

Interests Flowchart

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

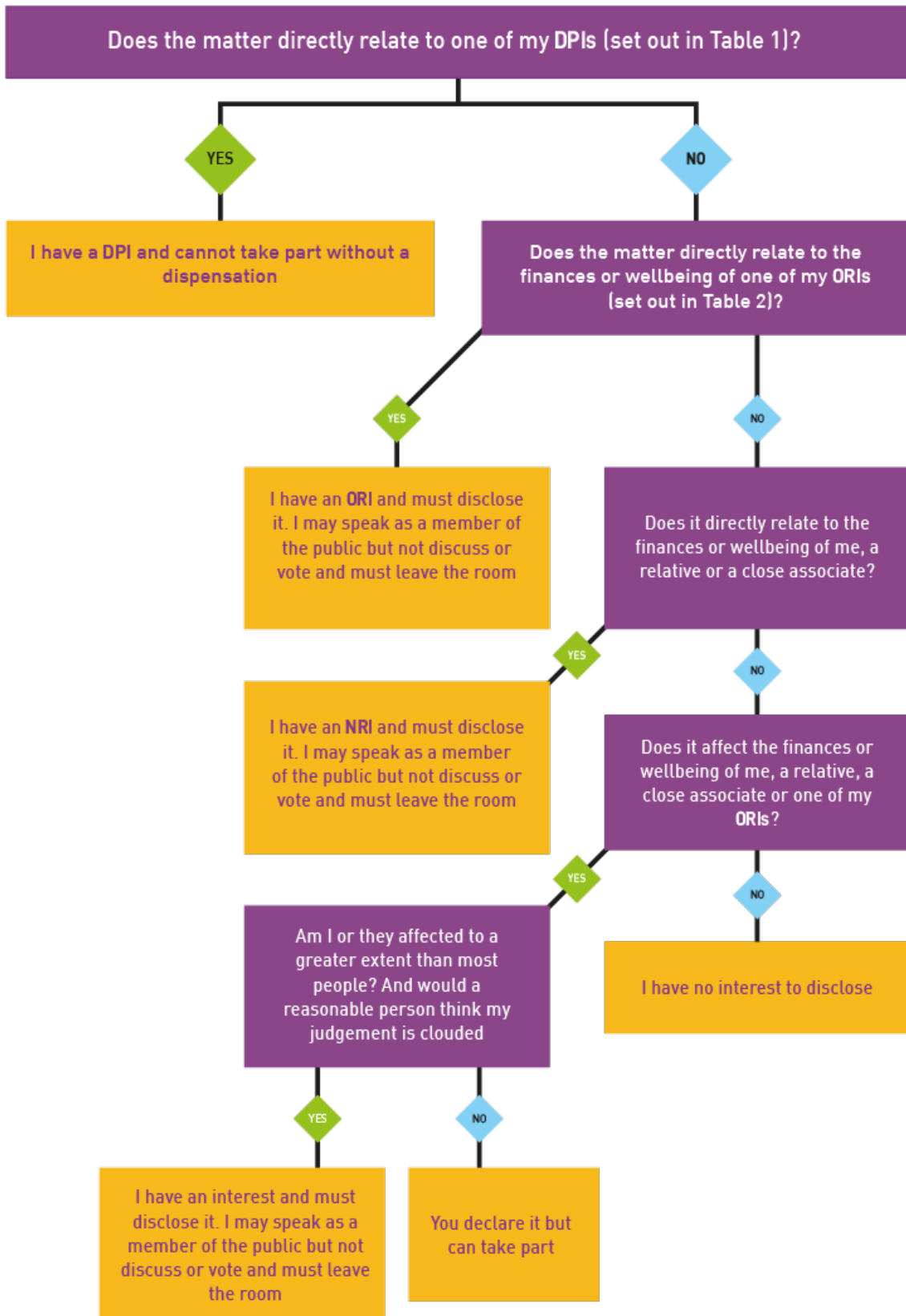


Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

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

Table 2: Other Registrable Interests

<p>You must register as an Other Registrable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management
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**Minutes of the Meeting of Hellesdon Parish Council
held on Monday 5th August 2024 at 7pm
in Hellesdon Community Centre**

PRESENT:

Cllr B Johnson (Chairman)
Cllr G Britton
Cllr D Fahy
Cllr S Lowthorpe
Cllr R Sear

Cllr N Barker
Cllr I Duckett
Cllr M Hicks
Cllr D Maidstone
Cllr S Smith

In attendance: Mrs F LeBon (Clerk) and forty six members of the public.

Welcome by the Chairman – Cllr Johnson welcomed all in attendance.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr D Britcher, Cllr L Douglass, Cllr S Gurney, Cllr S Holland and Cllr A Lock. These were accepted.

2. Declarations of Interest and Dispensations

No declarations made or dispensations applied for.

3. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 9th July 2024

The Minutes of the Full Council meeting held on 9th July 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

Members of the public were thanked for their attendance and it was advised that councillors had received a summary of all concerns emailed to the Parish Council.

Cllr Johnson updated the meeting on the Parish Council's correspondence to date with the landowner, advising that the Parish Council had been previously restricted on community engagement due to the landowner not wishing to enter into any discussions with the Parish Council, unless strict confidentiality was adhered to. Representatives from the landowner and agent were invited to attend this meeting but unfortunately couldn't.

The following matters were raised in relation to the pre-application layout plan for a proposed residential development at Heath Crescent:

- Concerns over highway access and egress along Heath Crescent as this road is only 4.8m wide. It would be better to access via Union Park.
- The proposed access road would create a junction on Prince Andrew's Road in close proximity to the existing junction with Heath Crescent.
- Exacerbating parking of the road and verges in an area that already suffers from airport parking.

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 5th August 2024

- It was queried whether the Parish Council would be acquiring a larger piece of land to compensate for the loss. It was advised that the Parish Council, at this present time, was not being offered any land at all.
- Concerns were raised over the lack of open space to the east of Cromer Road. The Parish Council should see this as an opportunity to purchase more land for the benefit of local residents.
- A reduced number of houses should be proposed.
- It was noted that there may be a covenant on the land so that it cannot be built upon. The Clerk will check with Land Registry.
- Existing residents struggle to get onto the Cromer Road, especially due to the bus lane. This will put another 100+ vehicles trying to exit onto the Cromer Road.
- It was queried whether the landowner would increase the number of houses detailed in the layout plan. It was confirmed that the plans could change when a formal planning application is submitted.
- Concerns were raised over the height of the affordable houses which would overlook into existing properties.
- Impact of the proposed new access from Prince Andrew's Road on neighbouring properties, in the form of security and HGV's (both construction traffic and delivery vehicles) being able to turn on a narrow road. There are also shared services between the property proposed to be demolished and the neighbouring property.
- There should not be an access and egress on the same road from the development. An entrance on Prince Andrew's Road and egress onto Fifers Lane would be less impactful.
- Discussions occurred as to whether the bollards on Heath Crescent should remain in place or be removed to alleviate the traffic. The majority of those in attendance would prefer the bollards to be retained. The bollards were installed to prevent rat running traffic and the associated highway damage by heavy vehicles.
- Consultation required with medical services and the local schools. It was noted that this development would impact the whole community as local people are already struggling to get GP appointments on a timely basis. It was noted that additional development is already allocated to Hellesdon on the Persimmon site and at Hellesdon hospital.
- It was noted that Sport England had objected to the sale of the site in 2018. The Clerk advised that Sport England has been notified of this draft layout plan and it would be requested that Broadland Council formally consults Sport England when the planning application is submitted.
- Concerns were raised over the screening of the site as most properties back onto the proposed development site. If vegetation is used to screen, who would maintain it?
- Concerns were raised over fumes and dust generated from construction, especially for elderly residents. The time of day that construction would occur was also a concern. It was noted that a construction management plan could be requested as part of the planning conditions. It was suggested that contractors could access via the industrial estate.
- It would be preferred to see the area as a Leisure Park for the benefit of the people of Hellesdon.
- Concerns were raised over the location of the public open space being used as a children's play area, it being located so close to a main road. It would be preferred if this was central and surrounded by houses for natural surveillance.
- Discussions occurred as to whether the park would be locked, like other parks in Hellesdon, to prevent anti-social behaviour. It was noted that this would be down to the body responsible for the park.

Approved.....

Date.....

The planning process was summarised, with a formal planning application to be sent to Broadland Council later in the year by the applicant. This would then be discussed by Hellesdon Parish Council's planning committee. The Clerk will send another mailshot to the local area, including Brabazon Road, when the planning application has been received and a date for the planning committee has been set. After the Parish Council and other consultees, including the Highway Department at Norfolk County Council, have sent their comments to Broadland Council, the final decision will be made by Broadland Council's planning committee.

Members of the public were advised, should they wish to object, to do this to Broadland Council when the application is submitted and not before, so that all objections can be retained in the correct file.

5. To Consider Response to Cornerstone Planning on Proposed Heath Crescent Development

a) To Feedback Consideration and Comments on the Pre-Application Layout Plan Provided

As the Parish Council concurred with the members of the public at the meeting, It was **AGREED** that the concerns raised in this meeting would be collated and the Clerk will send to Cornerstone Developments.

b) To Feedback on Preferred type/form of onsite recreation/ open space provision, as well as advice on possible locations for any off-site Financial Contribution

More detail was required about the SUDS feature which formed part of the proposed open space area. There was also no detail about the responsibility of the play area and who would maintain it.

It was **AGREED** that if amenity space is to be lost, the developer should provide high quality play equipment and green space which is accessible to all regardless of ability. This includes accessibility for all generations.

6. Time and Venue of Next Council meeting.

Tuesday 10th September in Diamond Jubilee Lodge, commencing at 7pm.

The meeting closed at 8.08pm

Approved.....

Date.....

CLERK'S REPORT FOR COUNCIL MEETING
10th September 2024

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	The sanding and resealing of the ML floor has now been completed, the floor now having reached its equilibrium. Agenda item for the community centre committee.
Car Park – Community Centre	No matters to report
Community Café and Fridge	Regular collections for the fridge are now available from Tesco Fifers Lane (Monday eve), Aldi Longwater (Tues am) and Aldi Larkman Lane (Sat am). An additional sizable donation was received in August from David Lloyd. We may be able to obtain an additional donation from Aldi Longwater on a Sunday am.
Parish Council Offices Diamond Jubilee Lodge	Agenda item for hybrid technology 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. The 'Happy to Chat' bench launch will be on 17 th September of which all councillors have been invited to.
Recreation Ground including Children's Play areas	Agenda items
Skate Park & MUGA	The annual RoSPA reports have been presented to committee
Meadow Way	The annual RoSPA reports have been presented to committee
Mountfield Park	Grant money has been received for the trees on Mountfield Park, we are just awaiting the trees we require to come into stock with RHS (expected in the autumn).
Cottinghams Park	No matters to report
Allotments	Agenda item
Community Orchard	Agenda item
Community Apiary	Agenda item
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.
Persimmon Homes	No further update from Persimmon. The reserved matters application for P3 (ref: 20220391) remains in abeyance, with no further documentation added since October.
Public Toilets	No matters to report.
Litter & Dog Waste Bins	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>Broadland Council will be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17th 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 11th September advising that 'Unfortunately this is still in the process of being reviewed and finalised'.</p> <p>Increased requests are being received for extra litter / dog bins. A review of these assets was agreed by PP&R in the new financial year and these can be considered. The location of existing litter and dog bins has been mapped and the cost and permitted types of extra bins has now been obtained.</p>
Bus Shelters	The new bus shelters have now been installed under the parish partnership scheme.
Benches	No matters to report
War Memorial	No matters to report
Highways	<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 Reepham Road / Drayton Wood Road Roundabout (inbound).</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>A set of 30mph repeater signs has been requested due to reports of speeding traffic exiting the parish and not realising that the 30mph zone has been extended.</p> <p>Multiple incidents of the footpath breaking up on Eversley Road have been reported.</p> <p>The 25/26 parish partnership scheme is an agenda item.</p>
Staffing	Agenda item
Street Lighting	No matters to report
Events	Agenda item
Meeting Dates	<p>25th September 7pm – Neighbourhood Plan Working Group 26th September 7pm - Staffing 8th October 7pm – Full Council 9th October 3pm – Events</p> <p>Meetings required PP&R – to discuss location / amount of street furniture Community Café – to report on final years figures and survey results Environment – to kick start committee.</p> <p>Committee should consider their dates for budget meetings.</p>
Health and Safety	No matters to report
Other Matters	The archiving of information from the old parish office is nearing completion.

Meeting of Hellesdon Parish Council

10th September 2024

Item 5b – District and County Councillor Reports

District Council – No matters to report

County report - September 2024

I am delighted to announce the new changes to the usage of the Cromer road Bus Lane. This lane for a trial period will be now operational from 7am to 7pm daily. Outside these hours all traffic will be able to use both lanes. There have been many meetings more recently about this and with new Government guidance being more relaxed and flexible this has made it easier to now trial these new access times. However, there remains much criticism from the cycling fraternity about the implied dangers of the Boundary junction with Mile Cross Lane. This can be mitigated by cyclist using the established cycle pathway route via Overbury Road, the cycle friendly crossing at the B and Q junction and a cycle route through the Mile Cross Housing estate to facilitate a safer pathway into the city centre.

There has been some resurfacing of pavements in Hellesdon with a new trail surface treatment. The Reepham Road, north of the Bull roundabout has been treated. There have been some further pavement inspections carried out and some placed on the forward resurfacing programme. The Reepham Road and Loxwood have received a chip surface dressing treatment. Six potholes have also been attended too.

New speed awareness signs have been installed on the Hellesdon Low Road replacing current signage that was old and failing. There is some further work to be done to reduce traffic speed working in partnership with the Wensum County Councillor Maxine Webb. Members highways budgets are being used to find these new initiatives.

Adult Social Service demand in Hellesdon has risen, and residents are now contacting me, since the removal of the Governments Winter Heating allowance to ask for assistance with acquiring Pension Credit and other benefits to assist them with their household bills. The number of enquiries has been overwhelming and concerning. These have either been dealt with, referred to other agencies or to NCC. There is an increasing enquiry about Personal Independence Payments (PIP) and I have been assisting residents with filling in the complicated and lengthy application forms.

Shelagh Gurney

Norfolk County Councillor for Hellesdon

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 August 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2024	Active Saver 4401	465,838.71
31/08/2024	Business Current Account 2077	597.91
31/08/2024	Petty Cash	480.60
31/08/2024	Active Saver 7702	343,726.33
31/08/2024	Account 73554503	82,818.67
30/06/2024	Number 2 account 0958	0.00
31/08/2024	Cafe float	100.00

893,562.22

Receipts not on Bank Statement

0.00

Closing Balance

893,562.22

All Cash & Bank Accounts

1	Current Bank Account	466,436.62
2	Petty Cash	480.60
3	Active Saver 7702	343,726.33
4	Active Saver Emergency 4503	82,818.67
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	893,562.22

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	20,000.00		20,000.00
321 EMR Site Fencing	1,000.00		1,000.00
322 EMR Machinery	20,000.00		20,000.00
323 EMR Hard Surface Area	66,500.00		66,500.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	22,000.00		22,000.00
326 EMR Elections	6,500.00		6,500.00
327 EMR War Memorial	4,500.00		4,500.00
328 EMR Burial Ground Land	10,000.00		10,000.00
329 EMR Com Centre Contingency	7,739.68		7,739.68
330 EMR Parish Poll Provision	6,000.00		6,000.00
331 EMR Mountfield Park	35,462.99		35,462.99
332 EMR Good Causes in Hellesdon	4,750.00	-140.24	4,609.76
334 EMR HEL2**	53,127.24		53,127.24
335 EMR Car Park/Paths at HCC	5,000.00		5,000.00
336 EMR Car Park Soakaway	10,000.00		10,000.00
337 EMR Driveway Sinkage	5,000.00		5,000.00
338 EMR Grit bins	1,000.00		1,000.00
340 EMR PF Ownership signs	1,508.45		1,508.45
342 EMR Staff contingency payments	10,000.00		10,000.00
345 EMR Bus shelter	3,000.00		3,000.00
346 EMR Green Grid	5,140.00		5,140.00
347 EMR Land Acquisition account	59,752.17		59,752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	10,000.00		10,000.00
351 EMR Events	2,500.00		2,500.00
352 EMR HCC extension	100,000.00		100,000.00
361 EMR CIL 23/24	62,242.78		62,242.78
362 EMR Comm fridge/cafe improves	1,686.68		1,686.68
363 EMR Neighbourhood Plan	10,000.00		10,000.00
364 EMR Rainwater Harvester	25,000.00		25,000.00
365 EMR Biodiversity duty	5,000.00		5,000.00
366 EMR Refurb Westward WC's	20,000.00		20,000.00
367 EMR DJL control panel	2,500.00		2,500.00
368 EMR AV in DJL	2,500.00		2,500.00
369 EMR CIL 24/25	0.00	8,784.04	8,784.04
	603,659.99	8,643.80	612,303.79

List of Payments made between 01/08/2024 and 31/08/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/08/2024	Broadland District Council	£170.00	bus rates stores
01/08/2024	Broadland District Council	£1,259.00	bus rates HCC
01/08/2024	Broadland District Council	£363.00	bus rates grds shed
01/08/2024	Trade UK	£47.00	paint, brushes, cleaners
01/08/2024	Barclaycard Commercial	£160.43	various
01/08/2024	Toombs Butchers	£158.05	cafe purchases
01/08/2024	AKS Skip Hire	£288.00	8 yrd skip hire Summer fayre
01/08/2024	Taverham Nursery Centre	£25.00	gift card
01/08/2024	UK Fuels Ltd	£308.29	fuel card July
05/08/2024	Barclays Bank Plc	£72.83	charges 13 Jun - 14 Jul
19/08/2024	Anglian Water Business (Nation	£724.04	charges 3 May - 2 Aug HCC
20/08/2024	Total Gas & Power	£169.28	gas HCC/DJL
20/08/2024	Harrod Sport	£48.60	washers/caps for goals
23/08/2024	Total Gas & Power	£421.49	electricity fees
23/08/2024	Total Gas & Power	£35.38	electricity fees
23/08/2024	Total Gas & Power	£404.79	electricity fees
27/08/2024	Anglian Water Business (Nation	£274.71	water bill allotments
27/08/2024	Broadland District Council	£644.00	bus rates office
28/08/2024	Anglia Culinary Suppliers Ltd	£219.18	cafe purchases
28/08/2024	DD Health & Safety Supplies Lt	£200.28	workwear
28/08/2024	Easters Norwich Ltd	£100.42	cafe purchases
28/08/2024	Ernest Doe & Sons Ltd	£15.00	carriage hyd hose 2.4m
28/08/2024	Norse Commercial Services Ltd	£144.00	locking parks Jul
28/08/2024	Norse Eastern Ltd	£1,162.13	highway verge cutting Jul
28/08/2024	Casual hire	£150.00	Return damage deposit
28/08/2024	South Norfolk Council	£772.80	Building control fees
28/08/2024	Anglian Water Business (Nation	£199.30	Water bills allotments
29/08/2024	Cash ex bank for bar float	£400.00	bar float
30/08/2024	Vodafone Ltd	£110.90	Mobile bill
		<u>£9,047.90</u>	

List of Payments made between 01/07/2024 and 31/07/2024

Date Paid	Payee Name	Amount	Transaction
01/07/2024	Trade UK	104.94	RKEM 11-175 tube
01/07/2024	Broadland District Council	170	bus rates stores
01/07/2024	Broadland District Council	1259	bus rates HCC
01/07/2024	Broadland District Council	363	bus rates Tractor shed
02/07/2024	Vodafone Ltd	110.24	usage & plan 16 May -15 Jul
03/07/2024	Barclaycard Commercial	348.6	statement 8 Jun
04/07/2024	Anglia Culinary Suppliers Ltd	375.94	cafe purchases
04/07/2024	Amazon	35.53	kettle Russell Hobbs
04/07/2024	Ben Burgess Groundscare Equipm	594	lease John Deere tractor
04/07/2024	Broadland UK Ltd	86.03	awards summer fayre
04/07/2024	DD Health & Safety Supplies Lt	210.4	polo shirts/sweatshirts/body w
04/07/2024	Easters Norwich Ltd	136.48	cafe purchases
04/07/2024	Hugh Crane Equipment	108.82	toilet roll pack 36 x 2
04/07/2024	Norse Commercial Services Ltd	144	Park locking Jun 24
04/07/2024	Play Safety Ltd	352.8	Annual inspection play areas
04/07/2024	Casual hire	150	damage deposit refund
05/07/2024	Barclays Bank Plc	68.69	charges 13 May -12 Jun
10/07/2024	UK Fuels Ltd	303.26	diesel Jun
10/07/2024	Norfolk Fire Museum	60	Summer fayre
11/07/2024	AC Leigh (Norwich) Ltd	82.68	locking hasp 75mm
11/07/2024	Anglia Culinary Suppliers Ltd	260.91	cafe purchases
11/07/2024	Amazon	184.76	teaspoons set
11/07/2024	Calypso Coffee	153.15	cafe purchases
11/07/2024	Easters Norwich Ltd	122.25	cafe purchases
11/07/2024	Huws Gray Ridgeons	28.38	hacksaw /hacksaw frm
11/07/2024	Just Regional Publishing	540	Just Hellesdon 10 Jul
11/07/2024	mha Larking Gowen	2310	y/e internal audit
11/07/2024	Norse Eastern Ltd	2324.26	highway verge cutting Jun
11/07/2024	Osiris Technologies	728.48	mthly IT Support
11/07/2024	National Society Allotments	66	membership
19/07/2024	Anglia Culinary Suppliers Ltd	204.11	cafe purchases
19/07/2024	Booker Ltd	29.57	bleach/ washing up liquid
19/07/2024	DD Health & Safety Supplies Lt	152.58	work shorts/ cafe apron
19/07/2024	Easters Norwich Ltd	111.68	cafe purchases
19/07/2024	PHS Group	5736.83	PHS services DJL
19/07/2024	Select Recruitment Specialists	892.8	Relief catering manager
19/07/2024	Mrs PI M Scrivens	70	presentation Friday Friends
19/07/2024	Broadland Labour Party	24.48	Overpaid room hire
19/07/2024	Total Gas & Power	171.68	elec Jun HCC

23/07/2024	Total Gas & Power	418.18	elec HCC/DJL Jun 24
23/07/2024	Total Gas & Power	20.47	elec Jun 24
23/07/2024	Total Gas & Power	765.22	elec DJL Jun 24
23/07/2024	HM Revenue & Customs	2269.97	vat qtr 30 Jun
24/07/2024	Taverham Nursery Centre	10.19	rose renewal
25/07/2024	Anglia Culinary Suppliers Ltd	146.36	cafe purchases
25/07/2024	Amazon	254.62	crookery/ice packs/pouches/ppr
25/07/2024	Calypso Coffee	111.95	coffee capsules
25/07/2024	Easters Norwich Ltd	108.69	cafe purchases
25/07/2024	P J Plumbing Heating & Mainten	264	annual service gas boiler/heat
25/07/2024	Select Recruitment Specialists	172.8	relief catering manager
25/07/2024	St John Ambulance	79.2	First Aid Summer Fayre
25/07/2024	Sun Skips	324	12 yrd skip hire
25/07/2024	PTS Group	600	coach hire Friday Friends
25/07/2024	Coach trip refund	5	Fri Friends coach refund
25/07/2024	Coach trip refund	5	coach trip refund
25/07/2024	Broadland District Council	644	bus rates office
31/07/2024	Vodafone Ltd	110.24	usage & plan 16 Jun - 15 Aug
31/07/2024	Anglia Culinary Suppliers Ltd	287.1	cafe purchases
31/07/2024	Amazon	290.62	walkie talkie long range
31/07/2024	Ben Burgess Groundscare Equipm	594	lease John Deere tractor
31/07/2024	Easters Norwich Ltd	120.98	cafe purchases
31/07/2024	Just Regional Publishing	420	Just Hellesdon 7 Aug
31/07/2024	Casual hire	100	deposit refund 20 Jul
31/07/2024	Casual hire	150	Damage deposit refund 27 Jul
31/07/2024	Casual hire	50	deposit refund bal 20 Jul

27498.92

Cash Received between 01/07/2024 and 31/07/2024

Date	Cash Received from	Receipt Description	Receipt total
01/07/2024	Regular Hire	HCC hires	£13.72
01/07/2024	Regular Hire	HCC hires	£68.25
01/07/2024	Regular Hire	HCC hires	£82.40
01/07/2024	Regular Hire	HCC hires	£137.40
01/07/2024	Regular Hire	HCC hires	£365.10
01/07/2024	Regular Hire	HCC hires	£539.28
01/07/2024	Regular Hire	Sports Booking	£450.00
02/07/2024	Regular Hire	HCC hires	£652.60
02/07/2024	Regular Hire	HCC hires	£164.84
02/07/2024	Regular Hire	HCC hires	£91.69
02/07/2024	Regular Hire	HCC hires	£46.38
02/07/2024	Takings - Cafe	card receipts 2 Jul	£187.75
02/07/2024	Regular Hire	HCC hires	£58.00
03/07/2024	Barclaycard Commercial	cash back	£5.00
03/07/2024	Regular Hire	HCC hires	£185.43
03/07/2024	Regular Hire	HCC hires	£329.76
03/07/2024	Takings - Cafe	card receipts 3 Jul	£249.95
04/07/2024	Regular Hire	HCC hires	£41.21
04/07/2024	Takings - Cafe	card receipts 4 Jul	£159.55
04/07/2024	Takings - Cafe	cash receipts 2 Jul- 4 Jul	£482.60
05/07/2024	Barclays Bank Plc	Loyalty reward	£15.05
05/07/2024	Casual Hire	HCC hires	£19.08
05/07/2024	Regular Hire	HCC hires	£31.80
05/07/2024	Regular Hire	HCC hires	£159.50
05/07/2024	Regular Hire	HCC hires	£71.58
05/07/2024	Casual Hire	HCC hires	£41.21
05/07/2024	Regular Hire	HCC hires	£30.90
08/07/2024	Rent old parish office	rental income	£1,258.20
08/07/2024	Regular Hire	HCC hires	£295.31
09/07/2024	Regular Hire	HCC hires	£82.48
09/07/2024	Regular Hire	Sports Booking	£17.00
09/07/2024	Regular Hire	HCC hires	£115.84
09/07/2024	Regular Hire	HCC hires	£259.71
09/07/2024	Takings - Cafe	card receipts 5 Jul	£105.75
09/07/2024	Takings - Cafe	card 9 Jul	£109.75
10/07/2024	Casual Hire	HCC hires	£200.00
10/07/2024	Regular Hire	HCC hires	£315.92
10/07/2024	Takings - Cafe	card receipts 10 Jul	£184.80
11/07/2024	Regular Hire	HCC hires	£288.48
11/07/2024	Takings - Cafe	card receipts	£141.75

12/07/2024	Casual Hire	HCC hires	£19.08
12/07/2024	Regular Hire	HCC hires	£34.36
12/07/2024	Regular Hire	HCC hires	£136.36
12/07/2024	Takings - Cafe	cash 9- 12 Jul	£488.40
12/07/2024	Takings - Cafe	card receipts	£61.50
15/07/2024	Regular Hire	HCC hires	£30.90
16/07/2024	Regular Hire	HCC hires	£170.14
16/07/2024	Takings - Cafe	card receipts	£167.80
17/07/2024	Takings - Cafe	card 17 Jul	£178.90
18/07/2024	Regular Hire	HCC hires	£247.24
18/07/2024	Takings - Cafe	card 18 Jul	£160.25
19/07/2024	Casual Hire	HCC hires	£17.18
19/07/2024	Casual Hire	HCC hires	£460.28
19/07/2024	Takings - Cafe	card receipts	£37.15
19/07/2024	Takings - Cafe	16 Jul-19 Jul cash	£555.75
23/07/2024	Takings - Cafe	card receipts	£142.80
23/07/2024	Regular Hire	HCC hires	£61.80
23/07/2024	Casual Hire	HCC hires	£28.62
24/07/2024	Allotment User	rent plot 28	£7.50
24/07/2024	Regular Hire	HCC hires	£171.24
24/07/2024	Takings - Cafe	card receipts 24 Jul	£197.90
25/07/2024	Regular Hire	HCC hires	£38.16
25/07/2024	Regular Hire	HCC hires	£111.67
25/07/2024	Takings - Cafe	card receipts	£151.30
26/07/2024	Casual Hire	HCC hires	£72.13
26/07/2024	Regular Hire	HCC hires	£97.00
26/07/2024	Takings - Cafe	card 26 Jul	£135.20
29/07/2024	Regular Hire	HCC hires	£103.00
29/07/2024	Takings - Cafe	cash 23-26 July	£458.70
30/07/2024	Sponsorship	sponsor Hellesdon awards	£56.40
30/07/2024	Casual Hire	HCC hires	£103.68
30/07/2024	Regular Hire	HCC hires	£123.63
30/07/2024	Regular Hire	Sports Booking	£950.00
30/07/2024	Regular Hire	HCC hires	£137.40
30/07/2024	Takings - Cafe	card receipts	£123.70
31/07/2024	Sponsorship	sponsorship Hearts awards	£56.40
31/07/2024	Feed in Tariff	solar panels DJL	£158.45
31/07/2024	Regular Hire	HCC hires	£130.88
31/07/2024	Regular Hire	HCC hires	£377.50
31/07/2024	Takings - Cafe	card receipts 31 July	£189.05

£15,004.42

Cash Received between 01/08/2024 and 31/08/2024

Date	Cash Received from	Receipt Description	Receipt total
01/08/2024	Barclcard Commercial	cash back Jul statement	£7.00
01/08/2024	Casual Hire	HCC hire	£41.21
01/08/2024	Takings - Cafe	card receipts 1 Aug	£127.25
01/08/2024	Regular Hirer	HCC hire	£403.92
02/08/2024	Events Income	sponsor Hearts award	£56.40
02/08/2024	Takings - Cafe	card receipts 2 Aug	£86.75
02/08/2024	Casual Hire	HCC hire	£200.32
02/08/2024	Takings - Cafe	cafe cash 30 Jul- 2 Aug	£446.05
05/08/2024	Barclays Bank Plc	reward 13 Jun - 14 Jul	£16.09
05/08/2024	Regular Hirer	HCC hire	£48.08
05/08/2024	Events Income	sponsor Hearts award	£56.40
05/08/2024	Events Income	sponsor Hearts award	£56.40
05/08/2024	Regular Hirer	HCC hire	£82.48
05/08/2024	Regular Hirer	HCC hire	£109.92
05/08/2024	Regular Hirer	HCC hire	£164.84
05/08/2024	Regular Hirer	HCC hire	£167.27
05/08/2024	Casual Hire	HCC hire	£203.16
05/08/2024	Regular Hirer	HCC hire	£204.88
05/08/2024	Regular Hirer	HCC hire	£247.32
06/08/2024	Takings - Cafe	card receipts 6 Aug	£181.65
06/08/2024	Regular Hirer	HCC hire	£268.12
07/08/2024	Regular Hirer	HCC hire	£19.08
07/08/2024	Regular Hirer	HCC hire	£247.24
07/08/2024	Takings - Cafe	card receipts	£320.19
08/08/2024	Casual Hire	HCC hire	£43.72
08/08/2024	Regular Hirer	HCC hire	£77.97
08/08/2024	Takings - Cafe	card receipts	£124.00
09/08/2024	Takings - Cafe	card receipts	£85.45
09/08/2024	Takings - Cafe	cash receipts 6 Aug - 9 Aug	£407.70
09/08/2024	Grants	grant received	£9,900.00
12/08/2024	Sports Booking	Hard court hire	£51.00
12/08/2024	Events Income	sponsor Hearts award	£56.40
13/08/2024	Takings - Cafe	card receipts	£110.80
14/08/2024	Takings - Cafe	card receipts 14 Aug	£193.80
14/08/2024	Regular Hirer	HCC hire	£721.25
15/08/2024	Regular Hirer	HCC hire	£28.96
15/08/2024	Takings - Cafe	card receipts	£93.70
15/08/2024	Regular Hirer	HCC hire	£240.50
16/08/2024	Casual Hire	HCC hire	£19.08

16/08/2024	Regular Hirer	HCC hire	£79.75
16/08/2024	Regular Hirer	HCC hire	£90.06
16/08/2024	Takings - Cafe	card receipts	£121.15
16/08/2024	Takings - Cafe	cash 13-16 Aug	£447.10
19/08/2024	Casual Hire	HCC hire	£57.24
19/08/2024	Regular Hirer	HCC hire	£130.02
20/08/2024	Casual Hire	HCC hire	£57.24
20/08/2024	Casual Hire	HCC hire	£65.24
20/08/2024	Takings - Cafe	card receipts 20 Aug	£243.95
21/08/2024	Takings - Cafe	card receipts 21 Aug	£150.05
21/08/2024	Norfolk County Council	Parish partnership scheme	£6,143.00
22/08/2024	Allotment User	rent plot 130	£3.75
22/08/2024	Takings - Cafe	cash receipts	£121.40
23/08/2024	Takings - Cafe	card 23 Aug	£80.95
23/08/2024	Takings - Cafe	cash 20-23 Aug	£459.20
27/08/2024	Takings - Cafe	card 27 Aug	£135.80
27/08/2024	Casual Hire	HCC hire	£154.57
27/08/2024	Regular Hirer	HCC hire	£360.60
28/08/2024	Casual Hire	HCC hire	£25.00
28/08/2024	Regular Hirer	HCC hire	£109.92
28/08/2024	Regular Hirer	HCC hire	£164.80
28/08/2024	Takings - Cafe	card 28 Aug	£169.60
29/08/2024	Regular Hirer	HCC hire	£14.31
29/08/2024	Regular Hirer	HCC hire	£19.08
29/08/2024	Casual Hire	HCC hire	£44.65
29/08/2024	Regular Hirer	HCC hire	£97.91
30/08/2024	Casual Hire	HCC hire	£69.00
30/08/2024	Regular Hirer	HCC hire	£121.25
30/08/2024	Regular Hirer	HCC hire	£350.16

£26,003.10

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Community Centre								
1400 Community Centre Income	0	(10,256)	53,500	63,756			(19.2%)	
1410 Community Centre Inc ML Room	1,854	11,396	0	(11,396)			0.0%	
1415 Community Centre Inc SW Room	1,424	9,425	0	(9,425)			0.0%	
1420 Community Centre Inc OH Room	533	4,522	0	(4,522)			0.0%	
1440 Community Centre Inc Ww Room	93	722	0	(722)			0.0%	
1445 Community centre kitchenette	86	545	0	(545)			0.0%	
1455 Community centre stage hire	42	263	0	(263)			0.0%	
1460 Hire of flasks	5	167	0	(167)			0.0%	
1470 Hire of urn	2	2	0	(2)			0.0%	
1475 Storage charge	90	398	0	(398)			0.0%	
1476 Rent old parish office	0	1,049	0	(1,049)			0.0%	
Community Centre :- Income	4,130	18,232	53,500	35,268			34.1%	0
4070 Profess Fees/Agency Personnel	644	2,705	0	(2,705)		(2,705)	0.0%	
4150 Utilities & business rates	2,393	9,765	26,581	16,816		16,816	36.7%	
4250 PHS services	0	4,661	4,000	(661)		(661)	116.5%	
4295 Equipment - New/Replacement	112	1,867	8,860	6,993		6,993	21.1%	
4300 Equipment-Repair/Maintenance	0	355	700	345		345	50.8%	
4305 Parts- Repair/Replace/Spare	0	12	0	(12)		(12)	0.0%	
4435 Contingencies	0	0	2,500	2,500		2,500	0.0%	
4450 Inspections	0	210	700	490		490	30.0%	
4480 Memberships & Subscriptions	0	0	2,500	2,500		2,500	0.0%	
4560 Property Maintain/Replacement	2,316	3,600	9,619	6,019	7,898	(1,879)	119.5%	
4630 Consumables	246	469	750	281	85	196	73.8%	
4635 cleaning agents/materials	170	1,168	2,000	832	31	802	59.9%	
4695 community centre redevelopment	0	(116)	0	116		116	0.0%	
Community Centre :- Indirect Expenditure	5,881	24,696	58,210	33,514	8,013	25,500	56.2%	0
Net Income over Expenditure	(1,751)	(6,465)	(4,710)	1,755				
110 Administration								
1076 Precept	0	299,414	0	(299,414)			0.0%	
1085 Grants received	10,272	30,272	0	(30,272)			0.0%	
1099 Community Infrastructure	0	8,784	0	(8,784)			0.0%	8,784
Administration :- Income	10,272	338,469	0	(338,469)				8,784
4065 councillor training	0	40	1,000	960		960	4.0%	
4070 Profess Fees/Agency Personnel	0	0	5,000	5,000		5,000	0.0%	
4465 External Audit	0	0	2,205	2,205		2,205	0.0%	
4470 Internal Audit	0	1,925	3,363	1,438		1,438	57.2%	
4475 Legal Fees	15	392	667	276		276	58.7%	

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

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
4480 Memberships & Subscriptions	60	1,935	2,874	939		939	67.3%	
4550 Insurance	0	11,277	11,310	33		33	99.7%	
Administration :- Indirect Expenditure	75	15,568	26,419	10,851	0	10,851	58.9%	0
Net Income over Expenditure	10,197	322,901	(26,419)	(349,320)				
6001 less Transfer to EMR	0	8,784						
Movement to/(from) Gen Reserve	10,197	314,117						
120 Staff								
4000 Admin Staff	7,309	36,871	128,356	91,485		91,485	28.7%	
4010 Groundstaff	5,570	30,472	87,139	56,667		56,667	35.0%	
4020 Care Takers	5,502	24,713	89,764	65,051		65,051	27.5%	
4025 Cafe Staff	2,026	11,433	31,721	20,288		20,288	36.0%	
4040 PAYE	3,521	18,039	0	(18,039)		(18,039)	0.0%	
4045 Pension Scheme	4,509	23,582	44,443	20,861		20,861	53.1%	
4055 Staff training	24	24	4,500	4,476		4,476	0.5%	
4070 Profess Fees/Agency Personnel	1,026	2,219	4,645	2,427		2,427	47.8%	
4080 Employer NI	2,020	10,256	28,376	18,120		18,120	36.1%	
4090 Protective clothing/workwear	0	1,008	2,500	1,492		1,492	40.3%	
Staff :- Indirect Expenditure	31,507	158,615	421,444	262,829	0	262,829	37.6%	0
Net Expenditure	(31,507)	(158,615)	(421,444)	(262,829)				
130 Council Office								
1360 Electricity FIT	0	154	604	450			25.5%	
1365 Misc office income	0	3	0	(3)			0.0%	
Council Office :- Income	0	157	604	447			26.0%	0
4112 Advertising	0	0	360	360		360	0.0%	
4150 Utilities & business rates	1,084	6,264	17,750	11,486		11,486	35.3%	
4250 PHS services	0	101	130	29		29	77.7%	
4295 Equipment - New/Replacement	0	161	1,968	1,807	5	1,802	8.4%	
4400 Chairman's Budget	0	0	1,500	1,500		1,500	0.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	18	100	82		82	18.3%	
4415 Refreshments	55	197	524	327		327	37.5%	
4420 Telephone and Broadband	306	1,727	3,379	1,652		1,652	51.1%	
4425 IT Support and Maintenance	393	1,966	6,689	4,723		4,723	29.4%	
4430 Photocopier	0	253	1,338	1,085		1,085	18.9%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	121	287	966	679		679	29.8%	

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

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
4445 Postage	3	22	237	215		215	9.2%	
4450 Inspections	0	210	1,237	1,027		1,027	17.0%	
4480 Memberships & Subscriptions	0	48	0	(48)		(48)	0.0%	
4485 Other Licences/Fees	356	3,319	2,881	(438)		(438)	115.2%	
4500 PWLB	0	21,547	43,094	21,547		21,547	50.0%	
4560 Property Maintain/Replacement	0	1,146	5,509	4,363	30	4,333	21.3%	
4565 Elections/Parish Poll	0	7,857	0	(7,857)		(7,857)	0.0%	
4570 Church Grass Cutting Contribut	0	0	800	800		800	0.0%	
4595 Misc contributions	0	0	200	200		200	0.0%	
4605 Grants awarded	0	100	0	(100)		(100)	0.0%	
4630 Consumables	0	0	210	210		210	0.0%	
4635 cleaning agents/materials	0	0	106	106		106	0.0%	
Council Office :- Indirect Expenditure	2,318	45,223	89,578	44,355	35	44,320	50.5%	0
Net Income over Expenditure	(2,318)	(45,067)	(88,974)	(43,907)				
140 Neighbourhood Plan								
1340 Neighbourhood Plan	0	35	0	(35)			0.0%	
Neighbourhood Plan :- Income	0	35	0	(35)				0
4600 Neighbourhood Plan	1,400	1,424	18	(1,406)		(1,406)	7910.8%	
Neighbourhood Plan :- Indirect Expenditure	1,400	1,424	18	(1,406)	0	(1,406)	7910.8%	0
Net Income over Expenditure	(1,400)	(1,389)	(18)	1,371				
150 Investment								
1080 Bank Interest Received	0	3,169	4,051	882			78.2%	
1090 Monthly Loyalty Rewards	16	70	92	22			76.3%	
1091 Cash back rebates	6	29	48	19			60.8%	
Investment :- Income	22	3,269	4,191	922			78.0%	0
4060 Bank Charges & card fees	117	576	899	323		323	64.0%	
Investment :- Indirect Expenditure	117	576	899	323	0	323	64.0%	0
Net Income over Expenditure	(95)	2,693	3,292	599				
160 Planning								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	0	0	300	300	0	300	0.0%	0
Net Expenditure	0	0	(300)	(300)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

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
170 Health and Safety								
4135 Consultancy Fees	0	0	1,000	1,000		1,000	0.0%	
4140 Defibrillator	111	315	357	42		42	88.3%	140
4295 Equipment - New/Replacement	0	196	250	54		54	78.6%	
4630 Consumables	0	0	27	27		27	0.0%	
Health and Safety :- Indirect Expenditure	111	512	1,634	1,122	0	1,122	31.3%	140
Net Expenditure	(111)	(512)	(1,634)	(1,122)				
6000 plus Transfer from EMR	0	140						
Movement to/(from) Gen Reserve	(111)	(371)						
180 Media and Communications								
4105 Newsletter-Printing/Distributi	450	2,300	5,124	2,824		2,824	44.9%	
4110 Website and Emails	0	577	1,690	1,113		1,113	34.2%	
4155 IT Infrastructure	0	0	600	600		600	0.0%	
4460 CCTV	0	0	500	500		500	0.0%	
4685 Noticeboards	0	0	150	150		150	0.0%	
Media and Communications :- Indirect Expenditure	450	2,877	8,064	5,187	0	5,187	35.7%	0
Net Expenditure	(450)	(2,877)	(8,064)	(5,187)				
190 Stores								
4150 Utilities & business rates	170	850	1,623	773		773	52.4%	
Stores :- Indirect Expenditure	170	850	1,623	773	0	773	52.4%	0
Net Expenditure	(170)	(850)	(1,623)	(773)				
195 Tractor Shed								
4150 Utilities & business rates	363	1,816	3,466	1,650		1,650	52.4%	
4450 Inspections	0	190	473	283		283	40.2%	
4560 Property Maintain/Replacement	0	50	720	670	404	266	63.1%	
Tractor Shed :- Indirect Expenditure	363	2,056	4,659	2,603	404	2,199	52.8%	0
Net Expenditure	(363)	(2,056)	(4,659)	(2,603)				
200 Residents' Parties								
4115 Consumable- Food/Beverage	0	0	595	595		595	0.0%	
4120 Over 65 Entertainment	0	0	160	160		160	0.0%	
4630 Consumables	0	0	148	148	36	112	24.2%	
Residents' Parties :- Indirect Expenditure	0	0	903	903	36	867	4.0%	0
Net Expenditure	0	0	(903)	(903)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

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	226	2,191	1,550	(641)			141.3%	
Events :- Income	226	2,191	1,550	(641)			141.3%	0
4122 Events	210	2,853	4,709	1,856	1,096	761	83.8%	
Events :- Indirect Expenditure	210	2,853	4,709	1,856	1,096	761	83.8%	0
Net Income over Expenditure	16	(662)	(3,159)	(2,497)				
<u>210 Grounds</u>								
1200 Football Hire Charges	0	180	2,106	1,926			8.6%	
1210 Football Training Area Hire	0	272	986	714			27.6%	
1215 Grass cutting agreement	0	17,187	16,735	(452)			102.7%	
1270 Floodlights Income	0	27	26	(1)			104.2%	
Grounds :- Income	0	17,667	19,853	2,186			89.0%	0
4195 Keys/Locks	45	117	204	87	12	74	63.7%	
4200 Locking parks	0	528	2,772	2,244		2,244	19.0%	
4205 Replacement Bins	0	0	2,200	2,200		2,200	0.0%	
4210 Emptying Bins/Fresheners	0	1,235	5,457	4,222		4,222	22.6%	
4215 Seats - Repair/Replacement	0	0	1,200	1,200		1,200	0.0%	
4220 Signage - New/Replacement	0	15	500	485		485	2.9%	
4225 Floodlights Maintenance/Repair	0	0	1,460	1,460	2,860	(1,400)	195.9%	
4245 Highway grass verge cutting	0	4,842	10,653	5,811		5,811	45.5%	
4255 Skip hire	0	270	2,730	2,460		2,460	9.9%	
4260 Shrub/Tree/Hedge	0	375	1,000	625		625	37.5%	
4270 Fertilisers/Weed & Moss Killer	0	480	0	(480)		(480)	0.0%	
4275 Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295 Equipment - New/Replacement	0	0	525	525		525	0.0%	
4300 Equipment-Repair/Maintenance	0	136	0	(136)		(136)	0.0%	
4305 Parts- Repair/Replace/Spare	41	41	0	(41)		(41)	0.0%	
4320 Small tools	0	127	1,052	925		925	12.1%	
4325 fence repairs	0	0	5,000	5,000		5,000	0.0%	
4390 Materials	0	91	4,123	4,032		4,032	2.2%	
4395 Wetting Agents/Preservatives	0	0	233	233		233	0.0%	
4435 Contingencies	0	0	2,500	2,500		2,500	0.0%	
4630 Consumables	0	0	75	75		75	0.0%	
4635 cleaning agents/materials	0	0	450	450		450	0.0%	
Grounds :- Indirect Expenditure	85	8,257	44,040	35,783	2,872	32,910	25.3%	0
Net Income over Expenditure	(85)	9,409	(24,187)	(33,596)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

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
220 Machinery and Vehicles								
4160 Repairs/Maintenance	0	1,023	1,433	410	321	88	93.8%	
4265 Fuel	0	941	2,640	1,699		1,699	35.6%	
4290 Servicing	0	0	4,725	4,725		4,725	0.0%	
4295 Equipment - New/Replacement	0	57	57	0		0	99.8%	
4310 Hire of Machinery & vehicles	495	2,475	6,690	4,215		4,215	37.0%	
Machinery and Vehicles :- Indirect Expenditure	495	4,496	15,545	11,049	321	10,728	31.0%	0
Net Expenditure	(495)	(4,496)	(15,545)	(11,049)				
230 Trees								
4240 Emergency Work	0	0	1,668	1,668		1,668	0.0%	
4450 Inspections	0	0	0	0	495	(495)	0.0%	
4455 work & inspections	0	0	8,067	8,067		8,067	0.0%	
Trees :- Indirect Expenditure	0	0	9,735	9,735	495	9,240	5.1%	0
Net Expenditure	0	0	(9,735)	(9,735)				
240 Allotments								
1100 Allotment Income	9	88	3,220	3,132			2.7%	
Allotments :- Income	9	88	3,220	3,132			2.7%	0
4145 Landowner Rent	0	976	1,550	574		574	63.0%	
4150 Utilities & business rates	508	698	192	(506)		(506)	363.6%	
4390 Materials	0	0	1,238	1,238		1,238	0.0%	
4435 Contingencies	0	0	613	613		613	0.0%	
4560 Property Maintain/Replacement	0	0	600	600		600	0.0%	
Allotments :- Indirect Expenditure	508	1,674	4,193	2,519	0	2,519	39.9%	0
Net Income over Expenditure	(498)	(1,586)	(973)	613				
250 Play Areas								
4295 Equipment - New/Replacement	0	32	2,000	1,968		1,968	1.6%	
4300 Equipment-Repair/Maintenance	0	87	2,500	2,413		2,413	3.5%	
4450 Inspections	0	294	250	(44)		(44)	117.6%	
Play Areas :- Indirect Expenditure	0	413	4,750	4,337	0	4,337	8.7%	0
Net Expenditure	0	(413)	(4,750)	(4,337)				
255 Hard Courts and Car Park								
1225 Outside courts	0	460	1,816	1,356			25.3%	

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

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
1230 No longer in use	0	57	0	(57)			0.0%	
Hard Courts and Car Park :- Income	0	517	1,816	1,299			28.4%	0
4300 Equipment-Repair/Maintenance	0	0	1,000	1,000		1,000	0.0%	
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	0	365	365		365	0.0%	
4560 Property Maintain/Replacement	0	0	675	675		675	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	0	2,540	2,540	0	2,540	0.0%	0
Net Income over Expenditure	0	517	(724)	(1,241)				
<u>260 Bowling Green</u>								
1240 Bowls Hire Charges	0	1,900	1,900	0			100.0%	
Bowling Green :- Income	0	1,900	1,900	0			100.0%	0
4160 Repairs/Maintenance	0	0	200	200		200	0.0%	
4390 Materials	0	0	2,445	2,445		2,445	0.0%	
Bowling Green :- Indirect Expenditure	0	0	2,645	2,645	0	2,645	0.0%	0
Net Income over Expenditure	0	1,900	(745)	(2,645)				
<u>265 Memorials</u>								
1280 Memorial Garden Income	0	38	0	(38)			0.0%	
Memorials :- Income	0	38	0	(38)				0
4360 Rose Renewal	0	8	400	392	15	377	5.9%	
4575 War Memorial	0	0	350	350		350	0.0%	
Memorials :- Indirect Expenditure	0	8	750	742	15	727	3.1%	0
Net Income over Expenditure	0	29	(750)	(779)				
<u>270 Traffic Highways/Environment</u>								
1350 Parish Partnership grant	0	6,143	6,143	0			100.0%	
Traffic Highways/Environment :- Income	0	6,143	6,143	0			100.0%	0
4655 Bus Shelters	0	0	596	596		596	0.0%	
4670 Parish Partnership Scheme	0	12,286	12,286	0		0	100.0%	
Traffic Highways/Environment :- Indirect Expenditure	0	12,286	12,882	596	0	596	95.4%	0
Net Income over Expenditure	0	(6,143)	(6,739)	(596)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

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	3,463	20,090	36,000	15,910			55.8%	
	<u>3,463</u>	<u>20,090</u>	<u>36,000</u>	<u>15,910</u>			<u>55.8%</u>	<u>0</u>
Cafe :- Income								
4070 Profess Fees/Agency Personnel	0	213	0	(213)		(213)	0.0%	
4160 Repairs/Maintenance	0	65	0	(65)		(65)	0.0%	
4295 Equipment - New/Replacement	0	15	0	(15)		(15)	0.0%	
4300 Equipment-Repair/Maintenance	0	63	76	13		13	83.1%	
4630 Consumables	0	219	1,750	1,531		1,531	12.5%	
4635 cleaning agents/materials	0	23	150	127		127	15.2%	
4710 Café Purchases	1,661	9,662	21,417	11,755		11,755	45.1%	
4711 Community fridge/ fruit & veg	0	119	282	163		163	42.3%	
	<u>1,661</u>	<u>10,379</u>	<u>23,675</u>	<u>13,296</u>	<u>0</u>	<u>13,296</u>	<u>43.8%</u>	<u>0</u>
Cafe :- Indirect Expenditure								
Net Income over Expenditure	<u>1,802</u>	<u>9,711</u>	<u>12,325</u>	<u>2,614</u>				
Grand Totals:- Income	18,121	408,793	128,777	(280,016)			317.4%	
Expenditure	45,350	292,765	739,215	446,450	13,288	433,163	41.4%	
Net Income over Expenditure	<u>(27,228)</u>	<u>116,028</u>	<u>(610,438)</u>	<u>(726,466)</u>				
plus Transfer from EMR	0	140						
less Transfer to EMR	0	8,784						
Movement to/(from) Gen Reserve	<u>(27,228)</u>	<u>107,385</u>						

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Hellesdon Parish Council – NO0213**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

03/09/2024

Meeting of Hellesdon Parish Council

10th September 2024

Item 7 – Governance

a) To Receive Proposal that Cllr Johnson will Stand Down from Planning Committee, to be replaced by Cllr Forder

Cllr Johnson is a nominated member of Hellesdon Parish Council's planning committee and also a member of Broadland Council's planning committee. When applications are received that may be called in to the Broadland committee, Cllr Johnson either has to withdraw from discussions at parish level, or risk the perception of predetermination at Broadland Council.

To ensure the best representation for the people of Hellesdon, it is therefore recommended that Cllr Johnson stands down from the planning committee. Cllr Forder regularly stands in as a substitute and has a good understanding of local government planning. Therefore it is recommended that Cllr Forder be elected to the Planning Committee of Hellesdon Parish Council.

**Minutes of the meeting of the Planning Committee held on
 Tuesday 9th July 2024 at 6:15pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr G. Britton (Chairman)
 Cllr I. Duckett
 Cllr B. Johnson
 Cllr R. Sear

Also In Attendance
 Mrs F. LeBon – Clerk to the Council

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence

Apologies were received from Cllr S. Holland and Cllr D. Maidstone

2. Declarations of Interest and Dispensations

Cllr Johnson declared an interest in applications 2024/1672 and 2024/1691 on the grounds that they are likely to be discussed by Broadland Council’s planning committee, of which he is a member.

3. To Approve the Minutes of the Committee Meeting held on 11th June 2024

Minutes of 11th June 2024 had been previously circulated and were **AGREED**. They were signed as a true and accurate record of the meeting by Cllr Britton.

4. Public Participation

No matters raised.

5. Planning Outcomes

The report was previously circulated and **NOTED**.

6. Planning Applications for Consideration

The following applications were considered and responses to the relevant consultations agreed:

Application	Response to Consultation
Western Link Project Extending the Broadland Pathway	Support. This will alleviate traffic through Hellesdon
2024/1670 Asda, Drayton High Road, NR6 5DT Advertisement Consent	No objections
2024/1672 16 Margaret Close, NR6 5BS	<i>Cllr Johnson took no part in the discussion and did not vote on this application.</i>

Approved.....

Date.....
 HPC Planning Committee Minutes 9th July 2024

Subdivision of plot to separate annexe. Creation of new highway access.	Objections on the grounds of highway safety. The proposed new vehicular access will not allow both access and egress onto the public highway in forward gear. The highway access is on to a very narrow road and is close to the junction of the main Drayton High Road. The committee is not in favour of the two dwellings on the single plot
2024/1828 32 Neylond Crescent, NR6 5QF Installation of a domestic air source heat pump (8kW).	No objections, subject to their being no adverse impact on the neighbouring properties.
2024/1842 61 Cromer Road NR6 6LX Single storey side extension.	No objections
2024/1691 59 Holt Road Hellesdon Norfolk NR6 6XS Conversion of first floor to 3 self contained flats, removal of existing UPVC cladding on the north east elevation, repair and paint brickwork and creation of small canopy projection and porch over office front.	<i>Cllr Johnson took no part in the discussion and did not vote on this application.</i> Objection due to over intensive use of the site. Difficult to comment on adequate parking provision until it is known what type of business will form the commercial unit on the ground floor.

7. Items for the Next Agenda

No matters raised.

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 23rd July 2024 at 6.15pm.

The meeting closed at 6.35pm.

Approved.....

Date.....
HPC Planning Committee Minutes 9th July 2024

**Minutes of the meeting of the Planning Committee held on
 Tuesday 23rd July 2024 at 6:15pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr I. Duckett
 Cllr R. Forder (substitute for Cllr G. Britton)
 Cllr R. Sear

Also In Attendance
 Mrs F. LeBon – Clerk to the Council

It was **AGREED** that Cllr Duckett would Chair the meeting.

1. Apologies and acceptance for absence

Apologies were received from Cllr G. Britton, Cllr S. Holland, Cllr B. Johnson and Cllr D. Maidstone

2. Declarations of Interest and Dispensations

None made

3. To Approve the Minutes of the Committee Meeting held on 9th July 2024

Minutes of 9th July 2024 had been previously circulated and were **AGREED**. They were signed as a true and accurate record of the meeting.

4. Public Participation

No matters raised.

5. Planning Outcomes

The report was previously circulated and **NOTED**.

6. Planning Applications for Consideration

The following applications were considered and responses to the relevant consultations agreed:

Application	Response to Consultation
2024/1868 69 Westwood Drive, NR6 5DF Single storey rear extension and replacement garage.	No objections.
2024/1954 12 Pinewood Close, NR6 5LX Single storey extension with pitched roof to the front.	No objections.

7. Items for the Next Agenda

No matters raised.

Approved.....

Date.....
 HPC Planning Committee Minutes 23rd July 2024

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 13th August 2024 at 6.15pm.

The meeting closed at 6.52pm.

DRAFT

Approved.....

Date.....
HPC Planning Committee Minutes 23rd July 2024

**Minutes of the meeting of the Planning Committee held on
 Tuesday 13th August 2024 at 6:15pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr G. Britton - Chairman
 Cllr I. Duckett
 Cllr R. Forder (substitute for Cllr B. Johnson)
 Cllr D Maidstone

Also In Attendance - Mrs F. LeBon – Clerk to the Council

1. Apologies and acceptance for absence

Apologies were received from Cllr S. Holland and Cllr B. Johnson.

2. Declarations of Interest and Dispensations

None made.

3. To Approve the Minutes of the Committee Meeting held on 23rd July 2024

Minutes of 23rd July 2024 had been previously circulated. The minutes were **AGREED** and signed as a true and accurate record of the meeting.

4. Public Participation

No matters raised.

5. Planning Outcomes

The report was previously circulated and **NOTED**.

6. Planning Applications for Consideration

The following applications were considered and responses to the relevant consultations agreed:

Application	Response to Consultation
2024/2116 - 296 Drayton High Road, NR6 5BJ Reserved matters for appearance, landscaping, layout and scale, following outline application 20190580 for proposed residential development.	It was noted that this application had already received outline planning permission and the current application was providing further detail. There were no objections to the reserved matters application.

7. Items for the Next Agenda

No matters raised.

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 27th August 2024 at 6.15pm.

The meeting closed at 6.21pm.

Approved.....

Date.....

**Minutes of the meeting of the Planning Committee held on
 Tuesday 27th August 2024 at 6:15pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr G. Britton - Chairman
 Cllr I. Duckett
 Cllr R. Forder (substitute for Cllr B. Johnson)
 Cllr D Maidstone

Also In Attendance - Mrs F. LeBon – Clerk to the Council

1. Apologies and acceptance for absence

Apologies were received from Cllr S. Holland and Cllr B. Johnson.

2. Declarations of Interest and Dispensations

None made.

3. To Approve the Minutes of the Committee Meeting held on 13th August 2024

Minutes of 13th August 2024 had been previously circulated. The minutes were **AGREED** and signed as a true and accurate record of the meeting.

4. Public Participation

No matters raised.

5. Planning Outcomes

The report was previously circulated and **NOTED**. The Clerk reported that Broadland Council had advised that the premises at 18 Links Avenue, which had recently been granted permission for licensable activities, would not need planning permission for change of use as it was still primarily a domestic residence and there would be no marked increase in highway traffic. It could therefore be classed as running a business from home.

6. Planning Applications for Consideration

The following applications were considered and responses to the relevant consultations agreed:

Application	Response to Consultation
<p>2024/2248 – 41 Samson Road, NR6 5HG Single storey rear extension.</p>	<p>No objections.</p>

Approved.....

Date.....
 HPC Planning Committee Minutes 27th August 2024

<p>2024/2261 – 19 Brabazon Road, NR6 6SY</p> <p>Rear 1.5 storey extension, erection of new bay windows and front porch and reconfiguration of main roof</p>	<p>No objections</p>
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7. Items for the Next Agenda

No matters raised. It was noted that Cornerstone Developments had responded to the Parish Council’s concerns about the initial layout plans for the Heath Crescent site and this response had been forwarded to all councillors. A formal planning application is expected in due course.

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 10th September 2024 at 6.15pm.

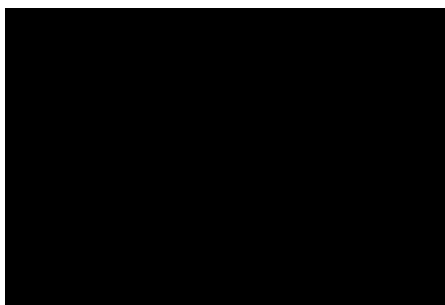
The meeting closed at 6.25pm.

DRAFT

Approved.....

Date.....

7th August 2024



Land at Heath Crescent

Thank you for your letter dated 9th July, providing an indicative plan of the proposed development of the former Jarrold Sports and Social Club. A meeting of the full council was held on 5th August, and it was agreed to feed back the following comments about the indicative layout plan.

1) Concerns about highway safety were dominant. These included:

- a. Egress onto the Cromer Road over the bus lane. Existing residents struggle to exit onto this main road, particularly during rush hour. The new development would add 100+ vehicle movements per day to this. [We have engaged with NCC Highways pre-application. It has raised no objections to the principle.](#)
- b. Access to the new development via the land where 3 Prince Andrew's Road is currently located was of concern. The access road would impact adjoining properties, particularly when large vehicles (eg: delivery vehicles or refuse trucks) are trying to enter the development from an already narrow Prince Andrew's Road. We would like to know how the neighbouring properties would be made secure from the access road? [The existing carriageway would be widened at the frontage – to 5.5m metres – to assist turning. This would be the 'gateway' entrance to the site, and so good quality treatments would be proposed \(close board fence and potentially brickwork, and soft landscaping\).](#)
- c. One access point for vehicular access and egress was not supported. A secondary point either onto Fifers Lane or via Union Park should be considered. [NCC Highways is of the view that two accesses are not required, and that the scale of the development would not warrant that.](#) latter would be preferable for construction traffic. [We agree in principle. NCC Highways has asked for tracking to be undertaken to assess the viability of this access for construction traffic, but does not appear to be especially concerned with it.](#)
- d. Increase in offsite parking causing access problems, in an area which is already problematic due to airport parking. [There are to be visitor parking spaces proposed within the development. And it is possible that NCC could introduce parking permits \(similar to some city centre locations\).](#)

- e. Could we ask if Norfolk County Council highways has been consulted on the plan? [Yes - see above – via a formal pre-application enquiry.](#)

2) Natural Environment:

- a. What screening would there be to screen existing properties from the new development and who would maintain it? [Fences and potentially some soft landscaping \(trees/hedges\). Responsibility for maintenance would fall to property owners.](#)
- b. What is proposed to create a net biodiversity gain on the development? [We will endeavour to provide as much as possible on site. But as with most sites of this size, the probability is that we would rely on BNG credits/off-site provision where we cannot provide on-site.](#)

3) Open Space

a. The main area of open space is right next to a busy main road and has little natural surveillance. It would be better placed in the centre of the development to make it more secure and give a more community feel to it. [We believe its location does allow for surveillance. And allows for the more efficient use of the site. It also utilises - through dual use – the best location for surface water attenuation.](#)

Could you please:

- i. Give more detail of the SUDS system which forms part of the open space. [This detail will be provided at planning application stage but essentially the Infiltration basin will be a shallow depression within the POS area, and will have a 1-in-12 side slope on one side to allow for access for use as POS. it would stay dry most the of time, apart from during heavy rainfall events.](#)
- ii. Advise if the police architectural liaison officer has been consulted? [Not pre-application \(usually during the application\). But we have \(and will, through detailed design\) addressed the principles underscoring 'Designing Out Crime.'](#)
- iii. Advise if Sport England has been consulted? [CODE DP has undertaken some consultation with Sport England ahead of this pre-application stage.](#)

4) Impact on Local Services Local people are already increasingly frustrated at the inability to access public services. With housing allocations already in place for the remainder of the Persimmon development, and also Hellesdon Hospital, could we please ask if the following have been consulted:

- i. Local medical establishments / CCG
- ii. Local education authority
[We have not consulted with these organisations pre-application. They would normally be consulted by BDC during an application. Whilst a development of this size would have modest impacts, infrastructure \(including education\) is addressed through CIL.](#)

5) Please could the following technical points be answered:

- a. Are there shared services between numbers 1 and 3 Prince Andrew's Road? If so, how will number 1 Prince Andrew's Road be safeguarded? [Not that we are aware.](#)
- b. How would the demolition of 3 Prince Andrew's Road be managed to ensure minimum disruption to numbers 1 and 5 Prince Andrew's Road. [Qualified demolition contractor with a suitable method statement.](#)
- c. There is local knowledge of a restricted covenant on the land proposed for development. We note from the Title Deeds that the original deeds and documents of title had been lost and therefore restrictive covenants in place before 30th January 2024 will still be applicable. Could you please give more detail of these restrictive covenants? [The entry in question does not necessarily mean the part of the site registered at Land Registry under title number NK534337 is subject to restrictive covenants, just that it might be. The entry is due to the title deeds to that part of the site having been lost prior to first registration. Neither Jarrold \(which has owned the property since 1983\) nor the applicant are aware of any restrictive covenants affecting that part of the site.](#)
- d. Should planning permission be granted, will there be a construction management plan in place to safeguard the wellbeing of local residents during the construction period. In particular in relation to working hours and protection from dust and fumes. [Yes, we](#)

would expect a Construction Traffic Management Plan to be a condition of planning permission.

With regards to your queries on the recreation / open space, concerns have been raised as above to the quality of open space provision on the site. High quality play equipment and green space which is accessible to all regardless of ability should be provided. This includes accessibility for all generations. To assist, the Neighbourhood Plan Working Group has recently agreed that a policy to be placed in the emerging Hellesdon Neighbourhood Plan for developers to install fully accessible play equipment on new developments, and a community action for existing play equipment to be reviewed, with a view to improving it to make it more accessible. More information on right to play, specifically for young people, can be found here: <https://www.map.uk.net/here-you/changing-world/everyone-has-right-play>

Thank you for highlighting that. Our expectation is that we would need to meet the specifications/standards required by Broadland District Council, and that provision/management of such would be specified – normally – through legal agreement (S.106).

This should be balanced with the needs of all generations to support the wellbeing of all our community.

I trust this will be of assistance when formulating your planning application, and I look forward to your response to our queries so that I can feed this back to our residents.

If you would like any clarification on any of the points made, please do not hesitate to get in touch.

Yours sincerely,

Faye LeBon

Faye LeBon

Clerk to Hellesdon Parish Council

Meeting of Hellesdon Parish Council

10th September 2024

Item 9 – Neighbourhood Plan Working Group

a) To Receive Update from the Neighbourhood Plan Working Group held on 17th July 2024

Further grant funding of £9,900 has been received to support the Neighbourhood Plan.

The Design Code for the Neighbourhood Plan, as drafted by AECOM, has been sent to Broadland Council in advance of being signed off by Locality.

There is currently a 'Call for Sites' in process, to help provide the Neighbourhood Plan with further protection against speculative development in the first five years from adoption. This closes on 17th September.

The evidence base for important views has been completed and will be presented to the working group and the next meeting.

The evidence base for local green space, non-designated heritage sites and important trees is in progress.

The draft minutes are appended to this report

**Minutes of the Meeting of Hellesdon Neighbourhood Plan Working Group
held on Wednesday 17th July 2024 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr S. Gurney (Chairman)
Cllr L. Douglass
Ms C. Fullbrook (YAB)
Mrs B. Knowles

Cllr N. Barker
Cllr R. Forder
Mrs K. Hicks

In attendance: Mrs F. LeBon (Clerk) and Ms L. Cornell (Collective Community Planning).

Cllr Gurney opened the meeting at 7pm and welcomed all in attendance.

1. Apologies for Absence

Apologies had been received from Cllr B Johnson, Cllr S Lowthorpe and Cllr S Smith.

2. Declarations of Interest

None declared.

3. To Agree Minutes of the Meeting of 17th June 2024

The draft minutes had been previously circulated and were **AGREED** after a proposal from Cllr Forder and a second from Mrs Knowles.

4. Neighbourhood Plan Policies

a) To Consider Emerging Neighbourhood Plan Policies

A draft paper had been prepared for consideration by the committee.

Housing Allocation: It was **AGREED** to make a general call for sites, on the provision that there is a robust process for assessing each site. An allocation would help to protect the adopted Neighbourhood Plan for a period of five years against speculative development. Community Collective Planning is able to provide a standard advert and form to help with this process. This can be publicised via the website, Facebook, Just Hellesdon and the parish noticeboards. Known landowners can also be approached. There is no obligation accept any of the sites so there is nothing to lose in the call. The sites should be submitted by the 24th September 2024.

Protection of Community Facilities: It was noted that establishments such as doctors and dentists are deemed as private, therefore cannot be protected as a community facility. Community Collective Planning will find out if post office facilities can be protected. Discussions occurred about protecting children's play areas, or whether they already have a sufficiently high level of protection. Discussions also occurred about protection of St Paul's on the grounds that numerous community activities are held within this building. Consideration should be given by full council as to whether this should be proposed as an asset of community value.

Future community facilities, such as the community building proposed on Phase 6 of the Persimmon site should also be considered if possible.

Policy on New Community Facilities

Approved.....

Date.....

Banking hubs were discussed and how these should be encouraged should the opportunity arise to have one in Hellesdon in light of local banks closing. New post office facilities should be supported should the current post office be lost.

Policy on Transport and Access: The working group noted the proposed policy on connectivity to the yellow and brown cycle routes.

It was also noted that the proposed design code had a useful section on footpaths and their usefulness in connecting communities and community facilities, and also the need for them to be well designed including features such as good lighting and natural surveillance.

Beryl bike and scooter parks should be part of new developments.

Community Action on Transport: The air quality around the Boundary Junction was discussed as a matter of concern. More frequent monitoring of the air quality around this area is to be encouraged. Cllr Douglass is to liaise with District Councillor Jones in his new role as Shadow Member for the Environment at Broadland Council to assist with this, as this area is likely to have the poorest air quality in the District.

Existing community facilities should invest in good quality cycle parks.

Engagement should be had with the police and Norfolk County Council about speeding and the community speed watch should be supported.

Policy on Local Green Spaces: Areas of Local Green Space which should be nominated for protection were discussed. Green space at Millenium Avenue and Eversley Road were added to the existing list.

The Clerk will clarify the extent of the crash zones at Norwich Airport.

The YAB currently has a campaign of 'Right to Play' whereby play spaces are accessible to all, regardless of ability or disability, so that families and friends with different access needs can play alongside each other in public spaces. It was agreed that there should be a policy for developers to install fully accessible play equipment on new developments, and a community action for existing play equipment to be reviewed, with a view to improving it to make it more accessible. Community Collective Planning has templates for nomination of local green spaces.

Policy on Biodiversity: Suggestions for a policy to support local flora and fauna were supported. Trees that were not TPO'd yet otherwise important were discussed. The Clerk is to obtain a parish TPO plan for further discussion.

Policy on Heritage – Non Designated Heritage Assets: Discussions occurred as to Heritage Assets and their current designation. St Mary's Church and the war memorial are already Grade II listed. The cross in St Mary's churchyard and the wayside cross on the Boundary Road / Drayton High Road junction are scheduled monuments.

Community Collective Planning can provide a template to nominate non-designated heritage assets. Each nomination will require a picture and an explanation as to why it is special to the community.

Policy on Car Parking: Priorities for car parking were agreed as parking outside schools, parking at The Whiffler and verge parking.

Policy on Design: The draft design codes from AECOM would be discussed under item 6.

Policy on Important Views: The Clerk is to obtain photos of the views from the Low Road and Drayton High Road to support this policy, the location of the photo should be identified using What 3 Words.

Community Projects: These had been identified in the discussion document, but it was agreed to add the Right to Play accessible play equipment, and also improved changing facilities for sports players and officials, supporting mixed gender/gender identity.

b) To Identify Local Green Spaces and Non-Designated Heritage Assets

This had already been agreed in item 4a

c) To Agree Completion of Local Green Spaces and Non-Designated Heritage Assets Templates

This had already been agreed in item 4a

d) To Consider a Call for Sites

Approved.....

Date.....

This had already been agreed in item 4a

5. To Receive Update Report on Neighbourhood Plan Funding.

The Clerk reported that, to date, the Parish Council had successfully applied for £7,425 from Locality to support the Neighbourhood Plan work to 31st March 2024. A further £9,900 has been applied for to support the Neighbourhood Plan which, if successful, brings grant funding to £17,325.

There still remains a shortfall on the predicted cost of the Neighbourhood Plan of approximately £2,550. This will form part of a grant application to Broadland Council.

6. To Consider Draft Design Code from AECOM

The draft design code had been sent to all members of the working group. Subject to minor typographical errors, correction of the number of schools, amendments to photos and the correction of referring to Hellesdon as a village, the Design Code document was adopted.

7. Items for the Next Agenda

Templates for local green space and non-designated heritage sites.

Important trees (plan of TPO trees required).

Plan of the airport crash zone.

Important Views from Low Road and Drayton High Road.

Review of Call for Sites.

It is hoped that a draft plan could come together in September / October

8. Date and Time of Next meetings

Wednesday 25th September at 7pm

The meeting closed at 9pm

Approved.....

Date.....

Meeting of Hellesdon Parish Council

10th September 2024

Item 10 – Community Centre Committee

a) To note decisions made by the Community Centre Committee on 14th August 2024

The draft minutes are appended to this report.

b) To receive report on Fire Door Replacement Project and to Agree Funding Method

As part of the rolling fire door replacement project, £5,000 was budgeted to progress with the fire door replacement project, after a report in 2022 revealed that all fire doors in the community centre would fail on the ability to hold back fire to allow for sufficient escape time.

In 2023 phase 1 was completed to allow for the community centre to be compartmentalised into 4 areas. Phase 2 will focus upon the Marjorie Lewis room, requiring the replacement of the two double fire doors and the windows and panelling between the ML and the foyer.

This project will actually have a dual purpose. Firstly it will compartmentalise this room with FD30S doors which will hold back fire and smoke for 30 minutes, allowing sufficient time for evacuation. Secondly, it will remove the transparency of the windows, which is an often complained about feature of the ML room.

The project was placed on contracts finder to ensure openness and transparency of the project and local contractors were also directly approached. Eight prices were received, but it was then established that some had quoted from a desktop study and not attended site. The committee agreed to award the contract to a local contractor at a cost of £11,550.46.

This is above the £5,000 budgeted in the 2024/2025 precept. The earmarked reserves have been reviewed and there is currently £7,739.68 in the Community Centre Contingency (EMR 329). Having reviewed this, this figure should read £12,739.68 (as presented to the council under the reserves review as part of the budget). The error has occurred when £8,000 was transferred out to cover P1 of the fire door replacement project, when only £3,000 should have been transferred from EMR as £5,000 had been budgeted for in the precept. This means that free reserves are currently over by £5,000. It is therefore recommended that £5,000 is taken from this years' budget. £5,000 from free reserves, and the £1,550.46 balance taken from EMR 329.

c) To receive report on Flooring Replacement Project and to Agree Funding Method

As part of the settlement with liquidator for Melton Builders, an amount was accounted for the repair of the Altro flooring in the foyer, corridor and outside toilets. This was negotiated between the loss adjuster and our project manager, but unfortunately this was never going to extend to a full replacement project, only repairs in the damaged area.

The amount negotiated for the repair was £2,939.00

This could be actioned, however the salmon coloured flooring is no longer available. Repairs have been made to this flooring but a different colour has had to be used, and a border created to try to make the change of colour look deliberate. With the repairs that are now required, this will be more difficult and is likely to look like a poor patchwork repair.

The committee agreed that a full replacement would be preferable to prevent a poor first impression of the community centre with a patch floor.

Three quotes were presented to the committee and it was agreed that the project should be awarded for £7,489.13, as the lowest quote of all contractors. A colour of 'granite' has been chosen as a neutral colour for the works (contractor based in Spixworth).

As part of the general reserves calculation, the Parish Council set aside a worst case scenario payment for Melton Builders of £22,555.77 to settle. After a great deal of negotiation the final settlement figure was 10,639.92, leaving an extra £11,915.85 in free reserves. Of this, £2,085.00 has been allocated to the urgent remediation of the ML flooring, leaving a balance of £9,830.85, which would cover a complete refurbishment.

The flooring work should only be done after the P2 WC refurbishment and the works to ML Fire doors to reduce the risk of the new flooring being damaged.

d) To receive report on Lighting in ML Room and Agree Funding Method

Further to the successful 'Through the Decades' event, the community centre committee would like to reinstate a permanent mirror ball and lighting system in the ML room. The price received for this is £1,527.00 plus £250 for professional electrical works. Comparable quotes have been sought but have not been available.

The system would only be available for use by the caretakers, but the service would be hired out to members of the public to support their events at a cost of £25 per hire, so the investment would eventually pay for itself, both through increasing the popularity of Parish Council events but also through private hire.

The cost could be taken from EMR 329 (community centre contingency).

e) To consider purchase of cabinet to site bleed kit.

The bleed kit has been purchased and is currently being stored in the caretakers office. To make this fully publicly accessible, a cabinet would be required.

The kit does not fit in the current defibrillator cabinet attached to Diamond Jubilee Lodge. However it may be better for the cabinet to be sited on the outer perimeter of the community centre to allow for access when there is no one on site at the centre

A cabinet such as the below could be purchased for £350 and this would fit on the outer pillar at the base of the driveway, next to The Bull. Cllr Smith has provided a link whereby the cabinet can

be registered with the Ambulance Service.



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

**Minutes of Hellesdon Community Centre Committee meeting
Wednesday 14th August 2024, 3pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge**

Present

Cllr R. Forder (Chairman)
Cllr S. Gurney
Cllr D. Maidstone
Cllr S. Smith

Also in attendance:

Mrs F. LeBon (Parish Clerk) and Mr K. Sage (Facilities Manager).

Welcome

Cllr Forder welcomed all attendees to the meeting.

1. Apologies and Acceptance for Absence

Apologies were received from Cllr N. Barker.

2. Declarations of Interest and Dispensations

No declarations made.

3. Approval of the Minutes from the Meeting of 4th March 2024

The minutes of the committee meeting dated 4th March 2024 had been previously circulated. These were **AGREED** and signed as a true and accurate record of the meeting.

4. Public Participation

There were no members of the public in attendance.

5. Building Maintenance and Improvements

a) To Receive Update on WC Projects

The Clerk reported that the final account for Phase 1 of the WC refurbishment project is close to being settled. This has been delayed due to a problem with a small amount of backflow occurring within the ladies WCs. Repeated solutions have been tried to remediate with little success.

It has been established the pipes by the rear door and to the Caretaker's storage are becoming blocked, an issued which had not occurred prior to the refurbishment works.

The Parish Council met with the contractor, project manager and plumber to discuss a resolution on 8th August. Copies of drainage surveys are being studied and records are being kept by the caretakers on a daily basis as evidence of the recurring issue.

1

Approved.....

Date.....

Hellesdon Community Centre Committee 14th August 2024

With regards to Phase 2 to refurbish the West WCs, £20,000 grant funding from the National Lottery has been received.

A letter of intent has been sent to the successful contractor and they intend to start work in August.

A site meeting has been held and all sanitaryware, fixtures, fittings and ironwork are to match those installed in Phase 1.

b) To Receive Prices for Phase 2 of Fire Door Replacement Project and Appoint Contractor

The Clerk reported that the council had engaged in a rolling programme of replacement of fire doors in community centre to ensure compliancy with fire safety. A specification was shown to members and this been placed on contracts finder for maximum exposure and openness and transparency. This focussed on compartmentalisation of the Marjorie Lewis room. Eight quotes had been received, but on following up with the two lowest quotes, neither contractor had attended a site visit before they quoted for the works. It was **AGREED** to award the works to contractor 5 for £11,550.46. As there was only £5,000 budgeted for 2024/2025, this will be placed on the full council agenda for September to remove money from earmarked reserves.

c) To Receive Options for Repair / Replacement of Flooring in Foyer, Corridors and Outside Toilets and Appoint Contractor

The Clerk reported that the wooden flooring is being sanded and sealed from 21st August, as part of the insurance claim.

As part of the settlement with liquidator, an amount was accounted for the repair of the Altro flooring in the foyer, corridor and outside toilets. This was negotiated between the loss adjuster and the Parish Council's project manager, but unfortunately was never going to extend to a full replacement project, only repairs in the damaged area.

The amount negotiated for the repair was £2,939.00 and this can be actioned, however, the colour of the existing flooring has been discontinued with no close match available. Members **AGREED** that it would be better to use the amount negotiated as a contribution to the full replacement. Three quotes had been obtained and it was **AGREED** to appoint contractor 3 at a total cost of £7,489.13 to renew the floors in a 'granite' colour. This will be placed on the full council agenda for removal of funds from free reserves.

d) To Receive Prices for Outside Signage and Appoint Contractor

As part of the final settlement for the M&E contract for the community centre, the final invoice was reduced by £1,500 to allow for Hellesdon Parish Council to pay for signage for the community centre. It was originally hoped that the contribution to signage would be greater as individually lit letters were being sought, but with a reduced contribution non-lit letters illuminated by a trough light or spot lights is now the better option. Three designs and quotes had been sought for the works and were presented to members. It was **AGREED** to ask contractor 2 to change the font on their proposal and reprice, and to ask contractor 3 to change the size of the lettering and reprice.

e) To Consider Installation of Permanent Mirror Ball and Associated Lighting

A quote was provided to supply and install a permanent mirror ball in the Marjorie Lewis room at £1,527. This would be for use with the increasing number of council run events and also for hire by the public. Subsequent quotes from other local stage lighting firms had been unsuccessful. There would also be an extra charge for the services of an electrician at approximately £250.

The benefits of this system were discussed as an attractive feature for the public to hire (albeit with caretakers remaining in charge of the system). It was **AGREED** that this would be an investment for the community centre and that this should be taken to full council to secure the funding. A hire fee of £25 (flat fee) was **AGREED**.

f) To Receive Report into Defective Door to Kitchen

It was reported that one of the doors to the kitchen had failed and is now beyond repair. It was **AGREED** to obtain quotes for the kitchen doors and associated frames, based upon the design of the new fire doors.

To Consider Sale of Unused Chairs

2

Approved.....

Date.....

Hellesdon Community Centre Committee 14th August 2024

a) To Receive Update Report on closure of Building Works

It was reported that the Community Centre has ample black fabric chairs for all rooms. It is also in possession of appropriately 175 green / gold banqueting chairs which previously belonged to the Executive Committee. These have been stored for 10 years and are now taking up valuable storage space for the community centre. Discussions occurred as to whether they would be required when the community centre extension was opened, however, it was **AGREED** after a proposal from Cllr Smith and a second from Cllr Maidstone to sell the old banqueting chairs.

7. To Receive Fire Risk Assessment

An updated fire risk assessment was presented to the committee. The following actions had already been put into place:

- The rolling programme of fire door replacements.
- Purchase of emergency ‘grab bags’
- Doors being locked when a room is not in use (except those on official fire escape routes).
- Procedures in place for the caretakers.
- Fire drills to be implemented when the building is in use.

The recently purchased bleed control kit was shown to members. Consideration should be given to a formal cabinet as it does not fit in the current defibrillator cabinet. This will be discussed by full council.

8. To Consider use of Warm Room

It was reported that the warm room continues to be a useful asset to the community centre, but presently it is not used as much as for its original purpose. It is used as a social space and an overspill for the café. There is now increased demand in the community centre for a room of a similar size to the Olive Hasteltine room, and the Spraggins room would meet this demand.

The facilities team have mocked up the warm room in the Westwood room. The Westwood room would still provide a warm space for those who need it, and could accommodate the television, some chairs and the drinks station, along with a small shelving area for some books magazines and games.

Cllr Gurney raised that this was the wrong time of year for this to be discussed, with winter approaching and the limiting of the winter fuel allowance.

Cllr Gurney proposed that:

- The warm room is kept as it is for this winter and the Parish Council should look at the ramifications and data for need.
- The Parish Council to actively promote the room as a warm room and café overspill.
- To signpost within the community centre.
- To create a ‘winter forward plan’
- Then review the which room should be the warm room.

There was no second for this proposal.

Cllr Gurney withdrew the promotion of the warm room as a café overspill room from the proposal.

This amended proposal was seconded by Cllr Smith and **CARRIED**.

9. Items for the Next Agenda

- Budget
- Review of Projects
- Warm room signposting

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

3

Approved.....

Date.....

Hellesdon Community Centre Committee 14th August 2024

To be confirmed

Meeting closed at 4.50pm

DRAFT

4

Approved.....

Date.....

Hellesdon Community Centre Committee 14th August 2024

Meeting of Hellesdon Parish Council

10th September 2024

Item 11 – Playing Fields, Allotments and Amenities Committee

a) To note decisions made by the Playing Fields, Allotments and Amenities Committee on 6th August 2024

The draft minutes are appended to this report.

b) To receive report into Tractor Arrangements and agree method of funding.

The Parish Council is currently in possession of a T4 tractor. This tractor is highly unsuitable for the works that are required around the parish due to its size, and only has 360 hours on the clock. It is taken out for hedge cutting to ensure it is used, but the John Deere 4066R tractor we lease is much more suitable for all the works around the parish. The lease of the John Deere is £495 per month and is 2 years through a 3 year lease period.

The committee would like to trade in the T4 and purchase a tractor much more suited to the works of the parish, rather than leasing it.

The options that the Parish Council has been given are:

1 – Deal from Ben Burgess

Purchase the existing John Deere 4066R from Ben Burgess at a cost of £36,000

Trade in the T4 for £20,000

Ben Burgess will write off the remaining lease.

TOTAL COST £16,000

2 – Deal from Ernest Doe

List price of a new Iseki tractor from Ernest Doe at a cost of 46,715.00

15% discount to purchase – total purchase cost £39,707.00

Trade in the T4 to Ernest Doe for £27,000

Ben Burgess will not write off remaining lease £5,940

TOTAL COST £18,647

The deal from Ernest Doe is more expensive but does allow for a brand new tractor. Ben Burgess have been approached to improve their deal on the T4 trade in but will not negotiate any further.

The EMR for machinery stand at £20,000

c) To consider installation of CCTV at allotment site.

Due to the increased level of thefts at the allotment site, the committee agreed to look at CCTV. There is an electric supply, but this is not a suitable location for CCTV cameras.

What is proposed is a camera on the side of the cabin facing down the driveway, and a camera to cover the front gate.

A monitor will be installed in the toilet block which can only be accessed by Hellesdon Parish Council staff. The monitor will not be active unless Hellesdon Parish Council are checking cameras as a result of a report which requires investigation.



To help reduce the price of the project, Haha has offered assistance in the form of manpower to dig the trenches to all the cable to be laid. With their assistance, the cost of the project would be reduced to £2175.

**Minutes of the Meeting of the
Playing Fields, Allotments and Amenities Committee
held on Tuesday 6th August 2024 - 7pm at Diamond Jubilee Lodge**

Present: Cllr D. Maidstone (Chairman)
Cllr N. Barker
Cllr D. Fahy
Cllr M. Hicks
Cllr S. Lowthorpe

Also in Attendance:
Mrs F LeBon (Clerk), Mr K Sage (Facilities Manager) and 1 member of the public

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence

Apologies were received from Cllr S Gurney.

2. Declarations of Interest and Dispensations

None made.

3. Approval of the Minutes from 13th March

The draft Minutes had been circulated from the meeting of 13th March 2024. These were **AGREED** after a proposal from Cllr Hicks and a second from Cllr Barker.

4. Public Participation

A member of the public raised concerns about numerous plots that were not being kept in accordance with the allotment rules. The Facilities Manager explained that the inspections by the Parish Council ought to be done once a month but other work had taken priority as of late. He further explained the letter system whereby plot holders receive 'red letters' when their plot is not in keeping with the rules. After three 'red' letters, further consideration is given to breach of contract by the plot holder.

A member of the public explained that it is hoped to run an allotment open day next year, to introduce people to the benefits of allotments. The committee was supportive of this and asked to be advised of the date when arranged.

A member of the public raised that there has been an increased number of thefts from the allotment site. Concerns were raised about the front gate and middle post not being locked.

The Clerk is to obtain quotes for options for CCTV. The member of the public confirmed that all incidents are logged and raised to the police.

A member of the public advised that concerns about pot holes on the allotment track had been raised to them. Due to the construction of the track it can be susceptible to pot holes and permanent repairs are not possible. The Facilities Manager will review and look to fill the worst of them.

5. Governance

a. To Appoint Members of the Committee to Form the Allotment Liaison Group

The Clerk reported that under the Terms of Reference for this committee, there is a requirement for an Allotment Liaison Group to be formed. There are no terms of reference for this group, but it is suggested that this is a non decision making group designed to improve engagement with allotment holders and bring forward recommendations for projects which require committee consideration. As a non decision making group it would be free to meet without formality of council agendas and the requirement of formal minutes, in a location and at times of the group’s choosing. It was **AGREED** that Cllr Maidstone and Cllr Barker would represent the council on this group.

6. Allotment Site

a. To Receive Update on Projects to Divide Plot 19 and Lay the New Car Parking Area

The Clerk reported that resource had been difficult for the grounds team with caretaker cover necessary in the early part of the year when they would normally take on these projects, and now they are busy with the height of the growing season. As a result, the Parish Council is now working in partnership with Groundwork East, a local charity which provides volunteers to support local projects. Groundwork East is happy to supply volunteers once a week, to assist with the division of plot 19 and the creation of the new car parking area, commencing on 21st August. The work has been risk assessed and the volunteers are selected and supervised by Groundwork East.

b) To Consider Options for the Community Apiary Site

It was established that the apiary site was now vacant. Options for this area were discussed to ensure that bees were still encouraged in this area due to their important role in pollination. It was **AGREED** that the Parish Council should try to continue to utilise the area as an apiary but that a formal tenancy agreement should be put in place for each hive space utilised. Once the formal tenancy has been drafted, professional beekeepers should be sought.

c) To Review Success of Community Orchard

The Facilities Manager reported that there was uncertainty about the aftercare of the community orchard, as the promised system of aftercare did not materialise. The grounds team did prune the trees in spring and some trees will need to be removed, whilst others require staking. Some trees do have small fruits on them, and this will improve with time.

It was **AGREED** that the grounds team should take on the maintenance of the orchard and this will form part of the job evaluations which are being done for the Staffing Committee. The Clerk will write to the original project partner and advise that the Parish Council will take on the project as the trees aren’t being maintained.

7. Parks

a) To Receive Annual RoSPA Reports

It was reported that the Facilities Team do visual inspections every morning when they open the parks, so are able to act upon repairs swiftly before too much damage occurs. A product has been trialled to fill the cracks in the skatepark and this works well, so extra money will be placed in the budget for next year to complete the works.

The Facilities Manager and the Clerk will look at resolutions to help prevent bird strikes on the play equipment, particularly the swings.

It was noted that the skatepark poses the biggest risk of all the play equipment, but no remedial work will bring that risk down, as it is at the lowest risk for this type of recreation.

Discussions occurred as to a forward plan for the play equipment and other areas under the committee’s jurisdiction. This is to be placed on the next agenda.

8. Equipment

a) To Receive Report and Consider Options for Tractors

The Parish Council purchased a T4 tractor in 2018. This was unsuitable for the works required around the parish due to its large size. It has only done 348 hours of operation and has had five services. The Parish Council is leasing a smaller John Deere tractor at £495 per month, which is much more suitable for the work the parish requires.

Quotes had been obtained to trade in the T4 and purchase a smaller, more suitable tractor. To do this would mean the Parish Council continues to own a machinery asset but will not have the monthly outlay of the leased tractor. The most favourable quote was for an Iseki TG6687 tractor which has all the horse power and lifting capacity of the T4, but is of a more compact size. The balance after trade on would be £12,707.00.

It was **AGREED** to proceed with this purchase, trade in and cessation of the lease, and the item will be placed on the agenda for Full Council in September to move the funds out of earmarked reserves. In the meantime, the Facilities Manager will arrange for a demonstration of the Iseki and the Clerk will check the terms and conditions of the lease of the John Deere.

b) To Receive Report into Failure of Bowling Green Mower

It was reported that the mower used to cut the bowling green was regularly losing power and cutting out. It was taken in for repair but none of the parts are now available due to the age of the machine (16 years old). Some welding was done to make do, but there is no guarantee of how long the repair will last.

Discussions occurred as to the provision of amenity for all demographics of Hellesdon.

It was **AGREED** that since the bowling season is nearing the end for this year, and the mower is currently operational, the Facilities Manager should look into some new equipment and present this for the 2025/2026 budget.

9. Memorial Garden

a) To Agree Rules, Application and Prices for Memorial Garden

The Parish Council provides a memorial garden at the far end of the bowls green. Having recently received a request for a rose in this area, it was established that there has never been any form of formal application or rules for this area. A draft application form and set of rules had been circulation and it was **AGREED** to adopt these. A spreadsheet for applications and monitoring for ten year expirations was also required.

10. Items for the Next Agenda

Vision for the play areas – what equipment should be provided and where would it be best placed?

Five year plan for parks, open spaces, hard play areas and tennis courts.

Budget

Report from Allotment Liaison Group.

Report on CCTV at allotment site.

Update on Tractor and Bowling Green Mower.

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

To be agreed.

MEETING CLOSED AT 8.55pm

Minutes of the Meeting of Hellesdon Events Committee Wednesday 24th July 2024, 3pm in the Olive Haseltine Room

Present at the Meeting

Cllr S. Smith (Chairman)
Cllr R. Forder
Cllr B. Johnson

Also in attendance

F. LeBon - Clerk
L. Pointin – Senior Admin Officer
K. Sage – Facilities Manager

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

1. Apologies and acceptance for absence

Apologies were received from Cllr’s Douglass, Sear and Britcher.

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 5th June 2024 had been circulated. These were **AGREED** as a true and accurate record of the meeting.

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

No members of the public in attendance.

5. Summer Fayre 22nd June 2024

- The feedback received regarding the Summer Fayre has been very positive from both stall holders and residents. The success of the day was a testament to the hard work undertaken by all who were involved. The small downpour of rain and the lack of alcohol did not hamper the day and it was a great atmosphere.
- The layout worked really well, it had a good mix of food vendors and stallholders together, there were however a few negative comments about generators being too close to non-food stall holders.
- It could be that all food vendor generators are to be 98db or below, this is a question that could be posed in advance of the day.
- It was observed that the children were hanging around the MC tent touching everything which was on the tables, advisory note is that someone will need to be in the area at all times to ensure that nothing is removed.
- The Clerk will arrange for the Temporary Event Notice (TENS License) for the next Summer Fayre.
- It was widely felt that Jack Jenkins the MC was outstanding at the Summer Fayre. He was asked on the day if he would attend again next year, also Senior Admin Officer has emailed him to ask for confirmation.

Approved.....

Date.....

HPC Events Committee Minutes 24th July 2024

- Glorious Gardens wasn't as well received as was hoped, we had three entries unlike the Handsome Hound which had approximately 16 entrants. Some consideration to be given to what kind competitions are run next year with the exception of the Handsome Hound.
- To make it more seamless with vendors accessing the Recreation Ground next year, it was agreed that stall holders would provide the licence number of the two vehicles along with additional names who will be onsite so we can mark them off the list when they arrive.
- Hellesdon Horticulture Association still had cars on and off the Recreation Ground, next year consideration will be given to placing them closer to the entrance so to avoid the traffic flow.

6. Summer Fayre 21st June 2025

- It was agreed that the walkie talkies on the day were quite invaluable, it would be beneficial to purchase some for future events at a cost of £46.66 with ear bud covers at a cost of £3.32. The walkie talkies can be used for other events within the Community Centre.
- It was also agreed that we would purchase some chalk boards which would be used for directions and timings of events, the idea is that they would replace the laminates which we had around the Recreation Ground to give a more professional feel.
- As it wasn't clear that games were free it has also been suggested that we purchase some A-boards so we can advertise the games, purchase of 2 A-boards have been agreed.
- Instead of having the same attractions, it was agreed that to have alternative performers. Senior Admin Officer has asked for contact details to be forwarded to her so she is able to make enquiries.
- It was also suggested that alternative games are introduced for the next Summer Fayre, with one being a team walking on planks. These could be made quite simply so is an inexpensive game. Facilities Manager will look to make 6 sets of walking planks for the 21st June 2025.
- Senior Admin Officer has looked at alternative animal attractions and currently has an enquiry with Bert's Amazing Creatures. He has many different types of animals ranging from 4 legged to 8 legged creatures.
- Senior Admin Officer to make contact with the Tug-of-War Society to see if they are available to provide a demonstration at the Summer Fayre.
- The air ambulance has some collectors who dress up in Star Wars characters, Councillor Smith has a contact, she will check their availability.
- There is also the Norwich Scifi Club who dress up and help to raise money for charities, Senior Admin Officer to contact them for their availability.

7. Update for Further Consideration for Upcoming Events

Party Night

- So far we have had 6 ticket sales online, a further poster has been designed and will go in the next edition of Just Hellesdon and around the Parish, including shop windows.

Drag Bingo

- It would be advisable for the alcohol to be purchased ahead of time for Drag Bingo so we are able to get the bottles chilled, they can then be transferred from the fridges when required. The walkie talkies will be in operation by the 31st August 2024 so will be put to use this.
- Some items have been returned to Lacons with a credit note being issued.

Current stock levels:

Products Ordered	Remaining
3 x tray of Peroni (24 bottle pack)	12 bottles
24 pack Guinness (asda)	14 cans
3 x trays of mixed fruit Koppaberg (15 bottle pack)	8 bottles
3 x trays Ghost Ship bottles (12 bottle pack)	10 bottles
1 x tray Becks Blue (24 bottle pack)	1 bottle
1 x tray J20 (orange and passionfruit (24 bottle pack)	28 bottles
1 x tray coke cans (24 can pack)	21 cans

Approved.....

Date.....

1 x tray diet coke cans (24 can pack)	7 cans
1 tray coke bottles (12 x 1.25l bottles)	6 bottles
1 tray diet coke bottles (12 x 1.25l bottles)	6 bottles
2 x trays tonic bottles (6 x 1l bottles)	8 bottles
1 pack R&R Pinot (6 x 750ml)	3 bottles
1 pack zinfandel R&R (6 x 750ml)	2 bottles
1 pack merlot R&R (6 x 750ml)	1 bottle
1 x 1.5l Smirnoff vodka	90% full
1 x 1.5l JD	75% full
1 x 1.5l Captain Morgans	50% full
1 x 1.5l Gordons Gin	60% full
1 x 1.5l Gordons Pink Gin	almost gone
tray of 12 lemonade	10 bottles
trays of 200ml prosecco (24)	16 bottles

- Cllr Smith to contact the Clerk mid August to agree the stock for Drag Bingo.

Scarecrow Festival

- The Scarecrow Festival is very popular and will continue for 2024. It run from Saturday 26th October Sunday 3rd November 2024. There will be no theme as this will ensure more inclusivity with residents.

Community Awards Budget

- The current budget for Events is £2216. The cost of the DJ is £1450 which is inclusive of the red carpet, 2 x 55 in screens, DJ and Disco, Stage Lighting, Cold Sparks Fountains and AV.
- The red carpet is 2m wide by 8m.
- The Clerk will look at the possibility of grant applications for funding and has enlisted the help of Cllr Johnson in his capacity as a BDC Councillor.
- A breakdown of all the costs will be required for the purposes of the grant application.
- Senior Admin Officer to email all sponsors thanking them for the support and requesting the funding for the award they have agreed to sponsor, these can then be purchased at their current price.
- The CO-OP is the sponsor of refreshment on arrival and have provided £50 of vouchers.
- There will also be an opportunity for all staff to attend the event which would be on a voluntary basis with a plus one.
- It's advisable to get quote for the hire of table cloths as well as a purchase price. The negative of purchasing them would be the upkeep, washing and ironing them.
- Table cloths will need to be greater than 6ft x 2ft and 3ft x 2ft so as to cover the edges of the tables.
- The Facilities Manager has suggested that if we have some budget available, we purchase some Swags.

8. Items for the next agenda

- Scarecrow Festival.
- Party Night and Drag Bingo Debrief.
- Senior Citizens Christmas Party.
- Summer Fayre 2025.
- Review of Budget / Grants for Hellesdon Community Awards.

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

Wednesday 9th October 2024 at 3pm

The meeting closed at 16.38 pm

Approved.....

Date.....

HPC Events Committee Minutes 24th July 2024

cc Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/DN
Date: July 2024	Tel No.:	0344 800 8020
	Email:	ppschemes@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2025/26. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 6th December 2024. Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2025 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Continued .../

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school)
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is now live (click on [this link](#))

Continued .../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

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

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your Local Member, frontages and landowners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk. If you need further information on the bid process please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2025/26

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			

Meeting of Hellesdon Parish Council

10th September 2024

Item 13 – Highways

a) To Consider Project(s) under Parish Partnership Scheme 2025/2026

The bus shelters under the 2024/2025 parish partnership scheme have now been installed. The scheme for 2025/2026 is now open for applications.

An idea to consider could be the replacement of the gateway signs to Hellesdon on both the Reepham Road and Cromer Road to something a bit more obvious to ensure drivers are acutely aware that they are entering a built up area.

A gateway such as the below would cost in the region of £2,400 (double sided with 'Thank you for visiting Hellesdon and the speed limit upon exit of the parish

Norfolk County Council would fund 50% of the cost of these gateways.

The Reepham Road gateway would be relatively simple, by the Cromer Road gateway would depend upon whether the speed reduction which will be associated with the Yellow Pedalway project would be enacted.

Scale 1:14



1800mm



Welcome to
HELLESDON
Please drive carefully

Option 1
Front

Concrete foundations:
500 x 500 x 500mm

67

Gateway overall dimensions:
Height: 2900mm
Width: 1700mm

Sign overall dimensions
Height: 1490mm
Width: 1670mm
Speed limit diameter: 600mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DFT & TSRGD

Scale 1:14



1800mm

Thank you for visiting
HELLESDON

Option 1
Back

Concrete foundations:
500 x 500 x 500mm

68

Gateway overall dimensions:

Height: 2900mm

Width: 1700mm

Sign overall dimensions

Height: 1490mm

Width: 1670mm

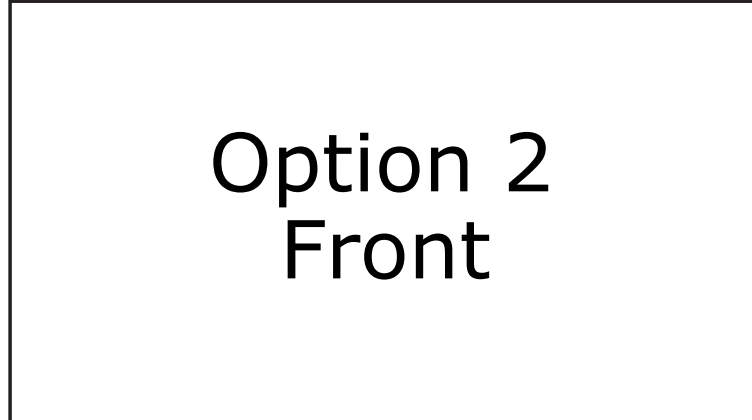
Speed limit diameter: 600mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DFT & TSRGD

Scale 1:14



1800mm



Concrete foundations:
500 x 500 x 500mm

Gateway overall dimensions:
Height: 2900mm
Width: 1700mm

Sign overall dimensions
Height: 1490mm
Width: 1670mm
Speed limit diameter: 600mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DFT & TSRGD

Scale 1:14



1800mm

Thank you for visiting
HELLESDON

Option 2
Back

Concrete foundations:
500 x 500 x 500mm

70

Gateway overall dimensions:

Height: 2900mm

Width: 1700mm

Sign overall dimensions

Height: 1490mm

Width: 1670mm

Speed limit diameter: 600mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DFT & TSRGD



NCC contact number: 0344 800 8020
Text relay no.: 18001 0344 800 8020

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

Your Ref:
Date: 1 August 2024

My Ref: PEA039/ID/DG/KP/01
Tel No.: 0344 800 8020
Email: transportfor Norwich@norfolk.gov.uk

Dear Residents and Businesses,

Transport for Norwich: consultation on proposals for an extension to the Yellow Pedalway on Holt Road (A140)

Norfolk County Council is asking for feedback on the proposed extension to one of Norwich’s cycle-friendly routes, known as the Yellow Pedalway.

The aim of this project is to improve facilities for those walking, wheeling (using wheelchairs or pushchairs) and cycling on the A140 Holt Road, between Amsterdam Way and the roundabout with the Broadland Northway (A1270). It also aims to increase the number of bus stops for people using public transport, while improving safety for all road users by reducing vehicle speeds on this major route.

We’re writing to let you know how to find out more about the project and how to take part in our consultation.

What’s being proposed and why

This table explains what changes we’re proposing and the reasons behind them. The accompanying plans, available on our website, show what the project could look like on the ground. You can see a full list of detailed changes on the consultation plan.

	Proposal	Reason for proposal
1.	<p>Creating a continuous two-way, off-carriageway route on A140 Holt Road, between Amsterdam Way and the roundabout with the Broadland Northway (A1270) for people walking, wheeling and cycling. This includes the following sections:</p> <ul style="list-style-type: none"> New 3m-wide shared-use path (for walking, wheeling and 	<p>To make the area safer and more accessible for those walking, wheeling or cycling.</p> <p>To allow people walking, wheeling or</p>

	Proposal	Reason for proposal
	<p>cycling) from a new Toucan crossing at Hellesdon Allotments to the Holt Road roundabout where it meets the Broadland Northway (A1270). This will tie into the existing shared-use path on the outbound carriageway (heading away from the city) side of the roundabout. The existing informal crossing point at the splitter island of the roundabout would also be widened to 3m.</p> <ul style="list-style-type: none"> • New footpath to tie in with the existing path from outside 181 Holt Road of the residential properties. This will complete the gap in walking facilities up to the new Toucan crossing, where it will connect with the new shared-use path. • Widening and filling of breaks in the existing footpath to create a minimum 3m-wide, continuous shared-use path on the inbound carriageway (towards the city) side of Holt Road between the new Toucan crossing at Hellesdon Allotments and Amsterdam Way. <p>Other work to allow the installation of the new shared-use path includes:</p> <ul style="list-style-type: none"> - Removal of the existing layby near Hellesdon Allotments to provide the space needed for the path within the existing highway boundary. - Vegetation clearance approaching the roundabout to improve visibility and safety and elsewhere on the route to allow construction of the new shared-use path. 	<p>cycling to carry out journeys to and from Horsford, via Holly Lane.</p> <p>To allow people walking or wheeling to travel continuously to and from Middletons Lane and the Broadland Northway roundabout on the outbound carriageway side of Holt Road.</p> <p>To allow people walking, wheeling and cycling to travel between the new Toucan crossing and Amsterdam Way. The existing path isn't continuous and is only for people walking or wheeling.</p>
2.	<p>New Toucan (signal-controlled) crossing on Holt Road opposite Hellesdon Allotments and, due to this, removal of existing informal crossing point near Trott Rentals.</p>	<p>To allow people walking, wheeling and cycling to cross Holt Road and move between both sides of the shared-use path. The existing informal crossing would no longer be needed.</p>

	Proposal	Reason for proposal
		The new crossing will include tactile/textured paving to improve accessibility for visually impaired people.
3.	<p>New bus stops (accessible, with tactile paving – two outbound from the city and one inbound to the city).</p> <ul style="list-style-type: none"> • Outbound stops located outside 91 Holt Road and just before the Broadland Northway roundabout. • Inbound stop located on the approach to the Amsterdam Way/Middletons Lane junction. <p>The outbound bus stop near the roundabout will be in a layby and the other outbound stop and the inbound stop will be in space allocated on the road itself.</p>	To increase the number of bus stops that serve the area and improve public transport services.
4.	Extension of the 40mph limit on the A140 Holt Road up to the A1270 Broadland Northway roundabout.	Currently, the speed limit ends near the residential properties. The proposed extension is to create a safer environment for all road users along this route.

The legal notices and Traffic Regulation Orders associated with these proposals will be progressed as part of this work. Comments on these can be made during this consultation but there will be the opportunity to respond to these, including the speed limit extension, during the formal advertising period. The webpage below will be kept up to date with the relevant advertisements and timescales.

Consultation on tree removal

For this project to be delivered according to the proposal plans, we need to remove some vegetation, which falls under our street tree consultation process. The proposal plans show the areas affected and we will be carrying out a separate consultation on this before any clearance work is given approval. You can find out more information, including timescales and how to get share your feedback on the tree consultation when the time comes by visiting the project web page below.

How to comment

There are two ways to comment on the consultation:

- Visit www.norfolk.gov.uk/holtroad where you can view plans of the project and complete our online survey to share your thoughts on the proposals.
- Ask for a hard copies by calling or emailing us using the details at the top of this letter. Large font and other formats are available on request.
- All comments must be received **by Monday 26 August**.

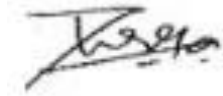
Background

Continued...

The overall budget for this project is around £1.9m, with funding coming from the Greater Norwich Growth Boards Infrastructure Investment Fund, the Department for Transport's Transforming Cities Fund and Norfolk County Councils Local Transport Plan.

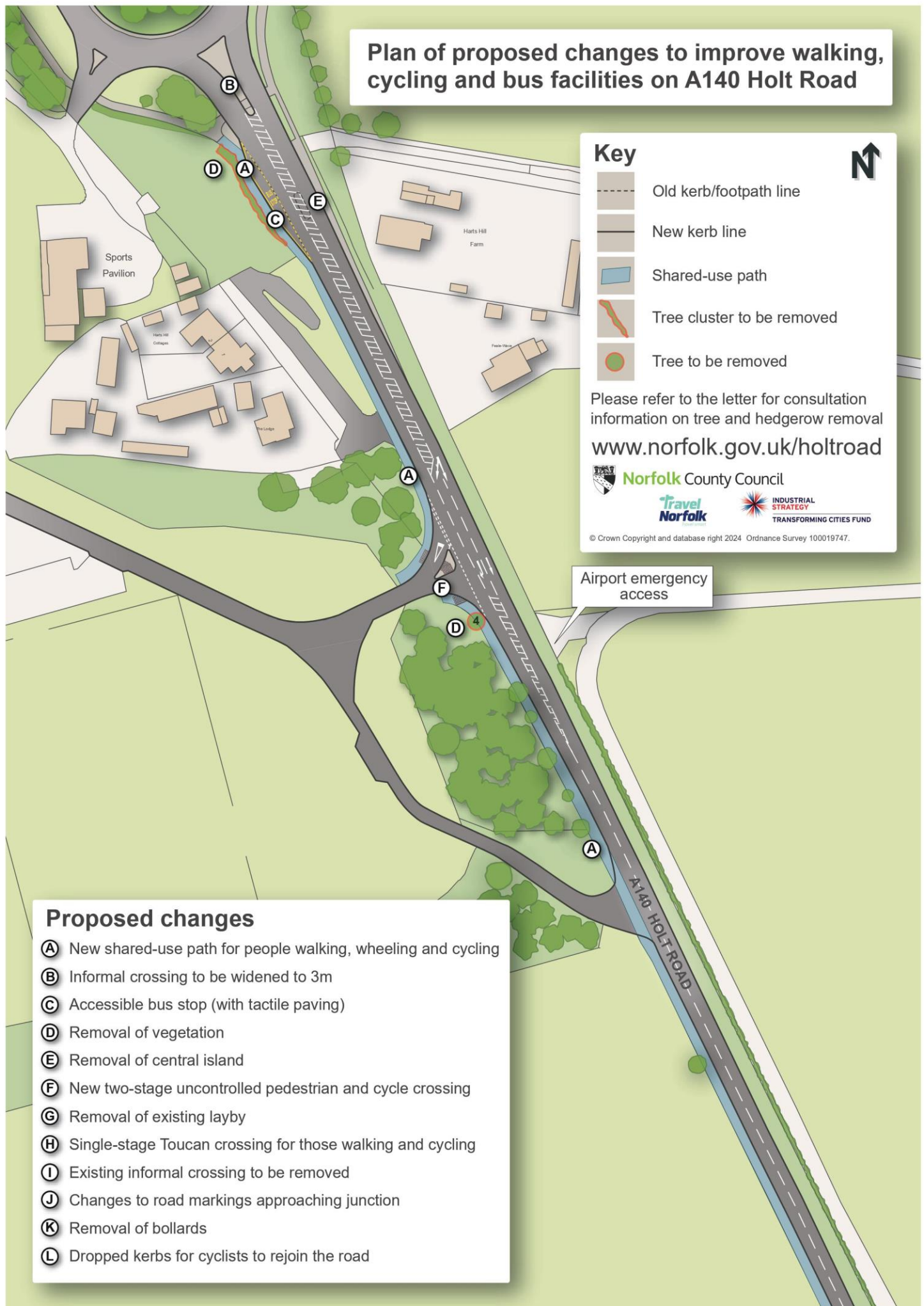
If approved for construction following the consultation periods, we plan for work to start on site early next year.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Durga Goutam', written over a faint circular stamp or watermark.

Durga Goutam
Project Engineer

Plan of proposed changes to improve walking, cycling and bus facilities on A140 Holt Road



Key

- Old kerb/footpath line
- New kerb line
- Shared-use path
- Tree cluster to be removed
- Tree to be removed

Please refer to the letter for consultation information on tree and hedgerow removal
www.norfolk.gov.uk/holtroad

Norfolk County Council

INDUSTRIAL STRATEGY TRANSFORMING CITIES FUND

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Airport emergency access

- Proposed changes**
- (A) New shared-use path for people walking, wheeling and cycling
 - (B) Informal crossing to be widened to 3m
 - (C) Accessible bus stop (with tactile paving)
 - (D) Removal of vegetation
 - (E) Removal of central island
 - (F) New two-stage uncontrolled pedestrian and cycle crossing
 - (G) Removal of existing layby
 - (H) Single-stage Toucan crossing for those walking and cycling
 - (I) Existing informal crossing to be removed
 - (J) Changes to road markings approaching junction
 - (K) Removal of bollards
 - (L) Dropped kerbs for cyclists to rejoin the road

Plan of proposed changes to improve walking, cycling and bus facilities on A140 Holt Road

- ### Proposed changes
- (A) New shared-use path for people walking, wheeling and cycling
 - (B) Informal crossing to be widened to 3m
 - (C) Accessible bus stop (with tactile paving)
 - (D) Removal of vegetation
 - (E) Removal of central island
 - (F) New two-stage uncontrolled pedestrian and cycle crossing
 - (G) Removal of existing layby
 - (H) Single-stage Toucan crossing for those walking and cycling
 - (I) Existing informal crossing to be removed
 - (J) Changes to road markings approaching junction
 - (K) Removal of bollards
 - (L) Dropped kerbs for cyclists to rejoin the road



Key

- Old kerb/footpath line
- New kerb line
- New section of footpath
- Shared-use path
- Tree to be removed

Please refer to the letter for consultation information on tree and hedgerow removal
www.norfolk.gov.uk/holtroad

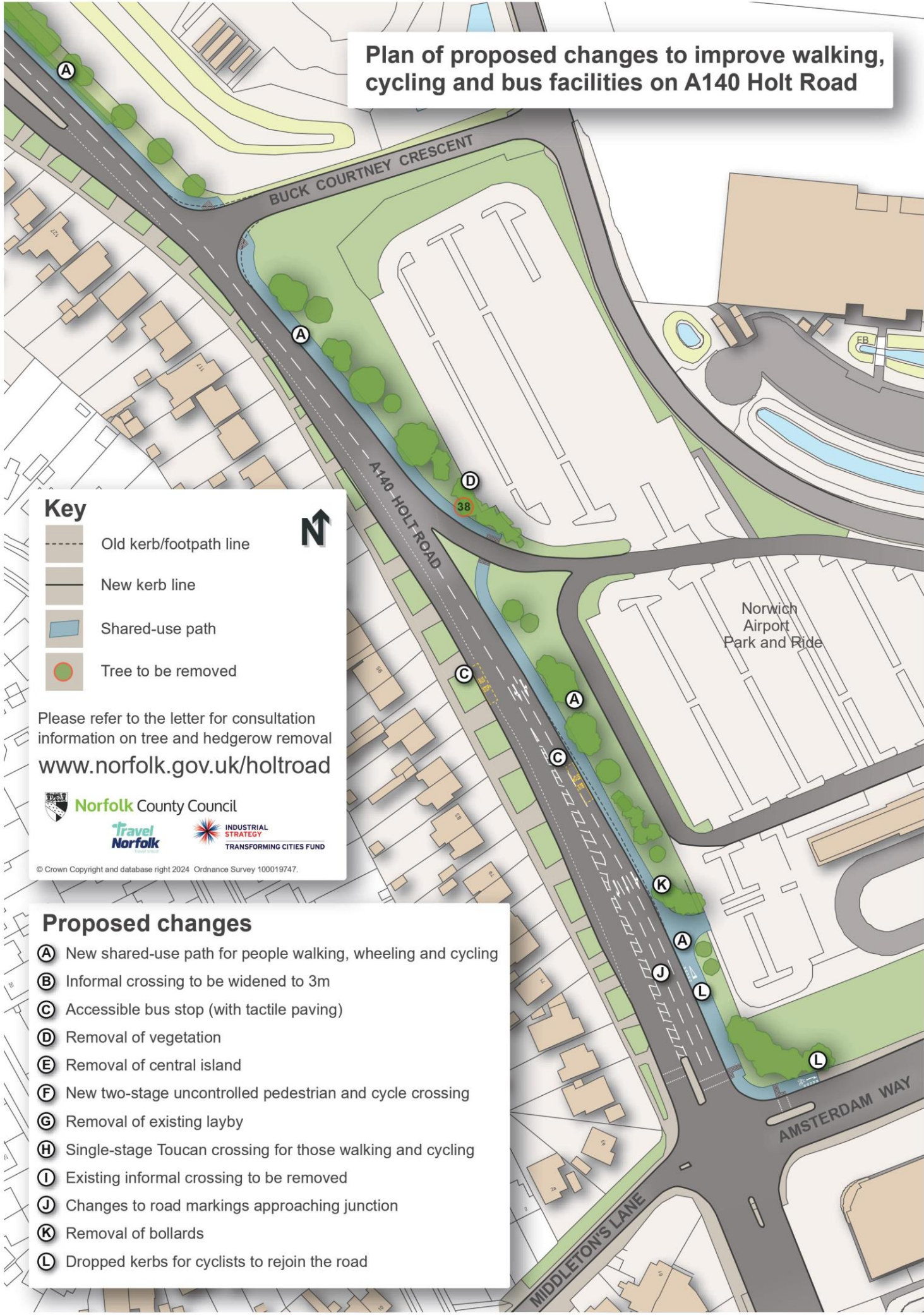
Norfolk County Council

Travel Norfolk





INDUSTRIAL STRATEGY
TRANSFORMING CITIES FUND

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Plan of proposed changes to improve walking, cycling and bus facilities on A140 Holt Road



Key

-  Old kerb/footpath line
-  New kerb line
-  Shared-use path
-  Tree to be removed



Please refer to the letter for consultation information on tree and hedgerow removal
www.norfolk.gov.uk/holtroad



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Proposed changes

- (A)** New shared-use path for people walking, wheeling and cycling
- (B)** Informal crossing to be widened to 3m
- (C)** Accessible bus stop (with tactile paving)
- (D)** Removal of vegetation
- (E)** Removal of central island
- (F)** New two-stage uncontrolled pedestrian and cycle crossing
- (G)** Removal of existing layby
- (H)** Single-stage Toucan crossing for those walking and cycling
- (I)** Existing informal crossing to be removed
- (J)** Changes to road markings approaching junction
- (K)** Removal of bollards
- (L)** Dropped kerbs for cyclists to rejoin the road



Your Ref: PRZ066
Date: 02/09/2024

My Ref: PRZ066-HP3
Tel No.: 01603224035
Email: William.houghton@norfolk.gov.uk

Dear Sir/Madam,

57378/12 Eversley Road, Hellesdon– Traffic Regulation Order to be promoted for a 20mph zone on potentially adoptable roadway secured within a Section 38 Agreement.

I am writing to inform you of Norfolk County Council's plan to promote a 20mph zone on potentially adoptable roadway secured within a Section 38 Agreement on Eversley Road, Hellesdon)

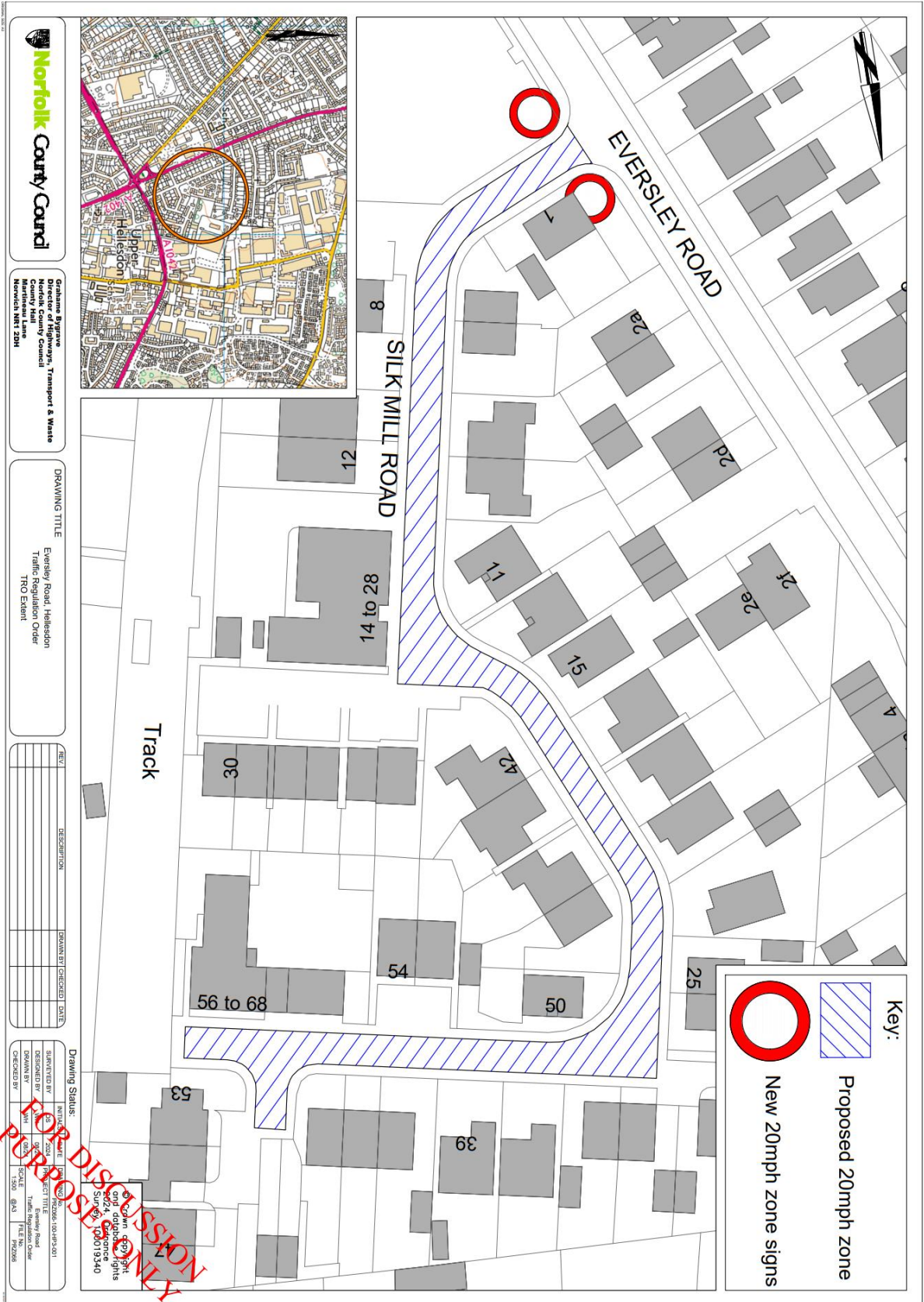
For your information, please find attached proposed layout (Drawing No. PRZ066-HP3-100-001) showing the site location and proposal.

The purpose of this letter is to seek initial views on the proposal and so I would be grateful to receive any comments by 02/10/2024. I shall assume that you have no adverse comments if you do not contact me by the above-mentioned timescale. However, it should be noted that the opportunity to object will still be available during the formal advertising period. If you require any further information regarding the proposal, please do not hesitate to contact me either by mail, email or telephone.

For your convenience I have also enclosed a reply slip.

Yours sincerely

Will Houghton
(Trainee Project Technician – Highways Projects)



Graham Bygrave
 Norfolk County Council
 Norwich NR1 2JH

DRAWING TITLE
 Eversley Road, Hellesdon
 Traffic Regulation Order
 TRO Extent

REV	DESCRIPTION	ISSUED BY	DATE

Drawing Status:

APPROVED BY	DATE	PROJECT TITLE	SCALE	FILE NO.
DRAWN BY		Traffic Regulation Order		
CHECKED BY				

FOR DISCUSSION
 PURPOSES ONLY

Reply Slip

57378/12 Eversley Road, Hellesdon – Traffic Regulation Order to be promoted for a 20mph zone on potentially adoptable roadway secured within a Section 38 Agreement.

From:

I / We have considered the above proposals and:

am/are in favour /
do not object

object

(please tick as appropriate)

Comments:

.....

.....

.....

.....

.....

Signed: Dated:

Name (please print):

Please return by 02/10//2024 to (preferably by email William.houghton@norfolk.gov.uk):

FAO Will Houghton
Norfolk County Council
Department of Community and Environmental Services
County Hall
Martineau Lane
NORWICH
NR1 2SG

Our Ref: PRZ066

Meeting of Hellesdon Parish Council

10th September 2024

Item 14 - Options for Waste Removal

At the Parish Council meeting on 9th April, the Parish Council considered options for the collection of commercial waste from the premises. Despite the poor customer service previously received from Broadland Commercial Collections, it was agreed to continue with their weekly service as the price was very preferable to the taxpayer.

Problems have been encountered with collections since April and it has been established that the Parish Council had been placed on fortnightly collections. Attempts have been made to change this as fortnightly collections are not sufficient for the business of the Parish Council, but it has been advised that weekly collections are not offered by Broadland Commercial Collections.

In the interim, a skip has been hired on grounds of environmental safety to help dispose of the council's commercial waste.

Other commercial contractors have been approached, with the results as follows (per annum):

	General Waste (1100l)	Dry Recycling (1100l)	Food (240l)	TOTAL
Contractor 1	£761.82	£368.69	£505.45	£1,635.96
Contractor 2	£1040.65	£598.65	£775.45	£2,414.75
Contractor 3	£923.20	£715.20	£481.65	£2,120.05

Contractor 1 provides the best value for money for the services were require. They also provide a customer dashboard to control our account which, if necessary, could provide extra lifts if the centre has a busy weekend.

Glass recycling has not been considered as there is a possibility to take advantage of Broadland Council's Glass Recycling Adopter, the details of which are appended. Having discussed the matter with the Facilities Manager, there is scope to have glass recycling on the community centre site, for the benefit of the whole community.

Glass Recycling Bank Adopter Initiative

Bottle Banks

- Currently operate 93 glass banks across South Norfolk
- Generated over 500 tonnes of glass in 2022/23
- 46 of this banks are sited under Adopter agreements
- Giving something back to the local community
- Helps collect a high-quality recyclable material
- Generates income for the local authority through recycling credits and for the town/parish councils through Adopter agreements.



What is an Adopter Agreement?

- A joint working agreement between the District Council and town/parish council on the installation of bottle banks across the districts.
- The district council organises the operational running of the bank.
- The town parish council provide a suitable location on their land for siting and are responsible for the general management of the site. In return the District Council make a yearly payment of £50 per bank to the town/parish councils known as “Adopter Payments”



What we will do?

- Source the receptacles and manage the general running and collections of the banks
- Clear non-recyclable fly tipped materials from around the banks within a reasonable period of time after such deposit has been reported to the Council.
- Organise for the street cleaning team to clean the banks as and when the Council considers it appropriate to do so.
- Make annual payment to the Adopter group.

What the local council does?

- Support the management and promotion of the bank in partnership with the Council
- Maintain access to the banks for vehicles and pedestrians at all times
- Promptly report to the Council, any damage or vandalism of Council property, including fencing, signage or recycling banks.
- Promptly report to the Council or the relevant contractor when recycling banks are nearly full (~75% full)
- Promptly report to the Council if non-recyclable fly tipped materials are deposited at the banks.
- Help maintain the cleanliness of the banks -Picking up litter -Removing fallen leaves -Place recycling left on the floor of the site into the appropriate container.

Next Step – Expression of interest

- Survey to be sent via email
- recycling@southnorfolkandbroadland.gov.uk

Any Questions?

THANK YOU!

THE ESSENTIAL UPDATE SEMINAR

Our autumn Seminar is the perfect opportunity to update yourself on topics relevant to parish and town councils and network with clerks and councillors.

The day includes sessions led by the Norfolk PTS team and invited speakers, as well as break-out sessions during the afternoon.

Date: **Friday 18 October 2024** Time: **10 am - 3 pm**
 Venue: **Queen's Hills Community Centre**
 Tutor: **Julie King, Sara Campbell, Laura Apps-Green, Di Dann**
 Cost: **£56 subscribers | £70 non-subscribers including lunch and refreshments**

BOOK THIS COURSE



Speakers for the day:

Laura Apps-Green & Julie King, Norfolk PTS

What's the point of a Code of Conduct?

Laura and Julie will discuss the benefits and limitations of the Councillors' Code of Conduct, the balance between robust argument and bad behaviour and aiming towards mutual respect.

Chris Mewse, Parish Online

Elevating the sector and empowering councils with great technology

Chris gives a quick introduction to Parish Online's key services; mapping, websites, email and domains, and how they've helped over 2,500 local councils improve their planning, strategic work and online presence.

David Fowler, Retired Local Government Assistant Director of Planning and parish councillor in Norfolk

Planning Update

What will a change in government mean for the planning system.

Vice Lord-Lieutenant of Norfolk, Michael Gurney DL

The Honours Nomination Process

To include information on the King's Award for Voluntary Service and King's Award for Enterprise

Norfolk County Council Highways

Speaker to be confirmed

Break-out sessions – there will be an opportunity for you to sign up for two out of the following:

- Quotes, Contracts, Tenders and Procurement – Di Dann, NPTS
- Assets & Insurances – Di Dann, NPTS
- Code of Conduct – Julie King, NPTS
- Minutes & Agendas – Julie King, NPTS
- Your budget questions answered – Sara Campbell, NPTS
- Obtaining funding – Laura Apps-Green, NPTS
- Mapping – Chris Mewse, Parish Online
- Website and gov. domain names – Chris Mewse, Parish Online
- Planning Q&A – David Fowler
- Funding church projects & managing cemeteries – Alan Fairchild
- Martyn's Law & village hall/charity questions answered – Clare Fiander & Tonya Winsley, Community Action Norfolk

Notes: We'll send you joining instructions around a week before the seminar is due to be held. Lunch and refreshments are included in the seminar fee.



Comments from our last seminar held in March 2024:

Interesting and useful.

Meeting of Hellesdon Parish Council



10th September 2024

Item 16a To Consider installation of Hybrid Technology for Meetings

When the budget was set, an amount of £1,574.06 was left in general reserves to support hybrid technology for meetings. This was based on one meeting owl with support.

When lockdown restrictions were removed, local government legislation in England reverted back to councillors having to be physically present in meetings to be marked as in attendance. In Wales, legislation remained in place to allow councillors to attend remotely. The government is now considering changing legislation in England to allow councillors to attend remotely.

Cloudy IT has been consulted about options for the Parish Council. They have suggested two options:

 <p>Meeting Owl 3</p> <p>Room Size: Small (Medium when paired with Owl Bar)</p> <p>Expandable mics: 1</p> <p>Portable: Yes</p> <p>Integrated PC: No</p> <p>Camera: High Definition 360</p> <p>Motorized Pan Tilt: No</p> <p>AI Viewfinder: No</p> <p>Remote Control: No</p>	 <p>Rally Bar Mini</p> <p>Room Size: Small – Medium</p> <p>Expandable mics: 3</p> <p>Portable: Yes</p> <p>Integrated PC: Yes</p> <p>Camera: 4K Ultra HD 4X Digital Zoom</p> <p>Motorized Pan Tilt: Yes</p> <p>AI Viewfinder: Yes</p> <p>Remote Control: Yes</p>
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2no Meeting Owls, an audio extension, installation and training £2,647.34

Or

A Logitech rally bar mini with 2 mics, associated cabling, installation and training £4,600.00

The main difference in the two systems is that the meeting owls are controlled via a laptop (not supplied), whereby the broadcasting system in the rally bar is built into the system.

A hybrid system would benefit members of the public, in allowing them to see the Parish Council meetings live. The meeting owls move around 360 degrees, so it may be difficult to afford members of the public anonymity when attending a meeting, however meetings are public therefore there need not be this guarantee. The rally bar can be portable, but can be fixed into an area above the public so may be able to exclude the public from view. It will still focus on the speakers at the table.

It is recommended that the Parish Council proceed with the meeting owls system. Should the government re-introduce legislation whereby councillors can attend remotely, further works can be put in place to link the system to the projector.

Mobile Phone Contract

Subject: Mobile Phones

Author: Louise Pointin

Date: 23rd July 2024

We currently have a contract with Vodafone on a SIM only basis, the cost per month before VAT is £11.48. The current phones are now nearly 5 years old and are quite unreliable and no longer holding a charge.

Although we currently have 8 phones, we will require 9 as the Deputy Clerk will on occasion be required to be the out of hours contact, we also require access to a mobile phone in the office to allow staff to take payments via Sumup.

- X4 Caretakers
- X2 Grounds
- X1 Community Janitor
- X1 Clerk
- X1 Deputy Clerk / Sumup

Option 1	<p>9 x Samsung A15 2023 model 64GB (New Handsets) Unlimited Calls to UK mobile and landline numbers Unlimited Texts 10GB Data 5G 36 month plan - Review after 24 months</p> <p>Total cost for 8 phones with data, texts and calls (£14 per phone) £112 per month + VAT</p>
Option 2	<p>9 x iPhone 12 64GB (New Handsets) Unlimited Calls to UK mobile and landline numbers Unlimited Texts 10GB Data 5G 36 month plan - Review after 24 months</p> <p>Total cost for 9 iPhones with data, texts and calls (£22 per phone) £198.00 per month + VAT</p>
Option 3	<p>9 x iPhone SE3 64GB (New Handsets) Unlimited Calls to UK mobile and landline numbers Unlimited Texts unlimited Data 36 month plan</p> <p>Total cost for 9 iPhones SE with data, texts and calls (£18 per phone) £162.00 per month + VAT</p>

Total annual cost £2,376 (based on highest priced contract)

There would be an additional one off cost for phone cases, the recommendation is to allow £30 per phone, the requirement would be for rugged cases.

Rugged phone cases x 9 one off cost £270

Recommendation

It is recommended that we go with option 3 at an annual cost of £1,944 along with rugged cases to ensure protection of the phones.

The budget this year was increased by £500 to accommodate mobile phone upgrades.

Meeting of Hellesdon Parish Council

10th September 2024

Item 16c To Consider Subscription to Canva

With the increase in events that the Parish Council is providing to local people, it is imperative that these are promoted in the most eye catching way. Personal software has been used recently, which creates excellent advertisements, but is not accessible to all members of staff.

An alternative software, Canva, has been trialled for the upcoming launch of the community hearts awards. Canva is a recognized software which is supported by Norfolk ALC which runs courses on the software both at basic and advance level. It is web based so can be accessed by all members of staff. The cost for a Canva license is £100 per annum.