King. Currently still looking at the job retention scheme with Broadland District Council for under 25's. There has also been a number meetings with regards to possible lockdowns and plans coming out of lockdown.
- c) No further updates
- d) The police crime reported was **Noted**

6. **Financial Matters**

- a) Bank Reconciliation – 1st April to 30th September 2020.
The document previously circulated was discussed, and it was
RESOLVED TO ACCEPT
- b) Earmarked reserves summary.
The document previously circulated was discussed, the clerk clarified the transfers on the account that had already been agreed, it was
RESOLVED TO ACCEPT
- c) Approval of Payments –September 2020.
The document previously circulated was discussed, and it was
RESOLVED TO ACCEPT
- d) Approval of Receipts – September 2020.
The document previously circulated was discussed, and it was
RESOLVED TO ACCEPT
- e) Detailed Income and Expenditure 1st April to 30th September 2020.
The document previously circulated was discussed, It was
RESOLVED TO ACCEPT THE REPORT
- f) The report received from the external auditors for the accounts 2019/2020 was preciously circulated, it was
RECEIVED AND NOTED
- g) The second precept payment from Broadland District council had been received, it was
NOTED
- h) Update on funding received parish partnership 2018/2019 – Bus Stop on the Low Road Funding previous agreed for the Parish Partnership for 2018/19 has now been received.
- i) To receive any suggestions for items to be included in the 2021/2022 budget.
It was discussed and the following items are to be considered, parish partnership £6k, green grid/tree budget.

7. **To Answer Questions from The Councillors**

No questions were received

A break was held, and council reconvened at 8:50

8. **Replacement Tree**

Report was previously circulated regarding replacing the cherry tree on the 'Bull Roundabout'.

The report was discussed. Proposed by the chair it was,

RESOLVED TO ACCEPT OFFICERS RECOMMENDATION TO BE FUNDED FROM GENERAL RESERVES

9. **Planning White Paper**

To consider a response from the council for the current consultation before October 29th 2020.

This was discussed at length and it was

Approved.....

Date.....
HPC Full Council Mins 13th October 2020

RESOLVED FOR THE CLERK TO RESPOND MAKING REFERENCE TO THE NEIGHBORHOOD PLAN, CIL PAYMENTS AND FOR THE LOCAL VOICE TO STILL BE HEARD AND NOT LOST.

10. Planning

To note recent planning decisions made by the planning committee on 15th September and 6th October 2020. It was

RESOLVED TO NOTE

11. Community Center Committee

To consider Community Centre Matters

- a) The minutes of meeting held on 14th September 2020 by Zoom were previously circulated and **NOTED**
- b) Decisions made by the committee were **NOTED**

12. Property, Policy and Resources

To consider Property, Policy & Resources Matters

- a) The minutes of meeting held on 10th September 2020 by Zoom were **NOTED**
- b) Cllr Gurney gave a verbal update on the reports done by outside bodies for the community centre, the recent electrical report noted that works will be required, it was **NOTED** that the centre is still safe to use. Decisions made by the committee were **NOTED**
- c) GNLP 1021 Jarrolds site – The clerk had received correspondence from the GNLP team asking for further clarification on the Parish Councils proposal for the Jarrolds site. Following a lengthy discussion of the council, there was no change in the position of the Parish Council, however the need for more recreational space is more paramount. Cllr Britcher spoke with regards to proposing a planning application for the site, this can be taken to the next PP&R meeting. It was **RESOLVED FOR THE CLERK TO RESPOND AND FOR NO FURTHER DIRECT ENGAGEMENTS WITH JAROLDS**

13. Playing Fields, Allotments and Amenities

To consider Playing fields, allotments and amenities Matters

- a) To note minutes of meeting held on 16th September 2020 by Zoom were **NOTED**
- b) Decisions made by the committee were **NOTED**

14. 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 seconded by Cllr Avenell

RESOLVED TO ACCEPT

15. Exchange of information.

Cllr King spoke with regards to the snooker hall has recently been up for sale and is sold. Any update will be given a future meeting.

16. Staffing Update

To consider Staffing Matters

- a) The minutes of meeting held on 10th September 2020 by Zoom were **NOTED**
- b) A verbal update from Cllr Gurney was given. Decisions made by the committee were **NOTED**

17. Time and Venue of next Council meeting.

The next meeting to be held on Tuesday 10th November at 7pm via Zoom

Approved.....

Date.....
HPC Full Council Mins 13th October 2020

No further information to be exchanged
The meeting closed at 21:15

DRAFT

Approved.....

Date.....

COMMUNITY UPDATE

HELLEDSON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HORSFORD AND FELTHORPE WARDS



www.norfolk.police.uk

OCTOBER 2020

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

CONTACT US -

E: SMITHHELLEDSON@HORSFORD.NORFOLK.PNN.POLICE.UK TEL: 101

FOLLOW US ON SOCIAL MEDIA

FACEBOOK: /BroadlandPolice

TWITTER: @BroadlandPolice

YOUR LOCAL BEAT MANAGERS



PC 2310 JADE WEEKS PC151 FELIX WOODCOCK

UPDATE FROM YOUR COMMUNITY ENGAGEMENT OFFICER

PC 1125 VICKY BAILEY

TEL: 07947 920063

E: VICTORIA.BAILEY@NORFOLK.PNN.POLICE.UK

National Crime Awareness Week

October 10th - 17th is National Hate Crime Awareness Week, raising awareness and encouraging the reporting of hate crimes and incidents. A hate incident or crime is any incident or crime which the victim or anyone else believes is motivated by hostility, prejudice or hate on the grounds of race, religion, sexual orientation, disability or transgender identity. When reporting hate crimes, you are making a bigger difference than you may think. It helps you get support. It helps us make your local area safer.

Every single person deserves to be treated with respect, fairly treated and feel equal to others. The Stop Hate in Norfolk (SHIN) project, launched in 2017 by Norfolk Constabulary and Norfolk County Council, allows for different organisations in Norfolk to work together to make it easier for people to report hate incidents/crimes and increase the confidence of people across the county to report incidents. We encourage anyone who has been a victim of a hate incident/crime or has witnessed one to report it to police straightaway via our non-emergency phone number 101, text on 07786200777, Minicom number 06453455453, Fax number 01653 424299, Online reporting forms at www.norfolk.police.uk. For more information visit our website www.norfolk.police.uk. Stay safe, Vicky

CURRENT NEIGHBOURHOOD PRIORITIES

- HIGH VISIBILITY PRESENCE COVERING RECREATIONAL GROUNDS/PUBLIC SPACES IN THE AREAS OF HELLEDSON, HORSFORD, SPXWORTH & ST FAITHS
- SPEED ENFORCEMENT WHEN TIME ALLOWS

WHAT'S HAPPENING IN YOUR AREA?

I hope you are all continuing to stay safe and well.

The past month has seen the re-opening of schools and I have used this opportunity to partake in plenty of positive engagement by providing a police presence in the form of four patrols for visibility and to engage, educate and monitor ongoing issues with parking. Unfortunately, I have had to actively challenge and issue words of advice to several parents due to the manner in which they have been parking.

Please allow enough time to park safely and with consideration ensuring that you are not causing any obstruction to pavements, junctions or driveways. In addition, the zip-tag markings outside of schools provide a prohibition of stopping, so please do not stop, not even to pick up or set down children or passengers. Thank you for your cooperation in this matter.

Along with school patrols, I have also undertaken a number of proactive patrols across the parishes designed to disrupt suspicious activity. I have worked alongside Broadland Response Teams to increase the police presence in the Horsford area by conducting targeted patrols of specific locations where reports have been received of vehicles being driven in an anti-social manner and drug-related activity. A further dedicated initiative is due to take place later this month and any identified offences will be dealt with robustly.

On another note, as the dark nights are beginning to draw in, please call remind residents to increase their vigilance around home and vehicle security by carrying out a few simple crime prevention steps such as keeping doors and windows securely locked, peering lights on timers so that they come on after dark and to ensure that valuables are not left on display.

Regards Jade

DATES FOR YOUR DIARY

- S.N.A.P MEETING - DATE TBC

COMMUNITY UPDATE

HELLEDSON & HORSFORD SAFER NEIGHBOURHOOD TEAM

HORSFORD AND FELTHORPE WARDS



www.norfolk.police.uk

OCTOBER 2020

CRIME UPDATES FOR SEPTEMBER 2020

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	1	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	0	A person commits theft in a building or structure that is not lived in.
Burglary residential	0	Entry and theft in a building or a structure that is lived in.
Criminal Damage	1	A person destroys or damages property belonging to someone else.
Domestic	1	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	0	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	0	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	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	1	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	0	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 BOTT.
Theft from a person	0	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



CONTACT US THROUGH OUR SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN AN EMERGENCY



TALK TO YOUR LOCAL BEAT MANAGER

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2020	Active Saver 4401	613,447.21
31/10/2020	Business Current Account 2077	487.13
27/10/2020	Petty Cash	122.73
31/10/2020	Active Saver 7702	337,426.60
31/10/2020	Active Saver 4503	81,346.07

1,032,829.74

Other Cash & Bank Balances

20.00

1,032,849.74

Receipts not on Bank Statement

0.00

1,032,849.74

Closing Balance

All Cash & Bank Accounts

1	Current Bank Account	613,934.34
2	Petty Cash	122.73
3	Active Saver 7702	337,426.60
4	Active Saver Emergency 4503	81,346.07
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	1,032,849.74

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		4,573.00
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		43,371.99
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		55,315.14
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 & Storafe	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
	311,231.93	7,428.77	318,660.70

Payments October 2020

Date	Payee	Expenditure type	Amount
01/10/2020	Screwfix	decorating materials HCC	£96.01
01/10/2020	Broadland District Council	business rates stores	£147.00
01/10/2020	Broadland District Council	business rates community centre	£1,010.00
01/10/2020	Broadland District Council	business rates groundsman shed	£314.00
02/10/2020	Square card	card fees 1 Oct	£4.41
05/10/2020	Osiris Technologies	14" dell laptop	£737.94
05/10/2020	Barclays Bank	commission 13 Aug - 13 Sep	£9.64
05/10/2020	Square card	card fees 5 Oct	£3.51
06/10/2020	D J Designs Ltd	prof fees new roof HCC	£3,562.50
06/10/2020	Just Regional	advert Just Hellesdon Oct	£354.00
06/10/2020	Milne Marketing	bin bags, 5 boxes gloves	£161.96
06/10/2020	Nisbets Catering	hand sanitiser	£79.14
06/10/2020	Pip Skips	12 yrd skip hire	£264.00
06/10/2020	Pure Recruiting	agency staff w/e 27 Sep	£790.92
06/10/2020	T Jones Electrical	supply & fit floodlight	£300.00
06/10/2020	Viking Direct	stationery	£47.83
06/10/2020	Square card	card fee 6 Oct	£0.59
07/10/2020	UK Fuels	fuel Sep 2020	£129.75
07/10/2020	Square card	card fees 7 Oct	£5.64
08/10/2020	Square card	card fees 8 Oct	£1.04
09/10/2020	Square card	card fees 9 Oct	£4.90
12/10/2020	Square card	Card fees 12 Oct	£1.04
13/10/2020	Anglian Water	water allotments Mar - Aug	£230.46
14/10/2020	Entanet	broadband 23 Sep - 22 Oct	£54.30
14/10/2020	Square card	card fees 14 Oc	£1.04
15/10/2020	Osiris Technologies	IT support & cloud back up Oct	£224.28
15/10/2020	Roll & Scroll	NHS bench & plaque	£1,250.00
15/10/2020	Pure Recruiting	agency staff w/e 4 Oct & recruit fee	£1,374.55
15/10/2020	The Garden Guardian	highways grass cutting	£1,863.09
15/10/2020	Huw Grays Ridgeon	grinding metal disc	£103.81
15/10/2020	Viking Direct	stationery	£113.96
15/10/2020	Canham Consulting	prof fees new roof HCC	£766.50
15/10/2020	Entanet	phone rental Oct	£15.00
15/10/2020	Square card	card fees 15 Oct	£3.00
16/10/2020	Vanessa Treasure Designs	Arm bands Op London Bridge	£187.57
16/10/2020	NALC	LCR subscription	£17.00
16/10/2020	The Safety Supply Company	spray paint for poppy markers	£26.00
16/10/2020	Square card	card fees 15 Oct	£1.04
19/10/2020	Square card	card fees 19 Oct	£1.04
20/10/2020	Anglian Water	water HCC 16 Mar - 2 May	£308.47
20/10/2020	Payroll	net pay Oct 20	£14,260.42
21/10/2020	Square card	card fee	£1.04
22/10/2020	Barcham Trees	tree for roundabout	£243.60
22/10/2020	Collier Turf Care	lawn sand, fert'liser, tennis crt cleaner	£313.16
22/10/2020	D D Health & Safety	face masks	£30.75
22/10/2020	E Fire	call out emergency lights DJL	£261.30
22/10/2020	IRIS Hr	HR support November	£48.00
22/10/2020	Nisbets Catering	A5 size sanitiser	£12.19
22/10/2020	Society Local Clerks	training operation London Bridge	£36.00

Payments October 2020

22/10/2020	Viking Direct	stationery & USB flash drive	£87.56
23/10/2020	Total Gas & Power	electricity Jul- Sep 2020 HCC & DJL	£1,205.66
23/10/2020	Total Gas & Power	electricity Jul- Sep 2020 DJL	£639.16
23/10/2020	Total Gas & Power	gas Sep HCC & DJL	£174.17
23/10/2020	Square card	card fees	£1.40
26/10/2020	Broadland District Council	business rates DJL	£624.00
27/10/2020	Broadland District Council	waste collection HCC	£670.00
27/10/2020	Siemens Financial	lease p/copies & ann serv fee	£416.40
27/10/2020	HHRC	Paye & EER NI Oct	£4,362.72
27/10/2020	Norfolk Pension Fund	Oct contributions	£3,814.46
27/10/2020	Petty cash	cash ex bank for petty cash	£150.00
27/10/2020	Total Gas & Power	allotments electricity Sep 2020	£6.58
27/10/2020	BNP Paribas Leasing	HP repaymnt Wessex mower	£278.00
27/10/2020	Kingspan Water	rainwater harvester call out	£348.00
27/10/2020	Square card	card fees	£1.04
28/10/2020	Hitachi Capital Finance	lease tractor & hedgecutter	£540.00
28/10/2020	Sqaure card	card fee 27 Oct	£1.31
30/10/2020	Entanet	broadband 16 Oct - 15 Nov	£59.38
30/10/2020	Vodafone	mobile phones	£156.27
Total			£43,309.50

Receipts October 2020

Date	Description	Amount
01/10/2020	Test run Square card	0.97
01/10/2020	Allotments	41.25
01/10/2020	Allotments	59.39
01/10/2020	Allotments	59.39
01/10/2020	Allotments	33.44
01/10/2020	Allotments	20.62
01/10/2020	Football training	150
02/10/2020	Allotments	41.25
02/10/2020	Allotments	59.39
02/10/2020	Allotments	59.39
02/10/2020	Allotments	59.39
02/10/2020	Allotments	194.47
05/10/2020	Allotments	41.25
05/10/2020	Allotments	41.25
05/10/2020	Allotments	59.39
05/10/2020	Allotments	59.39
05/10/2020	Community hire HCC	9
05/10/2020	Netball hire	76
05/10/2020	Grant Football Assoc	812
05/10/2020	Interest	0.63
05/10/2020	Allotments	185.66
06/10/2020	Allotments	41.25
06/10/2020	Netball hire	38
06/10/2020	Allotments	18.14
06/10/2020	Allotments	41.25
06/10/2020	Allotments	41.25
06/10/2020	Football pitch hire	150
06/10/2020	Allotments	33.44
07/10/2020	Allotments	18.14
07/10/2020	Allotments	20.62
07/10/2020	Allotments	20.62
07/10/2020	Allotments	41.25
07/10/2020	commercial hire HCC	168
07/10/2020	Allotments	296.95
07/10/2020	Allotments	185.66
08/10/2020	Allotments	59.39
08/10/2020	Allotments	18.14
08/10/2020	Allotments	59.39
08/10/2020	Allotments	59.39
09/10/2020	Tennis court hire	7
09/10/2020	Community hire HCC	70
09/10/2020	Football training	10
09/10/2020	Allotments	40
09/10/2020	Allotments	279.72
09/10/2020	Grant Football Assoc	812
12/10/2020	football training	15
12/10/2020	Allotments	59.39
13/10/2020	Allotments	59.39
14/10/2020	Allotments	33.44

Receipts October 2020

14/10/2020 Allotments	59.39
14/10/2020 Allotments	59.39
15/10/2020 football training	75
15/10/2020 football pitch hire	109
15/10/2020 Netball hire	24
15/10/2020 Allotments	18.14
15/10/2020 Allotments	145.64
16/10/2020 commercial hire HCC	136
16/10/2020 Community hire HCC	55
16/10/2020 Allotments	59.39
19/10/2020 Allotments	59.39
19/10/2020 Allotments	18.14
19/10/2020 Allotments	58.39
19/10/2020 Allotments	118.78
19/10/2020 Allotments	17.97
19/10/2020 Allotments	41.25
20/10/2020 Netball hire	9
20/10/2020 Allotments	66.88
21/10/2020 Allotments	59.39
21/10/2020 commercial hire HCC	72
22/10/2020 Allotments	59.39
23/10/2020 Allotments	41.25
23/10/2020 Allotments	45.75
23/10/2020 Allotments	80.01
26/10/2020 Allotments	59.39
26/10/2020 Allotments	59.39
26/10/2020 Allotments	92.83
27/10/2020 Allotments	59.39
27/10/2020 Allotments	59.39
27/10/2020 Vat refund	11,145.29
27/10/2020 Allotments	59.39
28/10/2020 Allotments	74.69
29/10/2020 Football training	67.5
29/10/2020 commercial hire HCC	84
29/10/2020 commercial hire HCC	84
30/10/2020 Allotments	59.39
30/10/2020 Allotments	59.39
30/10/2020 CIL payment	75897.17
Total	94110.09

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Community Centre							
1260 Hire Facilities Sundries	0	300	0	(300)			0.0%
1400 Community Centre Income	0	0	65,600	65,600			0.0%
1410 Community Centre Inc ML Room	1,108	802	0	(802)			0.0%
1415 Community Centre Inc SW Room	320	129	0	(129)			0.0%
1420 Community Centre Inc OH Room	18	18	0	(18)			0.0%
1425 Community Centre Inc Spr Room	18	18	0	(18)			0.0%
1435 Community Centre Inc SWB Room	0	(77)	0	77			0.0%
Community Centre :- Income	1,464	1,190	65,600	64,411			1.8%
4150 Utilities	1,497	9,695	19,305	9,610		9,610	50.2%
4195 Keys/Locks	0	0	100	100		100	0.0%
4250 Sanitary Waste Disposal	0	2,138	2,100	(38)		(38)	101.8%
4295 Equipment - New/Replacement	0	1,003	1,000	(3)		(3)	100.3%
4300 Equipment-Repair/Maintenance	0	239	620	381		381	38.5%
4416 Water dispenser	52	167	375	208		208	44.6%
4435 Contingencies	0	36	2,300	2,264		2,264	1.6%
4450 Inspections	0	60	500	440		440	12.0%
4480 Memberships & Subscriptions	0	1,311	1,600	289		289	81.9%
4560 Property Maintain/Replacement	0	1,272	15,420	14,148		14,148	8.2%
4630 Consumables	12	267	500	233		233	53.5%
4635 cleaning agents/materials	0	1,009	1,650	641		641	61.1%
4645 Rolling maintenance programme	0	0	1,000	1,000		1,000	0.0%
4695 community centre redevelopment	639	6,531	0	(6,531)		(6,531)	0.0%
Community Centre :- Indirect Expenditure	2,200	23,729	46,470	22,741	0	22,741	51.1%
Net Income over Expenditure	(736)	(22,539)	19,130	41,669			
110 Administration							
1076 Precept	0	484,516	0	(484,516)			0.0%
1085 Grants received	1,624	12,624	0	(12,624)			0.0%
1095 S106 contributions	0	36,563	0	(36,563)			0.0%
1099 Community Infrastructure	75,897	78,993	0	(78,993)			0.0%
Administration :- Income	77,521	612,697	0	(612,697)			
4465 External Audit	0	1,300	1,300	0		0	100.0%
4470 Internal Audit	0	1,190	2,370	1,180		1,180	50.2%
4475 Legal Fees	0	500	5,500	5,000		5,000	9.1%
4480 Memberships & Subscriptions	0	1,105	1,500	395		395	73.6%
4550 Insurance	0	9,397	9,227	(169)		(169)	101.8%
Administration :- Indirect Expenditure	0	13,492	19,897	6,406	0	6,406	67.8%
Net Income over Expenditure	77,521	599,205	(19,897)	(619,102)			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
120 Staff							
4000 Admin Staff	5,600	31,280	99,923	68,643		68,643	31.3%
4010 Groundstaff	4,104	28,773	62,705	33,932		33,932	45.9%
4020 Care Takers	4,557	31,843	82,373	50,530		50,530	38.7%
4040 PAYE	2,973	19,384	0	(19,384)		(19,384)	0.0%
4045 Pension Scheme	3,814	23,861	41,353	17,492		17,492	57.7%
4055 Staff training	66	889	5,100	4,211		4,211	17.4%
4070 Profess Fees/Agency Personnel	1,478	19,542	13,450	(6,092)		(6,092)	145.3%
4080 Employer NI	1,390	8,993	17,857	8,864		8,864	50.4%
4090 Protective clothing/workwear	31	737	3,050	2,313		2,313	24.2%
Staff :- Indirect Expenditure	24,012	165,303	325,811	160,508	0	160,508	50.7%
Net Expenditure	(24,012)	(165,303)	(325,811)	(160,508)			
130 Council Office							
1260 Hire Facilities Sundries	0	(0)	0	0			0.0%
1360 Electricity FIT	99	309	550	241			56.1%
Council Office :- Income	99	309	550	241			56.1%
4112 Advertising	0	0	200	200		200	0.0%
4150 Utilities	2,015	6,210	10,500	4,290		4,290	59.1%
4195 Keys/Locks	0	0	50	50		50	0.0%
4250 Sanitary Waste Disposal	0	47	150	103		103	31.2%
4295 Equipment - New/Replacement	55	119	150	31		31	79.5%
4305 Parts- Repair/Replace/Spare	0	0	100	100		100	0.0%
4400 Chairman's Budget	0	10	1,500	1,490		1,490	0.7%
4405 Expense/Mileage Members	0	0	100	100		100	0.0%
4410 Expense/Mileage Staff	0	77	100	23		23	77.4%
4415 Catering for Meeting	16	114	380	266		266	30.1%
4420 Telephone and Broadband	246	1,731	2,860	1,129		1,129	60.5%
4425 IT Support and Maintenance	187	1,233	2,500	1,267		1,267	49.3%
4430 Photocopier	517	1,632	3,350	1,718		1,718	48.7%
4435 Contingencies	156	156	500	344		344	31.3%
4440 Stationery	113	396	500	104		104	79.1%
4445 Postage	0	4	300	296		296	1.4%
4480 Memberships & Subscriptions	17	294	260	(34)		(34)	113.2%
4485 Other Licences/Fees	5	3,490	3,400	(90)		(90)	102.7%
4500 PWLB	0	8,945	43,826	34,881		34,881	20.4%
4560 Property Maintain/Replacement	599	1,057	2,500	1,443		1,443	42.3%
4570 Church Grass Cutting Contribut	0	0	750	750		750	0.0%
4595 Misc contributions	100	109	0	(109)		(109)	0.0%

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4605 Grants awarded	0	4,000	0	(4,000)		(4,000)	0.0%
4630 Consumables	0	13	100	87		87	13.0%
4635 cleaning agents/materials	2	2	30	28		28	7.8%
Council Office :- Indirect Expenditure	4,027	29,641	74,106	44,465	0	44,465	40.0%
Net Income over Expenditure	(3,928)	(29,332)	(73,556)	(44,224)			
6000 plus Transfer from EMR	100	4,100					
Movement to/(from) Gen Reserve	(3,828)	(25,232)					
150 Investment							
1080 Bank Interest Received	0	0	475	475			0.0%
1090 Monthly Loyalty Rewards	1	14	125	111			11.1%
Investment :- Income	1	14	600	586			2.3%
4060 Bank Charges	41	170	0	(170)		(170)	0.0%
Investment :- Indirect Expenditure	41	170	0	(170)	0	(170)	
Net Income over Expenditure	(40)	(157)	600	757			
160 Planning							
4130 Hire of Rooms	0	0	300	300		300	0.0%
Planning :- Indirect Expenditure	0	0	300	300	0	300	
Net Expenditure	0	0	(300)	(300)			
170 Health and Safety							
4135 Consultancy Fees	0	0	500	500		500	0.0%
4140 Defibrillator	0	0	300	300		300	0.0%
4295 Equipment - New/Replacement	0	42	150	108		108	28.0%
4630 Consumables	0	17	50	33		33	33.2%
Health and Safety :- Indirect Expenditure	0	59	1,000	941	0	941	5.9%
Net Expenditure	0	(59)	(1,000)	(941)			
180 Media and Communications							
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%
4105 Newsletter-Printing/Distributi	0	1,190	5,000	3,810		3,810	23.8%
4110 Website and Emails	0	217	1,000	784		784	21.6%
4155 IT Reserve	615	615	2,000	1,385		1,385	30.7%
4460 CCTV	90	580	1,450	870		870	40.0%
4685 Noticeboards	0	5,046	5,000	(46)		(46)	100.9%
Media and Communications :- Indirect Expenditure	705	7,648	15,950	8,302	0	8,302	47.9%
Net Expenditure	(705)	(7,648)	(15,950)	(8,302)			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
190 Stores							
4150 Utilities	147	1,031	1,480	449		449	69.7%
4195 Keys/Locks	0	0	10	10		10	0.0%
Stores :- Indirect Expenditure	147	1,031	1,490	459	0	459	69.2%
Net Expenditure	(147)	(1,031)	(1,490)	(459)			
195 Tractor Shed							
4150 Utilities	314	2,202	3,163	961		961	69.6%
4195 Keys/Locks	0	0	30	30		30	0.0%
4560 Property Maintain/Replacement	0	91	101	10		10	90.4%
Tractor Shed :- Indirect Expenditure	314	2,293	3,294	1,001	0	1,001	69.6%
Net Expenditure	(314)	(2,293)	(3,294)	(1,001)			
200 Residents' Parties							
4115 Consumable- Food/Beverage	0	0	1,000	1,000		1,000	0.0%
4120 Over 65 Entertainment	0	0	500	500		500	0.0%
4630 Consumables	0	0	200	200		200	0.0%
Residents' Parties :- Indirect Expenditure	0	0	1,700	1,700	0	1,700	0.0%
Net Expenditure	0	0	(1,700)	(1,700)			
205 Events							
4630 Consumables	0	0	2,000	2,000		2,000	0.0%
Events :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%
Net Expenditure	0	0	(2,000)	(2,000)			
210 Grounds							
1200 Football Hire Charges	340	535	3,015	2,480			17.7%
1210 Football Training Area Hire	110	1,651	210	(1,441)			786.0%
1215 Grass cutting agreement	0	13,057	0	(13,057)			0.0%
1250 Miscellaneous Activity Hire	0	975	0	(975)			0.0%
1270 Floodlights Income	18	416	255	(161)			163.0%
Grounds :- Income	468	16,633	3,480	(13,153)			478.0%
4160 Repairs/Maintenance	(333)	0	0	0		0	0.0%
4195 Keys/Locks	0	0	100	100		100	0.0%
4205 Replacement Bins	128	448	1,000	552		552	44.8%
4210 Emptying Bins/Fresheners	670	670	3,450	2,780		2,780	19.4%

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4215 Seats - Repair/Replacement	0	603	1,000	397		397	60.3%
4220 Signage - New/Replacement	0	0	275	275		275	0.0%
4225 Floodlights Maintenance/Repair	0	500	1,000	500		500	50.0%
4235 grounds alarm system	470	470	500	30		30	94.0%
4245 Highway grass verge cutting	1,553	9,315	0	(9,315)		(9,315)	0.0%
4255 Green Waste Removal	220	880	2,360	1,480		1,480	37.3%
4260 Shrub/Tree/Hedge	203	203	0	(203)		(203)	0.0%
4270 Fertilisers/Weed & Moss Killer	0	1,133	3,844	2,711		2,711	29.5%
4295 Equipment - New/Replacement	0	2,227	400	(1,827)		(1,827)	556.7%
4320 Small tools	87	185	300	115		115	61.7%
4325 fence repairs	0	3,091	3,000	(91)		(91)	103.0%
4390 Materials	22	342	4,000	3,658		3,658	8.5%
4480 Memberships & Subscriptions	0	0	200	200		200	0.0%
4630 Consumables	0	123	100	(23)		(23)	122.8%
Grounds :- Indirect Expenditure	3,019	20,190	21,529	1,339	0	1,339	93.8%
Net Income over Expenditure	(2,551)	(3,557)	(18,049)	(14,491)			
220 Machinery and Vehicles							
4160 Repairs/Maintenance	334	334	0	(334)		(334)	0.0%
4265 Fuel	73	613	1,450	837		837	42.3%
4290 Servicing	643	2,079	4,500	2,421		2,421	46.2%
4310 Hire of Machinery	675	4,724	8,097	3,373		3,373	58.3%
4435 Contingencies	0	285	3,270	2,985		2,985	8.7%
4680 Depreciation	0	0	2,200	2,200		2,200	0.0%
Machinery and Vehicles :- Indirect Expenditure	1,724	8,035	19,517	11,482	0	11,482	41.2%
Net Expenditure	(1,724)	(8,035)	(19,517)	(11,482)			
230 Trees							
4240 Emergency Work	0	0	1,500	1,500		1,500	0.0%
4450 Inspections	0	0	1,500	1,500		1,500	0.0%
4455 Work following Inspections	0	3,685	9,500	5,815		5,815	38.8%
Trees :- Indirect Expenditure	0	3,685	12,500	8,815	0	8,815	29.5%
Net Expenditure	0	(3,685)	(12,500)	(8,815)			
240 Allotments							
1100 Allotment Income	2,363	2,634	2,750	116			95.8%
1105 Allotment administration fee	27	27	0	(27)			0.0%
1110 Water Charge	503	503	500	(3)			100.6%

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1115 Pest control charge	386	386	0	(386)			0.0%
Allotments :- Income	3,280	3,551	3,250	(301)			109.3%
4145 Landowner Rent	0	919	1,900	981		981	48.4%
4150 Utilities	6	826	1,700	874		874	48.6%
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%
4195 Keys/Locks	0	0	30	30		30	0.0%
4390 Materials	0	395	429	34		34	92.1%
4560 Property Maintain/Replacement	0	0	100	100		100	0.0%
Allotments :- Indirect Expenditure	6	2,140	4,259	2,119	0	2,119	50.2%
Net Income over Expenditure	3,273	1,411	(1,009)	(2,420)			
250 Play Areas							
4295 Equipment - New/Replacement	0	17,637	0	(17,637)		(17,637)	0.0%
4300 Equipment-Repair/Maintenance	0	267	5,750	5,483		5,483	4.7%
4450 Inspections	0	244	273	29		29	89.4%
Play Areas :- Indirect Expenditure	0	18,149	6,023	(12,126)	0	(12,126)	301.3%
Net Expenditure	0	(18,149)	(6,023)	12,126			
6000 plus Transfer from EMR	0	6,060					
Movement to/(from) Gen Reserve	0	(12,089)					
255 Hard Courts and Car Park							
1220 Tennis Hire Charges	6	636	275	(361)			231.2%
1230 Netball Hire Charges	105	(516)	750	1,266			(68.8%)
Hard Courts and Car Park :- Income	111	120	1,025	905			11.7%
4340 Surface - Repair	0	451	500	49		49	90.2%
4345 Surface Clean Chemicals	135	135	159	24		24	84.6%
4390 Materials	0	0	452	452		452	0.0%
4560 Property Maintain/Replacement	0	0	400	400		400	0.0%
Hard Courts and Car Park :- Indirect Expenditure	135	586	1,511	925	0	925	38.8%
Net Income over Expenditure	(24)	(466)	(486)	(20)			
260 Bowling Green							
1240 Bowls Hire Charges	0	0	1,800	1,800			0.0%
Bowling Green :- Income	0	0	1,800	1,800			0.0%
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%
4390 Materials	126	461	1,550	1,089		1,089	29.7%
Bowling Green :- Indirect Expenditure	126	461	1,800	1,339	0	1,339	25.6%
Net Income over Expenditure	(126)	(461)	0	461			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
265 Memorials							
4360 Rose Renewal	0	0	25	25		25	0.0%
4575 War Memorial	0	0	620	620		620	0.0%
Memorials :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>645</u>	<u>645</u>	<u>0</u>	<u>645</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(645)</u>	<u>(645)</u>			
270 Traffic Highways/Environment							
1350 Bus Shelter Income	0	3,677	0	(3,677)			0.0%
Traffic Highways/Environment :- Income	<u>0</u>	<u>3,677</u>	<u>0</u>	<u>(3,677)</u>			
4645 Rolling maintenance programme	0	0	100	100		100	0.0%
4650 SAM2 Weekly Move	75	225	920	695		695	24.5%
4655 Bus Shelters	0	199	0	(199)		(199)	0.0%
Traffic Highways/Environment :- Indirect Expenditure	<u>75</u>	<u>424</u>	<u>1,020</u>	<u>596</u>	<u>0</u>	<u>596</u>	<u>41.6%</u>
Net Income over Expenditure	<u>(75)</u>	<u>3,253</u>	<u>(1,020)</u>	<u>(4,273)</u>			
Grand Totals:- Income	82,942	638,189	76,305	(561,884)			836.4%
Expenditure	36,531	297,035	560,822	263,787	0	263,787	53.0%
Net Income over Expenditure	<u>46,412</u>	<u>341,154</u>	<u>(484,517)</u>	<u>(825,671)</u>			
plus Transfer from EMR	100	10,160					
Movement to/(from) Gen Reserve	<u>46,512</u>	<u>351,314</u>					

AGENDA ITEM 8

Parish Partnership Funding 2021/2022

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school), however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.

New Bus Shelter. **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers

Information you must include in your bid

- The objective of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.

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 Planning Committee
Held on Tuesday 20th October 2020 by Zoom Online at 6pm.**

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 Britton – Chair
Cllr Fulcher
Cllr Franklin
Cllr Bush-Trivett

Mrs N Carver, Clerk
L Pointin, Senior Administrator

WELCOME –The Chairman welcomed the members.

1. **Apologies and acceptance for absence**
There were no apologies received all committee in attendance
2. **Declarations of Interest and Dispensations**
None made
3. **To Approve the Minutes**
To approve and note the decisions made from 25th March 2020 up to 6th October 2020
These were accepted
4. **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.**
5. **Updates on previous planning application outcomes**
These were listed on the agenda and **noted**.
6. **Planning Applications for Consideration**
The following planning applications were discussed, and comments noted.

20201679 Royal Norwich Golf Club, Drayton High Road, NR6 5AH Reserved Matters Application for Appearance, Scale, Landscaping and Layout following Outline Planning	Object <ul style="list-style-type: none">• No consultation with the Parish Council (a repeat of outline planning permission and a neighbourhood plan has been completed for Hellesdon since Outline planning permission)
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Permission 20151770 (as amended by S73 Permission 20171514 (for up to 1000 dwellings)), for Phase 2 comprising 166 dwellings and associated works including open space, sustainable urban drainage systems, landscaping, infrastructure and earthworks

- A broad lack of information in the submitted plans (Sustainability of housing, profile and contouring of the land and houses, safety information regarding lagoons)
- Concerns about interpretation and accuracy of the Tree Survey (see attached report by Tree Wardens)
- The proposals are damaging to the environment, both locally and in terms of meeting climate change obligations. By removing a huge majority of the large trees in this area we will be reducing our capacity to draw down carbon. Replacement trees will not be able to meet this capacity for 50-100 years, and we need this capacity now.
- Fails to meet the standards set out in the local plan. **Joint Core Strategy 2014** - Area Wide Policy 05: development will *"minimise fragmentation of habitats and seek to conserve and enhance existing environmental assets of regional or local importance"*. 4.4 Spatial Planning objective 1: *"minimise the contribution to climate change and address its impact"*. Objective 8: *"to positively protect and enhance the individual character and culture of the area"*. Objective 9: *"To protect, manage and enhance the natural, built and historic environment, natural resources and areas of natural habitat or nature conservation value."* - The developer can meet these proposals by resubmitting the application to focus on more dispersed housing that can allow a greater retention of trees, habitats and important wild areas. Specifically, the above quote from area wide policy 05 is in alignment with the green grid concept of the Hellesdon Neighbourhood Plan which calls for a wildlife corridor of green infrastructure running through Phase 2 towards the Reephams Road.
- Also fails to meet other standards set out in local plan - Development Management DPD. **Policy CG5 renewable energy**. *"Proposals for renewable energy technology will be encouraged where it's impacts are (or can be made) acceptable."* - we believe the application needs to go much further in this regard and for solar panels and other forms of renewable energy should be encouraged to be part of this development as this is always most successful at first build.

Also, specific objections:

- No incorporation of the green grid and other policies specific to Hellesdon Neighbourhood Plan. This proposal will materially diminish the green infrastructure of Hellesdon in order to accommodate an excessive number of houses.
- Flood Risk survey is out of date given changes since outline planning permission (see consulted comment)
- Safety concerns especially for children of the shared surface road and lack of footpath along both sides of a road leading to phase 3 which could have meaningful volumes of traffic (including emergency vehicles). This also applies to the footpath leaning from play area (LEAP) onto a shared surface road with no pavements.
- Object to the number of lagoons and lack of safety plan in their management. If the plan retains more trees, less lagoons would be necessary. A lagoon area overlaps a play (LEAP) at eastern end of phase 2. This is very worrying given its

	<p>significant distance from housing and closeness to child's play area.</p> <ul style="list-style-type: none"> • Access to the school via the sports field was part of the outline planning permission. The school would like this access and this will help reduce walking distance for students, help reduce the number of young people walking on the busy Drayton high road and would help reduce footfall and traffic from main entrance which is congested at start and end of school days. • Car Parking is strongly felt to be inadequate, there is inadequate provision for visitor parking especially when considering a lack of on street parking, a lack of grass verges and also that many properties have additional rooms (study rooms) that will likely becomes bedrooms leading to higher occupancy. This will lead to potential conflict between neighbours and potential safety issues with inevitable carriageway parking. • There is no woodland or tree management plan long term for the remaining green areas (Development Management DPD - Policy EN3 "Development will be expected to make adequate arrangements for the management and maintenance of green infrastructure) • We are concerned about the situation of the 3-storey development. There needs to be a contour and profiling study to see how the different houses of different sizes will look visually and in terms of overlooking other properties. Currently the 3 storey flats look to be on an elevated part of the development and would significantly overlook the school sports field and the proposed fencing. • There appears to be much more housing for phase 2 than was proposed at Outline Planning permission. This will be to the detriment of the quality of the housing and the neighbourhood. • We would like to see further consultation from other experts and stakeholders including LA forestry officer and the East of England Ambulance service, specifically in relation to increased traffic levels on Drayton high road, Middleton Lane junction, which is the access for most ambulances from their base on the Low Road.
<p>20201724 Rear of 293A Drayton High Road Demolition of existing storage building and erection of a new dwelling</p>	<p>Object loss of privacy / amenities to adjacent property, would support a single storey subject to amended planning application.</p>
<p>20201777 41 Meredith Road, NR6 6PF Rear flat roof extension & internal alterations.</p>	<p>Support subject to adequate parking being retained.</p>
<p>20201802 6 Wensum Crescent, NR6 5DL Erection of new two storey extension</p>	<p>Support.</p>
<p>20201830 100 Hawthorne Avenue, NR6 6LB 5 single storey retirement dwellings and conversion of dwelling to Day Room</p>	<p>Support subject to a proven local need and the retirement age is respected.</p>

20201791 22 Windsor Road, NR6 5NT Proposed alterations to roof to form loft conversion and single storey extensions to front and rear.	Support.
20201852 33 Gowing Road, NR6 6UL Rear dormer window to accommodate rooms in roof	Object insufficient off road parking provision for accommodating 4 bedroom dwelling. Concerns on-road parking could lead to parking on a dangerous bend.
20201864 106 Hellesdon Park Road, NR6 5DR Proposed office extension by raising the existing roof, providing accommodation for a new first floor office space.	Support – subject to adequate parking being provided.
20201537 199 Reepham Road, NR6 5QA Single storey extension and first floor extension	Object - on overdevelopment of the site which would be detrimental to the amenities adjoining residential occupants. Support (201) neighbour objection of loss of amenity.

7. Exchange of Information

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

10th November 2020 will be discussed by the committee and comments made by 9th November 2020.

Meeting closed at 7:15pm

D J Designs Ltd
FAO: Mr Michael Marshall
1 Ferry Lane
Postwick
Norwich
NR13 5HL

Date Of Decision : 03 November 2020
Development : Single storey extension to existing community centre and replacement roof
Location : Hellesdon Community Centre, Woodview Road, Hellesdon, NR6 5QB
Applicant : Hellesdon Parish Council
Application Type: Full Planning

Town & Country Planning Act 1990

The Council in pursuance of powers under this Act **GRANTS PLANNING PERMISSION** for the development referred to above in accordance with the details on the application form and subject to the following **conditions:-**

- 1 The development hereby permitted must be begun before the expiry of THREE YEARS from the date of this decision.

Reason for the condition:

Required to be imposed by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

- 2 The development hereby permitted shall be carried out in accordance with the application form, plans and drawings and other documents and details received as listed below.

Reason for the condition:

For the avoidance of doubt and to ensure the satisfactory development of the site in accordance with the specified approved plans, as required by the Spatial Vision and Spatial Planning Objectives of the Joint Core Strategy and the Broadland Development Management DPD 2015.

Plans and Documents:-

2020_09_08 Site Plan
2020_08_19 Dwg No MJSM04082020_A Proposed Plans and Elevations
2020_08_19 Dwg No MJSM02082020_A Proposed Topographical Survey
2020_08_19 Design and Access Statement

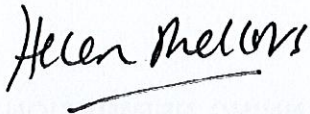
Informatives:-

The Local Planning Authority confirm it has taken a positive and proactive approach to reach this decision in accordance with the requirements of the National Planning Policy Framework.

The applicant needs to be aware that there is liability for a Community Infrastructure Levy (CIL) with this development. A separate Liability Notice will be issued setting out the details of the levy due. If you have not received the CIL Liability Notice by the time you intend to commence development then it is imperative that you contact CIL@broadland.gov.uk. Further information about CIL can be found at <https://www.broadland.gov.uk/cil>

Please note that before any works of a building or engineering nature commence, it is the applicant's responsibility to obtain any necessary consent under Building Regulations. CNC Building Control, who provide the Building Control service for Broadland, can provide advice upon the Building Regulations. Their telephone number is 0808 168 5041 or enquiries@cncbuildingcontrol.gov.uk and their website is www.cncbuildingcontrol.gov.uk

Signed



Assistant Director – Planning
Broadland District Council,
Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU

Information relating to appeals against the decision of the Local Planning Authority

If you are aggrieved by this decision to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990 or Section 20 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Time periods to submit appeal

If the application relates to minor commercial development (as defined in Article 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2015) this should be submitted with **12 weeks** of the date of this notice.

If the decision relates to the same or substantially the same land and development as is already the subject of an enforcement notice, any appeal must be submitted within **28 days** of the date of this notice.

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against the decision on your application, then you must do so within: **28 days** of the date of service of the enforcement notice, or within **6 months** of the date of this notice, whichever period expires earlier.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least **10 days** before submitting the appeal. Further details are on <https://www.gov.uk/government/publications/notification-of-intention-to-submit-an-appeal>

The Secretary of State can allow a longer period for giving notice of appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal. The Secretary of State need not consider an appeal if it seems to the Secretary of State that permission for the proposed development could not have been given by the Council or could not have been given without the conditions imposed having regard to the statutory requirements, to the provisions of the development order and to any directions given under a development order and to any directions given under a development order.

In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

Appeals can be made online at <https://www.gov.uk/appeal-planning-decision> If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN or tel no. 0303 444 5000

Purchase Notices

If permission to develop land or carry out works is refused or granted subject to conditions, whether by the Council or by the Secretary of State for the Environment, the owners of the land may claim that the land has become incapable of reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances, the owner may serve on the Council a purchase notice requiring the Council to purchase his interest in the land in accordance with the provisions of either Part VI of the Town and Country Planning Act 1990.

