

PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 4th August 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 and members of the public can join the meeting online via Zoom. For further details and to obtain an authorised link please email the parish clerk: clerk@hellesdon-pc.gov.uk

AGENDA

Welcome

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
3. **Minutes from Zoom meeting held 7th July 2020**
To note the minutes of the meeting held on 7th July 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
6. **Financial Matters**
 - a) Bank Reconciliation – 1st April to 30th June 2020. *
 - b) Earmarked reserves summary. *
 - c) Approval of Payments – June 2020. *
 - d) Approval of Receipts – June 2020. *
 - e) Detailed Income and Expenditure 1st April to 30th June 2020. *
 - f) Financial reports on unpaid invoices at 1st July 2020*
7. **Grit Bin Replacement**
To agree on replacement of Grit Bins in the parish*
8. **Anti-Social Parking**
To receive a report from Cllr Avenell*
9. **GDPR Policy**
To approve GDPR Policy*
To approve the recommendations of the Committee to support the DPO(As per policy)
10. **Planning**
 - a) To note recent planning decisions made by the planning committee up to 21st July 2020 *

11. Community Center Committee

a) To note recent decisions made by the committee on 13th July 2020*

12. 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.

13. Property Policy and Resources

a) To note and approve recent decisions made by the committee on 28th July 2020*

14. Exchange of information.

15. Time and Venue of next Council meeting on Tuesday 4th August 2020.

Natasha Carver Clerk to the council

Dated 29th July 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.*

HP HELLESDON PARISH COUNCIL

The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich, NR6 5QB
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Minutes of the Meeting of Hellesdon Parish Council Held on Tuesday 7th July 2020 by Zoom Online at 7.00p.m.

PRESENT: Cllr D King, Chair
Cllr S Gurney
Cllr G Britton
Cllr U Franklin
Cllr M Fulcher
Cllr Sparkes
Cllr W Johnson, Vice-Chairman
Cllr K Avenell
Cllr S Bush-Trivett
Cllr Fahy
Cllr D Britcher

In attendance: Mrs N Carver, Clerk

1 Member of the public
District Cllr Prutton

WELCOME –After a delayed start due to logging into the meeting The Chairman welcomed Councillors.

1. Apologies and acceptance for absence

Apologies from Cllr Attenborough and Cllr S Bush-Trivett, 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 9th June 2020

The minutes of the full council zoom meeting held on 9th June 2020, were **NOTED**

4. Public Participation

District Cllr Prutton spoke on Planning application 20201203. Cllr Prutton updated the council that both she and Cllr Britcher had been contacted by Juventus Services back in December 2019, with a meeting being held at their offices. Cllr Prutton contacted local residents over the Christmas period asking for any issues they would like raising in relation to the property. Cllr Prutton attended the meeting in January raised the issues and was informed that changes would be made to the property. Juventus Services contacted Cllr Prutton just over 6 weeks ago to inform her that a planning application would be put in. Juventus Services wanted to do a public consultation with the residents; Cllr Prutton offered the use of her front garden for this, meeting planned for 16th July. Cllr Prutton spoke with how excellent the application was.

Cllr Prutton spoke with regards to the opening of the play areas on Saturday 4th July, she was saddened that both herself and Cllr Britcher were not included in the opening of the play equipment at the Recreation Ground with MP Chloe Smith and Chairman Broadland District Council Cllr Vincent. Cllr King informed Cllr Prutton that this was a soft opening following Government Guidelines, and the official opening of the new Play Equipment in Meadow Way is still to be done and both District Cllrs in the ward would be asked to attend.

1. Approved.....

Date.....
HPC Full Council Mins 7th July 2020

5. **Reports from**

a) **Parish Clerk**

The clerks report was previously circulated, questions were asked regards the grass cutting of the highways verges. There had been a number of complaints made, these have been passed to the clerk and will report back at next full council.

RESOLVED TO ACCEPT.

b) **County and District Councillor**

County and District Councillor Gurney gave a verbal report.

- Updated the council on highways matters including Drayton Wood Road
- A number of businesses in Hellesdon are still contacting Cllr Gurney with regards to the small business grant, this has been very much appreciated.

A verbal report was given by Cllr Britcher

- Waste management is ongoing but coming to a conclusion.

6. **Financial Matters**

a) Bank Reconciliation – 1st April to 31st May 2020.

Previously circulated. It was **NOTED**

b) Approval of Payments – 1st April to 31st May 2020.

Previously circulated. It was **NOTED**

c) Approval of Receipts – 1st April to 31st May 2020.

Previously circulated. Cllr Gurney asked to confirm receipt of £1410 from Broadland District Council. Clerk to confirm It was **NOTED**

d) Detailed Income and Expenditure 1st April to 31st May 2020.

Previously circulated. It was **NOTED**

e) Earmarked reserves summary.

Previously circulated. EMR 345 is in minus this is due to waiting on payment to be transferred back. It was **NOTED**

f) Financial reports on revenue loss for sports facilities and community centre

Previously circulated. The clerk updated the council in regards to small income now coming in for outdoor facilities. It was **NOTED**

g) To approval payment of Broadland District Council Invoice and confirm funds to be used

The invoice from Broadland District Council for Elections Many 2019 was discussed. It was proposed by Cllr King, seconded by Cllr Johnson to use EMR 326. It was **RESOLVED TO PAY INVOICE FROM EMR 326**

h) To receive and adopt report from Internal Auditor

The report was previously circulated the clerk updated the council that item raised in relation to a second person being able to do the wages, has been looked at and the clerk is able to do this. It was **RESOLVED TO ADOPT THE REPORT**

i) To note the approval of PWLB borrowing for Community Centre roof

At the Hellesdon Parish Council meeting of 7th July 2020 it was RESOLVED to seek the approval of the secretary of the state for Housing, Communities and Local Government to apply for a PWLB Loan of £500,000 over the borrowing term of 26 Years for a loan for the re-roofing of the community centre. The annual loan repayments will come to around £25,000. This has already AGREED and in budget for 2020/2021, no additional increase.

7. **Play areas and community center risk assessment**

1. Approved.....

Date.....
HPC Full Council Mins 7th July 2020

To note the risk assessments for the reopening of play areas and community center following COVID-19 guidelines. **RESOLVED TO NOTE THE RISK ASSESSMENTS**

8. Tree Policy

The policy was circulated to all councilors it was proposed by Cllr King and seconded by Cllr Sparkes and it was **RESOLVED TO ADOPT**

9. Diamond Jubilee Lodge Offices - Air conditioning

a) The quotation was previously circulated. It was proposed by Cllr King and Seconded by Cllr Gurney. It was **RESOLVED TO ACCEPT**

b) A discussion was had over which funds to use for the purchase of the Air conditioning. It was proposed by Cllr King to use General Reserves and seconded by Cllr Johnson, it was **RESOLVED TO ACCEPT**

10. Planning

a) Decisions of the planning committee after 2nd June were **ACCEPTED**

b) The correspondence from Norfolk County Council – S278 Persimmon Homes Scheme was previously circulated, it was

AGREED TO RESPOND ASKING THAT ANY TREE FELLED TO BE REPLACED IN LINE WITH THE PARISH COUNCILS GREEN GRID POLICY

11. Community Center Committee

The minutes from the committee decisions were previously circulated and it was **RESOLVED TO ACCEPT**

A resident spoke with regards to the opening of the community centre following government guidance, The committee are due to meet on Monday 13th July where this will be discussed.

12. Playingfields, Allotments and Amenities Committee

a) The minutes from the committee decisions were previously circulated and it was **RESOLVED TO ACCEPT**

13. Exchange of information.

No further information

14. The next Full Council meeting is planned to be held on Tuesday 4th August 2020 Via Zoom.

The meeting closed at 20:19pm.

1. Approved.....

Date.....

CLERK'S REPORT FOR COUNCIL MEETING 04.08.20

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	AGENDA ITEM 11
Car Park – Community Centre	No current updates
Parish Council Offices Diamond Jubilee Lodge	Air conditioning agreed at July FC meeting will be installed WC 10 th August.
Recreation Ground	<p>Football Pitches are to be marked out for the end of August.</p> <p>A grant of £900 from Football Foundation has been successful to go towards the purchase of new goals agreed at last Playfeilds meeting in July.</p> <p>The next section of the perimeter fence is being in installed on the recreation ground (as agreed in 20/21 budget)</p> <p>A number of anti-social behaviour reports have been received for the recreation Ground. These are mainly happening late evening, the office have informed the residents that all incidents need to be reported to the police. After speaking with the police they do not feel that closing of the parks will stop them accessing the recreation ground, we have checked CCTV and they are currently climbing the gates and not using the ones left open. PC Weeks has added this to her patrols both in the day and evenings; however many times no one has been there, again PC Weeks has suggested that the residents need to report it at the time of the incident. We have received requests for the gates to be closed; this will have an impact on other users of the facilities and staffing.</p>
Meadow Way	The hedge that backs on to the ally next to the park opening has been cut back by highways.
Skate Park & MUGA	No Updates
Mountfield Park	No Updates
Cottinghams Park	No Updates
Allotments	The toilet is now open onsite and being cleaned daily including weekends.
Community Orchard	No Update
Cemetery Car Park	Nothing to report
Persimmons Homes	No Updates
Public Toilets	No Updates
Litter & Dog Waste Bins	Emailed highways to chase the post for the dog waste bin outside La Belle Cuisine on Cromer Road re-sighting onto the opposite side of the road next to

	the grit bin, awaiting the pole to be installed by highways. – Sill awaiting a response on this (Re Emailed 20 th July)
Bus Shelters	No updates
Benches	The new bench for Gowing road has been installed and notice board repositioned next to bench
War Memorial	No Update
Highway Rangers	Nothing to report
Highway Verges	From last FC meeting in July, the contractors have been contacted. They have confirmed that they do not strim but only use weed killer. The incident on Gowing Road of a bush being mowed down was looked into and this had been cut and dumped on the verge prior to the grass contractor attending site.
Staffing	No current up date
Mobile Phones	No further update.
Street Lighting	No further update
Meeting Dates	Next Community Centre Meeting Planned for Monday 14 th August 10am Via Zoom. Note: Following guidelines all meetings where possible to be held via Zoom

Items for Parish Council to consider/note - Items are raised on the Full Agenda

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2020	Active Saver 4401	393,963.43	
30/06/2020	Business Current Account 2077	410.00	
30/06/2020	Petty Cash	112.64	
30/06/2020	Active Saver 7702	337,426.60	
30/06/2020	Active Saver 4503	81,346.07	
			813,258.74

Other Cash & Bank Balances

80.00

813,338.74

Unpresented Payments

100.00

813,238.74

Receipts not on Bank Statement

0.00

813,238.74

Closing Balance

All Cash & Bank Accounts

1	Current Bank Account	394,273.43	
2	Petty Cash	112.64	
3	Active Saver 7702	337,426.60	
4	Active Saver Emergency 4503	81,346.07	
	Other Cash & Bank Balances	80.00	
	Total Cash & Bank Balances		813,238.74

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>270 Traffic Highways/Environment</u>								
4645 Rolling maintenance programme	0	0	100	100		100	0.0%	
4650 SAM2 Weekly Move	75	225	920	695		695	24.5%	
Traffic Highways/Environment :- Indirect Expenditure	<u>75</u>	<u>225</u>	<u>1,020</u>	<u>795</u>	<u>0</u>	<u>795</u>	<u>22.1%</u>	<u>0</u>
Net Expenditure	<u>(75)</u>	<u>(225)</u>	<u>(1,020)</u>	<u>(795)</u>				
Grand Totals:- Income	(440)	260,663	76,305	(184,358)			341.6%	
Expenditure	56,637	140,104	560,822	420,718	0	420,718	25.0%	
Net Income over Expenditure	<u>(57,076)</u>	<u>120,559</u>	<u>(484,517)</u>	<u>(605,076)</u>				
plus Transfer from EMR	6,060	6,060						
Movement to/(from) Gen Reserve	<u>(51,016)</u>	<u>126,619</u>						

Date	Payee Name	£ Total Amnt	Transaction Detail
01/06/2020	Trade UK	£325.40	paint & decorating tools
01/06/2020	Drayton Farms Ltd	£270.82	land rent for allotments
01/06/2020	Broadland District Council	£147.00	business rates stores
01/06/2020	Broadland District Council	£1,010.00	business rates HCC
01/06/2020	Broadland District Council	£314.00	business rates tractor shed
01/06/2020	Vodafone Ltd	£155.60	mobile phones 16 May - 15 Jun
01/06/2020	Barclays Bank Plc	£12.20	charges 14 Apr - 12 May
05/06/2020	Entanet International Ltd	£54.30	broadband
05/06/2020	Westcotec Ltd	£90.00	Speed awareness monitors
08/06/2020	Huws Gray Ridgeons	£20.53	cable ties
08/06/2020	Milne Marketing Ltd	£32.40	hand sanitising gel
08/06/2020	Osiris Technologies	£182.34	IT support Jun
08/06/2020	Pips Skips Ltd	£264.00	12 yrd skip exchange 2 Jun
08/06/2020	Ernest Doe & Sons Ltd	£342.48	bolts, stabiliser bars & nuts
08/06/2020	Pure Resourcing Solutions Ltd	£617.76	admin agency staff w/e 29 May
08/06/2020	The Garden Guardian	£1,863.09	Highway grass verge cutting
10/06/2020	UK Fuels Ltd	£94.79	fuel card May
12/06/2020	Entanet International Ltd	£15.00	phone rental Jun
15/06/2020	Viking Direct	£19.24	tac,glue,h/lighters,punch,tape
15/06/2020	East Fire Extinguisher & Alarm	£108.00	reset intruder alarm HCC
15/06/2020	Taverham Nursery Centre	£164.07	dutch hoe
15/06/2020	Pure Resourcing Solutions Ltd	£772.20	admin agency staff w/e 7 Jun
15/06/2020	mha Larking Gowen	£1,068.00	year end internal audit fee
15/06/2020	Earth Anchors Ltd	£4,896.48	noticeboards x4
19/06/2020	Total Gas & Power	£205.54	Gas HCC May 2020
19/06/2020	Payroll Jun	£12,574.45	net salaries
19/06/2020	Clocking Systems Ltd	£60.00	time cards
22/06/2020	HM Revenue & Customs	£3,760.16	PAYE & EER NI
22/06/2020	Norfolk Pension Fund	£3,224.98	Jun EEE & EER conts
22/06/2020	Pure Resourcing Solutions Ltd	£772.20	admin agency staff w/e 13 Jun
22/06/2020	Agrovista UK Ltd	£837.60	fertiliser
22/06/2020	Rialtas Business Solutions Ltd	£1,188.00	RBS bookings software& support
22/06/2020	Komplan Ltd	£21,148.14	new play areas M/Way & Rec Grd
23/06/2020	Total Gas & Power	£15.97	electricity May
25/06/2020	Broadland District Council	£624.00	business rates DJL
29/06/2020	Taverham Nursery Centre	£8.48	plant food for office basket
29/06/2020	Viking Direct	£15.59	office shredder oil
29/06/2020	Broadland UK Ltd	£54.02	keys y/e 31 Mar 2020
29/06/2020	Nisbets Catering Equipment	£96.93	anti bacterial cloths
29/06/2020	Amtec UK	£144.00	surface sanitiser
29/06/2020	Melba Products Ltd	£255.59	Green osprey bin & 2 doggy bns
29/06/2020	Pure Resourcing Solutions Ltd	£772.20	admin agency staff w/e 22 Jun
29/06/2020	Buyer Direct Ltd	£773.98	gazebo
29/06/2020	Hitachi Capital Finance	£540.00	lease tractor and hedge cutter
29/06/2020	BNP Paribas Leasing Solutions	£278.00	HP Wessex mower
30/06/2020	Westcotec Ltd	£90.00	SAM program
Total		£60,279.53	

Date	Description	Amount
29/05/2020	Casual Hire	£33.00
29/05/2020	Allotments	£6.88
29/05/2020	Community hire	£36.00
02/06/2020	Allotments	£13.75
05/06/2020	Bank interest	£1.14
08/06/2020	Card receipt (test)	£1.96
24/06/2020	Allotments	£10.30
26/06/2020	Allotments	£10.30
26/06/2020	Allotments	£10.30
29/06/2020	Netball Casual Hire	£15.00
29/06/2020	Football training last season	£636.76
Total		£775.39

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	6,060.33	-6,060.33	0.00
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	16,400.00		16,400.00
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		5,945.22
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		12,870.00
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		1,500.00
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		-3,354.00
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	-6,060.33	305,171.60

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Community Centre								
1400 Community Centre Income	0	0	65,600	65,600			0.0%	
1435 Community Centre Inc SWB Room	33	33	0	(33)			0.0%	
Community Centre :- Income	33	33	65,600	65,567			0.1%	0
4150 Utilities	1,167	3,562	19,305	15,743		15,743	18.4%	
4195 Keys/Locks	0	0	100	100		100	0.0%	
4250 Sanitary Waste Disposal	0	0	2,100	2,100		2,100	0.0%	
4295 Equipment - New/Replacement	645	645	1,000	355		355	64.5%	
4300 Equipment-Repair/Maintenance	169	239	620	381		381	38.5%	
4416 Water dispenser	0	63	375	312		312	16.9%	
4435 Contingencies	0	0	2,300	2,300		2,300	0.0%	
4450 Inspections	0	0	500	500		500	0.0%	
4480 Memberships & Subscriptions	0	1,311	1,600	289		289	81.9%	
4560 Property Maintain/Replacement	337	796	15,420	14,624		14,624	5.2%	
4630 Consumables	50	50	500	450		450	10.0%	
4635 cleaning agents/materials	228	358	1,650	1,292		1,292	21.7%	
4645 Rolling maintenance programme	0	0	1,000	1,000		1,000	0.0%	
Community Centre :- Indirect Expenditure	2,594	7,023	46,470	39,447	0	39,447	15.1%	0
Net Income over Expenditure	(2,561)	(6,990)	19,130	26,120				
110 Administration								
1076 Precept	0	242,258	0	(242,258)			0.0%	
1085 Grants received	0	1,000	0	(1,000)			0.0%	
1099 Community Infrastructure	0	3,096	0	(3,096)			0.0%	
Administration :- Income	0	246,354	0	(246,354)				0
4465 External Audit	0	0	1,300	1,300		1,300	0.0%	
4470 Internal Audit	1,190	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	1,190	12,192	19,897	7,706	0	7,706	61.3%	0
Net Income over Expenditure	(1,190)	234,163	(19,897)	(254,060)				
120 Staff								
4000 Admin Staff	4,154	12,620	99,923	87,303		87,303	12.6%	
4010 Groundstaff	4,004	12,014	62,705	50,691		50,691	19.2%	
4020 Care Takers	4,417	13,111	82,373	69,263		69,263	15.9%	
4040 PAYE	2,569	7,872	0	(7,872)		(7,872)	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Pension Scheme	3,225	9,740	41,353	31,613		31,613	23.6%	
4055 Staff training	624	723	5,100	4,377		4,377	14.2%	
4070 Profess Fees/Agency Personnel	3,089	10,777	13,450	2,673		2,673	80.1%	
4080 Employer NI	1,191	3,612	17,857	14,246		14,246	20.2%	
4090 Protective clothing/workwear	24	364	3,050	2,686		2,686	11.9%	
Staff :- Indirect Expenditure	23,296	70,831	325,811	254,980	0	254,980	21.7%	0
Net Expenditure	(23,296)	(70,831)	(325,811)	(254,980)				
130 Council Office								
1260 Hire Facilities Sundries	(0)	(0)	0	0			0.0%	
1360 Electricity FIT	159	210	550	340			38.1%	
Council Office :- Income	159	210	550	340			38.1%	0
4112 Advertising	0	0	200	200		200	0.0%	
4150 Utilities	663	2,280	10,500	8,220		8,220	21.7%	
4195 Keys/Locks	0	0	50	50		50	0.0%	
4250 Sanitary Waste Disposal	0	0	150	150		150	0.0%	
4295 Equipment - New/Replacement	5	5	150	145		145	3.7%	
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	57	100	43		43	56.7%	
4415 Catering for Meeting	21	58	380	322		322	15.2%	
4420 Telephone and Broadband	317	793	2,860	2,067		2,067	27.7%	
4425 IT Support and Maintenance	152	456	2,500	2,044		2,044	18.2%	
4430 Photocopier	180	730	3,350	2,620		2,620	21.8%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	61	154	500	346		346	30.9%	
4445 Postage	2	2	300	298		298	0.7%	
4480 Memberships & Subscriptions	0	0	260	260		260	0.0%	
4485 Other Licences/Fees	1,098	2,137	3,400	1,263		1,263	62.9%	
4500 PWLB	0	8,945	43,826	34,881		34,881	20.4%	
4560 Property Maintain/Replacement	52	368	2,500	2,132		2,132	14.7%	
4570 Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4630 Consumables	13	13	100	87		87	13.0%	
4635 cleaning agents/materials	0	0	30	30		30	0.0%	
Council Office :- Indirect Expenditure	2,564	16,010	74,106	58,096	0	58,096	21.6%	0
Net Income over Expenditure	(2,405)	(15,800)	(73,556)	(57,756)				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150 Investment								
1080 Bank Interest Received	0	0	475	475			0.0%	
1090 Monthly Loyalty Rewards	1	12	125	113			9.8%	
Investment :- Income	<u>1</u>	<u>12</u>	<u>600</u>	<u>588</u>			<u>2.0%</u>	<u>0</u>
4060 Bank Charges	12	100	0	(100)		(100)	0.0%	
Investment :- Indirect Expenditure	<u>12</u>	<u>100</u>	<u>0</u>	<u>(100)</u>	<u>0</u>	<u>(100)</u>		<u>0</u>
Net Income over Expenditure	<u>(11)</u>	<u>(88)</u>	<u>600</u>	<u>688</u>				
160 Planning								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>	<u>0</u>	<u>300</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(300)</u>	<u>(300)</u>				
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	0	150	150		150	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Health and Safety :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
180 Media and Communications								
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105 Newsletter-Printing/Distributi	0	0	5,000	5,000		5,000	0.0%	
4110 Website and Emails	0	217	1,000	784		784	21.6%	
4155 IT Reserve	0	0	2,000	2,000		2,000	0.0%	
4460 CCTV	0	490	1,450	960		960	33.8%	
4685 Noticeboards	4,560	4,560	5,000	440		440	91.2%	
Media and Communications :- Indirect Expenditure	<u>4,560</u>	<u>5,267</u>	<u>15,950</u>	<u>10,683</u>	<u>0</u>	<u>10,683</u>	<u>33.0%</u>	<u>0</u>
Net Expenditure	<u>(4,560)</u>	<u>(5,267)</u>	<u>(15,950)</u>	<u>(10,683)</u>				
190 Stores								
4150 Utilities	147	443	1,480	1,037		1,037	29.9%	
4195 Keys/Locks	0	0	10	10		10	0.0%	
Stores :- Indirect Expenditure	<u>147</u>	<u>443</u>	<u>1,490</u>	<u>1,047</u>	<u>0</u>	<u>1,047</u>	<u>29.7%</u>	<u>0</u>
Net Expenditure	<u>(147)</u>	<u>(443)</u>	<u>(1,490)</u>	<u>(1,047)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
195 Tractor Shed								
4150 Utilities	314	946	3,163	2,217		2,217	29.9%	
4195 Keys/Locks	0	0	30	30		30	0.0%	
4560 Property Maintain/Replacement	0	83	101	18		18	82.2%	
Tractor Shed :- Indirect Expenditure	314	1,029	3,294	2,265	0	2,265	31.2%	0
Net Expenditure	(314)	(1,029)	(3,294)	(2,265)				
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%	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%	0
Net Expenditure	0	0	(2,000)	(2,000)				
210 Grounds								
1200 Football Hire Charges	0	0	3,015	3,015			0.0%	
1210 Football Training Area Hire	20	230	210	(20)			109.5%	
1215 Grass cutting agreement	0	13,057	0	(13,057)			0.0%	
1250 Miscellaneous Activity Hire	45	975	0	(975)			0.0%	
1270 Floodlights Income	0	356	255	(101)			139.5%	
Grounds :- Income	65	14,617	3,480	(11,137)			420.0%	0
4160 Repairs/Maintenance	0	0	3,500	3,500		3,500	0.0%	
4195 Keys/Locks	0	0	100	100		100	0.0%	
4205 Replacement Bins	274	274	1,000	726		726	27.4%	
4210 Emptying Bins/Fresheners	0	0	3,450	3,450		3,450	0.0%	
4215 Seats - Repair/Replacement	0	0	1,000	1,000		1,000	0.0%	
4220 Signage - New/Replacement	0	0	275	275		275	0.0%	
4225 Floodlights Maintenance/Repair	0	0	1,000	1,000		1,000	0.0%	
4245 Highway grass verge cutting	1,553	3,105	0	(3,105)		(3,105)	0.0%	
4255 Green Waste Removal	220	220	2,360	2,140		2,140	9.3%	
4270 Fertilisers/Weed & Moss Killer	455	455	3,844	3,389		3,389	11.8%	
4295 Equipment - New/Replacement	0	0	400	400		400	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4320 Small tools	99	99	300	201		201	32.8%	
4390 Materials	0	0	4,000	4,000		4,000	0.0%	
4480 Memberships & Subscriptions	0	0	200	200		200	0.0%	
4630 Consumables	23	23	100	77		77	22.6%	
Grounds :- Indirect Expenditure	2,623	4,175	21,529	17,353	0	17,353	19.4%	0
Net Income over Expenditure	(2,558)	10,442	(18,049)	(28,491)				
<u>220 Machinery and Vehicles</u>								
4265 Fuel	133	241	1,450	1,209		1,209	16.6%	
4290 Servicing	0	1,436	4,500	3,064		3,064	31.9%	
4310 Hire of Machinery	675	2,024	8,097	6,073		6,073	25.0%	
4435 Contingencies	285	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	1,093	3,987	19,517	15,530	0	15,530	20.4%	0
Net Expenditure	(1,093)	(3,987)	(19,517)	(15,530)				
<u>230 Trees</u>								
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	0	9,500	9,500		9,500	0.0%	
Trees :- Indirect Expenditure	0	0	12,500	12,500	0	12,500	0.0%	0
Net Expenditure	0	0	(12,500)	(12,500)				
<u>240 Allotments</u>								
1100 Allotment Income	43	178	2,750	2,572			6.5%	
1110 Water Charge	0	0	500	500			0.0%	
Allotments :- Income	43	178	3,250	3,072			5.5%	0
4145 Landowner Rent	271	919	1,900	981		981	48.4%	
4150 Utilities	15	23	1,700	1,677		1,677	1.3%	
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	0	429	429		429	0.0%	
4560 Property Maintain/Replacement	0	0	100	100		100	0.0%	
Allotments :- Indirect Expenditure	286	942	4,259	3,317	0	3,317	22.1%	0
Net Income over Expenditure	(243)	(764)	(1,009)	(245)				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Play Areas								
4295 Equipment - New/Replacement	17,623	17,623	0	(17,623)		(17,623)	0.0%	
4300 Equipment-Repair/Maintenance	0	0	5,750	5,750		5,750	0.0%	
4450 Inspections	0	0	273	273		273	0.0%	
Play Areas :- Indirect Expenditure	17,623	17,623	6,023	(11,600)	0	(11,600)	292.6%	0
Net Expenditure	(17,623)	(17,623)	(6,023)	11,600				
6000 plus Transfer from EMR	6,060	6,060						
Movement to/(from) Gen Reserve	(11,563)	(11,563)						
255 Hard Courts and Car Park								
1220 Tennis Hire Charges	0	0	275	275			0.0%	
1230 Netball Hire Charges	(741)	(741)	750	1,491			(98.8%)	
Hard Courts and Car Park :- Income	(741)	(741)	1,025	1,766			(72.3%)	0
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	0	159	159		159	0.0%	
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	0	0	1,511	1,511	0	1,511	0.0%	0
Net Income over Expenditure	(741)	(741)	(486)	255				
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%	0
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%	
4390 Materials	258	258	1,550	1,292		1,292	16.6%	
Bowling Green :- Indirect Expenditure	258	258	1,800	1,542	0	1,542	14.3%	0
Net Income over Expenditure	(258)	(258)	0	258				
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	0	0	645	645	0	645	0.0%	0
Net Expenditure	0	0	(645)	(645)				

SALES LEDGER 1 UNPAID INVOICES BY DATE

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
04/03/2019	1182	SLI002	SLIMMING WORLD	440.00	0.00	440.00	-14.00
27/01/2020	Payment 488-8	HEAL001	NORFOLK HEALERS	0.00	0.00	0.00	-42.00
29/02/2020	1848	BROA002	BDC	1,375.00	0.00	1,375.00	-35.00
13/03/2020	Payment 501-1	SLI001	SLIMMING WORLD	0.00	0.00	0.00	-2.02
20/03/2020	Payment 502-1	SLI001	SLIMMING WORLD	0.00	0.00	0.00	-93.50
31/03/2020	1855	HOR002	HORTICULTURAL	13.50	0.00	13.50	13.50
31/03/2020	1858	TOTS	TUES TOTS	55.00	0.00	55.00	55.00
31/03/2020	1874	SOC001	SOCIAL CLUB	68.34	1.66	70.00	70.00
30/04/2020	1903	NCC001	COUNTY COUNCIL	930.00	186.00	1,116.00	1,116.00
30/04/2020	1904	TGP001	TOTAL GAS POWER	50.34	1.36	51.70	51.70
30/04/2020	1905	NCC001	COUNTY COUNCIL	13,056.65	2,611.33	15,667.98	15,667.98
30/06/2020	1911	ATP001	ATP HEALTH FITNESS	45.00	0.00	45.00	45.00
30/06/2020	1912	TGP001	TOTAL GAS POWER	159.44	4.31	163.75	163.75
30/06/2020	1915	HSFU12	H&SFU12'S	20.00	0.00	20.00	20.00
TOTAL INVOICES				16,213.27	2,804.66	19,017.93	17,016.41

Subject: Replacement Grit Bin

Author: Natasha Carver

Date: 28th July 2020

There are currently 2 grit bins at Links Ave and Kinsale Ave which are both non reparable. As a Parish we provide the bins and Norfolk Highways will put in place and fill them. We currently have £1500 in Earmarked Reserve 338



The cost to replace each bin from Glasdon (as below) £173.56+Vat each Inc. ground fixings



Slimline Grit Bin

Optional Extras

Hasp and staple locking kit (fitted) £21.48+Vat

HPC Personalised £15.34+ Vat

COUNCIL TO AGREE

1. To fund using EMR 338
2. To agree any optional extras

General Data Protection

Regulation Policy

Purpose of the policy and background to the General Data Protection Regulation

This policy explains to councillors, staff and the public about GDPR. Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy updates any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement. This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

Identifying the roles and minimising risk

GDPR requires that everyone within the council must understand the implications of GDPR and that roles and duties must be assigned. The Council is the data controller and the clerk is the Data Protection Officer (DPO). (All members of staff are data processors working under the DPO.) It is the DPO's duty to undertake an information audit and to manage the information collected by the council, the issuing of privacy statements, dealing with requests and complaints raised and also the safe disposal of information. This will be included in the Job Description of the clerk.

Appointing the Clerk as the DPO must avoid a conflict of interests, in that the DPO should not determine the purposes or manner of processing personal data.

GDPR requires continued care by everyone within the council, councillors and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as high / medium risk to the council (both financially and reputationally) and one which must be included in the Risk Management Policy of the council. Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the council undertaking training in data protection awareness.

Data breaches

One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with

the support of the Staffing Committee. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.

It is unacceptable for non-authorised users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

Privacy Notices

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the council. The council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.

Information Audit

The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

Individuals' Rights

GDPR gives individuals rights with some enhancements to those rights already in place:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure

- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometimes known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme. The Parish Council will be informed of such requests.

Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

- The Council must be registered with the ICO.
- A copy of this policy will be available on the Council's website. The policy will be considered as a core policy for the Council.
- The Clerk's Contract and Job Description will be amended to include additional responsibilities relating to data protection.
- An information audit will be conducted and reviewed at least annually or when projects and services change.
- Privacy notices must be issued.
- Data Protection will be included on the Council's Risk Management Policy.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Adopted

Review Due

The right not to be subject to automated decision making including profiling

The two instruments of GDPR are that individuals now have a right to have their personal data erased (removed) from the system as the right to be forgotten. Where their personal data is no longer necessary in relation to the services for which it was originally collected and data processing is no longer necessary, data controllers should consider whether it is still in their best interests to retain the data.

If a request is received to delete information, then the Data Controller should respond to the request with a notice. The Data Controller should only refer the request to the Council to delete information.

If a request is received to delete information, then the request should be refused if a change may apply. The change may be as detailed in the Council's Freedom of Information Publication Scheme. The Parish Council will be informed of such requests.

Children

There is special protection for the personal data of children. The age when a child can give their own consent is 13. If the Council requires consent from young people under 13, the Council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children aged 13 must be written in language that they will understand.

Summary

- The main actions arising from this policy are:
- The Council must be registered with the ICO.
 - A copy of this policy will be available on the Council's website. The policy will be considered as a core policy for the Council.
 - The Clerk's Contact and Job Description will be amended to include additional responsibilities relating to data protection.
 - The Information Audit will be conducted and reviewed at least annually or when projects and services change.
 - Privacy notices must be reviewed.
 - The Protection will be included on the Council's Risk Management Policy.

The policy document is written with consent information and where it will be reviewed at least annually or when a further update is needed (Article 10).

All employees, volunteers and contractors are expected to comply with the policy. All members of the public, including contractors, are expected to comply with the policy.

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

Responses of the Planning Committee for Agenda dated
07th July 2020

Committee members commenting:

Cllr Britton
Cllr Fulcher
Cllr Bush-Trivett
Cllr Franklin

Public Comments received and acknowledged by
District Councilor Prutton and one member of the public

Response sent to Broadland District council by:
Mrs. N Carver – Clerk

Planning Applications for Consideration

20201149 4 Gowing Road. Single storey rear extension	No Objection
20201152 297 Drayton Road. Single storey/two storey extension.	No objection to the extension but strong objection to the balcony element which could cause loss of privacy/amenity to other local residents.
20201207 150 Links Avenue. Detached garden room. (Retrospective)	The parish council has received information that the proposed building will be used as a bar on regular occasions. On this basis the parish council objects due to the potential disruption to neighbouring residential occupiers. If however the district council is minded to approve the application then conditions restricting its use, preventing it from being occupied as a separate dwelling and preventing any additional pedestrian or vehicular access to the site are requested.
20/0651 Land off Gambling Close.	No objection or comment.
20201203 36A Waldemar Avenue Change of Use	This application will be carried to next Agenda

Date of next Agenda

Plans received before 14th July 2020 will be discussed by the committee and comments made by 21st July 2020.

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

Responses of the Planning Committee for Agenda dated
21st July 2020

Committee members commenting:

Cllr Britton
Cllr Fulcher
Cllr Bush-Trivett
Cllr Franklin

Public Comments received and acknowledged by

District Councillor Prutton and one member of the public

Response sent to Broadland District council by:

Mrs. N Carver – Clerk

Planning Applications for Consideration

20/00704/F Hangar 5 Anson Road Norwich NR6 6ED Alterations to layout including extension of mezzanine floor to allow change of use of part of the building to offices (Class B1), external alterations to the building with associated works.	No Objection
20201203 36A Waldemar Avenue Change of Use	Planning Application Withdrawn

Date of next Agenda

28th July 2020 will be discussed by the committee and comments made by 4th August 2020.

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

Parish Clerk: Natasha Carver

**Minutes of Hellesdon Community Centre Committee meeting held on
Monday 13th July 2020 at 10am Via Zoom**

Meeting 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 Johnson (Chair of committee)

Cllr. S. Gurney

Cllr. U Franklin

Also In Attendance:

Natasha Carver (Parish Clerk)

Gavin Ellis (Finance Officer)

Welcome

The Chairman welcomed and thanked all those in attendance and opened the meeting at 10am.

1. Apologies and acceptance for absence

Apologies were received from Cllr Fahy these were **ACCEPTED**

2. Declarations of Interest and Dispensations

None received

3. Approval of minutes of meeting dated 10th June 2020.

The minutes of the committee meeting held via Zoom dated 10th June 2020, were previously circulated and were

RESOLVED TO ACCEPT

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

No public present

5. Financial Update

a) To receive a financial update on Community Centre Accounts

The Finance Officer gave a verbal update on the accounts.

b) To receive an update on current financial loss incurred from COVID 19

The Finance Officer gave a verbal report on the current income loss to date.

1 Approved.....

Date.....
Hellesdon Community Centre Committee Mins 13th July 2020

6. Re Opening of the Community Centre

- a) To discuss the re-opening over the Community Centre following Government Guidelines.
After a lengthy discussion it was proposed by Cllr Gurney and Seconded by Cllr Johnson to not open the community center at this time but to hire out the outdoor area at the rear of the centre. It Was **RESOLVED TO ACCEPT. The space at the rear of the centre can be booked at a charge of £10 per hour with no more than 10 people between the hours of 9am to 3:30pm.**
- b) To make any amendments to the risk assessment
No amendments to be made.

7. Exchange of Information

I request had been received for the purchase of the older tables and chairs from the centre. It was **AGREED** that we would keep hold of these at this present time.

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

Date of the next meeting Monday 14th September at 10am via Zoom

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

None

Meeting closed at 10:49am

DRAFT

2 Approved.....

Date.....
Hellesdon Community Centre Committee Mins 13th July 2020

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
Parish Clerk: Natasha Carver

Minutes of the meeting of the Property, Policy & Resources Committee held on
Tuesday 28th July 2020 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 S Gurney – Chair of the Committee
Cllr D King
Cllr B Johnson
Cllr M Fulcher
Cllr D Britcher
N Carver – Clerk
Mike Marshall – DJ Designs Ltd

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

1. **Apologies and acceptance for absence**
No Apologies received.
2. **Declarations of Interest and Dispensations**
No additional items noted.
3. **To Approve the Minutes of the Meeting Held on 17th February 2020**
Minutes had been circulated from the meeting held on 17th February:
It was
RESOLVED TO ADOPT THE MINUTES OF THE MEETING
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. **Community Centre**
 - a) To receive update from DJ Designs following the structural survey report
The written report from Canhams engineers was previously circulated, Mike Marshal gave a verbal report covering the items raised.

b) To approve option for structural alterations

After a lengthy discussion the following resolutions were proposed by Cllr King and Seconded by Cllr Fulcher **AGREED** by all

1. DJ Designs to apply for full planning permission on behalf of the Parish Council for the community centre alterations as a single entirety, based on the design submitted to PP&R committee, to include option 1 of the structural engineers report.
2. For DJ Designs to have an invasive report on the buildings structural footings
3. For DJ Design to arrange a full invasive asbestos report (alteration and demolition report) for all areas where works are to be carried out
4. For DJ Designs to arrange a full M&E survey of the community centre
5. To inform residents in local Just Hellesdon September addition on proposed works for the community centre

6. Exchange of Information

The clerk was asked for updates on Jarrod's site and Land off Low Road. No current updates have been received. These will be taken to future meetings.

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

The clerk will confirm the next meeting date

The meeting closed at 07:50pm

DRAFT

Approved.....

Date.....