

HP HC HELLEDON PARISH COUNCIL

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

Minutes of the Meeting of Hellesdon Parish Council Held on Tuesday 7th January 2020 in the Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.

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

In attendance: Mrs N Carver, Clerk
District Cllr Adams
1 Member of Public

WELCOME – The meeting started at 19:15. The Chairman welcomed Councillors. He read out the requirements for filming and recording of meetings and the fire evacuation notice.

1. Apologies and acceptance for absence

Apologies received from Cllr P Sparkes and Cllr D Attenborough these were **ACCEPTED**.

2. Declarations of Interest and Dispensations

There were no requests for dispensations. The following additional interests declared:
Cllr Grady, Cllr Bush-Trivett, Cllr Fulcher – Links Avenue Agenda Item 11b.

3. Approval of minutes of the Parish Council Meeting held on 3rd December 2019 from those members present at the respective meeting

Minutes had been circulated.

The following amendments were **agreed**:

Item 19. (Line 14) Spelling Error Cllr Johnson

RESOLVED TO ACCEPT THE MINUTES OF 3rd DECEMBER 2019 AS AMENDED. THE MINUTES WERE SIGNED BY THE CHAIRMAN.

Items discussed from the minutes not listed on the Agenda:

Item 9d – Cllr Grady asked for the Legal Fees to be split into 2 sections Staffing and Other. The Clerk explained that the current invoice only states legal fees and does not indicate what the fee is for. The clerk will go back to the finance officer and see if there is another way of splitting the costs.

Item 12b – Clarification that there is no funding from the Broadland Tree Warden Network.

4. **Public Participation**

A member of public spoke with regards to the pot holes on Reephams Road, Cllr Gurney is currently dealing with this.

District Cllr Adams spoke with regards to the GNLP. He would recommend that the council look at the housing allocation in Drayton as this will have effects on Hellesdon Roads.

5. **Report from Police to include Parish Crime Figures**

The Police Newsletter had been circulated.

RESOLVED TO ACCEPT

Cllr Buck wanted to thank the police for their recent event held in the library Cuppa with a copper.

Cllr Prutton sent her apologies as she will be unable to attend the SNAP meeting on the 15th January.

6. **Report from County Councillor**

Cllr Gurney reported:

- Thanked all that attended the recent consultation event in the community Centre with the Police and Trading Standards. There was a good turnout of residents with a variety of questions asked and discussed.
- There has been a temporary fix to the pavement on Links Avenue outside 18; this will be reinstated to grass.
- Norfolk County Council has announced that they have put forward plans to work with Arden Grove School to offer a Trauma Unit for up to 16 places. This will go to consultation the next event 16th and 17th January.

7. **Reports from District Councillors**

Cllr Gurney reported:

- Next SNAP meeting will be held on 15th January in Spixworth
- Next Airport Committee Meeting will be held on 15th January at the Parish Council Officers.

Cllr Prutton reported:

- Further to a recent visit to the Persimmon site with Broadland District Council, regarding the conifers that back on to Hercules Road properties. Persimmon have agreed that these will be looked at over a period of time and some will be removed.

Cllr Britcher reported:

- Gave a verbal update on the recent meeting regarding A47.

Cllr King reported:

- Gave thanks to all that helped and attended the Christmas party, with special thanks to Cllr Prutton. Thanks were also given for the understanding for the recent apologies on attendance to Parish Council events and meetings.

8. **Reports from**

a) Chairman

No reports from the chairman

b) Parish Clerk

The clerks report was previously circulated

RESOLVED TO ACCEPT.

Cllr King gave extra thanks to Cllr Bush-Trivett for the help given to setting up the new mobile phones.

9. **Financial Matters**

a) Bank Reconciliation – 1st November to 30th November 2019.

The document previously circulated was discussed, and it was
RESOLVED TO ACCEPT

b) Approval of Payments - 1st November to 30th November 2019.

The document previously circulated was discussed. All signatories confirmed payments were in order. Cllr Buck questioned the payment for the CilCA training. The clerk confirmed this was shown as a payment and a receipt. Cllr King asked for confirmation of the withdrawal fee of 99p, Cllr Fahy confirmed that the post office do not charge and it was **agreed** to use there in future. It Was

RESOLVED TO ACCEPT

c) Approval of Receipts - 1st November to 30th November 2019.

The document previously circulated was discussed, the clerk was asked to confirm the reason of receipt of payment from Anglian Water. It was
RESOLVED TO ACCEPT

d) Detailed Income and Expenditure 1st April to 30th November 2019.

The document previously circulated was discussed, it was
RESOLVED TO ACCEPT

e) Earmarked reserves summary

The Council **noted** the document previously circulated

f) To consider a donation to the Broadland Tree Warden Network

It was proposed by Cllr Grady to make a donation of £1000. Seconded by Cllr Buck and unanimously agreed. It was

RESOLVED TO DONATE £1000 FROM EARMARKED FUNDS COST CENTRE332 'GOOD CAUSES OF HELLEDON'

It was **agreed** to make a press release relating to the Green Grid.

10. **Budget 2020/2021**

Dispensation request was signed by all Cllr residing in Helledon. The budget was unanimously agreed by all and it was;

RESOLVED TO ACCEPT

11. **General Matters**

a) GNLP – It was noted a briefing will be held on 22nd January 2020. Cllr Fulcher confirmed his attendance to this.

b) "No Cold Calling Zone" Links Avenue, Links Close, Gable Mews and Westgate

It was proposed by Cllr Grady and seconded by Cllr Everett for the Parish Council to endorse this matter. It was;

RESOLVED TO ACCEPT WITH 2 CLLR ABSTAINED

12. **Planning**

a) Committee meeting

Minutes of meetings held on Tuesday 3rd December and Tuesday 17th December 2019 had been circulated. It was

RESOLVED TO ADOPT BOTH SETS OF MINUTES

b) Questions of the meeting

No questions asked.

13. Playing Fields, Amenities & Allotments

a) Committee meeting

Minutes of meetings held on Thursday 28th November had been circulated. It was

RESOLVED TO ADOPT SET OF MINUTES AND AGREED DECISIONS MADE

b) No questions noted

c) Further to referendum held for pest control at the allotment site off Bush Road. It was voted for this to be actioned and for the pest control to be put in place at a yearly charge of £7.50 to all allotment holders.

14. Media & Communications

Further to a report previously circulated. It was

RESOLVED TO HAVE 4 PAGES IN THE JANUARY ADDITION OF JUST REGIONAL

15. Hellesdon Community Centre

No matters raised

16. Property, Policy & Resources

a) Committee Meeting

Minutes of meetings held on Wednesday 18th December had been circulated. These were discussed, it was

RESOLVED TO ADOPT THE MINUTES

b) Update from Meeting Held on 30th December 2019

A verbal update from Cllr Gurney was given on the meeting with regards to land provision in Hellesdon.

17. Staffing

a) Committee Meeting

Minutes of meetings held on Wednesday 9th December 2019 had been circulated. These were discussed at length regarding agenda item 7. It was proposed by Cllr Grady and seconded by Cllr Britcher, for the item to be brought to Full Council in February and the clerk to get full financial details. Cllr Grady asked for the vote to be recorded.

RESOLVED TO TAKE AGENDA ITEM 7 TO FULL COUNCIL, THE VOTE WAS RECORDED 5 FOR, 3 AGAINST, 6 ABSTENTIONS.

b) Questions of the meeting

Cllr Buck asked that for financial year 2020/2021 that the budget for training be split in to councilor training and staff training and for this budget to be reallocated to a different committee. It was

RESOLVED TO TAKE THIS TO THE NEXT FULL COUNCIL MEETING

18. Neighbourhood Plan and Green Grid

a) Cllr Fulcher updated the council on the tree planting on Reepham Road. Further to the recent report produced it would not be possible to plant an avenue of trees along Reepham Road, however other options are being looked at.

57

1. Approved.....

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

b) A discussion was had on producing a policy of the council to plant one tree per property in the Parish of Hellesdon, this would take into consideration the number of trees already planted. This was **agreed** by all.

Cllr Britcher proposed that the council produce an open space plan to survey the number of trees already planted in Hellesdon, this would be funded through the Green Grid earmarked funds. Seconded by Cllr Fulcher and **Agreed**.

19. Exchange of information

Cllr Buck gave a verbal update on Hellesdon Youth Club and History Society.

Cllr Gurney acknowledged the thanks given to family and friends for the helping at the Senior Residents Christmas Party. It was noted that false accusations made against willing volunteers may hinder any future support/help given.

20. Resolution to Exclude the Press and Public

It was

UNANIMOUSLY RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS AND PUBLIC DURING DISCUSSION OF THE ITEMS RELATED TO STAFFING MATTERS AND PROPERTY, POLICY & RESOURCES DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED; SUCH ITEM TO BE DEALT WITH AFTER THE ITEM THAT CONFIRMED DETAILS OF THE NEXT MEETING

21. Date, Time & Venue for Next Meeting

This was confirmed as Tuesday 4th February 2020 at 7pm in the Council Chamber, Diamond Jubilee Lodge

Items discussed under the resolution to exclude public and press

An update was given on recent staffing matters; a further update will be given at the next full council meeting once the staffing committee have met.

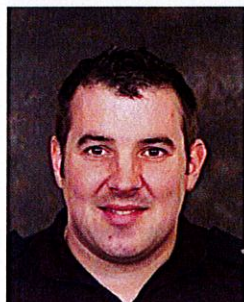
4 Councillor Resignations were received with immediate effect, clerk to contact Broadland District Council.

The meeting closed at 10:25pm.

Date: January 2020

Newsletter

Welcome to the newsletter for Hellesdon.



Local Policing
Commander for -
Reepham, Aylsham,
Taverham and
Hellesdon

Message from Inspector Rob Wicks

On behalf of my team I would like to wish you all a happy and healthy New Year, I hope that you all had a lovely time over the festive period. Policing like the other public sector jobs does not stop over Christmas ensuring that we continue to meet the needs of the community.

The dark, wet evenings have led to an increase in road traffic collisions, please ensure that you leave plenty of time to complete your journey, factoring in weather conditions. Broadland Police Officers have been actively involved in the ongoing drink drive campaign and are sadly still stopping persons who have consumed alcohol above the legal limit, if you decide to drink then please do not drive seeking alternative ways to get home.

Common with all policing areas we are receiving sporadic reports relating to drug use which has led to two search warrants being conducted thereby disrupting such behaviour. Should you have information relating to this or any other crime please share the information with the police or you want to remain anonymous you can contact Crimestoppers on **0800 555111**

Crime updates 1st - 31st December 2020

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	2	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	1	A person commits theft in a building or structure that is not lived in.
Burglary Residential	2	Entry and theft in a building or a structure that is lived in.
Criminal Damage	16	A person destroys or damages property belonging to someone else.
Domestic	4	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	1	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	1	Any crime determined to have a hate element as per above.
Possession of controlled substance	1	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	6	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	0	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	1	Any motor vehicle including those abandoned.
Theft of pedal cycle	1	From a public place.
Theft from a person	2	Purse being taken from a handbag, or a mobile phone from a shopping basket.

Broadland Engagement Officer PC Vicky Bailey



I will be hosting the following Drop-in Engagements Surgery "Cuppa with a Copper" where you are invited to join me for a cuppa and you can discuss any local issues or concerns you may have.

- Taverham Library, Sandy Lane, Taverham, Norwich, NR8 6JR

3rd February 11:00hrs – 13:00hrs (hosted by PC Andy Hudson)

(Occurs the first Monday of every month)

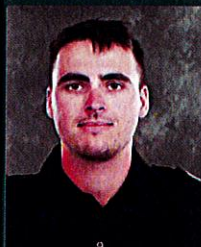
- Hellesdon Library, Woodview Road, Hellesdon, Norwich, NR6 5QB

26th February 10:00hrs – 12:00hrs (Occurs the fourth Wednesday of every month)

- Sprowston Library, Recreation Ground Road, Sprowston, Norwich, NR7 8EW

25th February 10:00hrs – 12:00hrs (occurs the last Tuesday of every month)

Your local Beat Manager's, PC Felix Woodcock and PC Jade Weeks What is happening in your area



Whenever we hold meetings or people talk to us when we are on foot beat, the two main concerns talked about are speeding and parking issues within the area.

Speeding seems to be an issue across the area but we all need to do our bit, if you drive through your village at 30mph the car behind can't go any faster, A lot of the villages now have recording data devices and some recorded speeds would see some drivers in court and banned. Below is a paragraph taken from the Norfolk Police site.

"Excess speed for the conditions, or the limit, is one of the main reasons for accidental deaths and injuries on our roads. Speed limits are there to protect road users warning them of the dangers of the road and if caught speeding you could instantly face a minimum of a £100 fixed penalty and three points on your licence or attend court."

As a result of these concerns, Speeding has become Hellesdon SNT priority for the next few months and with the help from Road Traffic Police, we will be carrying out speed checks in the area to try to address this problem.

The other issue of parking is mainly directed at issues around schools at drop of and pick up times, so please be mindful of the neighbourhood and where you park. It's for you and your children's safety.



Neighbourhood Priorities

Next SNAP meeting: Wednesday 15th April 2020, 7pm St Faiths Centre, Horsham & Newton, Manor Road, NR10 3LF

- Hi-visibility presence covering recreational grounds/public spaces in the areas of: Hellesdon, Horsford, Spixworth and St Faiths
- Speed enforcement across the area when time and resource allows

Point of contact



Follow us on social media

@BroadlandPolice

www.crimestoppers.co.uk

www.norfolk.police.co.uk

Non Emergency: 101

Or

Email: SNTHellesdon@norfolk.pnn.police.uk

Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



AGENDA ITEM 9

CLERK'S REPORT FOR COUNCIL MEETING 04.02.20

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Community Centre		AGENDA ITEM 16
Car Park – Community Centre		3 Companies have been asked to provide quotes for the re painting of the lines at the entrance to the community centre car park from Wood View Road. We are still awaiting one of the quotes. This will be chased to update at full council meeting.
Parish Council Offices Dimond Jubilee Lodge		Quotations for the air conditioning units have been received and will be taken to PP&R for discussion.
Recreation Ground		AGENDA ITEM 14
Meadows Way		The large multi play climbing frame has now been closed off to the use of the public, due to rotting timbers making it unsafe to use. AGENDA ITEM 14
Mountfield Park		This tree planning was reported in the January edition of Just Hellesdon with some fantastic pictures taken on the day. No further current updates.
Allotments		AGENDA ITEM 14
Community Orchard		AGENDA ITEM 14
Cemetery Car Park		Nothing to report
Persimmons Homes		No current Update
Public Toilets		Nothing to report
Litter & Dog Waste Bins		PA&A met in the later part of January, a discussion was had with regards to re siting the poo bin on Cromer Road. Highways have confirmed that a post can be installed on the corner of heath crescent on the grass verge and the bin re sited there. A number of complaints have been made into the office relocating to dog mess on and around Links Avenue and cut through's leading off from there, Broadland District council have been contacted and the street cleansing team have been out on site, this area will continue to be monitored by Broadland
Bus Shelters		These have now been installed.
Benches		Request from resident to replace seat at the junction of Gowing Road. Item to be taken to the next PA&A meeting in the 2020/2021 financial year.
War Memorial		No Update

Highway Rangers		Nothing to report
Highway Verges		Quotation has been received from an external grass cutter, clerk is awaiting written confirmation from NCC on costings this was chased on 28 th January, update to be given to full council
Staffing		AGENDA ITEM 18
Mobile Phones		Further to taking with the caretakers, rotas will be uploaded on to a group page.
Street Lighting		No further update
Christmas Opening and Closing Times		AGENDA ITEM 18
Meeting Dates		No updates

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

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2019

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2019	Active Saver 4401	420,918.94
31/12/2019	Business Current Account 2077	500.00
31/12/2019	Petty Cash	168.21
31/12/2019	Active Saver 7702	326,634.96
31/12/2019	Active Saver 4503	81,346.07

829,568.18

Other Cash & Bank Balances

80.00

829,648.18

Unpresented Payments

100.00

829,548.18

Receipts not on Bank Statement

0.00

Closing Balance

829,548.18

All Cash & Bank Accounts

1	Current Bank Account	421,318.94
2	Petty Cash	168.21
3	Active Saver 7702	326,634.96
4	Active Saver Emergency 4503	81,346.07
	Other Cash & Bank Balances	80.00
	Total Cash & Bank Balances	829,548.18

Date	Payee Name	£ Total Amnt	Transaction Detail
01/12/2019	Broadland District Council	£145.00	business rates stores
01/12/2019	Broadland District Council	£994.00	business rates community centre
01/12/2019	Broadland District Council	£309.00	business rates tractor shed
01/12/2019	Trade Point	£57.44	hooks/sealant fire doors HCC
02/12/2019	Casual hire	£100.00	deposit refund 30 Nov
03/12/2019	Entanet International Ltd	£54.30	broadband
04/12/2019	UK Fuel	£50.62	Jet fuel card Oct 2019
05/12/2019	Broadland District Council	£70.00	emptying 1 extra dog bin
05/12/2019	Milne Marketing Ltd	£105.86	cleaning materials/consumables
05/12/2019	Pip Skips	£264.00	12 yrd skip hire
05/12/2019	Booker Ltd	£367.55	food/drink resident's party
05/12/2019	Ridgeons Ltd	£417.05	wd40, cement, hammerite
05/12/2019	The Personnel People	£764.64	Agency grds staff w/e 30 Nov
05/12/2019	Rigby Taylor	£942.33	weed killer/fertiliser/grass seed/ worm control
06/12/2019	ASDA	£15.80	food/sundries resident's party
09/12/2019	Westcotec Ltd	£90.00	relocate SAM program Oct
09/12/2019	Makro	£88.60	party food & consumables
10/12/2019	Entanet International Ltd	£15.00	monthly phone rental
11/12/2019	Vikings	£109.28	stationery
11/12/2019	Osiris Technologies	£755.94	IT support, laptop & printer
11/12/2019	The Personnel People	£764.64	Agency grds staff w/e 7 Dec
11/12/2019	Collier Turf Care Ltd	£899.28	lawn sand/fungicide/surface cleaner
11/12/2019	E Fire	£1,001.01	alarms, detectors HCC/dual comm HCC/HPC
11/12/2019	Norfolk County Council	£2,184.36	NP Law fees
16/12/2019	ASDA	£108.09	resident's party food
17/12/2019	Morrisons	£82.00	food residents party
17/12/2019	Rigby Taylor	£92.23	bio grade weed killer
17/12/2019	Just Regional	£261.60	advert Just Helleston Nov
17/12/2019	Ben Burgess GroundsCare Ltd	£895.89	lawnmower/scarifier service/tractor parts
18/12/2019	Case hut	£55.60	cases for mobile phones

18/12/2019	Clir Gurney	£821.34	reimburse M/soft licence
18/12/2019	G & G Fencing Ltd	£848.04	fence repair Arden Grove
20/12/2019	Total Gas & Power	£682.85	gas HCC/HPC Oct - Nov
20/12/2019	Payroll	£14,478.60	Dec salaries
23/12/2019	Government Agency	£69.16	Dec payment
23/12/2019	Norfolk Pension Fund	£3,826.29	Dec contributions
23/12/2019	HM Revenue & Customs	£4,555.08	PAYE/Employer NI
24/12/2019	Total Gas & Power	£20.18	electricity allotments Nov 19
27/12/2019	BNP Paribas Leasing Solutions	£278.00	HP Wessex mower
27/12/2019	Broadland District Council	£614.00	business rates office
30/12/2019	Hitachi Capital Finance	£540.00	lease tractor & hedge cutter
31/12/2019	Barclays Bank Plc	£86.68	commission 14 Oct - 12 Nov
31/12/2019	Wave	£2.52	water chge allotment

Date	Commercial Hire	Community Hire	Casual hire	Allotments	Interest	Other
02/12/2019	£162.00	£260.00	£54.00	£142.50		
03/12/2019	£72.00					
04/12/2019	£72.00	£108.00		£61.25		
05/12/2019	£960.00	£72.00			£17.34	£100.00
06/12/2019	£93.50			£61.25		
10/12/2019	£228.00					£142.80
13/12/2019	£467.82	£921.50		£60.00		
17/12/2019		£239.00	£239.00			
18/12/2019	£93.50	£327.00	£12.00	£61.25		
20/12/2019	£526.00			£61.25		
27/12/2019	£27.00					
30/12/2019	£383.00	£154.00				
31/12/2019	£1,114.00				£838.74	
Total	£4,198.82	£2,081.50	£305.00	£447.50	£856.08	£242.80

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 10

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	352	68,000	67,648			0.5%	
1410 Community Centre Inc ML Room	0	24,831	0	(24,831)			0.0%	
1415 Community Centre Inc SW Room	0	8,391	0	(8,391)			0.0%	
1420 Community Centre Inc OH Room	0	5,253	0	(5,253)			0.0%	
1425 Community Centre Inc Spr Room	0	2,380	0	(2,380)			0.0%	
1435 Community Centre Inc SWB Room	0	7,544	0	(7,544)			0.0%	
1445 Community Centre Inc Kit Room	0	1,281	0	(1,281)			0.0%	
1460 Hire of flasks	0	131	0	(131)			0.0%	
1470 Hire of urn	0	711	0	(711)			0.0%	
Community Centre :- Income	0	50,874	68,000	17,126			74.8%	0
4150 Utilities	0	15,390	19,100	3,710		3,710	80.6%	
4250 Sanitary Waste Disposal	0	2,045	2,050	5		5	99.7%	
4295 Equipment - New/Replacement	0	681	2,945	2,264		2,264	23.1%	
4300 Equipment-Repair/Maintenance	0	71	100	29		29	71.0%	
4416 Water dispenser	0	260	444	184		184	58.6%	
4435 Contingencies	0	8,203	8,250	47		47	99.4%	
4450 Inspections	0	0	100	100		100	0.0%	
4480 Memberships & Subscriptions	0	239	250	11		11	95.7%	
4560 Property Maintain/Replacement	0	5,012	7,750	2,738		2,738	64.7%	
4630 Consumables	0	686	2,166	1,480		1,480	31.7%	
4635 cleaning agents/materials	0	1,044	2,400	1,356		1,356	43.5%	
4645 Rolling maintenance programme	0	969	1,157	189		189	83.7%	
Community Centre :- Indirect Expenditure	0	34,600	46,712	12,112	0	12,112	74.1%	0
Net Income over Expenditure	0	16,274	21,288	5,014				
110 Administration								
1076 Precept	0	457,220	457,220	0			100.0%	
1099 Community Infrastructure	0	109,953	109,953	0			100.0%	
Administration :- Income	0	567,173	567,173	0			100.0%	0
4465 External Audit	0	1,300	1,455	155		155	89.3%	
4470 Internal Audit	0	1,129	2,370	1,241		1,241	47.6%	
4475 Legal Fees	0	8,163	5,025	(3,138)		(3,138)	162.4%	
4480 Memberships & Subscriptions	0	1,102	3,070	1,968		1,968	35.9%	
4550 Insurance	0	9,227	9,227	0		0	100.0%	
Administration :- Indirect Expenditure	0	20,921	21,147	226	0	226	98.9%	0
Net Income over Expenditure	0	546,251	546,026	(226)				

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 10

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
120 Staff								
4000 Admin Staff	0	49,951	95,231	45,280		45,280	52.5%	
4010 Groundstaff	0	37,183	73,780	36,597		36,597	50.4%	
4020 Care Takers	0	42,894	84,726	41,832		41,832	50.6%	
4035 Child care vouchers	0	240	0	(240)		(240)	0.0%	
4040 PAYE	0	30,092	0	(30,092)		(30,092)	0.0%	
4045 Pension Scheme	0	31,897	36,455	4,558		4,558	87.5%	
4050 Staff Expenses	0	8	0	(8)		(8)	0.0%	
4055 Staff training	0	724	5,000	4,276		4,276	14.5%	
4070 Profess Fees/Agency Personnel	0	17,997	0	(17,997)		(17,997)	0.0%	
4080 Employer NI	0	11,942	18,318	6,377		6,377	65.2%	
4090 Protective clothing/workwear	0	370	3,000	2,630		2,630	12.3%	
4480 Memberships & Subscriptions	0	0	787	787		787	0.0%	
Staff :- Indirect Expenditure	0	223,297	317,297	94,000	0	94,000	70.4%	0
Net Expenditure	0	(223,297)	(317,297)	(94,000)				
130 Council Office								
1260 Hire Facilities Sundries	0	130	0	(130)			0.0%	
1360 Electricity FIT	0	270	550	280			49.0%	
Council Office :- Income	0	400	550	150			72.7%	0
4070 Profess Fees/Agency Personnel	0	0	1,000	1,000		1,000	0.0%	
4112 Advertising	0	180	180	0		0	100.0%	
4150 Utilities	0	6,838	10,500	3,662		3,662	65.1%	
4195 Keys/Locks	0	23	25	2		2	91.7%	
4250 Sanitary Waste Disposal	0	47	215	168		168	21.9%	
4295 Equipment - New/Replacement	0	59	251	192		192	23.4%	
4305 Parts- Repair/Replace/Spare	0	0	162	162		162	0.0%	
4400 Chairman's Budget	0	100	1,500	1,400		1,400	6.7%	
4405 Expense/Mileage Members	0	0	30	30		30	0.0%	
4410 Expense/Mileage Staff	0	0	175	175		175	0.0%	
4415 Catering for Meeting	0	391	462	71		71	84.6%	
4420 Telephone and Broadband	0	985	1,500	515		515	65.7%	
4425 IT Support and Maintenance	0	1,333	2,679	1,346		1,346	49.7%	
4430 Photocopier	0	2,359	3,326	967		967	70.9%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	0	472	1,266	794		794	37.3%	
4445 Postage	0	264	887	623		623	29.8%	
4480 Memberships & Subscriptions	0	0	260	260		260	0.0%	
4485 Other Licences/Fees	0	3,794	3,450	(344)		(344)	110.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 10

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
4500 PWLB	0	17,890	17,920	30		30	99.8%	
4560 Property Maintain/Replacement	0	1,634	3,564	1,930		1,930	45.9%	
4565 Elections/Parish Poll	0	0	0	0		0	0.0%	(5,563)
4570 Church Grass Cutting Contribut	0	750	750	0		0	100.0%	
4595 Misc contributions	0	750	750	0		0	100.0%	250
4630 Consumables	0	39	121	82		82	32.0%	
4635 cleaning agents/materials	0	5	72	67		67	6.7%	
Council Office :- Indirect Expenditure	0	37,912	51,545	13,633	0	13,633	73.6%	(5,313)
Net Income over Expenditure	0	(37,512)	(50,995)	(13,483)				
6000 plus Transfer from EMR	0	(5,313)						
6001 less Transfer to EMR	0	0						
Movement to/(from) Gen Reserve	0	(42,825)						
150 Investment								
1080 Bank Interest Received	0	2,003	2,000	(3)			100.2%	
1090 Monthly Loyalty Rewards	0	102	140	38			73.0%	
Investment :- Income	0	2,106	2,140	34			98.4%	0
4060 Bank Charges	0	512	1,500	988		988	34.1%	
Investment :- Indirect Expenditure	0	512	1,500	988	0	988	34.1%	0
Net Income over Expenditure	0	1,594	640	(954)				
160 Planning								
4130 Hire of Rooms	0	0	350	350		350	0.0%	
Planning :- Indirect Expenditure	0	0	350	350	0	350	0.0%	0
Net Expenditure	0	0	(350)	(350)				
170 Health and Safety								
4135 Consultancy Fees	0	450	500	50		50	90.0%	
4140 Defibrillator	0	139	500	361		361	27.8%	
4295 Equipment - New/Replacement	0	87	250	163		163	34.7%	
4630 Consumables	0	0	75	75		75	0.0%	
Health and Safety :- Indirect Expenditure	0	676	1,325	649	0	649	51.0%	0
Net Expenditure	0	(676)	(1,325)	(649)				

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 10

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
180 Media and Communications								
4100 Parish Council Promotion	0	65	1,500	1,435		1,435	4.3%	
4105 Newsletter-Printing/Distributi	0	218	6,816	6,598		6,598	3.2%	
4110 Website and Emails	0	165	1,386	1,221		1,221	11.9%	
4155 IT Reserve	0	478	0	(478)		(478)	0.0%	(5,436)
4460 CCTV	0	60	1,567	1,507		1,507	3.8%	
4685 Noticeboards	0	0	2,588	2,588		2,588	0.0%	
Media and Communications :- Indirect Expenditure	0	986	13,857	12,871	0	12,871	7.1%	(5,436)
Net Expenditure	0	(986)	(13,857)	(12,871)				
6000 plus Transfer from EMR	0	(5,436)						
Movement to/(from) Gen Reserve	0	(6,422)						
190 Stores								
4150 Utilities	0	1,303	1,448	145		145	90.0%	
4195 Keys/Locks	0	0	10	10		10	0.0%	
Stores :- Indirect Expenditure	0	1,303	1,458	155	0	155	89.4%	0
Net Expenditure	0	(1,303)	(1,458)	(155)				
195 Tractor Shed								
4150 Utilities	0	2,784	3,093	309		309	90.0%	
4195 Keys/Locks	0	0	30	30		30	0.0%	
4560 Property Maintain/Replacement	0	629	1,912	1,283		1,283	32.9%	
Tractor Shed :- Indirect Expenditure	0	3,413	5,035	1,622	0	1,622	67.8%	0
Net Expenditure	0	(3,413)	(5,035)	(1,622)				
200 Residents' Parties								
4115 Consumable- Food/Beverage	0	652	1,619	967		967	40.3%	
4120 Over 65 Entertainment	0	0	1,050	1,050		1,050	0.0%	
4630 Consumables	0	0	250	250		250	0.0%	
Residents' Parties :- Indirect Expenditure	0	652	2,919	2,267	0	2,267	22.3%	0
Net Expenditure	0	(652)	(2,919)	(2,267)				
210 Grounds								
1200 Football Hire Charges	0	2,055	3,420	1,365			60.1%	
1210 Football Training Area Hire	0	200	228	28			87.9%	
1250 Miscellaneous Activity Hire	0	0	312	312			0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 10

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
1270 Floodlights Income	0	305	490	185			62.2%	
Grounds :- Income	<u>0</u>	<u>2,560</u>	<u>4,450</u>	<u>1,890</u>			<u>57.5%</u>	<u>0</u>
4160 Repairs/Maintenance	0	746	654	(92)		(92)	114.1%	
4195 Keys/Locks	0	37	82	45		45	45.6%	
4205 Replacement Bins	0	397	568	171		171	70.0%	
4210 Emptying Bins/Fresheners	0	3,239	3,500	261		261	92.6%	
4215 Seats - Repair/Replacement	0	4,651	0	(4,651)		(4,651)	0.0%	4,651
4220 Signage - New/Replacement	0	0	538	538		538	0.0%	
4225 Floodlights Maintenance/Repair	0	0	1,308	1,308		1,308	0.0%	
4230 Surface Protection - Repair	0	0	163	163		163	0.0%	
4255 Green Waste Removal	0	1,290	2,360	1,070		1,070	54.7%	
4260 Shrub/Tree/Hedge	0	9	218	209		209	4.1%	
4270 Fertilisers/Weed & Moss Killer	0	1,272	2,480	1,208		1,208	51.3%	
4275 Contractor Spray	0	523	523	(0)		(0)	100.1%	
4295 Equipment - New/Replacement	0	246	246	(0)		(0)	100.1%	
4300 Equipment-Repair/Maintenance	0	529	654	125		125	81.0%	
4305 Parts- Repair/Replace/Spare	0	0	55	55		55	0.0%	
4320 Small tools	0	159	159	(0)		(0)	100.1%	
4380 Various Equipment	0	21	82	61		61	25.7%	
4385 Pegs & Bolts Purchase	0	86	86	0		0	99.5%	
4390 Materials	0	1,023	2,360	1,337		1,337	43.3%	
4395 Wetting Agents/Preservatives	0	0	709	709		709	0.0%	
4435 Contingencies	0	149	545	396		396	27.4%	
4450 Inspections	0	241	273	33		33	88.1%	
4480 Memberships & Subscriptions	0	0	218	218		218	0.0%	
4560 Property Maintain/Replacement	0	2,680	0	(2,680)		(2,680)	0.0%	2,680
4585 Site Signage	0	0	(113)	(113)		(113)	0.0%	
4630 Consumables	0	463	1,336	873		873	34.7%	
4635 cleaning agents/materials	0	100	100	0		0	99.9%	
4645 Rolling maintenance programme	0	0	3,900	3,900		3,900	0.0%	
Grounds :- Indirect Expenditure	<u>0</u>	<u>17,863</u>	<u>23,004</u>	<u>5,141</u>	<u>0</u>	<u>5,141</u>	<u>77.7%</u>	<u>7,331</u>
Net Income over Expenditure	<u>0</u>	<u>(15,303)</u>	<u>(18,554)</u>	<u>(3,251)</u>				
6000 plus Transfer from EMR	0	7,331						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(7,972)</u>						
220 Machinery and Vehicles								
4160 Repairs/Maintenance	0	169	3,511	3,342		3,342	4.8%	
4265 Fuel	0	897	1,622	725		725	55.3%	
4290 Servicing	0	2,920	963	(1,957)		(1,957)	303.2%	

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 10

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
4295 Equipment - New/Replacement	0	90	327	237		237	27.5%	
4305 Parts- Repair/Replace/Spare	0	292	1,708	1,417		1,417	17.1%	
4310 Hire of Machinery	0	6,073	8,097	2,024		2,024	75.0%	
4435 Contingencies	0	0	3,270	3,270		3,270	0.0%	
4630 Consumables	0	2	77	75		75	2.3%	
4680 Depreciation	0	0	4,950	4,950		4,950	0.0%	
Machinery and Vehicles :- Indirect Expenditure	0	10,443	24,525	14,082	0	14,082	42.6%	0
Net Expenditure	0	(10,443)	(24,525)	(14,082)				
<u>230 Trees</u>								
4240 Emergency Work	0	0	1,000	1,000		1,000	0.0%	
4450 Inspections	0	0	1,000	1,000		1,000	0.0%	
4455 Work following Inspections	0	1,875	9,526	7,651		7,651	19.7%	
Trees :- Indirect Expenditure	0	1,875	11,526	9,651	0	9,651	16.3%	0
Net Expenditure	0	(1,875)	(11,526)	(9,651)				
<u>240 Allotments</u>								
1100 Allotment Income	0	2,416	2,999	583			80.6%	
1110 Water Charge	0	1,158	606	(552)			191.1%	
Allotments :- Income	0	3,574	3,605	31			99.2%	0
4145 Landowner Rent	0	1,891	1,619	(272)		(272)	116.8%	
4150 Utilities	0	4,945	2,029	(2,916)		(2,916)	243.7%	
4160 Repairs/Maintenance	0	0	366	366		366	0.0%	
4175 Best Kept Allotm. Competition	0	74	189	115		115	39.0%	
4195 Keys/Locks	0	27	0	(27)		(27)	0.0%	
4390 Materials	0	278	109	(169)		(169)	254.6%	
4435 Contingencies	0	0	2,500	2,500		2,500	0.0%	
4450 Inspections	0	0	300	300		300	0.0%	
4560 Property Maintain/Replacement	0	68	382	314		314	17.8%	
Allotments :- Indirect Expenditure	0	7,282	7,494	212	0	212	97.2%	0
Net Income over Expenditure	0	(3,708)	(3,889)	(181)				
<u>250 Play Areas</u>								
4300 Equipment-Repair/Maintenance	0	16	600	584		584	2.7%	
4330 Repair Wooden Shuttering	0	0	87	87		87	0.0%	
4390 Materials	0	57	223	166		166	25.5%	
4435 Contingencies	0	0	4,360	4,360		4,360	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 10

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
4450 Inspections	0	0	310	310		310	0.0%	
Play Areas :- Indirect Expenditure	0	73	5,580	5,507	0	5,507	1.3%	0
Net Expenditure	0	(73)	(5,580)	(5,507)				
<u>255 Hard Courts and Car Park</u>								
1220 Tennis Hire Charges	0	269	164	(105)			163.8%	
1230 Netball Hire Charges	0	7	1,188	1,181			0.6%	
Hard Courts and Car Park :- Income	0	275	1,352	1,077			20.4%	0
4295 Equipment - New/Replacement	0	0	5,995	5,995		5,995	0.0%	
4340 Surface - Repair	0	350	500	150		150	70.0%	
4345 Surface Clean Chemicals	0	406	300	(106)		(106)	135.5%	
4580 Car Park/ Pathways	0	0	1,227	1,227		1,227	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	756	8,022	7,266	0	7,266	9.4%	0
Net Income over Expenditure	0	(481)	(6,670)	(6,189)				
<u>260 Bowling Green</u>								
1240 Bowls Hire Charges	0	3,000	3,000	0			100.0%	
Bowling Green :- Income	0	3,000	3,000	0			100.0%	0
4330 Repair Wooden Shuttering	0	0	360	360		360	0.0%	
4350 Pathway - Repair	0	0	109	109		109	0.0%	
4390 Materials	0	1,727	1,635	(92)		(92)	105.6%	
Bowling Green :- Indirect Expenditure	0	1,727	2,104	378	0	378	82.1%	0
Net Income over Expenditure	0	1,274	896	(378)				
<u>265 Memorials</u>								
4355 Resident Rose/Plaque- Purchase	0	(9)	0	9		9	0.0%	
4360 Rose Renewal	0	0	27	27		27	0.0%	
4370 Bedding Plants	0	93	109	16		16	85.5%	
4575 War Memorial	0	0	0	0		0	0.0%	(2,180)
Memorials :- Indirect Expenditure	0	84	136	52	0	52	61.9%	(2,180)
Net Expenditure	0	(84)	(136)	(52)				
6000 plus Transfer from EMR	0	(2,180)						
Movement to/(from) Gen Reserve	0	(2,264)						

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>270 Traffic Highways/Environment</u>								
1350 Bus Shelter Income	0	0	10,000	10,000			0.0%	
Traffic Highways/Environment :- Income	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>			<u>0.0%</u>	<u>0</u>
4590 Village Signs	0	0	218	218		218	0.0%	
4645 Rolling maintenance programme	0	0	900	900		900	0.0%	
4650 SAM2 Weekly Move	0	600	900	300		300	66.7%	
4655 Bus Shelters	0	800	800	0		0	100.0%	
4670 Parish Partnership Scheme	0	0	24,747	24,747		24,747	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	<u>0</u>	<u>1,400</u>	<u>27,565</u>	<u>26,165</u>	<u>0</u>	<u>26,165</u>	<u>5.1%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(1,400)</u>	<u>(17,565)</u>	<u>(16,165)</u>				
Grand Totals:- Income	0	629,961	660,270	30,308			95.4%	
Expenditure	0	365,776	573,101	207,326	0	207,326	63.8%	
Net Income over Expenditure	<u>0</u>	<u>264,186</u>	<u>87,169</u>	<u>(177,017)</u>				
plus Transfer from EMR	0	(5,598)						
less Transfer to EMR	0	0						
Movement to/(from) Gen Reserve	<u>0</u>	<u>258,588</u>						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	25,000.00		25,000.00
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	16,400.00		16,400.00
323 EMR Hard Surface Area	14,000.00		14,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	4,573.00		4,573.00
326 EMR Elections	382.22		382.22
327 EMR War Memorial	2,200.00	2,180.00	4,380.00
328 EMR Burial Ground Land	17,000.00		17,000.00
329 EMR Com Centre Contingency	19,086.04	-3,346.36	15,739.68
330 EMR Parish Poll Provision	6,000.00	5,563.00	11,563.00
331 EMR Mountfield Park	50,042.09	-3,985.10	46,056.99
332 EMR Good Causes in Hellesdon	14,120.00	-250.00	13,870.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	55,315.14		55,315.14
335 EMR Car Park/Paths at HCC	0.00		0.00
336 EMR Car Park Soakaway	0.00		0.00
337 EMR Driveway Sinkage	500.00		500.00
338 EMR Grit bins	1,500.00		1,500.00
339 EMR Outreach provision	0.00		0.00
340 EMR PF Ownership signs	2,500.00		2,500.00
341 EMR Precept Shortfall	13,190.00		13,190.00
342 EMR Staff contingency payments	10,000.00		10,000.00
343 EMR Privet Hedge Driveway	500.00		500.00
344 EMR Equipment & Storafe	0.00		0.00
345 EMR Bus shelter	-3,354.00		-3,354.00
346 Green Grid	10,000.00		10,000.00
347 Land Acquisition account	69,752.17		69,752.17
348 Community Engagement Reserve	2,350.00		2,350.00
349 IT Reserve	0.00	5,436.00	5,436.00
	333,214.06	5,597.54	338,811.60

Subject: Financial Matters – Purchase of software

Author: Natasha Carver

Date: 29th January 2020

The Parish Council Office would like to purchase the following Software before the financial year end to allow time for it to be set up and ready to use for the new financial year.

The software would enhance what package we are currently using, allowing the office to be more efficient with time and printing costs. The license going forward is budgeted in to 2020/2021.

The software required from RBS including training and installation as follows:

Facilities Booking Software £976.00

Purchase Ledger £538

Asset Inventory £460

Allotment Management £692

Total Cost £2666.00

Asking Parish Council for this to be purchased from IT Reserves

Subject: Councillor Training 2020 – 2021 and Funding

Author: Natasha Carver

Date: 29th January 2020

Staffing Committee meeting held on Monday 9th December 2019 at 6:30pm in

The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon

Agenda Item

7. Training Requests

Minutes from the meeting

7. Training

Cllr Gurney left the room.

The clerk gave a verbal update on a request made for funding.

It was RESOLVED to financial support the cost of a Councilors CilCA Training. This was proposed by Cllr King seconded by Cllr Johnson and agreed by all. It was agreed that future requests would be considered if other Parish Councillors of Hellesdon would like to study for the qualification.

Cllr Gurney rejoined the meeting

The clerk gave a verbal update on training courses available in the New Year. It was RESOLVED for the clerk to attend the courses and to email all councilors with the list of courses available, councilors to contact the clerk by Friday 13th to book. It was RESOLVED to have full in-house council training by NPTS on being an effective councilor. Clerk to contact NPTS for dates for the New Year.

HPC has for many years actively encouraged its Councillors to undertake educational courses and training days. This is part of the 'Good Councillor's Guide' (Edition 3 page 50 section Training) which Hellesdon Parish Council follow as good practice.

The National Association of Councillors offer a range of training to local council members and individuals. This ranges for Equality and Diversity, new member training, planning, chairmanship, ILCA and CILCA courses to assist Councillors in their role.

Training is available to any council, large of small.

Legislation (LGA 1972 – sect 175-173-176) allows for councils to pay for training, ongoing training (courses) for Councillors and is sound business management opportunity.

HPC has actively encouraged both staff and Councillors to undertake course and training.

Examples of this are:

- ILCA – Introduction to Local Council Administration
- CILCA
- New Member training
- Employment Law (Degree Unit) @ UEA
- Conferences SLCC & MATPC – Seminars
- Clerk Training – Admin Training
- Finance Training
- Good Councillor Training
- New Legislation for Councillors Localism Act 2011

HPC sets an annual budget for Councillor Training which is at the moment included in an overall training budget and under the delegated control of the staffing committee.

From the full parish council meeting on January 7th, it was asked to bring this item back to full council for discussion and a decision to be made

a) To Approve Staff and Councillor Training Requests

b) To consider splitting training budget into 2 sections and to reallocate to separate cost centre's

HP HC HELLEDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood view Road, Helledon, Norwich, NR6 5QB
Tel: 01603 301751 www.helledon-pc.gov.uk email: contact@helledon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on
Tuesday 17th December 2019 at 6.30pm in
The Council Chamber, Diamond Jubilee Lodge, Helledon

PRESENT:

Cllr S Bush-Trivett
Cllr R Grady
Cllr M Fulcher
Mrs. N Carver – Clerk

The vice chair welcomed Committee members.

1. **Apologies and acceptance for absence**

Apologies were received from Cllr Prutton, Cllr Britton

2. **Declarations of Interest and Dispensations**

No additional items noted.

3. **Approval of minutes of the committee meeting held on 03rd December 2019**

Minutes had been circulated:

It was

RESOLVED TO ADOPT THE MINUTES WHICH WERE THEN SIGNED BY THE CHAIRMAN OF THE MEETING

4. **Public Participation**

None Present

5. **General Matters**

5.1 **Applications Determined and awaiting Decision**

Information provided with the Agenda was noted.

5.2 **Applications for Consideration**

20191848

Display of 2 Illuminated Fascia signs, 1 Illuminated Freestanding Entrance Gate Sign, 1 Illuminated Freestanding Totem Sign, 1 Non-Illuminated Directional Totem Sign and 3 Flag Poles with Flags
Motorvogue Hyundai, Cromer road, NR6 6NA

Mr Jon Ponchin, Motorvogue Hyundai

RESOLVED TO SUPPORT subject to the signage giving low illumination to prevent adverse impact on residents and drivers

20191843

Single Storey Rear & Side Extensions

110 Reepham Road, NR6 5PD

Mrs D Patel

RESOLVED TO SUPPORT

20191847

Two Storey Side Extension Comprising Retail Unit and Flat above

112 Boundary road, NR6 5JE

Mr J Lawrence (1 Braymeadow Lane, Little Melton)

RESOLVED TO OBJECT

- 1) **SHCR 09** The proposal would lead to intensification in the use of an access onto the Boundary Road, which is a busy principle route and would cause undue interference with the safe and free flow of traffic on this important traffic route.
- 2) **SHCR17** – Limited onsite Parking and maneuvering facilities
- 3) **SHCR11** Unsatisfactory Right Turn Movement
- 4) **Poor quality housing space provided as per the government national described space standard March 2015 37 Square Meters**

20191840

Refurbishment of Unit A to include the installation of New Palisade Fence to the main entrance, replacement of windows and door, repainting cladding and removal of Oil Tank Enclosure

Unit A, Frenbury Estate, Hellesdon Park Road, Hellesdon, NR6 5DP

C/O Agent, Threadneedle Property Unit Trust

RESOLVED TO SUPPORT on the condition the ground is decontaminated from oil tank

20191900

RESOLVED TO SUPPORT on the grounds that the neighbouring properties are consulted

6. **Exchange of Information**

None

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

This was confirmed as **Tuesday 7th January 2020 at 6.15pm** in the Council Chamber, Diamond Jubilee Lodge.

The meeting closed at 6:41p.m.

HPC HELLEDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood view Road, Helledon, Norwich, NR6 5QB
Tel: 01603 301751 www.helledon-pc.gov.uk email: contact@helledon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on
Tuesday 21st January 2019 at 6.30pm in
The Council Chamber, Diamond Jubilee Lodge, Helledon

PRESENT:

Cllr Britton
Cllr Franklin
Cllr King
Mrs. N Carver – Clerk

The chair welcomed Substitute Committee members.

1. Apologies and acceptance for absence

Apologies were received from Cllr Bush-Trivett, Cllr Fulcher and Cllr Attenborough

2. Declarations of Interest and Dispensations

No additional items noted.

3. Approval of minutes of the committee meeting held on 17th December 2019

Minutes had been circulated:

It was

RESOLVED TO NOTE THE MINUTES DUE TO NO MEMBER OF THE LAS PLANNING MEETING IN ATTENDANCE THESE WILL BE TAKEN TO THE MEETING ON 4TH FEBRUARY 2020

4. Public Participation

None Present

5. General Matters

5.1 Applications Determined and awaiting Decision

Information provided with the Agenda was noted.

5.2 Applications for Consideration

20191966

Single Storey Rear Extension & Alterations
70 Neylond Crescent, Helledon, NR6 5QE
Mr & Mrs Marchese

RESOLVED TO SUPPORT

20200025

Change of Use

Unit E Frensbury Estate, Hellesdon Park Road, NR6 5DP

RESOLVED TO SUPPORT

6. Exchange of Information

None

7. Date, time and venue of next meeting

This was confirmed as **Tuesday 4th February 2020 at 6.15pm** in the Council Chamber, Diamond Jubilee Lodge.

The meeting closed at 6:42p.m.

DRAFT

HPC HELLEDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Woodview Road, Helledon, Norwich, NR6 5QB
Tel: 01603 301751 www.helledon-pc.gov.uk email: contact@helledon-pc.gov.uk

Minutes of the meeting of the Playing Fields Amenities &
Allotments Committee held on
Thursday 23rd January 2020 at 6.30pm in
The Council Chamber, Diamond Jubilee Lodge, Helledon

PRESENT: Cllr D King (Chairman) (arrived at 6:40pm)
Cllr S Gurney,
Cllr U Franklin,
Cllr M Fulcher
Mrs N Carver – Clerk
1 member of public

The Vice chairman welcomed Members Cllr King had been delayed in traffic

1. Apologies and acceptance for absence

Apologies were received from Cllr Avenell there were accepted.

2. Declarations of Interest and Dispensations

None noted

3. Public Participation

A local business employee spoke with regards to the dog waste bin recently being located on the Cromer Road and their concerns with the site and emptying of the bin. It was

RESOLVED TO REVIEW AT THE NEXT MEETING IN FEBRUARY

4. Minutes of the Meeting held on 28th November 2019

Draft Minutes had been circulated, and it was

RESOLVED TO ADOPT THE MINUTES WHICH WERE SIGNED BY THE VICE CHAIRMAN

5. Finance

The finance was discussed during each agenda item.

6. **Play area's**

a) Quotations for the replacement play equipment on meadows Way Park, was presented to the committee with full details of costings. After a discussion it was

RESOLVED TO RECOMMEND TO FULL COUNCIL QUOTE 2 from KOMPAN.

b) Quotations for the replacement play equipment and relocation of the under 9's play equipment at the Community Centre was, presented to the committee with full details of costings. After a discussion it was

RESOLVED TO RECOMMEND TO FULL COUNCIL QUOTE 2 from KOMPAN.

**IT WAS RESOLVED TO RECOMMEND TO COUNCIL THE FUNDS FROM THE S
TO BE USED AND THEN ADDITION FUNDS TO BE TAKEN FROM THE CURRENT 2019/2020
BUDGET AND THE PLAY EQUIPMENT EAR MARKED RESERVES.**

7. **Allotments**

A discussion was had with regards to the number of vacant allotments and the allocation of plots for the community Orchard, it was proposed by Cllr King and seconded by Cll Fulcher to increase the allocation from 6 to 8 plots, agreed by all members. It was

RESOLVED TO TAKE TO FULL COUNCIL AS A RECOMMENDATION

Cllr Gurney update the committee that a local business was interested in sponsoring trees in the community orchard, and will pursue this. Cllr Gurney is also trying to contact the Norfolk Bee Keepers Association with regards to a community Apiary.

Cllr King had spoken to Hellesdon 1st Scouts who would like to offer assistance in helping maintain the orchard.

7. **Grounds**

From the last Playfields, allotment and amenities meeting it was decided for Head Grounds man Kevin to get additional quotes for large equipment for the grounds staff. From the quotations received it was

RESOLVED TO PURCHASE THE FOLLOWING FROM COST CENTRE 4680

HONDA LAWNMOWER £850.00

BATTERY OPERATED HEDGE TRIMMER £1340.50

LINE MARKING MACHINE £465.00

**IT WAS RESOLVED TO RECOMMEND TO COUNCIL TO PURCHASE RECIPROCATING BLADE
HEDGE CUTTER £6000 FROM EAR MARKED RESERVE 322**

7. **Tree Report**

a) The report from MJ tree services was previously circulated and **accepted**.

b) From the recommendations made for the three main areas Mountfeild Park, Cottinghams Park and the Community Centre. It Was

**RESOLVED TO AGREE THE WORK TO BE COMPLETED FOR COMMUNITY CENTRE £3285 + VAT
TO BE TAKEN FROM THE BUDGET**

**TO RECOMMEND TO COUNCIL THE WORKS FOR MOUNTFEILD PARK £2685+VAT TO BE TAKEN
FROM ALLOCATED EAR MARKED RESERVES**

FOR THE CLERK TO CONTACT DRAYTON FARMS REGARDING WORKS ON COTTINGHAMS PARK

8. **Exchange of Information**

Cllr Fulcher updated the committee with regards to tree planting on the main roads through Hellesdon. The committee **agreed** for Cllr Fulcher to continue to look at this on the Holt road and Middleton's Lane, and for the clerk to receive quotations for the work

9. **Date, Time and Venue of Next Meeting**

Next meeting 27th February 2020 at 6:30pm.

The meeting closed at 08:30pm

DRAFT

HPC HELLEDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB

Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

Parish Clerk: Natasha Carver

Minutes of the meeting of the Property, Policy & Resources Committee held on
Monday 30th December 2019 at 10am in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present: Cllr S Gurney – Chair of the Committee
 Cllr D King
 Cllr B Johnson
 Cllr M Fulcher
 Cllr S Prutton
 Cllr D Britcher
 N Carver – Clerk

The Chairman welcomed members and opened the meeting at 10am.

01 Apologies and Acceptance for Absence

No Apologies received.

02 Declarations of Interest and Requests for Dispensations

No additional items noted.

03 Approval of minutes of the committee meeting held on 18th December 2019

Minutes had been circulated:

It was

RESOLVED TO ADOPT THE MINUTES WHICH WERE THEN SIGNED BY THE CHAIRMAN OF THE MEETING

04. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.

05. Parish Land

Further to GNLP Site allocation consultation reference 1021 and 2173. A discussion was had with regards to the acquisition of land off Heath Crescent, Hellesdon. A lengthy discussion was had by the committee as to what the Parish Council would like to use/plans for the site. As previously agreed by council, the clerk will re-engage La Ronde Wright for a meeting on 6th January to discuss Hellesdon Parish Councils plans for the site going forward.

Approved.....

Date.....

It was agreed that that once meeting has been had with La Ronde Wright a leaflet would be distributed to all residents and information to be printed in Just Hellesdon on the Parish Councils

06. Exchange of Information

None

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

The clerk will confirm the next meeting date

The meeting closed at 11:37am.

DRAFT

HP C HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB

Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

Parish Clerk: Natasha Carver

Minutes of the meeting of the Property, Policy & Resources Committee held on
Monday 20th January 2020 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present: Cllr S Gurney – Chair of the Committee
 Cllr D King
 Cllr B Johnson
 Cllr M Fulcher
 Cllr D Britcher
 N Carver – Clerk

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

01 Apologies and Acceptance for Absence

No Apologies received.

02 Declarations of Interest and Requests for Dispensations

No additional items noted.

03 Approval of minutes of the committee meeting held on 18th December 2019

Minutes had been circulated:

It was

RESOLVED TO ADOPT THE MINUTES WHICH WERE THEN SIGNED BY THE CHAIRMAN OF THE MEETING

04. Replacement Computers

It was noted that one of the PCs used in the office and the Laptop were due to be upgraded. 3 quotations had been received for replacement of these items. All quotations were discussed.

It was

RESOLVED TO RECOMMEND TO FULL COUNCIL TO GO AHEAD WITH THE SECOND QUOTATION RECEIVED FROM OSIRIS

- 05. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**

Approved.....

Date.....

06. Parish Land

A report had been received in relation to assessment of open space in Hellesdon. As agreed at full council 7th January 2020, the committee **agreed** to instruct La Ronde Write to appoint PLC Leisure to carry out a robust assessment.

Further provision of land was discussed regarding informal recreation facilities.

07. Exchange of Information

None

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

The clerk will confirm the next meeting date

The meeting closed at 09:35pm.

DRAFT

HPC HELLEDON PARISH COUNCIL

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

Minutes of the meeting of Staffing Committee held on Wednesday 15th January 2020 at 11am in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT: Cllr S Gurney (Chairman)
 Cllr D King
 Cllr G Britton
 Cllr W Johnson

Mrs N Carver – Clerk

The Chairman welcomed Members and opened the meeting at 11am.

1. Apologies and acceptance for absence

Apologies were received from Cllr U Franklin, these were **accepted**.

2. Declarations of Interest and Dispensations

No declarations of interest were made. No requests for dispensations had been made.

3. Approval of minutes of the Committee meeting held on 17th October 2019 from those members present at the held meeting

Minutes had been circulated, and it was unanimously

RESOLVED TO ADOPT THE MINUTES OF 9TH DECEMBER 2019

IT WAS NOTED THAT AGENDA ITEM 7 WILL BE TAKEN TO THE FULL COUNCIL MEETING ON 4TH FEBRUARY

4. Public Participation

No members of the public present.

5. Resolution to Exclude the Press & Public

It was unanimously

RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS & PUBLIC FOR THE DURATION OF THE FOLLOWING ITEM IN VIEW OF THE CONFIDENTIAL AND PERSONAL NATURE OF THE BUSINESS TO BE TRANSACTED, SUCH DISCUSSION TO TAKE PLACE AFTER THE ITEM THAT CONFIRMS DETAILS OF THE NEXT MEETING

The meeting withdrew into Committee during discussion of the following items related to staffing matters

6. Christmas Operating Hours 2020

A discussion was had on Christmas opening hours and privilege days.

It was

AGREED TO RECOMMEND TO COUNCIL

1. **PRIVILEGE DAYS TO BE TAKEN BETWEEN CHRISTMAS AND NEW YEAR.**
2. **OFFICE TO CLOSE ON 29, 30 and 31 and HALF DAY OPENING ON 24.**
3. **COMMUNITY CENTER TO OPEN RESTRICTED HOURS TO ALLOW ONLY 1 CARETAKER TO BE ON EACH SHIFT ON 29,30 and 31**

7. **Annual Holiday Entitlement Review**

Due to a number of staff having not been able to take all of their holiday entitlement for 2019/2020, those who had spoken to the clerk asked if holiday can be taken forward. It was

RESOLVED TO ALLOW UP TO ONE WEEK TO BE TAKEN FORWARD .

Due to one member of staff being off for medical reasons it was agreed that 1 weeks holiday entitlement to be brought forward and 1 week to be paid if not taken by end March.

8. **Update on Staffing**

The chair gave a verbal update on recent staffing matters

Grievance - The grievance panel had sent a copy of the concluding letter to the staffing committee, this was **accepted**. The recommendations made in the letter were discussed and it was **agreed** that a letter be sent in response noting the staffing committee's response.

A discussion was had on the need for an administrative temp in the office due to the current demands. It was

RESOLVED for the clerk to contact an agency and arrange for a small selection to come in and meet the staffing committee members and clerk then to take position before end January.

9. **Exchange of Information**

Cllr King proposed that Hellesdon Parish Council Match Broadland District Councils Paternity Policy of, 1 Week full pay and 1 week statutory pay, to be taken within the first 6 months of the birth. It was

RESOLVED TO TAKE TO FULL COUNCIL

A second proposal to back date this to the start of the 2019/20 financial year It was

RESOLVED TO TAKE TO FULL COUNCIL

10. **Date, Time and Venue of next meeting**

The date of the next meeting to be confirmed.

The Meeting closed at 12:45 p.m.