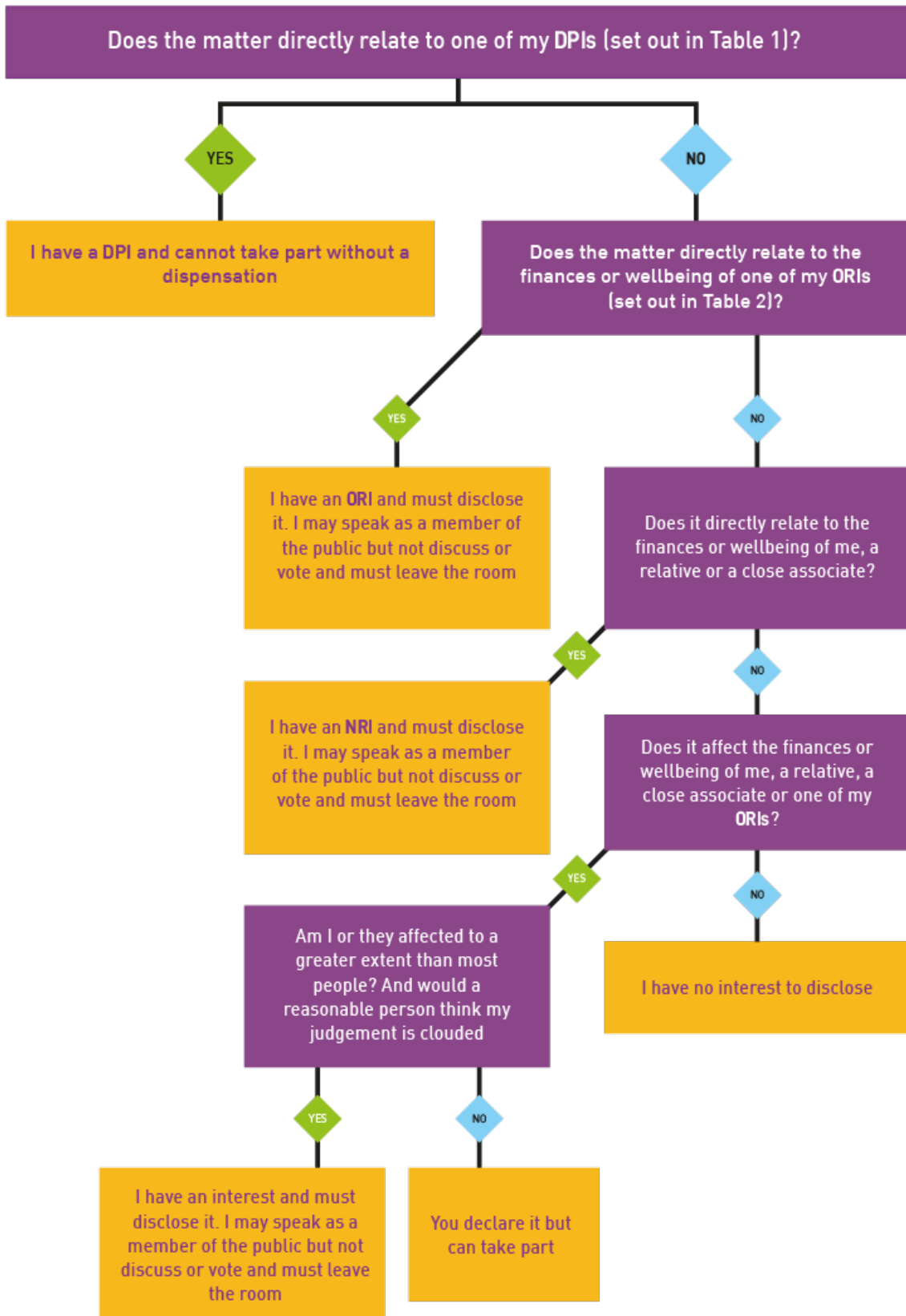


## Interests Flowchart

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



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

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

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

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

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

**Table 2: Other Registrable Interests**

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> <li>a) any unpaid directorships</li> <li>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</li> <li>c) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management</li> </ul> </li> </ul>
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**Minutes of the Meeting of Hellesdon Parish Council  
held on Tuesday 10<sup>th</sup> October 2023 at 7pm  
in The Council Chamber, Diamond Jubilee Lodge**

**PRESENT:**

Cllr B Johnson (Chairman)  
Cllr D Britcher  
Cllr L Douglass  
Cllr D. Fahy  
Cllr S Holland  
Cllr R Sear

Cllr N Barker  
Cllr G Britton  
Cllr I Duckett  
Cllr S Gurney  
Cllr A Lock  
Cllr P Sparkes

**In attendance:** Mrs F LeBon (Clerk), Mr M. Marshall (Project Manager for the refurbishment of Hellesdon Community Centre) and four members of the public.

**Welcome by the Chairman** – Cllr Johnson opened the meeting at 7pm and welcomed all in attendance. The rules relating to the recording of meetings were read.

**1. Apologies and Acceptance for Absence**

Apologies for absence were accepted from Cllr Diffey, Cllr Forder, Cllr Maidstone and Cllr Smith. Cllr Fahy had advised he would be late.

**2. Declarations of Interest and Dispensations**

There were no declarations of interest, or requests for dispensations made.

**3. Minutes from Full Council meeting held 12<sup>th</sup> September 2023**

The Minutes of the Full Council meeting held on 12<sup>th</sup> September 2023 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting, after a proposal from Cllr Britcher and a second from Cllr Sear.

**4. Public Participation**

A member of the public requested an update about the recent occupation of Northgate House. Cllr Gurney reported that she had raised this with Broadland Council as soon as was possible after the matter was initially raised. Broadland Council is investigating under planning enforcement as to whether permission is required for a House of Multiple Occupancy, and under the Housing department to ensure that the building is suitable for occupancy. Cllr Douglass will contact Broadland Council and undertook to update the member of the public directly.

**5. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 6 in view of the confidential nature of the business to be transacted. This was AGREED.**

*The Meeting was Closed to the Press and Public*

Approved.....

Date.....

6. **Community Centre Outstanding Matters**  
a) **To Consider Resolution to bring contract works to a close.**

*Cllr Sparkes Provided Valid Apologies and Left the Meeting  
Cllr Fahy Joined the Meeting*

The Project Manager provided members with the history of the project and an update on the meeting held with a representative of the building contractor on 28<sup>th</sup> September, where a resolution was thought to have been reached. Subsequent correspondence from the building contractor had put an alternative proposal for the Parish Council to consider. After considerable debate it was **AGREED** that further information was required. The Project Manager will endeavour to provide this information at the earliest opportunity to enable further consideration by the council.

*The Meeting was Re-Opened to the Press and Public*

7. **Council Reports**

a) **To Receive Clerk's Written Report**

This had been previously circulated and the report was **ACCEPTED**.

b) **To Receive Written Reports from District and County Councillors**

Written reports had been previously circulated and were **NOTED** by the meeting.

c) **Verbal Update from Chairman**

No further updates from the Chairman.

Cllr Gurney reported the tragic passing of the volunteer who assisted with the community apiary, along with his wife. The funerals will be held on 20<sup>th</sup> October.

8. **Financial Matters**

a) **Bank Reconciliation – September 2023**

It was **AGREED** to accept this reconciliation.

b) **Earmarked reserves summary**

This report was **NOTED**.

c) **Approval of Payments – September 2023**

The payments detailed in the written report were **AGREED**.

d) **Receipts – September 2023**

The receipts detailed in the written report were **AGREED**.

e) **Detailed Income and Expenditure 1<sup>st</sup> April 2023 – 30<sup>th</sup> September 2023**

This report was **NOTED**.

f) **To Receive Notification of Conclusion of Audit**

The external audit papers were presented to council, with auditors PKF Littlejohn reporting that the annual return had been completed in accordance with proper practices and no other matters had come to their attention which would give rise for concern that relevant legislation and regulatory requirements had not been met. This report was **ACCEPTED**.

9. **Planning Committee**

a) **To Note the Decisions made by the Planning Committee on 12<sup>th</sup> September 2023 and 26<sup>th</sup> September 2023**

The minutes and decisions arising from the Planning Committee meetings held on 12<sup>th</sup> and 26<sup>th</sup> September 2023 had been circulated. Cllr Britton advised that there was only one major

Approved.....

Date.....

application amongst all those considered, and that was for Firside School, and that the committee raised no objections. It was **AGREED** to note the minutes and the decisions made.

**10. Events Committee**

**a) To Note the Decisions made by the Events Committee on 4<sup>th</sup> October 2023**

Cllr Douglass provided a verbal report.

There had been significant community engagement by representatives of the Parish Council.

These events included:

- A ‘Meet Your Councillors’ stand at the Hellesdon Carnival.
- A Quiz at The Bull with a specialist ‘Hellesdon’ round written by the Parish Council.
- A Mystery Tour for the Friday Friends.

An appeal was made for more councillors to get involved with engagement events as it is being perceived as the council being made up of only a small number of councillors.

The following are upcoming:

- The Scarecrow Trail for half term. This has been well received, especially by local businesses.
- The senior citizens’ Christmas party on 9<sup>th</sup> December
- A ‘Through the Decades’ night on 27<sup>th</sup> January 2024.
- The Summer Fayre in June 2024
- D-Day80 is also being investigated for 6<sup>th</sup> June 2024. An appeal is to be put in Just Hellesdon for veterans’ stories. The cost and possible location of a beacon is to be investigated.

The decisions of the events committee were **NOTED**.

**11. Community Centre Committee**

**a) To Receive Update on WC Refurbishment Scheme**

A report on the project had been circulated, detailing a proposed start date of 30<sup>th</sup> October 2023. A proposed colour scheme was presented and **AGREED**.

**12. Parish Partnership**

**a) To consider project(s) for the Parish Partnership Scheme 2024/2025**

Members considered the installation of bus shelters on the Drayton High Road in conjunction with a previously circulated feasibility report. It was **AGREED** to apply for Parish Partnership funding for:

- A three bay cantilever for the northbound bus stop adjacent to Hellesdon Hospital.
- A two bay cantilever for the southbound bus stop, south of Margaret Close.
- A two bay cantilever for the southbound bus stop, south of Hamond Road.

A replacement bus shelter for Reepham Road, at the Meadow Way junction was considered but it was **AGREED** to not pursue this for the 2024/2025 scheme.

**13. Neighbourhood Plan**

**a) To Consider Terms of Reference for Working Group**

A draft Terms of Reference had been circulated to members. It was **AGREED** to adopt these Terms of Reference, subject to amending the membership to fifteen members, nine of which should be Parish Councillors.

**b) To Consider Specification for Consultant for Neighbourhood Plan Tender**

A draft specification and tender document had been circulated to members. It was **AGREED** to adopt these documents and go out to tender for a consultant to assist with the review of the Neighbourhood Plan.

Approved.....

Date.....

**14. Broadland Family Hub**

**a) To Receive Update on Family Hub running from Hellesdon Parish Council site.**

A report had been circulated to councillors detailing the progress on the setting up of the Family Hub. The room has been redecorated ready for occupation, and the electrical updates made. It is hoped that Norfolk County Council can move in, in early November.

**15. Defibrillator for the Low Road**

**a) To Consider match funding for defibrillator for the Low Road**

It was reported that the area that has the least access to a public defibrillator is the Low Road. The Clerk had completed an expression of interest for a defibrillator through the Department of Health and Social Care. If accepted for the scheme, the Parish Council would need to contribute £750 towards the match funding.

It was **AGREED** to make a formal approach to the parish hall to host the defibrillator. Ward Member funding would be available to cover the match funding element. If the parish hall requires it, a grant could be made from the Parish Council to cover the electricity costs of running a defibrillator, which is expected to be approximately £25 per annum.

It was **AGREED** to apply for a defibrillator through the DHSC scheme.

**16. Highways Complaint**

**a) To Receive response from Norfolk County Council regarding Highways Complaint.**

As agreed at the meeting on 12<sup>th</sup> September 2023, a formal complaint had been made to Norfolk County Council Highways about the effectiveness of the Highways Rangers scheme, and also the lack of maintenance of the alleyways in Hellesdon under the jurisdiction of Norfolk County Council. An acknowledgement of the complaint had been received from Norfolk County Council on 19<sup>th</sup> September, but a response was yet to be received. The Clerk will follow this up.

**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 item 18 in view of the confidential nature of the business to be transacted. This was AGREED.**

*The Meeting was Closed to the Press and Public*

**18. Land Matter**

**a) To Receive Correspondence Relating to Land Matter**

Copies of correspondence regarding a land matter had been circulated to all members. No action was required of councillors at this point.

*The Meeting was Re-Opened to the Press and Public*

**19. Matters for the Next Agenda**

Information to be received regarding the community centre refurbishment contract.

**20. Time and Venue of Next Council meeting.**

Tuesday 14<sup>th</sup> November, 7pm at Diamond Jubilee Lodge

The meeting closed at 8.55pm

Approved.....

Date.....

CLERK'S REPORT FOR COUNCIL MEETING  
14<sup>th</sup> November 2023

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	Agenda items.
Car Park – Community Centre	Library Bollard Scheme - The deed signed by Hellesdon Parish Council has been sent to Norfolk County Council. A copy of the deed signed by all parties is awaited.
Community Café and Fridge	<p>With the continued problems with receiving donations from Fareshare, an application has been made to 'Neighbourly' which runs a similar scheme covering other supermarkets such as Marks and Spencer. This application is currently showing as 'in review'.</p> <p>The grant application made to the Veolia sustainability fund was partially successful. They won't fund the purchase of stock for the fridge, but they will fund contributions to the apiary and the allotments on the basis that contributions are made to the fridge from these sources. The grant amount is £200.</p>
Parish Council Offices Diamond Jubilee Lodge	<p>Adjustments have been made to the Hearing Loop so that it picks up at a better frequency. It was noted that the hearing loop microphones in the ceiling are next to the projector and the air conditioning outlet. This could cause problems with the hearing loop when these items are operational. This has been added to the spec for the Streaming system in the chamber. Other sources for streaming are to be investigated including Meeting Owls and Stream Yard.</p> <p>Also requested report into the possibility of a microphone system in the reception area, to enable both staff and parishioners to be heard without the need to open the security window. A quote has been requested.</p>
Recreation Ground including Children's Play areas	Facilities staff have attended update training for play area inspections.
Skate Park & MUGA	No matters to report
Meadow Way	No further information has been received from Norfolk County Council about the sale of their land on the entrance to the Meadow Way park.
Mountfield Park	Replacement trees were discussed in the Playing Fields, Allotments and Amenities Committee. A grant application has been made to the Busseys Tree fund to help source these.
Cottinghams Park	Two areas of seating have been agreed by the Playing Fields, Allotments and Amenities Committee. The seats will be ordered when the grounds team have resource to install.
Allotments	See minutes for the Playing Fields, Allotments and Amenities Committee
Community Orchard	No matters to report. When fruit comes it can be taken to the Community Fridge for Distribution.
Community Apiary	It is unlikely any honey will be produced this year.
Cemetery Car Park	Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership. Land registry require professional planning maps to be purchased to enable this request. Conveyance documents have been obtained from archive.
Persimmons Homes	Broadland Council is awaiting revised layout plans for phase 3, then will re-consult. All planning enforcement matters have been closed.



	<p>The query about the open space provision as part of the s106 agreement on phases 1 and 2 of the Persimmon development was raised to the planning officer on 20th April. This has since been chased, (16<sup>th</sup> May, 4<sup>th</sup> September and 26<sup>th</sup> October) but to date no response has been received. Escalate to District Councillors.</p>
Public Toilets	No matters to report.
Litter & Dog Waste Bins	<p>Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council.</p> <p>Broadland Council will be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17<sup>th</sup> November 2022] This communication has yet to be received. This has been chased as the environmental assets in the parish are looking to be reviewed (are they sufficient / in the right place). A response was received by Broadland Council on 11<sup>th</sup> September advising that 'Unfortunately this is still in the process of being reviewed and finalised'.</p>
Bus Shelters	<p>The new bus shelter on Cromer Road as part of Norfolk County Council's Gold Standard shelters fund has been installed. The Real-Time Information display will be installed on 13th November.</p> <p>The application under parish partnership for three bus shelters on Drayton High Road has been made.</p>
Benches	No matters to report
War Memorial	No matters to report
Highways	<p>Reports of visibility problems with the new zebra crossing on Middletons Lane have been escalated to highways. This was reported to highways on 3<sup>rd</sup> February, who advised it would be passed to the safety team. No response has been received from the safety team so this has been chased (2<sup>nd</sup> October).</p> <p>A report has been made to NCC about the faded white markings on the junction between the Cromer Road and Fifers Lane. NCC has agreed to address this. This has been chased [2<sup>nd</sup> October] as the original request was put in on 1<sup>st</sup> February. This is due to be completed no later than 13<sup>th</sup> November.</p> <p>The Clerk is working with NCC to help site welfare facilities to aid the process of the resurfacing of the footways in Neylond Crescent. Further requirements are being sought from Tarmac. The works are pencilled in for February 2024.</p> <p>A request has been made to highways to replace the 'Give Way to Vehicles from the Right' signage that was not replaced after a vehicle strike on the Reephams Road / Drayton Wood Road Roundabout (inbound).</p> <p>The Parish Council was contacted in December by Broadland Council with regards to involvement in a Surface Water Strategy, as Hellesdon had been identified as a priority due to the recorded number of internal flooding properties with 27, along with 24 recorded instances of external flooding (15<sup>th</sup> December 2022). The Clerk has been chasing Broadland Council as to whether this project is going ahead as no update has been received from Broadland Council. It seems that there has been changes of staffing which has led to uncertainty over the project. This is being followed up with the newly recruited member of staff. It is unlikely that this project will be going ahead.</p>

	<p>Saffron Housing has been emailed over surface water flooding on Angus McKay Court. They have acknowledged that this is their responsibility and are awaiting quotes and further authorisation for the required works.</p> <p>A lack of dropped kerbs has been identified along the Cromer Road, across Lodore Avenue. This will be raised directly to highways for remediation.</p> <p>Further investigation is required into concerns raised about the height of the dropped kerbs on the Saracen Road / Kered Road junction and the conditions of the pathways along Saracen Road. Highways ahs advised that the height of the dropped kerbs is correct. Highways faults have been reported and those meeting Norfolk County Council's criteria will be rectified.</p> <p>The Kered Road street sign on the junction of Saracen Road has been identified has having rotten posts and will be reported to Broadland Council. No action to be taken by Broadland Council.</p> <p>Multiple reports of pathway repairs in areas of Meadow Close have been reported to highways, which has agreed to remediate them.</p> <p>Agenda item to discuss Rangers service and alleyways complaint.</p>
Staffing	Staffing committee meeting to be held on 21 <sup>st</sup> November
Street Lighting	No matters to report
Events	Agenda item
Meeting Dates	<p>Agenda item</p> <p>Tuesday 21st November                      Staffing</p> <p>PP&amp;R either 29<sup>th</sup> pr 30<sup>th</sup> November</p>
Health and Safety	No matters to report
Other Matters	The company authorised to redesign the Parish Council website has not fulfilled its obligation to the Parish Council and has therefore refunded the money paid. Alternative contractors are being sourced.

## **Meeting of Hellesdon Parish Council – 14<sup>th</sup> November 2023**

### **Item 5b**

#### **a) To Receive Reports from District and County Councillors**

##### **District Councillors Report – Hellesdon South-East**

Little to report this month.

Public Spaces Protection Order has been recommended to Cabinet. This is for action on “boy racers” using the Broadland area for antisocial driving.

Work on going on Cromer Road bus lane, carparking at The Whiffler and the HMO on Links Avenue.

##### **District Councillors Report – Hellesdon North-West**

A quiet month for the District Council.

Cllr Johnson attended the Town and Parish Summit with the Clerk on 9<sup>th</sup> November.

At this event it was raised that Hellesdon Parish Council had made several request for new street name signs as some of the existing stock was becoming unreadable, or the posts were splintered and rotten. It was noted that Broadland Council had vired extra money into the street naming budget to allow for replacements, and it was proposed to add additional money into the budget next year to help facilitate requests District wide.

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## Hellesdon Parish Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 October 2023

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/10/2023	Active Saver 4401	645,120.92
31/10/2023	Business Current Account 2077	500.00
31/10/2023	Petty Cash	60.30
31/10/2023	Active Saver 7702	339,985.90
31/10/2023	Active Saver 4503	81,917.44
23/05/2023	Number 2 account 0958	0.00
31/10/2023	Cafe float	100.00

**1,067,684.56**

##### Other Cash & Bank Balances

**20.00**

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**1,067,704.56**

##### Unpresented Payments

**599.44**

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**1,067,105.12**

##### Receipts not on Bank Statement

**0.00**

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**1,067,105.12**

#### **Closing Balance**

##### All Cash & Bank Accounts

1	Current Bank Account	645,021.48
2	Petty Cash	60.30
3	Active Saver 7702	339,985.90
4	Active Saver Emergency 4503	81,917.44
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	20.00
	<b>Total Cash &amp; Bank Balances</b>	<b>1,067,105.12</b>

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## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	8,787.01	3,403.09	12,190.10
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	5,701.00	-5,701.00	0.00
323 EMR Hard Surface Area	5,000.00	11,500.00	16,500.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	3,396.00	1,350.00	4,746.00
326 EMR Elections	7,403.70	-2,189.09	5,214.61
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	0.00	10,000.00	10,000.00
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	15,462.99	20,000.00	35,462.99
332 EMR Good Causes in Hellesdon	4,170.00	-59.94	4,110.06
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	53,127.24		53,127.24
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	1,203.62		1,203.62
339 EMR Outreach provision	0.00		0.00
340 EMR PF Ownership signs	2,008.00	-499.55	1,508.45
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	323.00		323.00
346 EMR Green Grid	5,140.00		5,140.00
347 EMR Land Acquisition account	30,752.17	29,000.00	59,752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	7,241.59	2,000.00	9,241.59
350 EMR Community Apiary & allotme	2.46		2.46
351 EMR Events	2,054.80		2,054.80
352 EMR HCC extension	42,171.00		42,171.00
360 EMR CIL 22/23	0.00		0.00
361 EMR CIL 23/24	0.00	62,242.78	62,242.78
362 EMR Comm fridge/cafe improves	0.00	1,686.68	1,686.68
363 Neighbourhood Plan	0.00	7,500.00	7,500.00
	<b>248,761.66</b>	<b>140,232.97</b>	<b>388,994.63</b>

## List of Payments made between 01/10/2023 and 31/10/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/10/2023	Public Works Loan Board	£12,602.25	loan HCC
02/10/2023	Broadland District Council	£155.00	bus rates stores
02/10/2023	Broadland District Council	£1,205.00	bus rates HCC
02/10/2023	Broadland District Council	£330.00	bus rates tractor shed
02/10/2023	Vodafone Ltd	£87.09	plan & usage 16 Aug - 15 Oct
03/10/2023	Barclaycard Commercial	£388.96	sports net hooks & clips
04/10/2023	UK Fuels Ltd	£317.83	fuel September
05/10/2023	Petty Cash	£150.00	Cash ex bank to petty cash
05/10/2023	Anglia Culinary Suppliers Ltd	£127.50	cafe purchases
05/10/2023	Amazon.com	£41.85	clear vinyl gloves
05/10/2023	Ben Burgess Groundscare Equipm	£594.00	lease John Deere 4066R
05/10/2023	Collier Turf Care Ltd	£840.00	turf top dressing
05/10/2023	DD Health & Safety Supplies Lt	£148.74	blue paper/work boots
05/10/2023	Easters Norwich Ltd	£50.22	cafe purchases
05/10/2023	Norfolk Association of Local C	£175.00	NALC annual conference
05/10/2023	Allotment user	£30.00	deposit refund plot 122
05/10/2023	Allotment User	£30.00	deposit refund plot 52a
05/10/2023	Barclays Bank Plc	£57.24	commission 14 Aug - 12 Sep
13/10/2023	Booker Ltd	£105.13	cleaning materials
13/10/2023	DD Health & Safety Supplies Lt	£104.93	workwear caretaker
13/10/2023	Huws Gray Ridgeons	£42.00	screw in frame tie bright
13/10/2023	NGF Play Ltd	£1,956.00	repairs to bonded mulch
13/10/2023	Norse Eastern Ltd	£1,069.32	Highway grass cutting Sep
13/10/2023	Anglia Culinary Suppliers Ltd	£113.29	cafe purchases
13/10/2023	Easters Norwich Ltd	£74.62	cafe purchases
13/10/2023	Allotment User	£30.00	deposit refund
13/10/2023	Allotment user	£30.00	deposit refund
13/10/2023	Clocking Systems	£36.00	time cards
13/10/2023	Casual Hire	£150.00	damage deposite refund
18/10/2023	Total Gas & Power	£319.60	elec 21 Aug - 31 Aug
20/10/2023	Total Gas & Power	£98.32	gas Sep 23
20/10/2023	Casual Hire	£187.08	deposit refund
24/10/2023	Anglia Culinary Suppliers Ltd	£114.46	cafe purchases
24/10/2023	The Calypso Coffee Company	£147.95	coffee shots - single & double
24/10/2023	Dunhams Washroom Systems Ltd	£8,414.11	deposit payment HCC WC
24/10/2023	Easters Norwich Ltd	£124.75	cafe purchases
24/10/2023	Norse Commercial Services Ltd	£259.20	park lock/unlock Sep
24/10/2023	Osiris Technologies	£652.45	IT support, phones, broadband
24/10/2023	Pest Express Ltd	£444.00	10/ 23 - 3/24 pest monitoring
24/10/2023	P J Plumbing Heating & Mainten	£410.38	fix drip tap/leak o/flow pipe
24/10/2023	Viking Direct	£85.90	toilet rolls x 2 pack

24/10/2023	Broadland District Council	£338.70	comm waste collect Oct- Mar 24
24/10/2023	Total Gas & Power	£433.82	elec Sep 23
24/10/2023	Total Gas & Power	£13.78	elec allotments Sep 23
25/10/2023	Broadland District Council	£645.00	bus rates office

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**£33,731.47**

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**Cash Received between 01/10/2023 and 31/10/2023**

<b>Date</b>	<b>Cash Received from</b>	<b>Receipt Description</b>	<b>Receipt total</b>
02/10/2023	Allotment User	plot 116 bal pest charge	£4.00
02/10/2023	Allotment User	rent plot 10b	£31.68
02/10/2023	Allotment User	rent plot 38b	£31.68
02/10/2023	Allotment User	rent plot 67	£57.30
02/10/2023	Allotment User	rent plot 9	£57.30
02/10/2023	Allotment User	rent plot 41	£57.30
02/10/2023	Allotment User	rent plot 37	£57.30
02/10/2023	Cash back	Barclaycard	£7.27
02/10/2023	Cashback	Barclaycard	£4.00
02/10/2023	Casual Hire	Hire football pitch	£81.45
02/10/2023	Casual Hire	hire SW room 4 Nov	£116.64
02/10/2023	Regular Hire	HCC hires	£128.64
02/10/2023	Allotment User	plots / 20 water & pest charges	£24.60
02/10/2023	Regular Hire	HCC hires	£396.60
03/10/2023	Allotment User	rent plot 5	£45.00
03/10/2023	Allotment User	rent plot 2	£45.00
03/10/2023	Allotment User	rent plot 8	£57.30
03/10/2023	Allotment User	rent plot 22	£57.30
03/10/2023	Allotment User	rent plot 57	£57.30
03/10/2023	Allotment User	rent plot 40	£57.30
03/10/2023	Allotment User	rent plot 120	£57.30
03/10/2023	Allotment User	rent plot 130	£57.30
03/10/2023	Allotment User	rent plot 11a	£31.68
03/10/2023	Casual Hire	HCC hires	£40.26
03/10/2023	Casual Hire	HCC hires	£228.66
03/10/2023	Sports hire	football training	£43.85
03/10/2023	Regular Hire	HCC hires	£434.16
03/10/2023	Regular Hire	HCC hires	£311.04
04/10/2023	Regular Hire	HCC hires	£64.80
04/10/2023	Sports hire	football training	£68.68
04/10/2023	Regular Hire	HCC hires	£129.60
04/10/2023	Regular Hire	HCC hires	£155.52
04/10/2023	Takings - Cafe	card receipts	£59.40
04/10/2023	Takings - Cafe	card receipts	£149.40
05/10/2023	Allotment User	rent plot 131	£57.30
05/10/2023	Allotment User	rent plot 43	£57.30
05/10/2023	Allotment User	rent plot 123	£57.30
05/10/2023	Allotment User	rent plot 32a	£31.68
05/10/2023	Allotment User	rent plot 18	£57.30
05/10/2023	Allotment User	rent plot 36	£57.30
05/10/2023	Allotment User	rent plot 47	£57.30
05/10/2023	Allotment User	rent plot 23	£57.30
05/10/2023	Barclays Bank Plc	loyalty reward 14 Aug - 12 Sep	£9.75
05/10/2023	Casual Hire	HCC hires	£63.00
05/10/2023	Sports hire	football pitch	£90.00



05/10/2023	Regular Hire	HCC hires	£116.64
05/10/2023	Sports hire	Hard courts hire	£450.00
05/10/2023	Takings - Cafe	cash takings	£408.85
05/10/2023	Takings - Cafe	card receipts	£129.50
06/10/2023	Allotment User	rent plot 111	£57.30
06/10/2023	Allotment User	rent plot 44	£57.30
06/10/2023	Allotment User	rent plot 15	£57.30
06/10/2023	Allotment User	rent plot 48b	£31.68
06/10/2023	Allotment User	rent plot 15	£57.30
06/10/2023	Casual Hire	HCC hires	£18.00
06/10/2023	Allotment User	water/pest charges plot 54a	£9.18
09/10/2023	Allotment User	rent plot 125	£57.30
09/10/2023	Allotment User	rent plot 48a	£31.68
09/10/2023	Casual Hire	HCC hires	£106.20
09/10/2023	Casual Hire	HCC hires	£34.02
09/10/2023	Allotment User	water/pest charges plot 28	£12.30
09/10/2023	Regular Hire	HCC hires	£113.40
09/10/2023	Regular Hire	HCC hires	£361.20
10/10/2023	Allotment User	plot 99 rent	£57.30
10/10/2023	Allotment User	rent plot 98	£57.30
10/10/2023	Takings - Cafe	card receipts	£111.10
11/10/2023	Allotment User	rent plot 107	£57.30
11/10/2023	Allotment User	rent plot 126	£57.30
11/10/2023	Allotment User	rent plot 127	£57.30
11/10/2023	Allotment User	rent plot 114	£57.30
11/10/2023	Allotment User	rent plot 128	£57.30
11/10/2023	Sports hire	football training	£11.45
11/10/2023	Casual Hire	HCC hires	£84.24
11/10/2023	Casual Hire	HCC hires	£6.48
11/10/2023	Takings - Cafe	card receipts	£212.65
12/10/2023	Takings - Cafe	card receipts	£110.90
13/10/2023	Allotment User	rent plot 30	£57.30
13/10/2023	Casual Hire	HCC hires	£48.60
13/10/2023	Regular Hire	HCC hires	£318.96
13/10/2023	Takings - Cafe	cash receipts	£331.40
16/10/2023	Allotment User	rent plot 119	£57.30
16/10/2023	Casual Hire	HCC hires	£32.16
16/10/2023	Casual Hire	HCC hires	£34.02
16/10/2023	Casual Hire	HCC hires	£236.80
16/10/2023	Regular Hire	HCC hires	£194.40
17/10/2023	Casual Hire	HCC hires	£16.20
17/10/2023	Casual Hire	HCC hires	£40.50
17/10/2023	Sports hire	football training	£11.45
17/10/2023	Takings - Cafe	card receipts	£149.90
18/10/2023	Casual Hire	HCC hires	£20.00
18/10/2023	Takings - Cafe	card receipts	£125.40
18/10/2023	Takings - Cafe	card receipts	£0.50
19/10/2023	Regular Hire	HCC hires	£18.00

19/10/2023	Takings - Cafe	card receipts	£90.30
19/10/2023	Takings - Cafe	cash receipts	£439.48
23/10/2023	Allotment User	rent plot 27	£57.30
23/10/2023	Casual Hire	HCC hires	£34.02
24/10/2023	Allotment User	rent plot 20	£41.25
24/10/2023	Sports hire	football training	£103.50
24/10/2023	Casual Hire	HCC hires	£157.14
24/10/2023	Sports hire	football training	£11.45
24/10/2023	Takings - Cafe	cash receipts	£93.60
24/10/2023	Takings - Cafe	card receipts	£152.05
25/10/2023	Casual Hire	HCC hires	£77.76
25/10/2023	Casual Hire	HCC hires	£149.04
25/10/2023	Casual Hire	HCC hires	£150.00
25/10/2023	Takings - Cafe	card receipts	£168.65
26/10/2023	HMRC	VAT refund	£3,764.14
26/10/2023	Regular Hire	HCC hires	£103.68
26/10/2023	Regular Hire	HCC hires	£194.40
26/10/2023	Takings - Cafe	card receipts	£115.30
26/10/2023	Takings - Cafe	cash receipts	£225.20
27/10/2023	Allotment User	rent plot 35	£45.00
27/10/2023	Regular Hire	HCC hires	£233.28
27/10/2023	Feed in tariff	soalr panels DJL	£121.13
30/10/2023	Allotment User	rent plot 121	£57.30
30/10/2023	Allotment User	rent plot 62	£57.30
30/10/2023	Allotment User	rent plot 112	£57.30
30/10/2023	Casual Hire	HCC hires	£34.02
30/10/2023	Regular Hire	HCC hires	£311.04
31/10/2023	Sports hire	football training	£11.45
31/10/2023	Allotment User	water/pest charges plot 118	£12.30
31/10/2023	Regular Hire	HCC hires	£68.04
31/10/2023	Sports hire	football training	£78.20

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**£15,756.72**

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## 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
<b>100 Community Centre</b>								
1400 Community Centre Income	0	(28,600)	45,225	73,825			(63.2%)	
1410 Community Centre Inc ML Room	1,862	11,898	0	(11,898)			0.0%	
1415 Community Centre Inc SW Room	1,673	10,595	0	(10,595)			0.0%	
1420 Community Centre Inc OH Room	889	5,166	0	(5,166)			0.0%	
1425 Community Centre Inc Spr Room	57	483	0	(483)			0.0%	
1440 Community Centre Inc Ww Room	14	27	0	(27)			0.0%	
1445 Community centre kitchenette	113	525	0	(525)			0.0%	
1455 Community centre stage hire	10	40	0	(40)			0.0%	
1460 Hire of flasks	40	259	0	(259)			0.0%	
1470 Hire of urn	0	4	0	(4)			0.0%	
1475 Storage charge	60	370	0	(370)			0.0%	
<b>Community Centre :- Income</b>	<b>4,718</b>	<b>767</b>	<b>45,225</b>	<b>44,458</b>			<b>1.7%</b>	<b>0</b>
4070 Profess Fees/Agency Personnel	0	828	0	(828)		(828)	0.0%	
4150 Utilities	1,569	13,543	25,315	11,772		11,772	53.5%	
4250 PHS services	0	2,623	2,424	(199)		(199)	108.2%	
4295 Equipment - New/Replacement	0	5,491	1,897	(3,594)		(3,594)	289.4%	6,291
4300 Equipment-Repair/Maintenance	0	95	657	563		563	14.4%	
4435 Contingencies	0	0	5,000	5,000		5,000	0.0%	
4450 Inspections	0	606	661	56		56	91.6%	
4480 Memberships & Subscriptions	0	0	1,980	1,980		1,980	0.0%	
4560 Property Maintain/Replacement	148	3,073	1,589	(1,484)		(1,484)	193.4%	
4625 Senior Citizens club	0	81	0	(81)		(81)	0.0%	60
4630 Consumables	137	538	166	(372)		(372)	324.1%	
4635 cleaning agents/materials	103	1,045	900	(145)		(145)	116.1%	
4695 community centre redevelopment	0	9,941	0	(9,941)		(9,941)	0.0%	
4696 community centre WC project	7,012	10,682	0	(10,682)		(10,682)	0.0%	
<b>Community Centre :- Indirect Expenditure</b>	<b>8,969</b>	<b>48,544</b>	<b>40,589</b>	<b>(7,955)</b>	<b>0</b>	<b>(7,955)</b>	<b>119.6%</b>	<b>6,351</b>
<b>Net Income over Expenditure</b>	<b>(4,251)</b>	<b>(47,777)</b>	<b>4,636</b>	<b>52,413</b>				
6000 plus Transfer from EMR	0	5,351						
6001 less Transfer to EMR	0	1,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,251)</b>	<b>(43,426)</b>						
<b>110 Administration</b>								
1076 Precept	0	561,227	0	(561,227)			0.0%	9,350
1085 Grants received	0	2,500	0	(2,500)			0.0%	2,500
1099 Community Infrastructure	0	142,377	0	(142,377)			0.0%	142,377
1370 Insurance recoveries	0	22,272	0	(22,272)			0.0%	
<b>Administration :- Income</b>	<b>0</b>	<b>728,376</b>	<b>0</b>	<b>(728,376)</b>				<b>154,227</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## 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
4065 councillor training	0	106	(1,081)	(1,187)		(1,187)	(9.8%)	
4070 Profess Fees/Agency Personnel	0	0	5,950	5,950		5,950	0.0%	
4465 External Audit	0	2,100	1,750	(350)		(350)	120.0%	
4470 Internal Audit	0	1,580	2,981	1,401		1,401	53.0%	
4480 Memberships & Subscriptions	0	2,261	2,000	(261)		(261)	113.0%	
4550 Insurance	0	10,418	10,771	353		353	96.7%	
<b>Administration :- Indirect Expenditure</b>	<b>0</b>	<b>16,466</b>	<b>22,371</b>	<b>5,905</b>	<b>0</b>	<b>5,905</b>	<b>73.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>711,910</b>	<b>(22,371)</b>	<b>(734,281)</b>				
6001 less Transfer to EMR	0	154,227						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>557,683</b>						
<b>120 Staff</b>								
4000 Admin Staff	6,818	47,608	124,884	77,276		77,276	38.1%	
4010 Groundstaff	5,229	37,433	79,682	42,249		42,249	47.0%	
4020 Care Takers	5,418	30,439	63,861	33,422		33,422	47.7%	
4025 Cafe Staff	2,294	12,485	29,868	17,383		17,383	41.8%	
4040 PAYE	3,591	24,463	0	(24,463)		(24,463)	0.0%	
4045 Pension Scheme	4,630	31,338	43,993	12,655		12,655	71.2%	
4055 Staff training	0	321	4,000	3,679		3,679	8.0%	
4070 Profess Fees/Agency Personnel	0	252	0	(252)		(252)	0.0%	
4080 Employer NI	1,863	12,397	25,139	12,742		12,742	49.3%	
4090 Protective clothing/workwear	0	633	3,405	2,772		2,772	18.6%	
4480 Memberships & Subscriptions	0	0	353	353		353	0.0%	
<b>Staff :- Indirect Expenditure</b>	<b>29,843</b>	<b>197,367</b>	<b>375,185</b>	<b>177,818</b>	<b>0</b>	<b>177,818</b>	<b>52.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(29,843)</b>	<b>(197,367)</b>	<b>(375,185)</b>	<b>(177,818)</b>				
<b>130 Council Office</b>								
1360 Electricity FIT	0	302	666	364			45.3%	
1365 Misc office income	0	6	0	(6)			0.0%	
1375 Misc refund	0	1,034	0	(1,034)			0.0%	
<b>Council Office :- Income</b>	<b>0</b>	<b>1,343</b>	<b>666</b>	<b>(677)</b>			<b>201.6%</b>	<b>0</b>
4112 Advertising	0	0	343	343		343	0.0%	
4150 Utilities	625	6,589	14,843	8,254		8,254	44.4%	
4250 PHS services	0	51	56	5		5	91.0%	
4295 Equipment - New/Replacement	0	899	3,671	2,772		2,772	24.5%	
4400 Chairman's Budget	0	42	1,694	1,652		1,652	2.5%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	13	100	87		87	12.6%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## 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
4415 Refreshments	6	232	287	55		55	80.8%	
4420 Telephone and Broadband	222	1,593	3,398	1,805		1,805	46.9%	
4425 IT Support and Maintenance	393	2,876	5,006	2,130		2,130	57.5%	
4430 Photocopier	0	637	2,648	2,011		2,011	24.1%	
4435 Contingencies	30	30	100	70		70	30.0%	
4440 Stationery	37	497	393	(104)		(104)	126.6%	
4445 Postage	0	113	60	(53)		(53)	188.0%	
4450 Inspections	0	589	661	72		72	89.1%	
4485 Other Licences/Fees	0	2,744	3,116	372		372	88.1%	
4500 PWLB	12,602	34,150	43,094	8,944		8,944	79.2%	
4560 Property Maintain/Replacement	342	2,608	3,874	1,266		1,266	67.3%	
4565 Elections/Parish Poll	0	6,689	4,500	(2,189)		(2,189)	148.6%	6,689
4570 Church Grass Cutting Contribut	0	750	800	50		50	93.8%	
4595 Misc contributions	0	0	200	200		200	0.0%	
4630 Consumables	0	0	210	210		210	0.0%	
4635 cleaning agents/materials	0	0	106	106		106	0.0%	
<b>Council Office :- Indirect Expenditure</b>	<b>14,258</b>	<b>61,103</b>	<b>89,260</b>	<b>28,157</b>	<b>0</b>	<b>28,157</b>	<b>68.5%</b>	<b>6,689</b>
<b>Net Income over Expenditure</b>	<b>(14,258)</b>	<b>(59,761)</b>	<b>(88,594)</b>	<b>(28,833)</b>				
6000 plus Transfer from EMR	0	6,689						
<b>Movement to/(from) Gen Reserve</b>	<b>(14,258)</b>	<b>(53,072)</b>						
<b>150 Investment</b>								
1080 Bank Interest Received	0	4,051	80	(3,971)			5063.3%	
1090 Monthly Loyalty Rewards	10	56	10	(46)			556.9%	
1091 Cash back rebates	9	29	0	(29)			0.0%	
<b>Investment :- Income</b>	<b>19</b>	<b>4,136</b>	<b>90</b>	<b>(4,046)</b>			<b>4595.2%</b>	<b>0</b>
4060 Bank Charges & card fees	109	537	318	(219)		(219)	168.8%	
<b>Investment :- Indirect Expenditure</b>	<b>109</b>	<b>537</b>	<b>318</b>	<b>(219)</b>	<b>0</b>	<b>(219)</b>	<b>168.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(90)</b>	<b>3,599</b>	<b>(228)</b>	<b>(3,827)</b>				
<b>160 Planning</b>								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
<b>Planning :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## 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>170 Health and Safety</u>								
4135 Consultancy Fees	0	1,996	2,995	999		999	66.7%	
4140 Defibrillator	51	51	340	289		289	15.0%	
4295 Equipment - New/Replacement	0	119	163	44		44	73.2%	
4630 Consumables	0	13	0	(13)		(13)	0.0%	
Health and Safety :- Indirect Expenditure	<b>51</b>	<b>2,180</b>	<b>3,498</b>	<b>1,318</b>	<b>0</b>	<b>1,318</b>	<b>62.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(51)</b>	<b>(2,180)</b>	<b>(3,498)</b>	<b>(1,318)</b>				
<u>180 Media and Communications</u>								
4105 Newsletter-Printing/Distributi	450	2,890	5,634	2,744		2,744	51.3%	
4110 Website and Emails	0	728	1,071	343	1,034	(691)	164.5%	
4155 IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460 CCTV	145	4,823	1,450	(3,373)		(3,373)	332.6%	
4685 Noticeboards	0	0	1,484	1,484		1,484	0.0%	
Media and Communications :- Indirect Expenditure	<b>595</b>	<b>8,441</b>	<b>11,639</b>	<b>3,198</b>	<b>1,034</b>	<b>2,164</b>	<b>81.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(595)</b>	<b>(8,441)</b>	<b>(11,639)</b>	<b>(3,198)</b>				
<u>190 Stores</u>								
4150 Utilities	155	1,081	1,546	465		465	69.9%	
Stores :- Indirect Expenditure	<b>155</b>	<b>1,081</b>	<b>1,546</b>	<b>465</b>	<b>0</b>	<b>465</b>	<b>69.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(155)</b>	<b>(1,081)</b>	<b>(1,546)</b>	<b>(465)</b>				
<u>195 Tractor Shed</u>								
4150 Utilities	330	2,311	3,301	990		990	70.0%	
4450 Inspections	0	450	585	135		135	76.9%	
4460 CCTV	0	0	198	198		198	0.0%	
4560 Property Maintain/Replacement	0	418	0	(418)		(418)	0.0%	
Tractor Shed :- Indirect Expenditure	<b>330</b>	<b>3,179</b>	<b>4,084</b>	<b>905</b>	<b>0</b>	<b>905</b>	<b>77.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(330)</b>	<b>(3,179)</b>	<b>(4,084)</b>	<b>(905)</b>				
<u>200 Residents' Parties</u>								
4115 Consumable- Food/Beverage	0	11	550	539		539	1.9%	
4120 Over 65 Entertainment	0	150	325	175		175	46.2%	
4630 Consumables	0	30	125	95		95	24.3%	
Residents' Parties :- Indirect Expenditure	<b>0</b>	<b>191</b>	<b>1,000</b>	<b>809</b>	<b>0</b>	<b>809</b>	<b>19.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(191)</b>	<b>(1,000)</b>	<b>(809)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## 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>205 Events</u>								
1480 Events income	0	1,325	550	(775)			240.9%	
Events :- Income	<b>0</b>	<b>1,325</b>	<b>550</b>	<b>(775)</b>			<b>240.9%</b>	<b>0</b>
4122 Events	38	2,726	3,000	274		274	90.9%	
Events :- Indirect Expenditure	<b>38</b>	<b>2,726</b>	<b>3,000</b>	<b>274</b>	<b>0</b>	<b>274</b>	<b>90.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(38)</b>	<b>(1,401)</b>	<b>(2,450)</b>	<b>(1,049)</b>				
<u>210 Grounds</u>								
1200 Football Hire Charges	143	1,195	1,270	75			94.1%	
1210 Football Training Area Hire	258	751	1,134	383			66.2%	
1215 Grass cutting agreement	0	16,407	15,000	(1,407)			109.4%	
1270 Floodlights Income	0	13	0	(13)			0.0%	
Grounds :- Income	<b>401</b>	<b>18,366</b>	<b>17,404</b>	<b>(962)</b>			<b>105.5%</b>	<b>0</b>
4195 Keys/Locks	0	73	465	392		392	15.7%	
4200 Locking parks	480	1,800	1,576	(224)		(224)	114.2%	
4210 Emptying Bins/Fresheners	339	677	3,493	2,816		2,816	19.4%	
4215 Seats - Repair/Replacement	0	0	1,000	1,000		1,000	0.0%	
4220 Signage - New/Replacement	0	500	0	(500)		(500)	0.0%	500
4225 Floodlights Maintenance/Repair	0	0	2,556	2,556		2,556	0.0%	
4245 Highway grass verge cutting	891	8,020	9,641	1,621		1,621	83.2%	
4255 Skip hire	0	780	2,600	1,820		1,820	30.0%	
4260 Shrub/Tree/Hedge	0	64	500	436		436	12.8%	
4270 Fertilisers/Weed & Moss Killer	(700)	184	1,845	1,661		1,661	10.0%	
4275 Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295 Equipment - New/Replacement	62	140	396	256		256	35.2%	
4320 Small tools	0	371	1,000	629		629	37.1%	
4325 fence repairs	0	0	5,000	5,000		5,000	0.0%	
4435 Contingencies	77	1,749	4,150	2,401		2,401	42.1%	
4630 Consumables	3	3	0	(3)		(3)	0.0%	
Grounds :- Indirect Expenditure	<b>1,151</b>	<b>14,359</b>	<b>36,128</b>	<b>21,769</b>	<b>0</b>	<b>21,769</b>	<b>39.7%</b>	<b>500</b>
<b>Net Income over Expenditure</b>	<b>(750)</b>	<b>4,007</b>	<b>(18,724)</b>	<b>(22,731)</b>				
6000 plus Transfer from EMR	0	500						
<b>Movement to/(from) Gen Reserve</b>	<b>(750)</b>	<b>4,507</b>						
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	12	248	815	567		567	30.4%	
4265 Fuel	174	1,431	3,030	1,599		1,599	47.2%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## 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
4290 Servicing	0	0	8,457	8,457		8,457	0.0%	
4295 Equipment - New/Replacement	0	24,945	11,513	(13,432)		(13,432)	216.7%	13,432
4310 Hire of Machinery	495	3,465	6,940	3,475		3,475	49.9%	
4680 Depreciation	0	0	1,000	1,000		1,000	0.0%	
<b>Machinery and Vehicles :- Indirect Expenditure</b>	<b>680</b>	<b>30,089</b>	<b>31,755</b>	<b>1,666</b>	<b>0</b>	<b>1,666</b>	<b>94.8%</b>	<b>13,432</b>
<b>Net Expenditure</b>	<b>(680)</b>	<b>(30,089)</b>	<b>(31,755)</b>	<b>(1,666)</b>				
6000 plus Transfer from EMR	0	13,432						
<b>Movement to/(from) Gen Reserve</b>	<b>(680)</b>	<b>(16,657)</b>						
<u>230 Trees</u>								
4240 Emergency Work	0	0	1,589	1,589	945	644	59.5%	
4455 work & inspections	0	2,300	7,683	5,383	220	5,163	32.8%	
<b>Trees :- Indirect Expenditure</b>	<b>0</b>	<b>2,300</b>	<b>9,272</b>	<b>6,972</b>	<b>1,165</b>	<b>5,807</b>	<b>37.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,300)</b>	<b>(9,272)</b>	<b>(6,972)</b>				
<u>240 Allotments</u>								
1100 Allotment Income	1,759	2,646	4,389	1,743			60.3%	
1110 Water Charge	218	346	0	(346)			0.0%	
1115 Pest control charge	236	379	0	(379)			0.0%	
1125 Apiary honey sales	0	84	0	(84)			0.0%	
<b>Allotments :- Income</b>	<b>2,213</b>	<b>3,456</b>	<b>4,389</b>	<b>933</b>			<b>78.7%</b>	<b>0</b>
4145 Landowner Rent	0	1,038	1,444	406		406	71.9%	
4150 Utilities	13	656	1,329	673		673	49.3%	
4170 Pest Control	370	370	470	100		100	78.7%	
4390 Materials	0	0	430	430		430	0.0%	
4560 Property Maintain/Replacement	0	864	1,100	236		236	78.6%	
<b>Allotments :- Indirect Expenditure</b>	<b>383</b>	<b>2,928</b>	<b>4,773</b>	<b>1,845</b>	<b>0</b>	<b>1,845</b>	<b>61.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,830</b>	<b>527</b>	<b>(384)</b>	<b>(911)</b>				
<u>250 Play Areas</u>								
4295 Equipment - New/Replacement	0	791	0	(791)		(791)	0.0%	
4300 Equipment-Repair/Maintenance	0	1,630	1,846	216		216	88.3%	
4450 Inspections	0	274	279	5		5	98.2%	
<b>Play Areas :- Indirect Expenditure</b>	<b>0</b>	<b>2,695</b>	<b>2,125</b>	<b>(570)</b>	<b>0</b>	<b>(570)</b>	<b>126.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,695)</b>	<b>(2,125)</b>	<b>570</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## 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
<b>255</b> <u>Hard Courts and Car Park</u>								
1220 No longer in use	(750)	0	0	0			0.0%	
1225 Outside courts	1,057	1,126	2,200	1,074			51.2%	
1230 No longer in use	(307)	0	0	0			0.0%	
Hard Courts and Car Park :- Income	<b>0</b>	<b>1,126</b>	<b>2,200</b>	<b>1,074</b>			<b>51.2%</b>	<b>0</b>
4340 Surface - Repair	0	0	1,500	1,500		1,500	0.0%	
4345 Surface Clean Chemicals	0	0	100	100		100	0.0%	
4560 Property Maintain/Replacement	0	0	1,500	1,500		1,500	0.0%	
4580 Car Park/ Pathways	0	0	1,000	1,000		1,000	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>4,100</b>	<b>0</b>	<b>4,100</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,126</b>	<b>(1,900)</b>	<b>(3,026)</b>				
<b>260</b> <u>Bowling Green</u>								
1240 Bowls Hire Charges	0	1,800	1,800	0			100.0%	
Bowling Green :- Income	<b>0</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4160 Repairs/Maintenance	0	0	222	222		222	0.0%	
4390 Materials	700	700	1,908	1,208		1,208	36.7%	
Bowling Green :- Indirect Expenditure	<b>700</b>	<b>700</b>	<b>2,130</b>	<b>1,430</b>	<b>0</b>	<b>1,430</b>	<b>32.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(700)</b>	<b>1,100</b>	<b>(330)</b>	<b>(1,430)</b>				
<b>265</b> <u>Memorials</u>								
4360 Rose Renewal	0	0	100	100		100	0.0%	
4575 War Memorial	0	0	300	300		300	0.0%	
Memorials :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>400</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(400)</b>	<b>(400)</b>				
<b>270</b> <u>Traffic Highways/Environment</u>								
1350 Parish Partnership grant	0	3,995	2,510	(1,485)			159.2%	
Traffic Highways/Environment :- Income	<b>0</b>	<b>3,995</b>	<b>2,510</b>	<b>(1,485)</b>			<b>159.2%</b>	<b>0</b>
4650 SAM	0	804	953	150		150	84.3%	
4655 Bus Shelters	(7,990)	0	500	500		500	0.0%	
4670 Parish Partnership Scheme	7,990	7,990	5,020	(2,970)		(2,970)	159.2%	
Traffic Highways/Environment :- Indirect Expenditure	<b>0</b>	<b>8,794</b>	<b>6,473</b>	<b>(2,321)</b>	<b>0</b>	<b>(2,321)</b>	<b>135.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(4,799)</b>	<b>(3,963)</b>	<b>836</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## 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>300</u> <u>Cafe</u>								
1500 Café Income	2,666	14,460	25,000	10,540			57.8%	
Cafe :- Income	<u>2,666</u>	<u>14,460</u>	<u>25,000</u>	<u>10,540</u>			<u>57.8%</u>	<u>0</u>
1610 cafe capital costs	0	225	0	(225)		(225)	0.0%	
4070 Profess Fees/Agency Personnel	200	400	0	(400)		(400)	0.0%	
4295 Equipment - New/Replacement	11	11	0	(11)		(11)	0.0%	
4630 Consumables	101	928	0	(928)		(928)	0.0%	
4635 cleaning agents/materials	16	71	0	(71)		(71)	0.0%	
4710 Café Purchases	1,329	7,942	11,115	3,173		3,173	71.5%	22
4711 Community fridge/ fruit & veg	79	220	0	(220)		(220)	0.0%	
Cafe :- Indirect Expenditure	<u>1,736</u>	<u>9,797</u>	<u>11,115</u>	<u>1,318</u>	<u>0</u>	<u>1,318</u>	<u>88.1%</u>	<u>22</u>
<b>Net Income over Expenditure</b>	<u>929</u>	<u>4,663</u>	<u>13,885</u>	<u>9,222</u>				
6000 plus Transfer from EMR	0	22						
<b>Movement to/(from) Gen Reserve</b>	<u>929</u>	<u>4,686</u>						
Grand Totals:- Income	10,017	779,149	99,834	(679,315)			780.4%	
Expenditure	58,999	413,476	661,061	247,585	2,199	245,386	62.9%	
<b>Net Income over Expenditure</b>	<u>(48,982)</u>	<u>365,674</u>	<u>(561,227)</u>	<u>(926,901)</u>				
plus Transfer from EMR	0	25,994						
less Transfer to EMR	0	155,227						
<b>Movement to/(from) Gen Reserve</b>	<u>(48,982)</u>	<u>236,441</u>						

## **Meeting of Hellesdon Parish Council – 14<sup>th</sup> November 2023**

### **Item 6f - Finance**

#### **a) To Consider Appointment of Internal Auditor**

The following information has been obtained to assist the council in deciding whether to proceed to adjudication:

The following have been approached for quotes for internal audit. All are known to the Parish Council as knowledgeable in the field of local government for audit purposes:

Town and Parish Audit - approached for a quote

Auditing Solutions Ltd – Advised that ‘unfortunately, due to our limited resource availability due to retirements and illness. We are unable to take on further clients in your area currently’

Larking Gowen – the Parish Council’s current auditors – approached for a quote.

**Minutes of the meeting of the Planning Committee held on  
Tuesday 10<sup>th</sup> October 2023 at 6:15pm in  
Hellesdon Community Centre, Wood View Road, Hellesdon**

**PRESENT:**

Cllr G. Britton (Chairman)  
Cllr B. Johnson  
Cllr S Gurney (Substitute for Cllr D. Maidstone)  
Cllr R. Sear  
Cllr I. Duckett

Also In Attendance  
L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

- 1. Apologies and acceptance for absence**  
Apologies for absence were accepted from Cllr D. Maidstone.
- 2. Declarations of Interest and Dispensations**  
No declarations made.
- 3. To receive approval of minutes of the committee meeting held on 26<sup>th</sup> September 2023 from those members present at the held meeting.**  
Minutes had been previously circulated and were **AGREED** by those present.
- 4. Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)  
No matters raised
- 5. General Matters/Planning Outcomes**  
Applications Determined and Awaiting Decision- This Information provided with the Agenda was **NOTED**.
- 6. Planning Applications for Consideration**

<b>Application</b>	<b>Agreed Response</b>
<b>2023/2490</b> 331 Drayton High Road, NR6 5AA Erection of building to be used as a care facility (use class C2) with associated landscaping scheme and car parking for young adults following the demolition of existing bungalow.	Object for the following reasons; Overdevelopment of site, out of scale and character with existing development, detrimental to the amenities of neighbours and other residents, lack of parking and amenity land.
<b>2023/2910</b> 123 Holt Road, NR6 6UA Single storey front extension.	No objections.

Approved.....

Date.....

<b>2023/2930</b> 2 Wensum Crescent, NR6 5DL Single storey rear extension.	No objections.
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7. **Exchange of Information**

8. **Date, time and venue of next meeting**

Next meeting will be held on Tuesday 24<sup>th</sup> October 2023 at 6.15pm.

The meeting closed at 6.40 pm.

DRAFT

Approved.....

Date.....

## Minutes of the meeting of the Planning Committee held on Tuesday 24<sup>th</sup> October 2023 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

### PRESENT:

CLlr G. Britton (Chairman)  
CLlr I. Duckett  
CLlr S. Holland  
CLlr B. Johnson  
CLlr R. Sear

### Also In Attendance

Mrs F. LeBon – Clerk to the Council

The Chair welcomed all to the meeting.

### 1. Apologies and acceptance for absence

None received

### 2. Declarations of Interest and Dispensations

No declarations made.

### 3. To receive approval of minutes of the committee meeting held on 10th October 2023 from those members present at the held meeting.

Minutes of 10<sup>th</sup> October had been previously circulated and were **AGREED** by those present.

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

No matters raised

### 5. General Matters/Planning Outcomes

A report detailing Local Planning Authority decisions and responses by Hellesdon Parish Council was provided. It was raised that there were incidents of the Local Planning Authority approving applications against the wishes of Hellesdon Parish Council. It was noted that the approvals were with conditions attached that may have addressed the concerns of the Parish Council. The report was **NOTED** and will be updated and circulated on a regular basis.

### 6. Planning Applications for Consideration

Application	Agreed Response
<b>2023/2980</b> - 357 Reepham Road, NR6 5QJ Removal of former garden workshops & erection of a 1 & 1.5 storey rear extensions.	Objection due to overdevelopment of the site and the proposal being out of scale and character with the existing dwelling and other dwellings in the immediate vicinity [contrary to policy GC4 – Design sections i and ii]. Also concerns about the potential for the proposal to be used as

Approved.....

Date.....

	a separate dwelling and objections were made to back garden development for new dwellings.
<b>2023/3022</b> 40 Hercules Road, NR6 5HH Single storey rear extension	No objections
<b>2023/2071</b> 23 Low Road, NR6 5AE Variation of condition 2 of 20210560 - additional space in garage conversion to an office to allow for a toilet	No objections.
<b>2023/3101</b> 10 Boundary Avenue, NR6 5HY Annexe and orangery extension to rear	No objections, subject to the proposal not being used as a separate dwelling.

**7. Exchange of Information**

No matters raised

**8. Date, time and venue of next meeting**

Next meeting will be held on Tuesday 14<sup>th</sup> November 2023 at 6.15pm.

The meeting closed at 6.32 pm.

DRAFT

Approved.....

Date.....

**Minutes of the Meeting of the  
Playing Fields, Allotments and Amenities Committee  
held on Thursday 19<sup>th</sup> October 2023 - 7pm at Diamond Jubilee Lodge**

**Present:** Cllr D. Maidstone (Chairman)  
Cllr G. Diffey  
Cllr D. Fahy  
Cllr S. Gurney

**Also in Attendance:**  
Mrs F LeBon (Clerk) and 3 members of the public

The Chairman welcomed all to the meeting

**1. Apologies and acceptance for absence**

There were no apologies received.

**2. Declarations of Interest and Dispensations**

Cllr Gurney declared a non-pecuniary interest in the community apiary.

**3. Approval of the Minutes from 6<sup>th</sup> July 2023**

The draft Minutes had been circulated from the meeting of 6<sup>th</sup> July 2023. These were **AGREED** after a proposal from Cllr Fahy and a second from Cllr Gurney.

**4. Public Participation**

The Parish Council were thanked for their interaction with the police after reports of crime on the allotment site.

It was clarified that the subject of item 5b was a community hub rather than a storage unit.

A query was raised about the progress of plot 19. It was advised that this would be discussed under agenda item 5c.

A query was raised about a reduction in the water bill allocated to the allotment holders due to a water leak. Further information on the history of the matter is to be forwarded to the Clerk for further investigation.

A query was raised regarding the legal requirement for times to publish committee meetings on the website. The clerk responded that there was no legal requirement.

A query was raised about contents of an email sent between the Chairman of the committee and the bowls club on 4<sup>th</sup> August, not being an agenda item. The Chairman responded that the fees for the bowls club for 2024 was an agenda item, and other matters would require a deferment to allow for more work. The Clerk is to check that the rear community centre doors are being left open when the bowls club are in session to allow for easier access to the toilets.



## 5. Allotments

### a. To Consider Donation Towards CCTV at Allotment Site

Discussions occurred about the level of CCTV required and GDPR implications.

The requirements were confirmed by HAHA and it was **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Diffey that the Parish Council should make a donation of £100 to HAHA, to be taken from the Best Kept Allotment competition budget, for a camera based upon the specification which was provided by HAHA during the meeting.

### b. To Consider Plans for Storage Building on Allotment Site

As detailed in public participation, this was corrected to a community hub as opposed to a storage building.

Further information about the project had been sent from HAHA to the Parish Council for consideration. Cllr Gurney offered the use of a second hand 10'x8' timber temporary structure as a short term solution, to be placed on the existing concrete pad on the allotment site, which would enable time for HAHA to develop a longer term solution in detail

### c. To Receive Report on Community Allotment Plot.

It was reported that the Hellesdon Parish Council team were presently short staffed and so no further progress had been made on the community allotment plot, as was detailed in the diagram provided by a member of the public. It was also noted that an allotment plot of this design would require budgeting for.

After further discussion it was established that all that would be required would be an allotment plot divided into four to allow those with more limited time available to have an allotment, as opposed to a full community allotment. The Clerk is to work up a price for letting and liaise with the facilities manager about design.

## 6. Parks

### a. To Consider Fencing Quotes for the Recreation Ground

Following some urgent replacement of some V-Mesh fencing in 2022, there is still approximately 40m section which requires infilling which has been budgeted for in the 2023/2024 budget. Three contractors were invited to provide quotes. With all three contractors being reputable it was **AGREED** to award the contract on the lowest cost, being £3,373.40 (supplier 2 on the report provided to members).

### b. To Consider Extending Dog Control Signage to Other Parks

A report was provided on the unenforceable nature of the signage requesting that all dogs be kept on leads. Signage has been placed on the Recreation Ground reminding dog owners of their responsibilities under existing legislation and Broadland Council's Public Spaces Protection Order. It was **AGREED** that the following be purchased:

2no. fence mounted signs for Mountfield Park (one for each entrance)

2no. fence mounted signs for Cottinghams Park (one for the end of the trod and one for the end of the allotments).

1no. fence mounted sign for Meadow Way (for installation at the entrance).

### c. To Consider Replacement Trees for Mountfield Park

Two trees were previously authorised for removal at Mountfield Park. In line with the Parish Council's policy on tree removal, two new trees should be planted. Discussions had been had with a local supplier about the purchase of semi mature trees. Merits of a paulownia tomentosa were discussed and it was **AGREED** to purchase 2 of these trees in a 12 litre pot from the RHS plant shop at a cost of £99.99 each. These will be planted in an appropriate location in Mountfield Park in consultation with the Facilities Manager and planting will be delayed until the spring time to avoid the harsh winter.

**7. Fees**

**a) To Agree Bowling Green Fees for 2024**

After review of the report circulated, it was **AGREED** after a proposal from Cllr Diffey and a second from Cllr Fahy that the Bowling Green fees for 2024 should be £1,900 per annum.

**b) To Agree the Committee Budget for 2024/2025**

The following was agreed:

**Bowling Green**

<b>Item</b>	<b>Cost</b>
5 Ton top dressing	£855
20kg grass seed	£179.71
50 kg s/s fertiliser	£68.64
50kg a/w fertiliser	£102.85
6l instrata fungicide	£566.31
60kg wetting agent (granular)	£393.12
160kg lawn sand	£200.72
10l liquid seaweed	£78.17
Wood for Gullies	£200.00
<b>TOTAL</b>	<b>£2644.52</b>

**Allotments**

<b>Item</b>	<b>Budget</b>
30l Glyphosate week killer	£303.48
150g Chikara residual herbicide	£366.14
25l shed preservative	£68.00
Materials for Community Allotment (plot 19)	£500.00
Land owner rent	£1550.00
Water (recharged)	£0
Pest Control (recharged)	£0
Signage	£150.00
Street Light Hammerhead	£300.00
Apiary	£150.00
Allotment Contingency	£612.38
<b>TOTAL</b>	<b>£4000.00</b>

**Bus Shelters**

<b>Item</b>	<b>Budget</b>
Cleaning Chemicals	£95.76
Repairs	£500.00
New Shelters (agreed for parish partnership)	£5427.00
<b>TOTAL</b>	<b>£6022.76</b>

**Conservation Areas**

<b>Item</b>	<b>Budget</b>
Wild flower mix	£700.00
Bulbs	£250.00
Hire of Turf cutting machinery	£400.00
Hire of Grass Collector	£350.00
<b>TOTAL</b>	<b>£1700.00</b>

### Hard Courts

Discussions occurred as to the need for a sinking fund to replace the hard court surfacing in due course. The original sinking fund had been utilised by other projects, and now only stands at £16,500. It may be possible to move some money from general reserves to the sinking fund.

Item	Budget
Biocide for cleaning	£365.00
Materials for in house repairs	£500.00
Repairs required to wooded boards (raised in RoSPA report)	£400.00
In house markings	£275.00
Hard surface sinking fund	£10,000.00
Flood Light Maintenance and Repair	£1,000.00
<b>TOTAL</b>	<b>£12,540.00</b>

It was agreed to speak with National Tennis to find out about usage.

### Playgrounds

Item	Budget
Independent Annual Inspection	£250.00
Play equipment repairs (in house)	£1,000.00
Contingency repairs by contractors	£1,500.00
Fencing at Recreation Ground - Rolling project	£5,000.00
<b>TOTAL</b>	<b>£7,750.00</b>

### Playing Fields – Materials

Item	Budget
20 x 20kg of summer fertiliser	£591.20
20 x 20kg of winter fertiliser	£544.20
10 x 20kg grass seed (Cottinghams Park)	£284.90
3 x 25kg garden s/s fertiliser (gardens)	£106.14
20 12.5l line marking paint	£663.20
4 x Steel nozzles for line marking sprayer	£60.00
<b>TOTAL</b>	<b>£2249.64</b>

### Sports Equipment Renewal

Item	Budget
1 set of senior football nets	£245.00
1 set of tennis nets	£180.00
2 sets of netball nets	£52.00
2 sets of corner flags	£48.00
<b>TOTAL</b>	<b>£525.00</b>

### Street Furniture

There are some areas of Hellesdon where the bins/dogs bins are regularly overflowing.

These include:

Bins: Middletons Lane by The Bull, Middletons Lane by the Premier Store

Dog Bins: Mountfield Park, Meadow Way

It is therefore recommended that larger bins are purchased for this area. There are often complaints of litter around the shops on Reepham Road (close to the doctors surgery). The Parish Council may consider the installation of a litter bin in the vicinity.

Item	Budget
3no. 110l litter bins	£1,500
2no 60l dog bins	£700
Repairs to seating/ bins etc	£1,200
Emptying Bins	£3,668
<b>TOTAL</b>	<b>£7,068.00</b>

It was queried whether the bin on the Meadow Way pathway is in the best place, or whether it should be inside the park.

#### Other Materials – used over the entire parish

Item	Budget
10l wetting agents	£232.53
10l Glyphosate	£101.16
5l selective herbicide	£106.06
150g Chikara residual herbicide	£266.14
Cleaning materials	£450.00
<b>TOTAL</b>	<b>£1155.89</b>

#### Memorial Garden and Church

Item	Budget
War Memorial Clean & repair	£350.00
Compost and renewal of roses (if required)	£400.00
<b>TOTAL</b>	<b>£750.00</b>

#### Notice Boards

Item	Budget
Clean and repair existing noticeboards	£150.00
<b>TOTAL</b>	<b>£150.00</b>

#### Skip Hire

Item	Budget
7 skips	£2,730.00
<b>TOTAL</b>	<b>£2,730.00</b>

The Clerk is to find out if there is any merit to composting on the site of the grounds compound, to reduce the number of skips used.

#### Trees and Shrubs

Item	Budget
Shrub, tree and bedding plant renewal	£500.00
Tree inspection & Maintenance	£8,067.00
Emergency Works	£1,668
<b>TOTAL</b>	<b>£10,235.00</b>

It was noted that machinery and vehicles should be allocated to this committee in the future. It was **AGREED** that these budgetary items should be accepted and recommended to the PP&R committee after a proposal from Cllr Fahy and a second from Cllr Diffey.

**8. Items for the Next Agenda**

Bowls Club – Cllr Maidstone to detail the item.  
Allotment Structure – Feedback from Cllr Gurney.

It was **AGREED** to suspend Standing Orders to allow the public to make any final comments  
It was clarified that the proposed allotment building would be a temporary structure.

The Meeting was brought back into session

**9. To Confirm Date, Time and Venue of the Next Meeting**

Not decided.

**MEETING CLOSED AT 9.10pm**

DRAFT

**Minutes of Hellesdon Community Centre Committee meeting  
Wednesday 25<sup>th</sup> October 2023, 7pm  
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge**

**Present**

Cllr N. Barker  
Cllr R. Forder  
Cllr S. Gurney  
Cllr S. Smith  
Cllr B. Johnson (ex officio)

Also in attendance:  
Mrs F. LeBon (Parish Clerk)

**Welcome**

Cllr Forder welcomed all attendees to the meeting.

**1. Apologies and Acceptance for Absence**

Apologies were received from Cllr Diffey and Cllr Maidstone.

**2. Declarations of Interest and Dispensations**

No declarations made.

**3. Approval of the Minutes from the Meeting of 11<sup>th</sup> July 2023**

The minutes of the committee meeting dated 11<sup>th</sup> July 2023 had been previously circulated. These were **AGREED** after a proposal from Cllr Gurney and a second from Cllr Johnson.

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

There were no members of the public in attendance.

**5. To Consider Proposal for Hedging Adjacent to the Community Centre**

It was noted that it would be preferable for agenda items such as this be considered by the Playing Fields, Allotments and Amenities committee as a matter external to the community centre.

It was **AGREED** that further information would be required from the deeds on ownership. Once this information has been received, then the decision should be delegated to the committee chairman, vice chairman and the clerk.

**6. To Consider Quotes for New Fire Doors at Hellesdon Community Centre**

This item had been deferred from the previous meeting to allow for more quotes to be obtained. After putting the project on Contracts Finder, a total of nine quotes had been received. It was **AGREED** that the quote for £8,000 (contractor 8) should be awarded the works based upon price and locality to the community centre. It was subsequently noted that this contractor was Eastern Security Systems. As there was only £5,000 in the committee budget for this project, the matter will be referred to full council to take the balance from either earmarked or general reserves.

Discussions occurred into the privacy of the Marjorie Lewis room. It was raised that the current windows do not allow for this room to be compartmentalised, and the removal of the windows could be considered as part of the rolling fire safety plan for the centre. It was **AGREED** investigate tinted privacy film for the windows as a short term solution.

**7. To Consider Application for Feasibility Study into Rain Water Harvesting at the Community Centre**

It was reported that Diamond Jubilee Lodge currently benefits from rainwater harvesting to help save on water consumption. With the new roof in the community centre the Parish Council would be in a position to harvest considerable rainwater, and an obvious use would be for the bowling green which utilises a considerable amount of water for it to be playable.

Enquiries have been made in the past but no company has been able to accurately quote due to the cost of coming to site and reviewing all possible storage areas.

A grant is available from Broadland Council's Pride in Place scheme for feasibility studies, and the Pride in Place manager has advised that this project would be suited for a feasibility grant.

It was **AGREED** to apply for funding for a feasibility grant. The Clerk is meeting from a representative of a local company on 1<sup>st</sup> November to discuss the matter further.

**8. To Consider Request to Allow Dogs in Hellesdon Community Centre Foyer**

It was reported that multiple requests have been received to allow dogs into the foyer, particularly on days when the café is open.

Opening the pram porch to dogs has proved very popular. However it has proved problematic on café days as people cannot enter the foyer with their animals, meaning it is very hard to order. There are also growing requests for dogs to be permitted in the community centre.

More businesses are becoming accessible to dogs, including pubs and shops. However the community centre has to be mindful of the effect this may have on visitors to the community centre who are less keen on dogs, or dogs that are perhaps not as well behaved as they ought to be. No issues have been reported regarding allowing dogs in the pram porch. And allowing dogs in the foyer will have no impact on the centre's food business rating.

Consideration was given to the request and the merits behind it, but also to those who may not like to share their community space with dogs. Consideration was also given to the impact on caretaking and the health and safety of having dogs in a busy space. It was **AGREED** not to permit dogs in the foyer on health and safety grounds due to the lack of space on busy days.

**9. To Consider Space for Mobility Scooters in Hellesdon Community Centre**

It was reported that the centre is in receipt of complaints about there being no covered space for mobility scooters. Concerns are being raised about the winter and other times of inclement weather whereby the scooters are getting wet outside and therefore unpleasant for users to sit on upon their return.

Options of shelters and open spaces that could be covered were considered. Consideration was also given to the economical cost of covers that are made for individual scooters. It was **AGREED** not to provide a shelter for mobility scooters at the community centre on the grounds that covers for scooters can be purchased by the individual.

## 10. Finance

### a) To Consider Hire Fees for 2024/2025

It was **AGREED** that hire fees would be increased for 2024/2025 by 6% inline with the decisions made by the Playing Fields, Allotments and Amenities committee, which were based upon the prevailing rate of inflation at the time.

Sunday bookings were discussed. It was **AGREED** that the Clerk is to calculate a 'day rate' for the whole centre, to include staffing, and bring back to the committee.

### b) To Consider Community Centre Budget for 2024/2025

The draft budget was considered by members. It was noted that the request for shrubs and roses around the centre would be preferable to be considered by the Playing Fields, Allotments and Amenities committee, and that any reference to outside CCTV should be reviewed by PP&R.

The request to replace shrubs around the community centre could be partially accommodated by requesting donations from parishioners in the form of a plant amnesty and by splitting plants from the garden at Diamond Jubilee Lodge. It was **AGREED** that the budget for the community centre to be recommended to PP&R should be:

Item	2024/2025 Budget
Utilities	26,581
PHS	4,000
Equipment New / Replacement	1,900
Equipment Repair / Maintenance	700
Contingencies	5,000
Inspections	700
Memberships & Subscriptions	2,500
Property Maintenance / Replacement	1,750
Consumables	750
Cleaning Agents / Materials	2,000
Shrubs	500
Waste Removal and Recycling	1,557.40
Additional Training	500
Upgrade Bookings Software	175
	<b>48,613.4</b>

## 11. Items for the Next Agenda

Day rate for Sunday bookings.

Cllr Barker advised that the wiring for the noticeboard in Middletons Lane does not appear to be fed from any of the lamp posts. He will disconnect and make safe by installing a box on the driveway.

The Clerk will ensure that no user group is using blue tac on the walls. White tac would be permissible.

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

To be confirmed

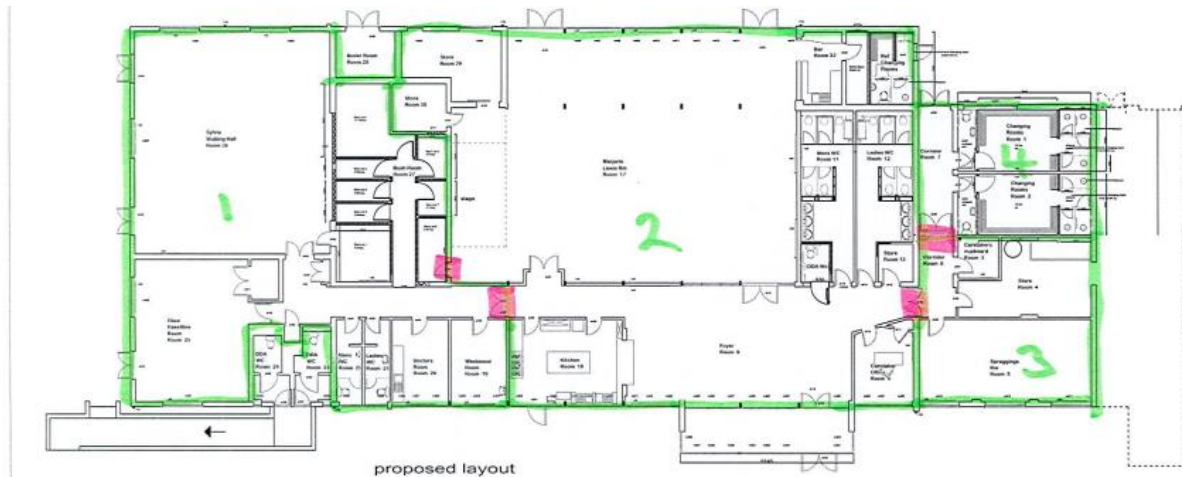
Meeting closed at 8.48pm



## Meeting of Hellesdon Parish Council – 14<sup>th</sup> November 2023

### Item 9b – To Consider Source of Additional Funding Required for Fire Door Replacement Project

In the 2023/2024 Budget, the Parish Council budgeted £5,000 to begin a rolling project of fire door replacement in the community centre. The first phase of this was to compartmentalise four areas of the centre, as follows:



Quotes were sought seeking local contractors and also placing the project on Contracts Finder. As a result nine quotes were received.

The quote the Community Centre opted for was for £8,000. This was based on knowledge of the contractor, locality of the contractor and price submitted.

As this is above the £5,000 budgeted, full council should consider allocating the additional £3,000. This could either come from general reserves, or from earmarked reserves (EMR 329 – Community centre contingency) which currently stands at £15,739.

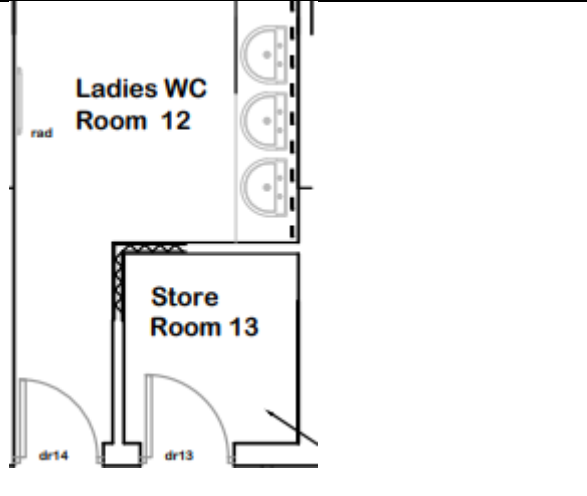

**Meeting of Hellesdon Parish Council – 14<sup>th</sup> November 2023**

**Item 9c – To Receive Update on WC Improvement Project**

The WC Improvement Project commenced on 30<sup>th</sup> October and is a 6 week project.










Asbestos encapsulation has had to be added to the project, which was completed on the 7<sup>th</sup> and 8<sup>th</sup> November. The cost of this will be covered within the contingency aspect of the pricing.

An additional problem was encountered with regards to the existing wall between the ladies and the gents toilet, in that it is too thin for fire resistance purposes and, in some cases, ceases to be a wall at all, only stud work. A review of the plans has taken place and, to make the replacement of this wall cost neutral, the squaring off of the wifi cupboard will now not take place. Instead a studwork ‘wheelchair’ cupboard will be installed, as detailed below:

Existing Design	Amended Design
 <p data-bbox="204 1352 724 1424">Existing store room cupboard wall to be squared off</p>	 <p data-bbox="812 1352 1347 1469">----- Keep existing store room wall and square off with stud work to create a wheelchair storage cupboard.</p>

The project remains on target to be completed by week commencing 4<sup>th</sup> December.

ID	Task Name	Duration	Start	Finish	30 Oct '23				06 Nov '23				13 Nov '23				20 Nov '23				27 Nov '23				04 Dec '23										
					S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
1	<b>hellesdon community centre - DRAFT</b>	30 days	Mon 30/10/23	Fri 08/12/23	[Gantt bar spanning from Mon 30/10/23 to Fri 08/12/23]																														
2																																			
3	site set up	1 day	Mon 30/10/23	Mon 30/10/23	[Gantt bar for Mon 30/10/23]																														
4																																			
5	asbestos works (TBC)	0 days	Mon 30/10/23	Mon 30/10/23	▶ Mon 30/10																														
6	strip out and demolitions	4 days	Tue 31/10/23	Fri 03/11/23	[Gantt bar from Tue 31/10/23 to Fri 03/11/23]																														
7	drainage alterations	3 days	Thu 02/11/23	Mon 06/11/23	[Gantt bar from Thu 02/11/23 to Mon 06/11/23]																														
8	for new doorway	3 days	Thu 02/11/23	Mon 06/11/23	[Gantt bar from Thu 02/11/23 to Mon 06/11/23]																														
9	form new walls	2 days	Tue 07/11/23	Wed 08/11/23	[Gantt bar from Tue 07/11/23 to Wed 08/11/23]																														
10	plastering and making good	2 days	Thu 09/11/23	Fri 10/11/23	[Gantt bar from Thu 09/11/23 to Fri 10/11/23]																														
11	fit new vinyl flooring	3 days	Mon 13/11/23	Wed 15/11/23	[Gantt bar from Mon 13/11/23 to Wed 15/11/23]																														
12	M&E first fix	4 days	Thu 16/11/23	Tue 21/11/23	[Gantt bar from Thu 16/11/23 to Tue 21/11/23]																														
13	form new suspended ceiling	3 days	Mon 20/11/23	Wed 22/11/23	[Gantt bar from Mon 20/11/23 to Wed 22/11/23]																														
14	form new duct panels	5 days	Wed 22/11/23	Tue 28/11/23	[Gantt bar from Wed 22/11/23 to Tue 28/11/23]																														
15	form new cubicles	5 days	Mon 27/11/23	Fri 01/12/23	[Gantt bar from Mon 27/11/23 to Fri 01/12/23]																														
16	form new vanity units	5 days	Wed 29/11/23	Tue 05/12/23	[Gantt bar from Wed 29/11/23 to Tue 05/12/23]																														
17	second fix M&E	8 days	Wed 29/11/23	Fri 08/12/23	[Gantt bar from Wed 29/11/23 to Fri 08/12/23]																														
18	decorations	4 days	Mon 04/12/23	Thu 07/12/23	[Gantt bar from Mon 04/12/23 to Thu 07/12/23]																														
19	form new stor room	1 day	Fri 08/12/23	Fri 08/12/23	[Gantt bar for Fri 08/12/23]																														
20	snag and clean	1 day	Fri 08/12/23	Fri 08/12/23	[Gantt bar for Fri 08/12/23]																														

Project: TEMPLATE Date: Fri 27/10/23	Task  Split 	Progress  Milestone 	Summary  Project Summary 	External Tasks  External Milestone 	Deadline 
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**Minutes of Hellesdon Community Cafe Committee meeting  
Thursday 1<sup>st</sup> November 2023 7pm  
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge**

**Present**

Cllr S. Smith (Chair of committee)  
Cllr R. Forder  
Cllr S. Gurney  
Cllr B. Johnson

Also in attendance:

Mrs F. LeBon (Parish Clerk)

**Welcome**

The Chairman opened the meeting at 7pm and thanked everyone for attending.

**1. Apologies and Acceptance for Absence**

Apologies were received from Cllr Douglass.

**2. Declarations of Interest and Dispensations**

None raised.

**3. To Agree the Minutes of the Meeting of 22<sup>nd</sup> June as a True and Accurate Record of the Meeting.**

The minutes were **AGREED** following a proposal from Cllr Gurney and a second from Cllr Forder.

**4. Public Participation**

There were no members of the public in attendance.

**5. To Consider Fund Raising Event Request in the Cafe**

It was reported that requests are being received to hold fund raising events in the foyer on the days that the café is in session, so as to have a captive audience. The committee discussed the merits of supporting charitable organisations but also the balance of the café customers not feeling like they have to participate in a charitable event. There were also concerns about the perception of prioritising some charities over others. It was **AGREED** that charities should not be permitted to fund raise in the café.

**6. Community Fridge**

**a) To Receive Update on Community Fridge since launch.**

The Fridge receives very generous donations from the Premier Store on Reepham Road, and can still be supported by the free fruit and veg grant from the Broadland Healthy Eating Fund. Two large potential

suppliers, Fareshare and Neighbourly, continue to process the Parish Council's respective applications, although the former has been outstanding since July. The Clerk is to press these organisations to process the applications.

The Parish Council has been accepted to use 'In Kind Direct', a site where toiletries can be purchased at very low cost, and a grant application has been placed with the Veolia Sustainability Fund to make purchases from this site. It has also been recommended to open an account with Foodiverse, which is a similar system but with food products. The Clerk is to find out when a decision on the Veolia grant will be made.

An appeal can also be made on social media.

**b) To Receive Report into Community Fridge Abuse and Consider Sanctions**

A report was received by members about the abuse of the community fridge by a member of the public, causing food to be wasted and those most in need to miss out. Other considerations were raised about reported abuse at other sites. Sanctions in the form of reduced visits to the fridge and a restriction on items taken had already been put in place, but have had little impact, and it is impossible to monitor the fridge permanently. The following was **AGREED**:

- 1) That the Fridge should be moved to inside the foyer (site to be agreed).
- 2) That the Fridge should only be open during café hours.
- 3) The parishioner in question should be barred from the Fridge as there was not a need identified for use, and the impact it was having on other Fridge users.

**7. To Agree Christmas Closure Days for Cafe**

It was **AGREED** that the café should be closed during the week between Christmas and New Year. For the following week, opening hours should be:

Monday 1<sup>st</sup> January 2024 – closed for Bank Holiday

Tuesday 2<sup>nd</sup> January 2024 – Prep Day

Wednesday 3<sup>rd</sup> January 2024 – Café open as usual

Thursday 4<sup>th</sup> January 2024 – Café open as usual

**8. Finance**

**a) To Receive Stock Taking Report for Half Year**

The stock taking report had been circulated to members showing a GP of 41%

The wastage was analysed and it was **AGREED** to try and sell end of life stock at a 50% discount. It was further **AGREED** to conduct a customer survey, as the café had now been open for a year.

**b) To Receive Half Yearly Finance Report for the Café**

The half yearly finance report had been circulated to members. Discussions occurred as to the intentions of the café was to precept for staffing costs so that the café can remain a community service.

It was noted that the opening hours of the café means that it does not benefit from economies of scale. It was always the intention to open the café more days. The Clerk is to look at the staffing figures for four day opening.

**c) To Agree Café Budget for 2024/2025**

It was **AGREED** that the budget should reflect a 4 day opening:

Income: £36,000

Cost of food: £21,240

Consumables: £1,750

Cleaning Materials: £150

Profit (ex staffing): £12,860

**9. Items for the next agenda**

Four day opening  
Results of customer survey

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

To be agreed.

Meeting closed at 9pm

DRAFT

## Minutes of the Meeting of Hellesdon Events Committee Wednesday 8<sup>th</sup> November 2023, 7pm in the Council Chamber

### Present at the Meeting

Cllr L. Douglass (Chairman)  
Cllr R. Forder  
Cllr S. Smith

### Also in attendance

F. LeBon – Clerk

The Chairman welcomed all attendees, and opened the meeting at 7pm

#### 1. Apologies and acceptance for absence

Apologies were received from Cllr D. Britcher, Cllr S. Gurney, Cllr B. Johnson and Cllr R. Sear.

#### 2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

#### 3. Approval of the Minutes

The minutes of the meeting of the 4<sup>th</sup> October 2023 had been circulated. These were **AGREED** as a true and accurate record after a proposal from Cllr Forder and a second from Cllr Smith.

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

There were no members of the public in attendance

#### 5. Review of Past Events

##### a. Scarecrow Festival

This was very well received as a community activity for the half term. It was **AGREED** that the event worked better without a theme, and more scarecrows were displayed during the week, without the owners requesting that they form part of the trail. The Clerk is to arrange for the prizes to be passed to Cllr Douglass, who will arrange for their presentation.

Two matters of suggested improvements for the event were relayed to the committee.

It was **AGREED** that this should be run again during the half term of 2024.

##### b. Update from The Bull

The Clerk reported that The Bull has been fund raising for the Community Fridge, and will be in contact when they have reached their target.

#### 6. Update and Further Consideration for Upcoming Events.

##### a. Senior Citizens Party

The advert/ticket application has been placed in Just Hellesdon, due out on 1st November. The closing date for ticket applications is Friday 24th November, and tickets will be allocated at this point. It was noted that already 55 people have come forward to be considered for tickets.

The caretakers will set up the room and volunteers will be on site from midday.

- The same type and amount of sandwiches as last year are to be ordered.

Approved.....

Date.....

- The Clerk will speak to Cllr Sear regarding ordering of the sausage rolls.
- This year there will be mince pies instead of Christmas cake.
- Add shortbread for this year, and crisps will also need to be ordered.
- An audit is to be done of the existing stock of orange juice, lemonade, sherry, red wine, white wine, ice, tea and coffee and additional purchased where required. Milk needs to be purchased nearer the time.
- Check the amount of crackers and serviettes in stock.
- Appeal for raffle prizes. If not successful the council will purchase some.

**b. 80's Night – 27<sup>th</sup> January**

Initial conversations with local residents suggests this event will be very well received. Action points

- To start advertising the event on 27<sup>th</sup> November, with dress up encouraged.
- Tickets will need to be printed by then (ticket cost £10, inclusive of VAT). Maximum 150 tickets
- The Clerk is to arrange for the TEN license.
- Lacons has offered to supply bottled alcohol under a sale or return arrangement (with conditions).
- Premix drinks are to be purchased from Bookers (gin and tonic, Pink gin and tonic, JD&Coke, Vodka and coke).
- Drinks are to be priced similarly for ease of serving and operation of the till.
- The Clerk will set up the old Hello Café till.
- Cllr Forder will arrange for the disco ball set up.
- Cllr Smith will review the existing bar set up. Existing glasses will be used where possible.
- To advertise in Just Hellesdon.
- Purchase glow stick. Cllr Smith will send the Clerk a link.

**c. Summer Fayre**

A list of committed stalls was provided to the committee. Cllr Smith confirmed that the supplier of the bungee trampoline will not be bringing rides as well.

**d. D-Day 80**

The Clerk reported that a local firm can fabricate a beacon. It was confirmed that it would be preferable to have a beacon with a metal pole and a sleeve for installation into the ground. This way the beacon can be removed when not in use. It will be lit by kindling rather than gas. It was **AGREED** that, subject to cost, the beacon should be taken from the 2023/2024 budget.

**7. To Consider Committee Budget for 2024/2025**

The following budget was **AGREED**, which would allow for more income generating events.

Item	Budget 23/24	Actual (to 30/09)	Proposed Budget 24/25
Events Income	550	625	1,550
Events Expenditure	3,000	1,997	4,000
Net	2,450	1,372	2,450

**8. Items for the next agenda**

Review of Senior Citizens Party.

Approved.....

Date.....



Finalising 80s night

- 9. **To confirm the date, time and venue of the next meeting.**  
Monday 8<sup>th</sup> January 2024 at 7pm

The meeting closed at 7.45pm

DRAFT

Approved.....

Date.....

## **Meeting of Hellesdon Parish Council – 14<sup>th</sup> November 2023**

### **Item 12 – Neighbourhood Plan**

#### **To Receive Report and Consider Appointment of Neighbourhood Plan Consultant**

At the last Parish Council meeting, the Parish Council agreed to seek quotes for a consultant to assist with the updating of the Hellesdon Neighbourhood Plan.

The agreed document was placed on Contracts Finder on 12<sup>th</sup> October, with a closing date of 3<sup>rd</sup> November. The details were also emailed directly to specific consultants, including the consultant that worked with Hellesdon Parish Council on the initial Neighbourhood Plan.

Despite several enquiries, only one contractor submitted a price. This will be sent to councillors under separate cover under commercial sensitivity.

## Meeting of Hellesdon Parish Council – 14<sup>th</sup> November 2023

### Item 12 – Greater Norwich Local Plan

#### To Consider Response to GNLP Consultation on Inspector's Recommendations

The Greater Norwich Development Partnership is inviting responses on proposed Main Modifications to the Greater Norwich Local Plan in accordance with section 20 (7C) of the Planning and Compulsory Purchase Act 2004. These are modifications which, at this stage, the Inspectors consider necessary for the plan to be sound. These modifications are put forward without prejudice to the Inspectors' final conclusions on the Plan and they will have regard to the representations made in respect of them in reaching their final conclusions.

The consultation closes on 6<sup>th</sup> December

Three modifications have been requested by the Inspector which directly affect Hellesdon sites:

### **Modification 1**

Amend the policy to read:

#### **POLICY HEL1**

**Land at Hospital Grounds, southwest of Drayton Road, Hellesdon (~~approx. 14.7~~ ha) is allocated for Mixed-Uses including residential and employment uses. The site will accommodate approximately 300 homes, and E(g) employment uses.**

~~More homes may be accommodated, subject to an acceptable design and layout, as well as infrastructure constraints.~~

~~The development will be expected to address the following specific matters. The development will achieve the following site specific requirements:~~

1. A small amount of E (g) employment uses ~~(2020)~~ will be considered appropriate e.g. converting existing buildings.
2. Vehicular access via Drayton High Road and Hospital Lane.
3. A pedestrian crossing is ~~likely to be~~ required on the A1067 Drayton High Road as are improvements to Middletons Lane / A1067 junction. Other off-site improvements to the highway ~~may will~~ also be necessary, ~~as required by the Highway Authority.~~
4. ~~The site is shown on the historic environment record and therefore further investigation is likely to be required in respect of archaeology. An archaeological assessment will be required~~

[prior to development](#). In addition, some of the more significant former hospital buildings may constitute heritage assets that are worthy of retention.

5. The site falls within Source Protection Zone 3 and therefore pollution control techniques should be incorporated to ensure that development of the site does not lead to pollution of the water environment, including the River Wensum.

~~6. Norfolk Minerals and Waste Core Strategy Policy CS16 applies, as this site is underlain by safeguarded minerals resources. The benefits of extracting the minerals, if feasible, will be taken into consideration.~~

Move the original wording of policy requirement 4 to supporting text. Insert after current paragraph number 3.47.

Move wording of deleted policy requirement 6 to the supporting text. Insert after current paragraph number 3.47.

Reasons

To ensure the plan is effective and justified.

## **Modification 2**

Amend the policy to read:

### **STRATEGIC ALLOCATION**

#### **POLICY HEL2**

**Land at the Royal Norwich Golf Club, either side of Drayton High Road, Hellesdon (~~approx.~~ 48.1 ha) is allocated for residential and open space uses. This will accommodate approximately 1,000 homes.**

~~More homes may be accommodated, subject to an acceptable design and layout, as well as infrastructure constraints.~~

~~The development will be expected to address the following specific matters~~ The development will achieve the following site specific requirements:

1. Improvements may be needed to existing traffic light-controlled junction and a possible pedestrian crossing on the A1067 Drayton High Road.
2. Up to 2 hectares of the site should be safeguarded for education provision, either as an expansion of the existing schools (Kinsale Infant School, Kinsale Junior School and Hellesdon High School) or land for a new primary school elsewhere within the site.
3. The loss of the golf course should be mitigated by providing alternative equivalent provision elsewhere.
4. The southwest corner of the site is within the HSE safeguarding zone associated with the chemical plant to the south of the site.
5. The site falls within Source Protection Zone 3 and therefore pollution control techniques should be incorporated to ensure that development of the site does not lead to pollution of the water environment.

~~6. Norfolk Minerals and Waste Core Strategy Policy CS16 applies, as this site is underlain by safeguarded minerals resources. The benefits of extracting the minerals, if feasible, will be taken into consideration.~~

Move wording of deleted policy requirement 6 to the supporting text. Insert after current paragraph number 3.48.

### **Modification 3**

Modification

Delete Policy HEL4/GNLP1019, subtitle, supporting text paragraph 3.50 and Policy Map (see separate schedule of map changes)

#### **~~POLICY HEL4/GNLP1019: Land northeast of Reepham Road, Hellesdon~~**

~~3.50 This site was allocated in the 2016 Broadland Local Plan and it is intended to carry this allocation forward, recognising the public benefit in providing informal open space. Site GNLP1019 seeks to maintain this allocation for recreational open space in the new local plan to 2038.~~

#### **~~Policy HEL4/GNLP1019~~**

**Land northeast of Reepham Road, Hellesdon (approx. 11.9 ha) is allocated for recreational open space.**

The development will be expected to address the following specific matters:

1. Access onto Reepham Road.

2. Off-site requirements may include a footway along the north-east side of Reepham Road, extended street lighting to a point 100m west of the entrance, and increased pedestrian access from surrounding areas.

3. Norfolk Minerals and Waste Core Strategy Policy CS16 applies, as this site is underlain by safeguarded minerals resources. The benefits of extracting the minerals, if feasible, will be taken into consideration.

Reasons

The site is deleted as it is not considered to be justified

**The first two proposed modifications will have little impact for Hellesdon. Modification 3 will remove any proposal to have Cottinghams Park allocated as open space. The Landowner's response to the GNLP is attached to this document, and with the landowner's reluctance to relinquish the land for open space, the Inspector is advising that the policy is not achievable and wishes to delete it.**

## **Meeting of Hellesdon Parish Council – 14<sup>th</sup> November 2023**

### **Item 14 – Biodiversity Duty**

#### **a) To Receive report on the Parish Council's Responsibility under the Biodiversity Duty**

#### **Statutory Duty**

Under the 2021 Environment Act, public authorities (including town and parish councils) who operate in England must consider what they can do to conserve and enhance biodiversity in England.

Government guidance published on 17th May 2023 clarifies that, as a public authority, town and parish councils must:

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and may reconsider the selected actions within 5 years of completing their previous consideration, or more frequently if they choose.

#### **Recommended First Consideration of Actions to be Taken:**

- 1) Adoption of a Biodiversity Policy
- 2) Adoption of an action plan to conserve and enhance biodiversity which will help the Parish Council adhere to the policy.

## **Meeting of Hellesdon Parish Council – 14<sup>th</sup> November 2023**

### **Item 15 – Broadland Family Hub**

#### **a) To Receive Update on Family Hub running from Hellesdon Parish Council Site**

The Family Hub is in the final stages of being ready to open. The Clerk and the senior lead officer who will be based in the building have met and have been tying up the final details of matters highlighted in the risk assessments. Norfolk County Council's staff have been very proactive and the team have been introduced to the Parish Council staff so they know who to go to for various matters, including room bookings and maintenance in their office.



**DATED**

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**TENANCY AT WILL**

relating to

**OLD COUNCIL OFFICE AT HELLESDON COMMUNITY CENTRE,  
MIDDLETONS LANE, NORWICH NR6 5QB**

between

**THE PARISH COUNCIL OF HELLESDON**

and

**THE NORFOLK COUNTY COUNCIL**

## CONTENTS

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### CLAUSE

1.	Interpretation .....	1
2.	Grant of tenancy at will .....	1
3.	Tenant's obligations .....	1
4.	Landlord's obligations .....	3

DRAFT

**THIS AGREEMENT** is dated

2023

## **PARTIES**

- (1) THE PARISH COUNCIL OF HELLESDON of Diamond Jubilee Lodge, Wood View Road, Hellesdon NR6 5QB (**Landlord**).
- (2) THE NORFOLK COUNTY COUNCIL of County Hall, Martineau Lane, Norwich NR1 2DH (**Tenant**).

## **AGREED TERMS**

### **1. INTERPRETATION**

The following definitions apply in this agreement:

**Building:** Hellesdon Community Centre, Middletons Lane, Norwich NR6 5QB shown edged blue on the plan attached to this agreement.

**Initial Costs:** £1125 (exclusive of any value added tax) for installation of fire detection and alarm system, fire extinguishers, emergency lighting and electricity meter.

**Permitted Use:** Family Hub Site.

**Property:** Old Council Office at Hellesdon Community Centre, Middletons Lane, Norwich NR6 5QB shown for identification only hatched red on the plan attached to this agreement and forming part of the Building.

**Rent:** £2097 per annum (exclusive of any value added tax) if demanded.

### **2. GRANT OF TENANCY AT WILL**

- 2.1 The Landlord lets and the Tenant takes the Property on a tenancy at will beginning on and including the date of this agreement.
- 2.2 The Landlord and the Tenant acknowledge that this agreement creates a tenancy at will terminable at any time by either of them, notwithstanding that the Rent is calculated and payable by reference to a period and that the Landlord intends to demand the Rent, and that the Tenant has agreed to pay the Rent, by reference to that period.

### **3. TENANT'S OBLIGATIONS**

- 3.1 The Tenant shall pay the Rent and any value added tax in respect of it 6 monthly in advance and without any deduction, set off or counterclaim on the date of this agreement and 6 monthly thereafter if demanded.

- 3.2 The Tenant shall pay the Initial Costs and any value added tax in respect of it without any deduction.
- 3.3 The Tenant shall not:
- (a) use the Property otherwise than for the Permitted Use
  - (b) assign, underlet, charge, part with or share possession of, or otherwise dispose of the Property or any part of it or any interest in it;
  - (c) share occupation of the Property or any part of it, except for with partners forming part of the Family Hubs programme;
  - (d) make any alteration or addition whatsoever to the Property;
  - (e) put any signs at the Property; or
  - (f) cause any nuisance or annoyance to the Landlord or to any owners or occupiers of the Building or of neighbouring property.
- 3.4 The Landlord shall be responsible for cleaning 5 days per week, the cost of which is included within the rent.
- 3.5 The Tenant is to make good any damage it causes to the Property.
- 3.6 The Tenant shall act at all times in a reasonable and responsible manner.  
The Tenant shall be responsible for all charges in connection with the supply to or removal from the Property of electricity, telecommunications and other utilities and shall indemnify the Landlord in respect of such charges. Where no separate charge is made by the supplier of a utility in respect of the Property, the Tenant shall be responsible for and shall indemnify the Landlord in respect of a proper proportion of the relevant charge, such proportion to be determined conclusively by the Landlord. Agreed approach to charging is:
- To charge Norfolk County Council the meter reading at our day rate (currently 16.7p per unit).
  - To reduce the invoice by 3 units per day (to account for the amount used by CCTV system and floodlight)
  - Not to apportion the standing charge.
  - Tenant shall pay 6 monthly in arrears.
- 3.7 The Tenant shall not be responsible for non-domestic rates or water rates charged on the Property, all rates are included within the rent.
- 3.8 The Tenant shall pass on any notices or other correspondence received at the Property and addressed to the Landlord or relevant to the Landlord's interest in the Property (or the Building).
- 3.9 The Tenant shall allow the Landlord (and all others authorised by the Landlord) to enter the Property at any reasonable time for the purpose of ascertaining whether the

terms of this agreement are being complied with and for any other purposes connected with the Landlord's interest in the Property (or the Building).

- 3.10 When the Tenant vacates the Property at the termination of the tenancy created by this agreement, it shall remove all furniture (and other items belonging to it) and shall clear all rubbish from the Property.

#### **4. LANDLORD'S OBLIGATIONS**

- 4.1 The Landlord shall allow the Tenant (and its employees and visitors) access to and egress from the Property over the common parts of the Building and to use the kitchens, lavatories and washrooms in the Building.

- 4.2 The Landlord shall use its reasonable endeavours to ensure that there is a supply of electricity, heating and water to the Property, at such times of the day as the Landlord acting reasonably considers appropriate.

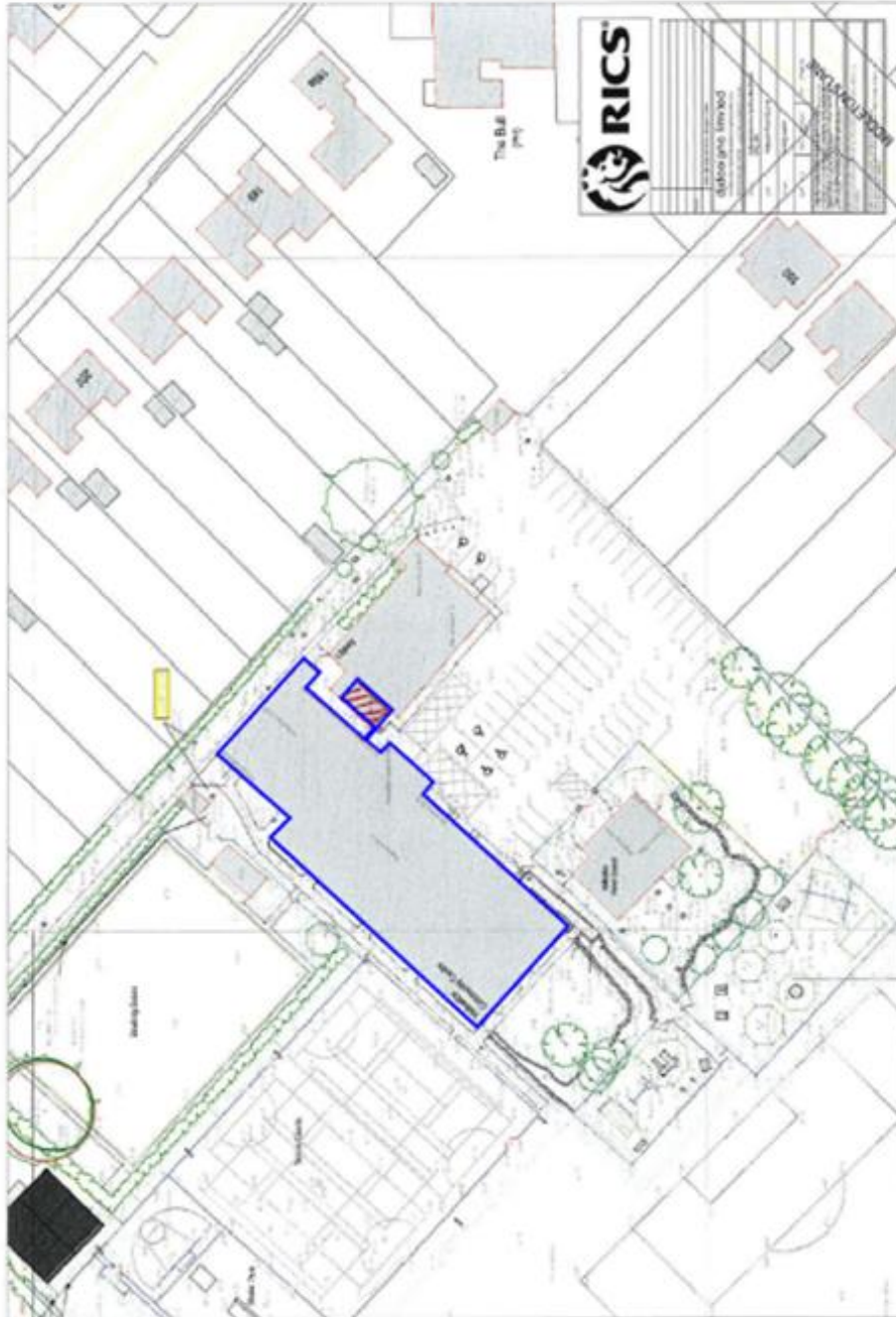
This agreement has been entered into on the date stated at the beginning of it.

Signed by [ ] .....  
for and on behalf of The Parish  
Council of Hellesdon Authorised Signatory

Signed by [ ] .....  
for and on behalf of The Norfolk  
County Council Authorised Signatory

DRAFT

PLAN



## Meeting of Hellesdon Parish Council – 14<sup>th</sup> November 2023

### Item 16 – Highways Complaint

#### a) To Receive response from Norfolk County Council regarding Highways Complaint

A response has been received from Norfolk County Council Highways with regards to the Parish Council's letter (copy appended) regarding the Rangers service and maintenance on specified alleyways in the parish.

*Thank you for your letter to David and Grahame raising your issues in regards to the Highway Rangers service.*

*As previously discussed with myself the Ranger service is being reviewed by our Highways Central Team as with now having a private contractor the way we order and issue works to them has changed slightly*

*Whilst you are welcome to continue contacting us direct the most effective way to report Highways Defects is through our Portal Report a problem - Norfolk County Council or call centre (0344 800 8020) they will always give you a Reference Number to track progress of the defect.*

*The defect Report is sent to My N3 Area Team in which my Area Techs check defects every day inspecting reported defects during site visits. Depending on reported numbers, location and Defect Priority it can take a couple of few weeks to be inspected. In N3 we have over 44 parishes to maintain and can regularly receive 20/30 defects per day.*

*Hopefully you will have seen recent evidence of the Mayrise feedback from the Footway defects you reported and have had Hot Rolled Asphalt patching works completed at the locations. Please be assured I am always at the end of the phone/email if you wanted to discuss defect issues/chase too.*

*As also mentioned, The Footpaths/Alleyways you have questioned have an inspection Regime which is carried out through a yearly inspection by my Highway Inspector. The Time frame is worked out by the Footway Hierarchy in which these are classed as detached link Footways.*

*As Hellesdon already carry out grass/verge cutting in the Prish I am happy to look at adding these Alleyways for the 24/25 cutting programme. To give you some idea under the current Rates Hellesdon PC would receive an extra £295 to trim the length of the mentioned footways up to 5 cuts. [see item B]*

*Hope the information is useful but should you have any further question please do not hesitate to contact me*

#### b) To Consider Option for Delegated Authority to Strim Hellesdon Specified Footways

Hellesdon Parish Council already holds a delegated grass cutting agreement with Norfolk County Council for the cutting of the grass verges. Norfolk County Council is offering to extend this agreement for the strimming of the following alley ways, for an additional payment to the Parish Council of approx. £500 [this figure has been uplifted from the response above], as detailed above:



FP2 – Mountfield Ave to Samson Road

FP1 – Links Ave to Berkley Close

FP4 – Woodland Road to Yelverton Road

FP5 - Drayton Wood Road to Woodland Close

FP6 – Heath Close to Fifers Lane

The payment is purely for strimming and would not include any other maintenance.

Norfolk County Council  
Martineau Lane  
Norwich  
NR1 2DH

19<sup>th</sup> September 2023

For the Attention of:

Mr David Allfrey

Mr Grahame Bygrave

Cc: Mrs Shelagh Gurney

Dear Sirs,

**Formal Complaint from Hellesdon Parish Council**

Hellesdon Parish Council has had repeated problems with the Highway Ranger service, so much so we feel there is no other option but to escalate to your attention.

Periodically we receive an email advising that the Street Scene Inspectors will be in our area from a certain date, and to report areas of concern to Highways using the title RANGER and our parish name in the title of the email. At the end of this email, we are advised by Norfolk County Council that *'We aim to provide feedback on the work which has been carried out during the visit this will follow within a few weeks'*. From the email received advising the Street Scene Inspector would visit Hellesdon from 27<sup>th</sup> June 2022, responded to with a list of matters to look at on 21<sup>st</sup> June 2022, it took until 15<sup>th</sup> September to receive feedback from Norfolk County Council, with chaser emails sent on 25<sup>th</sup> July 2022 and 8<sup>th</sup> August 2022.

A year on and we received advice that the Street Scene Inspectors would be in our area from 3<sup>rd</sup> July 2023. On 6<sup>th</sup> June I asked for the following to be reviewed by the Inspector:

FP2 – Mountfield Ave to Hercules Road

FP1 – Links Ave to Berkley Close

FP4 – Woodland Road to Yelverton Road

FP5 - Drayton Wood Road to Woodland Close

FP6 – Heath Close to Fifers Lane

I asked for these to be reviewed because these alley ways are contentious every year with overgrown vegetation. The same email from Norfolk County Council promises *'feedback within a few weeks'*. This feedback has been chased on 3<sup>rd</sup> August and again on 22<sup>nd</sup> August. We are now Mid September and no action has been taken and no feedback has been received.

Moving on to the second part of the complaint, this is relating to the aforementioned alley ways. As mentioned, every year they become overgrown, hence my reason for asking the Inspector to review them. Having made a Freedom of Information request to Norfolk County Council it is established that these alley ways have no set maintenance programmes. This is disappointing as the vegetation grows every single year, so really do need a proactive annual maintenance regime. Instead we are advised that the maintenance programme is reactive to complaints. Aside from the fact that this appears to pass the inspections and fielding of complaints to parish councils with no manner of consultation as to the extra resource required of the parish, the reactivity of the maintenance is clearly not true, as they were requested to be inspected on 6<sup>th</sup> June and still no action has been taken.

To assist in the resolution of this complaint, Hellesdon Parish Council would like to know:

- 1) What steps are being taken to improve the Ranger service, as inspections and feedback are clearly not what is promised in the communications?
- 2) With weeds growing annually could Hellesdon Parish Council please have an annual maintenance regime put in place for FP1,2,4,5 and 6?
- 3) If no maintenance regime will be put in place, could there be a discussion about devolving the service for the aforementioned areas to Hellesdon Parish Council? To avoid double taxation of our parishioners there would have to be a sum commuted to Hellesdon Parish Council to compensate for the works.

If you require any further information, or would like to discuss this matter in more detail, please do not hesitate to get in touch.

Your sincerely,

*Faye LeBon*

Faye LeBon  
Clerk to Hellesdon Parish Council