

Interests Flowchart

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

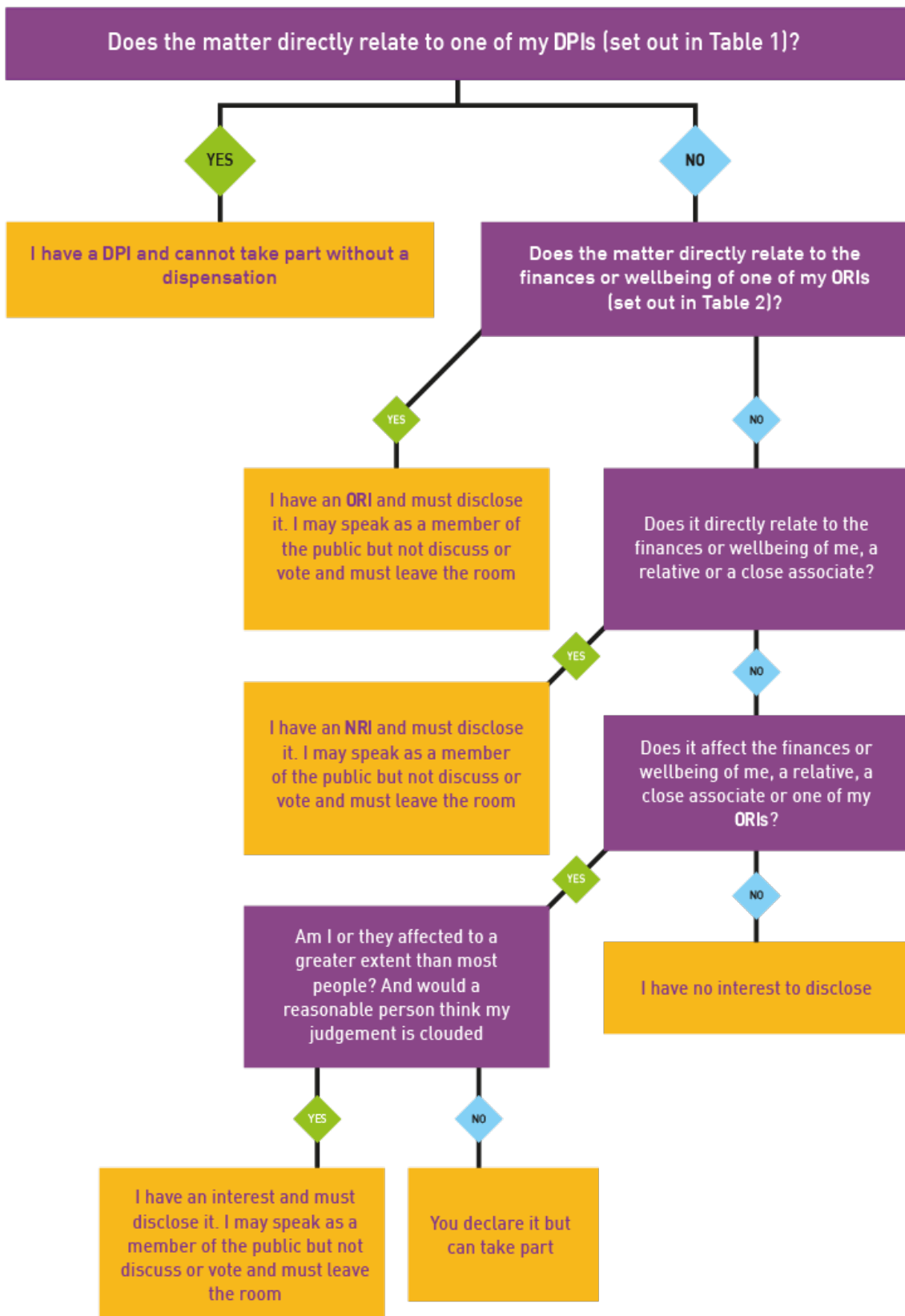


Table 1: Disclosable Pecuniary Interests

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 Registerable 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

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 11th February 2025 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr B Johnson (Chairman)
Cllr G. Britton
Cllr I Duckett
Cllr S. Gurney
Cllr S. Holland (from 7.40pm)
Cllr D. Maidstone
Cllr R. Sear

Cllr D. Britcher
Cllr L. Douglass
Cllr R. Forder
Cllr M. Hicks
Cllr A. Lock
Cllr M. Maidstone
Cllr S. Smith

In attendance: Mrs F LeBon (Clerk), three representatives from Cornerstone Developments and Vello Homes to discuss the Heath Crescent development, and one member of the public.

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

1. Apologies and Acceptance for Absence

Apologies were received from Cllr N. Barker and Cllr D. Fahy.

2. Declarations of Interest and Dispensations

None declared.

3. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 14th January 2025

The Minutes of the Full Council meeting held on 14th January 2025 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting after a proposal from Cllr Britton and a second from Cllr Douglass.

Cllr Gurney advised that she had requested a policy on Treasury Management.

4. Public Participation

a) To Receive Presentation from Cornerstone Developments on Heath Crescent Pre-Application

The site plan, original indicative layout and revised indicative layout were displayed. After pre-application discussions there is reduction from 52 houses planned to 40 and an increase in public open space. All but ten of the dwellings are bungalows and the density is now 18 dwellings per hectare. The views of the Parish Council are being sought on the revised plan, the LEAP and also offsite recreational contributions. Upon the advice of the Local Planning Authority, the Wensum Trust has also been approached with regards to the offsite contribution.

Cllr Sear advised that he was in possession of a petition with 123 signatures objecting to the development. His biggest concern was the highways access/egress being only on one road and would prefer to see an access from Prince Andrews Road and an egress onto Fifers Lane.

Approved.....

Date.....

Cllr Gurney queried whether there had been a traffic impact survey. Cornerstone Developments confirmed that this was in the hands of the traffic management company and the results of which would form part of the planning consultation process.

Cllr Gurney hoped that bigger gardens could be achieved with the decreased density.

It was queried whether there would be the same level of affordable housing? It was advised that with the reduced amount of houses, there would have to be less affordable housing to make the development viable.

Cllr Douglass advised that Broadland Council has a desire for the installation of accessible play equipment, including equipment for neurodiverse children. Cornerstone Developments will be guided by the Parish Council. Cllr Douglass will put Cornerstone Developments in touch with the Youth Advisory Board which will give guidance on the types of equipment for accessibility.

Cllr Britcher raised concerns about the shared driveway serving plots 29, 37 and 36 and the lack of pathway in this area, which was adjacent to the LEAP and so would likely attract children.

Cllr Gurney queried the safety of the attenuation system in an area of public open space.

Cornerstone Developments confirmed that the area was dual use and was designed to be used in the event of a 1 in 100 year storm. The height difference would be 300mm and the drainage was good in this area so there would not be standing water for long.

Clarification was given regarding the difference between formal and informal recreation and the offsite financial contribution being for formal recreation. Whilst the decision would be up to the Local Planning Authority, it is likely that the community centre extension project could be classed as formal recreation.

Cllr Holland Entered the Meeting

Cornerstone Developments and Vello Homes were thanked for their time

b) To Receive Questions from the Public

There was no further public participation.

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated.

Cllr Gurney queried whether allotments had been offered to Taverham residents. The Clerk replied that they had been, subsequent to a decision made in 2023 to offer allotments to non-residents of Hellesdon to maximise income from the allotment site.

The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

A report from Broadland District Council and Norfolk County Council from Cllr Gurney had been circulated.

Cllr Johnson, in the role of District Councillor, advised that he had attended one planning committee meeting.

It was **AGREED** that Cllr Britcher should be permitted to give a report on the Western Link.

Cllr Britcher reported that neither Natural England nor the Department of Transport would engage with the Western Link project whilst there was a live planning application, therefore the withdrawal of the planning application meant that meaningful engagement can be had with these authorities to mitigate any objections.

Cllr Lock will do a report on the recent Airport Consultive Committee meeting next month

Approved.....

Date.....

c) Verbal Update from Chairman

Cllr Johnson reported that regrettably the Clerk’s resignation had been accepted. The recent Community Hearts event was a tremendous success. Cllr Smith and the Events Committee were thanked for their hard work with this event.

6. Financial Matters

a) Bank Reconciliation - 31st January 2025

The bank reconciliation for January 2025 was **ACCEPTED** after a proposal from Cllr D. Maidstone and a second from Cllr Britton.

b) Earmarked reserves summary – January 2025

The earmarked reserves summary for January 2025 was **AGREED**.

c) Approval of Payments – January 2025

The payments for January 2025 were **AGREED**.

d) Receipts – January 2025

The receipts for January 2025 were **AGREED**.

e) Detailed Income and Expenditure 1st April 2024 – 31st January 2025

Cllr Holland queried the balance on code 4070 (Professional Fees/ Agency Personnel). The Clerk advised that this was payment for agency personnel to cover sickness or holiday in the café.

The detailed income and expenditure was **ACCEPTED**.

f) To Receive Report on Parish Council Investments

A report had been circulation with investment options, detailing information about the fund, return and liquidity. Cllr Gurney pressed that the Council needed a Treasury Management Policy and that she would have preferred to see recommendations on the report. It was **AGREED** to defer this item. Cllr D. Maidstone will assist the Deputy Clerk in putting this together.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 14th and 28th January 2025

The minutes and decisions arising from the Planning Committee meeting held on 14th and 28th January 2025 had been circulated. It was **AGREED** to note the minutes and the decisions made.

b) Heath Crescent Development

i) To Consider Response to Cornerstone Developments on Updated Heath Crescent Plan

ii) To Provide Feedback on LEAP Equipment

iii) To Consider Possible Locations for an Off-Site Financial Contribution Towards Formal Recreation Provision

Feedback had been provided under item 4a.

Cllr Sear requested that the Parish Council accepts the petition against the development and formally objects. The Parish Council **REJECTED** this request and suggested that the appropriate time for a petition would be during the formal consultation period when an application is submitted. However, the Parish Council would acknowledge that there is a petition in place.

8. To Receive Feedback on Meeting with the Director of Place at South Norfolk and Broadland Councils about the Persimmon Applications.

A report had been circulated detailing the advice received and the action points. The action points due to come from the Local Planning Authority had been chased on 6th February, but had yet to be received by the Parish Council. This will be deferred until the next meeting.

9. Neighbourhood Plan Working Group

Cllr Gurney reported that the working group is currently preparing the Regulation 14 submission. Amendments to the introduction have been sent to the consultant and more photos were discussed.

Approved.....

Date.....

The working group discussed methods of engaging the community in the consultation which, subject to the Just Hellesdon publication dates, is likely to begin in the second week of April with an open day being held on 22nd April.

The consultation must run for 6 weeks.

It was confirmed that information on the Parish Council website would be in an accessible format, allowing the document to be enlarged on the screen, and to be read by a screen reader.

10. Norfolk ALC

a) To Consider Vote on Special Resolution

The following two special resolutions were recommended for approval by the Board of the Norfolk Association of Local Councils on the basis of consultation and expert legal advice received over a 12 month period:

- That the Norfolk Association of Local Councils should convert from a co-operative society to a company limited by guarantee.
- That Roger Taylor be appointed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee

A query had been sent to Norfolk ALC about the budget for these works, but the budget figure was not disclosed, only that the matter had been budgeted for.

It was **AGREED** to vote 'yes' to both special resolutions, after a proposal from Cllr Holland and a second from Cllr Douglass.

Consideration of future Norfolk ALC membership is to be a future agenda item.

11. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 12 and 13 in view of the confidential nature of the business to be transacted

This was **AGREED**.

The Meeting was Closed to the Press and Public

12. Floodlights

a) To Consider Prices for Floodlight Replacement

A report was provided to councillors on prices for floodlight replacement in the car park and on the tennis courts. It was **AGREED** to replace the sodium light in the car park at a cost of £344.

Further information was required on the specification for the floodlights for the tennis courts.

13. Staffing

a) To Note Decisions Made by the Staffing Committee on 27th January and 10th February 2025

The minutes from 27th January had been previously circulated, and the draft minutes from 10th February were presented at the meeting.

The following were **AGREED**:

- That the outgoing Clerk's last day in the office will be 21st March, and that unused holiday will be compensated.
- That a locum Clerk and RFO should be sought for 3 days per week until a full time replacement Clerk and RFO is found. The three days should be regularly reviewed to ensure this is sufficient.
- That the Staffing Committee have delegated authority to set the Scale Point(s) for the recruitment of the new Clerk, based upon the SLCC Advice Note of 'How to Evaluate a Clerks Job' (circulated to members). Recruitment can then commence and the resulting scale point(s) can then be reported to full council on 11th March.
- The mediation process can be cancelled.

b) To Agree Implementation of Job Evaluation Recommendations

Approved.....

Date.....

It was **AGREED** to implement the recommendations after a proposal from Cllr Douglass and a second from Cllr Britton.

The Meeting was Reopened to the Press and Public

15. Matters for the Next Agenda

Review of Parish Council Investments.

Treasury Management Policy.

Feedback from the meeting with the Director of Place at South Norfolk and Broadland Councils about the Persimmon applications.

Recruitment Update.

Report on ACC meeting

16. Time and Venue of Next Council meeting.

Tuesday 11th March 2025, 7pm at Diamond Jubilee Lodge

The meeting closed at 9.23pm

DRAFT

Approved.....

Date.....

CLERK'S REPORT FOR COUNCIL MEETING
11th March 2025

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	<p>The final accounts for Phase 1 of the WC refurbishment project have been agreed and settled.</p> <p>With the continued lack of correspondence from the contractor for Phase 2 of the project, the Project Manager has exercised the Parish Council's right under the JCT contract to complete the snagging works and take off the expenses occurred from the contractor's final bill. There is also the intention to claim liquidated damages from the contractor for the delay in practical completion.</p> <p>With P2 of the fire doors completed, and the majority of the works for P2 of the WC refurbishment completed, the project for the replacement flooring in the foyer can commence.</p>
Car Park – Community Centre	No matters to report
Community Café and Fridge	Agenda item under 'Staffing'
Parish Council Offices Diamond Jubilee Lodge	No matters to report
Recreation Ground including Children's Play areas	No matters to report
Skate Park & MUGA	No matters to report
Meadow Way	No matters to report
Mountfield Park	Clearance work has been undertaken by the facilities team of the bramble. Whilst this is all part of the wild life areas, these sections of the park still require management.
Cottinghams Park	No matters to report
Allotments	Agenda item under committee report
Community Orchard	No further update.
Community Apiary	Agenda item under committee report
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	Agenda item
Public Toilets	No matters to report.
Litter & Dog Waste Bins	New dog bins agreed by PP&R for the next financial year. Clarification is being established from Broadland Council on the best place for their siting.

	At the recent Town and Parish Summit hosted by Broadland and South Norfolk Councils, the department responsible for the dog and litter bins advised that there would be a paper going to Cabinet in March to help clarify the situation be the District and parish councils.
Bus Shelters	A second parish partnership funding application has been submitted for a bench seat for the bus shelter opposite Hellesdon Hospital. A response will be received as to the success of the grant application in March.
Benches	No matters to report
War Memorial	No matters to report
Highways	<p>The parish partnership applications for the parish gateway for Reepham Road and the bench seat for the bus shelter have been submitted. The Parish Council will be informed in March 2025 if the applications have been successful.</p> <p>An email has been sent to Norfolk County Council about an update to the funding for a pedestrian crossing for the Cromer Road, between Meadow Way and Fifers Lane.</p> <p>Several emails have been sent to highways about the extent of the highway around the stores on the junction of Meadow Way and Cromer Road. There have been numerous articles of street furniture installed and there are also several items of seeming fly tipped items from the store. Emails from 26th November and 2nd January have gone unanswered.</p>
Staffing	<p>Agenda item</p> <p>The new Facilities Team member has started work. The office remains short staffed.</p>
Street Lighting	<p>Broadland Council has been collating the information requested by the Parish Council about street lighting in Hellesdon. It is being held up by a damaged light on Links Avenue, having been damaged during development stage of application 2022/0348.</p> <p>The development created a more open front driveway, of which will be obstructed should the street light be replaced. There has been resistance to the funding of the moving of the street light. The advice of the Highways Engineer has been sought as an extension to the dropped kerb has been installed. Emails of 28th November and 30th December have gone unanswered.</p>
Events	£300 has been received as grant funding for VE day celebrations.
Meeting Dates	<p>17th March 2025 – Staffing</p> <p>26th March 2025 – Neighbourhood Plan</p> <p>8th April – Full Council</p>
Health and Safety	No matters to report
Other Matters	<p>A useful seminar was held by Norfolk County Council about safeguarding in the local community. Discussions occurred about how Parish Councils could potentially play their part with safeguarding, as they are located a grass roots and usually know their community better than principal authorities. This will be followed up in the new year.</p> <p>Work has been completed on the Family Hub.</p>

Meeting of Hellesdon Parish Council

Item 5b – District and County Councillor Reports

Broadland District Council

Cllr Lacey Douglass

Broadland full council meeting to be held on 20th March to discuss devolution. The submission deadline for LGR plans is 21st March so what has been planned is what will be submitted.

There will be a public consultation in the Autumn once the Government has decided which model of local government they want us to have - The proposals being submitted by the current councils may not be what Gov want so who knows what it'll look like.

Hellesdon South East

We have had information from Wetherspoons that plans have been drawn up for the site which "should" improve the parking but as yet nothing has been submitted so the likelihood of improvements to parking this summer are remote and residents around the Whiffler face another year of issues. A request to review their licence on public safety grounds is being considered by ward councillors.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 28 February 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2025	Business Current Account 2077	500.00
28/02/2025	Business savers account 4401	431,552.68
28/02/2025	Petty Cash	163.39
28/02/2025	Active Saver 7702	346,302.02
28/02/2025	Account 73554503	83,439.27
28/02/2025	Number 2 account 0958	0.00
28/02/2025	Cafe float	100.00

862,057.36

Receipts not on Bank Statement

0.00

Closing Balance

862,057.36

All Cash & Bank Accounts

1	Current Bank Account	432,052.68
2	Petty Cash	163.39
3	Active Saver 7702	346,302.02
4	Active Saver Emergency 4503	83,439.27
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	862,057.36

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	-12,707.00	7,293.00
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	-1,527.00	6,212.68
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 CC Ext (28/29)	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 CC Ext (29/30)	0.00	8,784.04	8,784.04
	603,659.99	-5,590.20	598,069.79

List of Payments made between 01/02/2025 and 28/02/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/02/2025	Barclays Bank Plc	£27.20	Charge for Period 13dec/12Jan
03/02/2025	Iris Software Limited	£40.80	Staffology Software
03/02/2025	Learning Lean	£443.80	Lean Six Sig Courses CARD PAID
03/02/2025	Norfolk County Council	£74.50	DBS Checks
03/02/2025	The Photo ID Card People	£20.81	ID PAID CARD
03/02/2025	Reed Online Ltd	£72.00	Staff Courses
03/02/2025	Alliance Online	£123.91	Banquet roll x 2 CARD PAID
03/02/2025	Fast Fit Exhausts Ltd	£114.40	Tyre replacement CARD PAID
03/02/2025	Toombs Butchers	£43.88	Cafe Purchases
03/02/2025	Toombs Butchers	£11.92	Cafe Purchases
03/02/2025	Toombs Butchers	£26.05	Cafe Purchases
03/02/2025	Toombs Butchers	£40.64	Cafe Purchases
03/02/2025	HSS Pro Service	£57.95	Vibrating plate CARD PAID
03/02/2025	Land Registry	£7.00	Title Reg
03/02/2025	LIDL	£79.30	Xmas seniors food CARD PAID
03/02/2025	Encore Musicians	£97.75	VE Day Entertainment
05/02/2025	UK Fuels Ltd	£85.22	Fuelcard
06/02/2025	Lacons Brewery Ltd	£360.34	Wet supplies
11/02/2025	Anglia Culinary Suppliers Ltd	£279.78	Cafe Purchases
11/02/2025	Amazon	£409.30	Baking equipment
11/02/2025	Ben Burgess Groundscare Equipm	£600.00	Vehicle Repair
11/02/2025	Calypso Coffee	£111.60	Lavazza Capsules
11/02/2025	DD Health & Safety Supplies Lt	£168.56	Foam scourer
11/02/2025	Easters Norwich Ltd	£113.60	Cafe Purchases
11/02/2025	Facit Testing Ltd	£324.60	Pat Testing for equipment
11/02/2025	Norse Commercial Services Ltd	£172.80	Locking Parks
11/02/2025	Osiris Technologies	£730.45	Monthly IT support
11/02/2025	Select Recruitment Specialists	£1,080.00	Agency staff, cafe
11/02/2025	O2	£388.80	Mobile Phone Invoice
19/02/2025	Total Gas & Power	£2,865.64	Gas Invoice
21/02/2025	Anglian Water Business (Nation	£540.89	Nov to Feb water Invoice
21/02/2025	Total Gas & Power	£39.74	Allotment energy invoice
25/02/2025	Broadland District Council	£644.00	Business rates
25/02/2025	Total Gas & Power	£1,207.59	HCC Energy Invoice
25/02/2025	Total Gas & Power	£1,360.69	HCC energy Invoice
26/02/2025	Anglia Culinary Suppliers Ltd	£158.98	Cafe purchases
26/02/2025	Anglia Culinary Suppliers Ltd	£234.23	Cafe Purchases
26/02/2025	Amazon	£39.98	Storage Boxes
26/02/2025	Amazon	£240.00	Pressure washer
26/02/2025	Ben Burgess Groundscare Equipm	£321.74	cleaning supplies

26/02/2025	Calypso Coffee	£139.90	Cafe purchases
26/02/2025	Collier Turf Care Ltd	£444.62	Grounds Supplies
26/02/2025	DD Health & Safety Supplies Lt	£213.20	Workwear/ PPE
26/02/2025	Gooch Builders	£10,009.85	Toilet refurb final payment
26/02/2025	Easters Norwich Ltd	£329.53	Cafe purchases
26/02/2025	Excel Electrical Services	£276.18	Socket replacement
26/02/2025	Hugh Crane Equipment	£95.86	Toilet Roll
26/02/2025	Just Regional Publishing	£420.00	Feb 25 double page
26/02/2025	mha Larking Gowen	£1,962.00	Audit testing
26/02/2025	Ofcom	£155.00	Microphone licence
26/02/2025	Origin Amenity Solutions	£436.22	Replacement parts
27/02/2025	Anglian Water Business (Nation	£15.62	Water Invoice
27/02/2025	Anglian Water Business (Nation	£62.05	Water Invoice
		<u>£28,320.47</u>	

Cash Received between 01/02/2025 and 28/02/2025

Date	Cash Received from	Receipt Description	Receipt Total
03/02/2025	Events Takings	Cash Takings	£245.00
03/02/2025	Allotment Hirer	Allotment Rent	£16.00
03/02/2025	HCC Hirer	HCC Hires	£325.80
03/02/2025	Takings - Cafe	Cash Payments	£610.61
03/02/2025	Takings - Cafe	Card Payments	£122.75
03/02/2025	Events Takings	Card Payments	£278.90
04/02/2025	Regular Hire	HCC Hires	£1,008.63
05/02/2025	Regular Hire	HCC Hires	£714.44
05/02/2025	Regular Hire	HCC Hires	£162.90
05/02/2025	Regular Hire	HCC Hires	£325.68
05/02/2025	Regular Hire	HCC Hires	£329.76
05/02/2025	Regular Hire	HCC Hires	£247.24
05/02/2025	Regular Hire	HCC Hires	£82.40
05/02/2025	Regular Hire	HCC Hires	£34.34
05/02/2025	Regular Hire	HCC Hires	£68.70
05/02/2025	Regular Hire	HCC Hires	£185.44
05/02/2025	Takings - Cafe	Card Payments	£220.95
06/02/2025	Regular Hire	HCC Hires	£96.20
06/02/2025	Regular Hire	HCC Hires	£71.61
06/02/2025	Regular Hire	HCC Hires	£164.84
06/02/2025	Regular Hire	HCC Hires	£539.28
06/02/2025	Takings - Cafe	Card Payments	£218.80
07/02/2025	Regular Hire	HCC Hires	£123.64
07/02/2025	Regular Hire	HCC Hires	£41.59
07/02/2025	Regular Hire	HCC Hires	£82.48
07/02/2025	Takings - Cafe	Card payments	£137.95
07/02/2025	Takings - Cafe	Cash Payments	£692.17
10/02/2025	Allotment Hirer	Allotment Rent	£28.00
10/02/2025	Regular Hire	HCC Hires	£19.08
10/02/2025	Regular Hire	HCC Hires	£171.24
10/02/2025	Regular Hire	HCC Hires	£136.36
10/02/2025	Regular Hire	HCC Hires	£169.35
10/02/2025	Regular Hire	HCC Hires	£22.51
10/02/2025	Regular Hire	HCC Hires	£147.64
10/02/2025	Regular Hire	HCC Hires	£136.40
10/02/2025	Takings - Cafe	Card Payments	£129.85
11/02/2025	Regular Hire	HCC Hires	£32.44
11/02/2025	Regular Hire	HCC Hires	£115.84
12/02/2025	Takings - Cafe	Card Payments	£219.65
13/02/2025	Regular Hire	HCC Hires	£62.77
13/02/2025	Regular Hire	HCC Hires	£87.44
13/02/2025	Regular Hire	HCC Hires	£159.50

13/02/2025	Takings - Cafe	Card Payments	£153.45
14/02/2025	Regular Hire	HCC Hires	£309.04
14/02/2025	Takings - Cafe	Card Payments	£145.50
17/02/2025	HCC Hirer	HCC Hires	£94.93
17/02/2025	Regular Hire	HCC Hires	£68.25
17/02/2025	Regular Hire	HCC Hires	£96.18
17/02/2025	Takings - Cafe	cash Payments	£634.65
17/02/2025	Takings - Cafe	Card Payments	£104.15
18/02/2025	Regular Hire	HCC Hires	£30.41
18/02/2025	Regular Hire	HCC Hires	£46.38
18/02/2025	Regular Hire	HCC Hires	£13.74
19/02/2025	Regular Hire	HCC Hires	£83.18
19/02/2025	Regular Hire	HCC Hires	£82.44
19/02/2025	Takings - Cafe	Card Payments	£315.25
20/02/2025	Regular Hire	HCC Hires	£507.64
20/02/2025	Regular Hire	HCC Hires	£288.48
20/02/2025	Regular Hire	HCC Hires	£183.97
20/02/2025	Takings - Cafe	Card Payments	£217.40
21/02/2025	Takings - Cafe	Card Payments	£209.85
24/02/2025	Regular Hire	HCC Hires	£183.62
24/02/2025	Takings - Cafe	Cash Payments	£526.90
24/02/2025	Takings - Cafe	Card Payments	£118.30
25/02/2025	Regular Hire	HCC Hires	£109.92
26/02/2025	Regular Hire	HCC Hires	£162.90
26/02/2025	Takings - Cafe	Card Payments	£262.50
27/02/2025	Takings - Cafe	Card payments	£168.25
28/02/2025	Broadland District Council	VE Day Grant	£300.00
28/02/2025	Regular Hire	HCC Hires	£68.67
28/02/2025	Regular Hire	HCC Hires	£72.13
28/02/2025	Takings - Cafe	Card payments	£143.75
			<u>£14,488.00</u>

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Council Detail 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	(9,716)	53,500	63,216			(18.2%)	
1410 Community Centre Inc ML Room	4,087	25,615	0	(25,615)			0.0%	
1415 Community Centre Inc SW Room	3,980	22,169	0	(22,169)			0.0%	
1420 Community Centre Inc OH Room	2,238	11,870	0	(11,870)			0.0%	
1435 Warm room grants	0	500	0	(500)			0.0%	
1440 Community Centre Inc Ww Room	1,131	3,427	0	(3,427)			0.0%	
1445 Community centre kitchenette	200	1,262	0	(1,262)			0.0%	
1455 Community centre stage hire	95	549	0	(549)			0.0%	
1460 Hire of flasks	97	518	0	(518)			0.0%	
1470 Hire of urn	8	40	0	(40)			0.0%	
1475 Storage charge	180	928	0	(928)			0.0%	
1476 Rent old parish office	0	1,049	0	(1,049)			0.0%	
Community Centre :- Income	12,017	58,209	53,500	(4,709)			108.8%	0
4070 Profess Fees/Agency Personnel	0	2,705	0	(2,705)		(2,705)	0.0%	
4112 Advertising	0	350	0	(350)		(350)	0.0%	
4150 Utilities & business rates	4,579	27,034	26,581	(453)		(453)	101.7%	
4160 Repairs/Maintenance	230	14,163	0	(14,163)		(14,163)	0.0%	
4240 Emergency Work	0	269	0	(269)		(269)	0.0%	
4250 PHS services	0	4,661	4,000	(661)		(661)	116.5%	
4295 Equipment - New/Replacement	0	3,893	8,860	4,967	53	4,914	44.5%	1,527
4300 Equipment-Repair/Maintenance	271	987	700	(287)		(287)	141.0%	
4305 Parts- Repair/Replace/Spare	0	72	0	(72)		(72)	0.0%	
4390 Materials	0	74	0	(74)	1	(75)	0.0%	
4435 Contingencies	0	381	2,500	2,119	55	2,064	17.5%	
4450 Inspections	0	410	700	290		290	58.6%	
4480 Memberships & Subscriptions	0	1,931	2,500	569		569	77.2%	
4560 Property Maintain/Replacement	0	16,383	9,619	(6,764)	8,150	(14,914)	255.0%	
4625 Senior Citizens club	0	221	0	(221)		(221)	0.0%	
4630 Consumables	80	549	750	201	94	108	85.6%	
4635 cleaning agents/materials	152	3,181	2,000	(1,181)	559	(1,740)	187.0%	
4645 Warm room expenditure	0	499	0	(499)	17	(515)	0.0%	
4695 community centre redevelopment	0	(116)	0	116		116	0.0%	
4696 community centre WC project	8,342	13,610	0	(13,610)		(13,610)	0.0%	
Community Centre :- Indirect Expenditure	13,653	91,255	58,210	(33,045)	8,929	(41,974)	172.1%	1,527
Net Income over Expenditure	(1,636)	(33,046)	(4,710)	28,336				
6000 plus Transfer from EMR	0	1,527	0	(1,527)				
Movement to/(from) Gen Reserve	(1,636)	(31,519)	(4,710)	26,809				

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Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Administration								
1076 Precept	0	598,827	0	(598,827)			0.0%	
1085 Grants received	0	31,272	0	(31,272)			0.0%	
1099 Community Infrastructure	0	8,784	0	(8,784)			0.0%	8,784
Administration :- Income	0	638,883	0	(638,883)				8,784
4065 councillor training	0	525	1,000	475		475	52.5%	
4070 Profess Fees/Agency Personnel	0	0	5,000	5,000		5,000	0.0%	
4465 External Audit	0	1,680	2,205	525		525	76.2%	
4470 Internal Audit	1,635	3,560	3,363	(197)		(197)	105.9%	
4475 Legal Fees	7	399	667	269		269	59.7%	
4480 Memberships & Subscriptions	0	1,970	2,874	904		904	68.5%	
4550 Insurance	0	11,431	11,310	(121)		(121)	101.1%	
Administration :- Indirect Expenditure	1,642	19,565	26,419	6,854	0	6,854	74.1%	0
Net Income over Expenditure	(1,642)	619,318	(26,419)	(645,737)				
6001 less Transfer to EMR	0	8,784	0	(8,784)				
Movement to/(from) Gen Reserve	(1,642)	610,534	(26,419)	(636,953)				
120 Staff								
4000 Admin Staff	7,314	87,815	128,356	40,541		40,541	68.4%	
4010 Groundstaff	5,770	63,632	87,139	23,507		23,507	73.0%	
4020 Care Takers	5,894	61,463	89,764	28,301		28,301	68.5%	
4025 Cafe Staff	2,754	27,418	31,721	4,303		4,303	86.4%	
4040 PAYE	2,588	44,784	0	(44,784)		(44,784)	0.0%	
4045 Pension Scheme	4,051	50,195	44,443	(5,752)		(5,752)	112.9%	
4055 Staff training	(370)	375	4,500	4,125	120	4,005	11.0%	
4070 Profess Fees/Agency Personnel	0	3,011	4,645	1,635		1,635	64.8%	
4080 Employer NI	2,979	22,147	28,376	6,229		6,229	78.0%	
4090 Protective clothing/workwear	284	1,685	2,500	815	74	741	70.4%	
4480 Memberships & Subscriptions	0	83	0	(83)	17	(100)	0.0%	
Staff :- Indirect Expenditure	31,264	362,606	421,444	58,838	211	58,627	86.1%	0
Net Expenditure	(31,264)	(362,606)	(421,444)	(58,838)				
130 Council Office								
1360 Electricity FIT	0	(2,844)	604	3,448			(470.8%)	
1365 Misc office income	0	3	0	(3)			0.0%	
1490 Misc donations received	0	10	0	(10)			0.0%	
Council Office :- Income	0	(2,831)	604	3,435			(468.8%)	0

Detailed Income & Expenditure by Budget Heading 28/02/2025

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Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4070 Profess Fees/Agency Personnel	0	12	0	(12)		(12)	0.0%	
4112 Advertising	0	12	360	348		348	3.2%	
4150 Utilities & business rates	1,134	11,884	17,750	5,866		5,866	67.0%	
4160 Repairs/Maintenance	0	0	0	0	188	(188)	0.0%	
4240 Emergency Work	0	105	0	(105)	45	(150)	0.0%	
4250 PHS services	0	101	130	29		29	77.7%	
4295 Equipment - New/Replacement	33	204	1,968	1,764	7	1,757	10.7%	
4400 Chairman's Budget	0	10	1,500	1,490		1,490	0.7%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	95	100	5		5	95.0%	
4415 Refreshments	0	390	524	134		134	74.5%	
4420 Telephone and Broadband	166	4,327	3,379	(948)		(948)	128.1%	
4425 IT Support and Maintenance	643	5,080	6,689	1,609		1,609	76.0%	
4430 Photocopier	0	665	1,338	673		673	49.7%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	0	740	966	226	0	226	76.6%	
4445 Postage	0	77	237	160		160	32.5%	
4450 Inspections	0	410	1,237	827		827	33.1%	
4480 Memberships & Subscriptions	0	48	0	(48)		(48)	0.0%	
4485 Other Licences/Fees	155	4,357	2,881	(1,476)		(1,476)	151.2%	
4500 PWLB	0	34,150	43,094	8,944		8,944	79.2%	
4560 Property Maintain/Replacement	0	1,686	5,509	3,823	4	3,819	30.7%	
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	2,131	72,310	89,578	17,268	245	17,023	81.0%	0
Net Income over Expenditure	(2,131)	(75,141)	(88,974)	(13,833)				
<u>140 Neighbourhood Plan</u>								
1340 Neighbourhood Plan	0	35	0	(35)			0.0%	
Neighbourhood Plan :- Income	0	35	0	(35)				0
4135 Consultancy Fees	0	3,700	0	(3,700)		(3,700)	0.0%	
4600 Neighbourhood Plan	0	1,624	18	(1,606)		(1,606)	9021.9%	
Neighbourhood Plan :- Indirect Expenditure	0	5,324	18	(5,306)	0	(5,306)	29577.5	0
Net Income over Expenditure	0	(5,289)	(18)	5,271				

Detailed Income & Expenditure by Budget Heading 28/02/2025

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Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150 Investment								
1080 Bank Interest Received	0	21,729	4,051	(17,678)			536.4%	
1090 Monthly Loyalty Rewards	0	117	92	(25)			126.9%	
1091 Cash back rebates	0	47	48	1			98.3%	
Investment :- Income	0	21,893	4,191	(17,702)			522.4%	0
4060 Bank Charges & card fees	84	1,169	899	(270)		(270)	130.0%	
Investment :- Indirect Expenditure	84	1,169	899	(270)	0	(270)	130.0%	0
Net Income over Expenditure	(84)	20,724	3,292	(17,432)				
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)				
170 Health and Safety								
4135 Consultancy Fees	0	0	1,000	1,000		1,000	0.0%	
4140 Defibrillator	0	984	357	(627)		(627)	275.7%	140
4295 Equipment - New/Replacement	0	268	250	(18)		(18)	107.3%	
4630 Consumables	0	25	27	2		2	91.7%	
4635 cleaning agents/materials	0	194	0	(194)		(194)	0.0%	
Health and Safety :- Indirect Expenditure	0	1,472	1,634	162	0	162	90.1%	140
Net Expenditure	0	(1,472)	(1,634)	(162)				
6000 plus Transfer from EMR	0	140	0	(140)				
Movement to/(from) Gen Reserve	0	(1,331)	(1,634)	(303)				
180 Media and Communications								
4105 Newsletter-Printing/Distributi	350	4,600	5,124	524		524	89.8%	
4110 Website and Emails	0	617	1,690	1,073		1,073	36.5%	
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	350	5,217	8,064	2,847	0	2,847	64.7%	0
Net Expenditure	(350)	(5,217)	(8,064)	(2,847)				

Detailed Income & Expenditure by Budget Heading 28/02/2025

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Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Stores</u>								
4150 Utilities & business rates	0	1,530	1,623	93		93	94.3%	
Stores :- Indirect Expenditure	0	1,530	1,623	93	0	93	94.3%	0
Net Expenditure	0	(1,530)	(1,623)	(93)				
<u>195 Tractor Shed</u>								
4150 Utilities & business rates	0	12,213	3,466	(8,747)		(8,747)	352.4%	
4450 Inspections	0	390	473	83		83	82.5%	
4560 Property Maintain/Replacement	0	454	720	266	80	186	74.2%	
Tractor Shed :- Indirect Expenditure	0	13,057	4,659	(8,398)	80	(8,478)	282.0%	0
Net Expenditure	0	(13,057)	(4,659)	8,398				
<u>200 Residents' Parties</u>								
4115 Consumable- Food/Beverage	0	646	595	(51)	17	(68)	111.4%	
4120 Over 65 Entertainment	0	220	160	(60)		(60)	137.5%	
4630 Consumables	0	36	148	112	40	72	51.3%	
Residents' Parties :- Indirect Expenditure	0	902	903	1	57	(56)	106.2%	0
Net Expenditure	0	(902)	(903)	(1)				
<u>205 Events</u>								
1480 Events income	437	3,981	1,550	(2,431)			256.8%	
Events :- Income	437	3,981	1,550	(2,431)			256.8%	0
4122 Events	(250)	6,274	4,709	(1,565)	509	(2,074)	144.0%	
4123 Bar trading costs	0	226	0	(226)		(226)	0.0%	
Events :- Indirect Expenditure	(250)	6,500	4,709	(1,791)	509	(2,300)	148.8%	0
Net Income over Expenditure	687	(2,519)	(3,159)	(640)				
<u>210 Grounds</u>								
1200 Football Hire Charges	557	1,875	2,106	231			89.0%	
1210 Football Training Area Hire	215	677	986	309			68.7%	
1215 Grass cutting agreement	0	14,282	16,735	2,453			85.3%	
1270 Floodlights Income	0	27	26	(1)			104.2%	
Grounds :- Income	772	16,862	19,853	2,991			84.9%	0
4160 Repairs/Maintenance	0	111	0	(111)		(111)	0.0%	
4195 Keys/Locks	0	394	204	(190)	38	(227)	211.3%	
4200 Locking parks	144	1,296	2,772	1,476		1,476	46.8%	

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Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 Replacement Bins	0	381	2,200	1,819		1,819	17.3%	
4210 Emptying Bins/Fresheners	59	5,126	5,457	331		331	93.9%	
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	1,400	1,460	60		60	95.9%	
4235 grounds alarm system	0	(147)	0	147		147	0.0%	
4245 Highway grass verge cutting	0	6,779	10,653	3,874		3,874	63.6%	
4255 Skip hire	0	830	2,730	1,900		1,900	30.4%	
4260 Shrub/Tree/Hedge	0	944	1,000	56	15	41	95.9%	
4270 Fertilisers/Weed & Moss Killer	0	516	0	(516)	15	(531)	0.0%	
4275 Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295 Equipment - New/Replacement	(12,610)	263	525	262		262	50.0%	
4300 Equipment-Repair/Maintenance	97	886	0	(886)	69	(955)	0.0%	
4305 Parts- Repair/Replace/Spare	0	41	0	(41)		(41)	0.0%	
4320 Small tools	208	452	1,052	600	25	575	45.4%	
4325 fence repairs	0	3,596	5,000	1,404		1,404	71.9%	
4390 Materials	1,094	3,163	4,123	960	565	395	90.4%	
4395 Wetting Agents/Preservatives	0	0	233	233		233	0.0%	
4435 Contingencies	0	0	2,500	2,500		2,500	0.0%	
4560 Property Maintain/Replacement	0	60	0	(60)		(60)	0.0%	
4630 Consumables	0	0	75	75		75	0.0%	
4635 cleaning agents/materials	22	89	450	361		361	19.8%	
Grounds :- Indirect Expenditure	(10,987)	26,194	44,040	17,846	726	17,120	61.1%	0
Net Income over Expenditure	11,759	(9,332)	(24,187)	(14,855)				
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	0	1,426	1,433	7	241	(234)	116.3%	
4265 Fuel	71	1,714	2,640	926		926	64.9%	
4290 Servicing	112	1,836	4,725	2,889	207	2,682	43.2%	
4295 Equipment - New/Replacement	0	557	57	(500)		(500)	977.0%	
4300 Equipment-Repair/Maintenance	0	70	0	(70)		(70)	0.0%	
4310 Hire of Machinery & vehicles	495	5,043	6,690	1,647		1,647	75.4%	
4555 Vehicles	13	241	0	(241)		(241)	0.0%	
Machinery and Vehicles :- Indirect Expenditure	691	10,887	15,545	4,658	448	4,210	72.9%	0
Net Expenditure	(691)	(10,887)	(15,545)	(4,658)				
<u>230 Trees</u>								
4240 Emergency Work	0	36	1,668	1,632	9	1,623	2.7%	
4450 Inspections	0	495	0	(495)		(495)	0.0%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4455 work & inspections	0	0	8,067	8,067		8,067	0.0%	
Trees :- Indirect Expenditure	0	531	9,735	9,204	9	9,195	5.5%	0
Net Expenditure	0	(531)	(9,735)	(9,204)				
240 Allotments								
1100 Allotment Income	37	4,656	3,220	(1,436)			144.6%	
1110 Water Recharge	0	(908)	0	908			0.0%	
1111 Electricity Recharge	0	39	0	(39)			0.0%	
1115 Pest control Recharge	0	(390)	0	390			0.0%	
Allotments :- Income	37	3,398	3,220	(178)			105.5%	0
4145 Landowner Rent	0	2,149	1,550	(599)		(599)	138.6%	
4150 Utilities & business rates	116	1,556	192	(1,364)		(1,364)	810.2%	
4390 Materials	0	402	1,238	836		836	32.5%	
4435 Contingencies	0	0	613	613		613	0.0%	
4560 Property Maintain/Replacement	0	0	600	600		600	0.0%	
Allotments :- Indirect Expenditure	116	4,107	4,193	86	0	86	97.9%	0
Net Income over Expenditure	(79)	(709)	(973)	(264)				
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	892	1,816	924			49.1%	
Hard Courts and Car Park :- Income	0	892	1,816	924			49.1%	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	344	331	51.0%	
4580 Car Park/ Pathways	0	83	0	(83)		(83)	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	83	2,540	2,457	344	2,113	16.8%	0
Net Income over Expenditure	0	809	(724)	(1,533)				

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260 Bowling Green								
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	1,595	2,445	850	30	820	66.5%	
Bowling Green :- Indirect Expenditure	0	1,595	2,645	1,050	30	1,020	61.4%	0
Net Income over Expenditure	0	305	(745)	(1,050)				
265 Memorials								
1280 Memorial Garden Income	0	38	0	(38)			0.0%	
Memorials :- Income	0	38	0	(38)				0
4360 Rose Renewal	0	8	400	392		392	2.1%	
4575 War Memorial	0	125	350	225	7	219	37.5%	
Memorials :- Indirect Expenditure	0	133	750	617	7	610	18.7%	0
Net Income over Expenditure	0	(96)	(750)	(654)				
270 Traffic Highways/Environment								
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)				
300 Cafe								
1500 Café Income	5,098	46,835	36,000	(10,835)			130.1%	
Cafe :- Income	5,098	46,835	36,000	(10,835)			130.1%	0
4070 Profess Fees/Agency Personnel	600	2,748	0	(2,748)		(2,748)	0.0%	
4150 Utilities & business rates	0	170	0	(170)		(170)	0.0%	
4160 Repairs/Maintenance	0	65	0	(65)		(65)	0.0%	
4295 Equipment - New/Replacement	34	49	0	(49)		(49)	0.0%	
4300 Equipment-Repair/Maintenance	0	63	76	13		13	83.1%	
4435 Contingencies	0	659	0	(659)		(659)	0.0%	
4630 Consumables	0	317	1,750	1,433		1,433	18.1%	
4635 cleaning agents/materials	107	130	150	20		20	86.7%	

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4700 Machine Rental	0	(28)	0	28		28	0.0%	
4710 Café Purchases	1,648	20,781	21,417	636	1,067	(432)	102.0%	
4711 Community fridge/ fruit & veg	0	119	282	163		163	42.3%	
Cafe :- Indirect Expenditure	2,389	25,073	23,675	(1,398)	1,067	(2,465)	110.4%	0
Net Income over Expenditure	2,709	21,762	12,325	(9,437)				
Grand Totals:- Income	18,360	796,236	128,777	(667,459)			618.3%	
Expenditure	41,083	662,209	739,215	77,006	12,661	64,344	91.3%	
Net Income over Expenditure	(22,723)	134,026	(610,438)	(744,464)				
plus Transfer from EMR	0	1,667	0	(1,667)				
less Transfer to EMR	0	8,784	0	(8,784)				
Movement to/(from) Gen Reserve	(22,723)	126,910	(610,438)	(737,348)				

Mrs F LeBon, Parish Clerk
Hellesdon Parish Council
Diamond Jubilee Lodge
Wood View Road
Hellesdon
Norwich
NR6 5QB

Our Ref: 04/GK/MC/MC/H020550

Your Ref:

06 February 2025

Dear Mrs LeBon

**Hellesdon Parish Council
Interim internal audit visit on 16 December 2024**

Further to our mid-financial year visit to the Council's offices on 16 December 2024 to test transactions for the period from 1 April to 30 November 2024, I confirm that the procedures undertaken did not identify any instances of non-compliance with the expected financial controls, nor any matters that would prevent us giving a 'clean' response to any internal control objectives in the *Annual Internal Audit Report 2024/25* which will form part of the *Annual Governance and Accountability Return 2024/25*.

However, as you are aware, not all our procedures were carried out as some are restricted to the year-end and these will be performed once the accounts for the year ending 31 March 2025 have been prepared. We will update and conclude our testing during our financial year-end visit in May 2025.

Recommendations arising from our 16 December 2024 visit

Although we identified no matters of significant concern, we did identify one area where we recommend follow up action be taken:

Recommendation - priority level 2

Councillors' approval of approved payment signatories

The 14/05/2024 Full Council minutes stated the names of the four approved payment signatories, with the Finance Officer Gavin Ellis being named as one of the four. This is good practice as it enables the Council to confirm its approval of the specific signatories.

Upon GE's retirement in late 2024, Deputy Clerk Harry Clark replaced GE as an approved payment signatory. This had not yet been recorded in any Full Council minutes at the time of our December 2024 visit.

We recommend that the next Full Council meeting states who the current four approved payment signatories are, and the minutes record this and the Council's approval of those named.

Follow up on recommendations raised in our preceding report

We raised one amber recommendation in our '*Internal Audit Report for the Year ended 31 March 2024*' (issued on 3 July 2024). Whilst checking the Council's external website following our 16 December 2024 visit we found that the specific matters raised in our previous report had been cleared, but similar new omissions had occurred in relation to minutes' availability on the website, as we note in the table on the next page.

Previous recommendation: (From our 3 July 2024 report)	Current status: As per checks following our 16 December 2024 visit
<p><u>Minutes omitted from the HPC website</u></p> <p>The Full Council's 12/12/2023 meeting was omitted entirely from the HPC website.</p> <p>The 9/1/2024 and 9/4/2024 Full Council meetings were listed, but links to the minutes did not work. We raised this with Officers, who corrected it on the day.</p> <p>As we only checked for November 2023 to March 2024 meeting minutes of the Full Council, and the PPR and Community Centre committees, it is possible other minutes and meetings may also have been omitted from the new website.</p> <p>We recommend Officers review the new HPC website's "Your Council" pages, to confirm that all meetings of the Full Council and Council committees in recent years are on the website, and for each meeting date, the agenda, minutes, and relevant papers have been uploaded / linked to.</p>	<p>Not fully cleared. New recommendation raised:</p> <p><u>Minutes omitted from the HPC website - new</u></p> <p>As noted at left, the specific omitted minutes identified during our May 2024 visit were corrected on the day.</p> <p>However, our check of the minutes section on the HPC website on 20/12/2024 noted two new cases where the links to the minutes did not work (i.e. the minutes do not appear when the 'minutes' button is clicked on). Those are:</p> <ul style="list-style-type: none"> • Community Centre Committee, 14/08/2024 meeting minutes • Planning Committee 14/05/2024 meeting minutes <p>We recommend these broken links be corrected, and also that minutes added to the HPC website since 20/12/2024 be reviewed to confirm that the links to them all work.</p>

Reminder in relation to the Council's Risk Register

We noted that the Property, Policy & Resources Committee reviewed and accepted the Council's risk assessments at its 29 April 2024 meeting, and therefore risks were duly identified and assessed during the current financial year. As it is good practice for councils to prepare and formally adopt a comprehensive register of their risks at least once annually, we note that a new assessment of risks, and formal adoption of the risk registers by councillors, will come due around April 2025.

Acknowledgements

My thanks to you and to the Council's Deputy Clerk for your time and assistance during our visit, and should you have any queries at all, please do not hesitate to contact either Marc Cawthorne or me.

Yours sincerely



Giles Kerkham
Partner

For and on behalf of Larking Gowen LLP

**Minutes of the meeting of the Planning Committee held on
Tuesday 11th February 2025 at 6:15pm in
Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr G. Britton (Chairman)
Cllr I. Duckett
Cllr R. Forder
Cllr D. Maidstone
Cllr R. Sear

Also In Attendance: Mrs F. LeBon (Clerk to the Council)

1. Apologies and acceptance for absence

None received

2. Declarations of Interest and Dispensations

No declarations of interest made.

Cllr Maidstone clarified that his property did not back onto 9 Meadow Way to be discussed in item 6.

3. To Approve the Minutes of the Committee Meeting held on 28th January 2025

Minutes of 28th January 2025 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 was **NOTED**.

6. Planning Applications for Consideration

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

Application	Response to Consultation
2025/0053 Location: 33 Lilian Close Hellesdon Norfolk NR6 6RZ Proposal: Single storey rear extension with single storey side extension to facilitate a garage and carport	No objections.
2025/0329 Location: 9 Meadow Way Hellesdon Norfolk NR6 5NW Proposal: Two storey rear extension (incl loft conversion) & single storey side extension	No objections

Approved.....

Date.....

<p>2023/2500 (amended application) Location: Firside Junior School Middletons Lane Hellesdon Norfolk NR6 5NF Proposal: Demolition of existing school building and construction of a new two storey school building with associated muga, external play areas external canopy, new pupil drop off and car parking</p>	<p>No objections</p>
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7. Items for the Next Agenda

No matters raised

8. Date, time and venue of next meeting

25th February 2025, commencing at 6.15pm at Diamond Jubilee Lodge.

The meeting closed at 6.28pm.

DRAFT

Approved.....

Date.....

**Minutes of the meeting of the Planning Committee held on
Tuesday 25th February 2025 at 6:15pm in
Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

- Cllr G. Britton (Chairman)
- Cllr I. Duckett
- Cllr R. Forder(from 6:16 pm)
- Cllr D. Maidstone
- Cllr R. Sear
- Cllr S. Holland (from 6:19 pm)

Also In Attendance: Mrs F. LeBon (Clerk to the Council), Mr H. Clark(Deputy Clerk)

1. Apologies and acceptance for absence

None received

2. Declarations of Interest and Dispensations

No declarations of interest made.

3. To Approve the Minutes of the Committee Meeting held on 11th February 2025

Minutes of 11th February 2025 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 was **NOTED**.

6. Planning Applications for Consideration

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

Application	Response to Consultation
2025/0280 Location: 158 Gowing Road NR6 6PY Single storey flat roof rear extension	No objections.

7. Items for the Next Agenda

No matters raised

Approved.....

Date.....

8. Date, time and venue of next meeting

11th March 2025, commencing at 6.15pm at Diamond Jubilee Lodge.

The meeting closed at 6.19pm.

DRAFT

Approved.....

Date.....

HPC Planning Committee Minutes 125th February 2025

Meeting of Hellesdon Parish Council – 11th March 2025

Item 8 - To Receive Feedback on Meeting with the Director of Place at South Norfolk and Broadland Councils about the Persimmon applications.

Broadland Council has provided a summary of the questions that will assist the Parish Council in coming to a conclusion about what it wishes to achieve from the Persimmon development:

Former Royal Norwich Golf Site Community Facilities:

As part of the reserved matters applications for phases 4-6 the following community facilities are proposed:

- 1ha of playing pitches. The layout shows these as being suitable for:
 - 1x under 12 pitch
 - 1 x under 10 pitch
 - 2 x under 8 pitch
- A community building of 420 m². The community building contains a main hall, meeting/function room, office space, kitchen, toilets and associated store space.
- A neighbourhood equipped area of play of 1000sqm.

The following questions are intended to help guide a discussion on the community facilities required by the parish

1. What are the parish priorities in relation to the 1ha playing pitches?
2. Is football the priority for the parish? Is the council aware of specific teams who would wish to use the facilities/currently looking for facilities?
3. If football pitches are the priority, do the parish council consider the size of the pitches reflects the age group needs?
4. If football pitches are provided on the open space, are there associated facilities that the parish would wish to see in the community building i.e. changing facilities/ Toilets accessible from the pitches etc to support the use?
5. Would the parish council seek to take on the management of the community building?
6. Are there other facilities which the parish would wish to see/need within the community building?

Once the Parish Council is clear about its objectives, Persimmon can be invited to attend a Parish Council meeting in a similar manner as other developers.

**Minutes of the Meeting of the
Playing Fields, Allotments and Amenities Committee
held on Thursday 25th February 2025 - 7pm at Diamond Jubilee Lodge**

Present: Cllr D. Maidstone (Chairman) Cllr D. Fahy(19:02)
Cllr N. Barker
Cllr M. Maidstone
Cllr M. Hicks
Cllr B. Johnson

Also in Attendance:

Mrs F LeBon (Clerk), Mr H Clark(Deputy Clerk), Mr K Sage(Facilities manager) and two member of the public.

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence

Apologies were received from Cllr Gurney.

2. Declarations of Interest and Dispensations

No Declared interests or dispensations

3. Approval of the Minutes from 28th November 2024

The draft Minutes had been circulated from the meeting of 28th November 2024. These were **AGREED** and signed as a true and accurate record of the meeting.

4. Public Participation

A member of the public mentions the probationers currently working on the car park at the allotments on Bush Road have been a huge success. The facilities manager of the allotments informed the council due to the good work that has been completed by the probationers they have now moved on to assist with the plots at the allotments. The facilities manager continued that he would enquire if the probationers would want their own plot at the allotments and grow fruit and vegetables for the use of the community. The members of the public continued with their concern over the increase of dogs fouling inside the allotment and left there, he requested that the committee reminds allotment holders that animals on the site remain on a fixed lead and to pick up after them. Cllr Maidstone and the committee agreed notices and measures should be put in place to remind allotment holders of the rules of the allotments. The member of the public then continued in relation to the rules of the allotments, that which relates to fires/bonfires on the allotment site. Cllr Maidstone informed that there is to be no fires or burning of any description to be held on the allotment site, which the member of the public informed that the rules of the allotments are not clear and are open to interpretation. Cllr Maidstone informed that the rules were revised and changed recently and that the allotment rules will be reviewed to make

1

Approved.....

Date.....

sure the most updated version is available to those who require them. Another member of the public spoke in relation to the beekeepers coming back to the allotments and that there is excitement expressed by the allotment holders for them to return after their absence of a few years.

5. Apiary

a) To Agree Rules and Tenancy Agreement for Hive Plots within the Apiary.

Cllr Maidstone stated that the apiary new rules are suitable for it to be used again, he continued with there will be support available from a experienced member of the Norfolk Beekeepers association for those wishing to use the apiary. Cllr Maidstone explained that the individual has sufficient experience to aid those beekeepers and those wishing to seriously undertake beekeeping. The rules and tenancy agreement for hive plots within the apiary was Proposed by Cllr M Maidstone and 2nd by Cllr M Hicks AGREED by the committee.

6. Allotments

a) To Receive Update Report on Allotment Occupancy

The Facilities manager reported that there are 110 full allotment plots which are lettable of which 108 are let. 4 quarter size allotments are ready to be let and has been advertised in just Hellesdon.

b) To Receive Update from the Allotment Liaison Group

Allotment liaison group to begin getting hold of their tasks and Cllr M Hicks to join allotment liaison group and dates to be arranged relating to this.

c) To Note Decision of 4th April 2023 to Allow Non-Residents of the Parish to Become an Allotment Tenant

The Facilities manager highlighted from report the consideration of allowing nonresidents of the parish to become allotment tenants, sitting legislation that would suggest to the committee that an amendment to the rules to consider letting allotments to non-residents that includes a cascade system to prioritise residents of Hellesdon allowing to maximise income for the allotments and residents of Hellesdon. The allotment rules needed to be amended sections 3 Eligibility criteria and allocation of plots, within its subsections of 3.1, 3.2, 3.3. Cllr M Maidstone also indicated that Stuart Clancy has given funds towards the community hut and as recently Taverham allotments have been reduced to consider having Taverham residents to be prioritised for allotment lettings.

d) Update on CCTV

The facilities manager spoke relating to the update of CCTV for the Allotments on Bush Road, He currently is awaiting the pole for the CCTV to place on. Cllr N Barker will be forwarding to Clerk & Deputy Clerk a quote of what equipment is needed, which both the Clerk and Deputy Clerk will review.

e) Update on Car Park in Extension

The facilities manager gave the update that now car park on the allotment site is complete, allotment holders are now required to use the car park rather than unused allotments plots of the driveway to the allotments themselves.

7. To Review Earmarked Reserves Relating to Committee

The earmarked reserves were reviewed by the committee, The facilities manager stated that more funds may need to be allocated towards the council's van as well as the hard surface floor will need to be resurfaced in the 25/26 financial year. He continued to inform the committee of the war memorial replacement and upkeep. The clerk informed the committee that earmarked burial ground land funds may not be required at this time as the land may have been allocated to the church. The facilities manager informed the committee and confirmed by the Clerk that the Mountfield Park funds are a commuted sum. The facilities manager continued that the fence and boundary around the park need to be established, and a solicitor is required to establish the boundary of the land. Cllr D Maidstone requested the Clerk/ Deputy Clerk to make enquiries to find a solicitor.

8. To Receive 'Pillars of Inclusive Play' Document from the Youth Advisory Board

The Clerk informed the committee that she has been in contact with cornerstones to discuss play equipment that could be installed, this would also include inclusive play equipment.

9. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 10 in view of the confidential nature of the business to be transacted

Member of public left the meeting

10. Potential Breach of Tenancies

a) To Receive Report on Unpaid Tenancies & To Receive Report on Unmaintained Allotment Plots

A report was provided to councillors on the current unpaid tenancies and unmaintained allotment plots. It was the recommendation of the facilities manager that if 70% of the plot is not cultivated then there would be no renewal for the next year for the plot holder. It was discussed by the committee that an appeal procedure would need to be implemented as well as a warning system for the allotment holders. Cllr D Maidstone informed that any powers or whatever is needed be given to the facilities manager to be able to maintain the allotment which the committee AGREED. The facilities manager requested resending of the allotment rules be sent out to the allotment holders.

11. Items for the Next Agenda

Carters Farms and the lease of the land.
Mountfield Park
Cottinghams Park

To Confirm Date, Time and Venue of the Next Meeting

To be agreed.

MEETING CLOSED AT 8:30pm

Meeting of Hellesdon Parish Council – 11th March 2025

Item 10 To Consider Sale of Baby Grand Piano in Community Centre

With a view to saving money, the Clerk has been asked to review the cost and use of the baby grand piano in the community centre.

History:

The baby grand piano was purchased in 2016 for £5,299 (inclusive of VAT).

In the last 3 years it has been used for one event, which was the re-opening of the Community Centre.

The Parish Council also owns an upright piano, which is used on a regular basis.

Issues:

The problems with the baby grand are as follows:

- It is heavily underused
- It is surplus to requirements as there is already a piano in the building which can easily be moved by the facilities team.
- It gets in the way of events in the ML, causing issues for both the facilities team and hirers (the piano has to be taken into account with every room plan put in place).
- It gets damaged by events in the ML
- It is costly to repair and retune

Proposed Solution:

Like the excess chairs in the community centre, the best value solution for the taxpayer is to sell the baby grand. Continuing to house an unused asset in a main entertainment room will continue to cost the taxpayer in repairs. An initial quote suggested that the depreciation has already been significant, given the damage it has incurred and its unfashionable colour.