

## HELLEDON PARISH COUNCIL

Minutes of the meeting of the Playing Fields, Amenities & Allotments Committee held on  
Wednesday 19 November 2014 at 7pm in Diamond Jubilee Lodge, Hellesdon

### PRESENT

Mr D Jones-Blackett – Chairman

Mrs D Attenborough Mr D Buck Mrs S Taylor-Smith Mr J Youles

Mr J Hall (Deputy Parish Clerk) Mr K Sage (Head Groundsman)

### IN ATTENDANCE

Cllr S Gurney

**Cllr Jones Blackett opened the meeting and welcomed those present**

1. **Absence and Apologies for Absence**

Cllr Wright – apologies received and accepted.

2. **Declarations of Interest**

Cllr Taylor Smith – Agenda item 4.2

Non pecuniary interest- Son plays for Firside Athletic u14s team.

3. **Public Participation**

None.

4. **General Matters**

Allotments

4.1 Draft Budget 2015/16

Much discussion took place it was thought that by the end of the budget period 2015/6 all of the new plots would be occupied.

**RESOLVED** the attached budget figures are presented to the P&R Committee for the budget setting meeting scheduled for 16 December 2014.

Recreational Ground / Meadow Way

4.2 Draft Budget 2015/16

**RESOLVED** to ring fence budget allocation for 2014/15 for the perimeter fence and privet hedge driveway projects.

**RESOLVED** the attached budget figures are presented to the P&R Committee for the budget setting meeting scheduled for 16 December 2014.

*D Jones-Blackett*  
2/12/14

It was accepted that the Parish Council was reaching a crossroads in respect of its maintenance commitments with new land coming on stream at HEL2 and Mountfield Park as well as an extension to the allotment site. It was agreed that Mr Sage produces a report for the committee to consider the challenges faced and how these might be overcome with options for resourcing.

5. **Exchange of Information**

Cllr Buck advised he would pass on to the council office a contact he has in respect of Norfolk Wildlife Trust who wish to carry out a survey of bug life in Hellesdon's green spaces.

6. **Date of next meeting**

It was agreed that the next meeting date would be held in the **Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon on Tuesday February 24<sup>th</sup> 2015 at 7pm.** Cllr Taylor Smith gave her apologies for this meeting.

**Meeting closed 9.21pm**

*D/S* 2/12/14

**HELLESDON PARISH COUNCIL CC4 – Playing Fields, Amenities & Allotments  
Draft estimate of income and expenditure 2015 – 2016 budget**

**ALLOTMENTS**

	<b>2014/2015</b>		<b>2015/2016</b>	
	<b>Budget</b>	<b>Out-turn</b>	<b>Estimate</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
<b>INCOME</b>				
Tenants Allotment rental (Oct ml)	3800.00(£37.00)	4550.00	4800.00(£37.00)	
(Original site = 53 full plots				
New site = 79 full plots)	<b>3800.00</b>	<b>4550.00(115 plots)</b>	<b>4800 .00</b>	
Tenants Retrospective				
Water Charge (charged Oct )	300.00	170.00	300.00	
(Aug 2013-Jul 2014)	<b>300.00</b>	<b>170.00</b>	<b>350.00</b>	
(Aug 2014-Jul 2015)				
Tenants reimbursements for				
losses/damage	50.00	50.00	50.00	
	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>	
Best Kept Allotment				
Competition (June) Sponsorship	0.00	0.00	0.00	
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL INCOME</b>	<b><u>4150.00</u></b>	<b><u>4770.00</u></b>	<b><u>5200.00</u></b>	

**EXPENDITURE – REVENUE**

**Landowner rent**

Original site (June ml)				
(to June 2021 then incr due)	280.00	280.00	280.00	
Extension to site (1/3 <sup>rd</sup> ) (Nov ml)				
(to June 2021 then incr due)	350.00	350.00	350.00	
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	<b>630.00</b>	<b>630.00</b>	<b>630.00</b>	
Best Kept Allotment Competition	100.00	100.00	100.00	
	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	

**Utilities**

Water	300.00	200.00	300.00	
Electricity	300.00	200.00	300.00	
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	<b>600.00</b>	<b>400.00</b>	<b>600.00</b>	

**Maintenance**

Repairs & maintenance (incl hedging)	500.00	500.00	500.00	
Tenant losses/damages	50.00	50.00	50.00	
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	<b>550.00</b>	<b>550.00</b>	<b>550.00</b>	
New Tenant Key Provision	0.00	650.00	0.00	
	<b>0.00</b>	<b>650.00</b>	<b>0.00</b>	
Pest Control (Nov renewal)	1000.00	1000.00	1000.00	
	<b>1000.00</b>	<b>1000.00</b>	<b>1000.00</b>	

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**Electrical Inspections** - toilets

Periodic inspection (next due 2017/18)	100.00	100.00 <sup>(14/15)</sup>	0.00
Remedial work following inspection	200.00	200.00	0.00
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	<b>300.00</b>	<b>300.00</b>	<b>0.00</b>

**REVENUE EXPENDITURE**                      **3180.00**                      **3630.00**                      **2880.00**

**EXPENDITURE – CAPITAL**

**PROJECTS**

Re-establish initial driveway to match new construction	0.00	0.00	9000.00
	<b>0.00</b>	<b>0.00</b>	<b>9000.00</b>

**CAPITAL EXPENDITURE**                      **0.00**                      **0.00**                      **9000.00**

**TOTAL EXPENDITURE**                      **3180.00**                      **3630.00**                      **11880.00**

**TOTAL NET EXPENDITURE**                      **(970.00)**                      **(1140.00)**                      **(6680.00)**

*DJB 2/12/14*

**HELLESDON PARISH COUNCIL CC4 – Playing Fields, Amenities & Allotments  
Draft estimate of income and expenditure 2015 – 2016 budget**

**PLAYING FIELDS & AMENITIES (EXCLUDING ALLOTMENTS)**

	2014/2015		2015/2016	
	Budget £	Out-turn £	Estimate £	
<b>INCOME</b>				
<b><u>RECREATION GROUND</u></b>				
<b><u>Hire Charges</u></b>				
Football	2000.00	2350.00	2000.00	
Football training area	150.00	50.00	50.00	
Tennis	300.00	250.00	250.00	
Netball	1000.00	730.00	700.00	
Bowls	1870.00	1910.00	2000.00	
Misc Activity hire	290.00	120.00	150.00	
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	<b>5610.00</b>	<b>5410.00</b>	<b>5150.00</b>	
Hire Facility Sundries				
initial hire pegs & bolts reimbursement	50.00	0.00	0.00	
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	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	
Floodlights	500.00	200.00	200.00	
	<b>500.00</b>	<b>200.00</b>	<b>200.00</b>	
Memorial Garden -				
Resident Rose/Plaque Purchase	120.00	120.00	120.00	
	<b>120.00</b>	<b>120.00</b>	<b>120.00</b>	
Ownership signs	500.00	0.00	0.00	
	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL INCOME</b>	<b><u>6780.00</u></b>	<b><u>5730.00</u></b>	<b><u>5470.00</u></b>	

**EXPENDITURE - REVENUE**

<b><u>General</u></b>				
NPFA Membership	60.00	50.00	60.00	
Play Equipment Renewals Fund	1000.00	1000.00	4000.00	
Play areas annual inspection (due June)	280.00	230.00	280.00	
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	<b>1340.00</b>	<b>1280.00</b>	<b>4340.00</b>	
Contingencies	500.00	1500.00 (Mem Gdn)	500.00	
	<b>500.00</b>	<b>1500.00</b>	<b>500.00</b>	
<b><u>Dog/litter/smoking bins</u></b>				
Replacement bins & assoc cost	200.00	200.00	200.00	
Emptying dog bins/ fresheners (11 bins)	1780.00	1750.00	1780.00	
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	<b>1980.00</b>	<b>1950.00</b>	<b>1980.00</b>	
Seats - repair/replacement	500.00	500.00	500.00	
	<b>500.00</b>	<b>500.00</b>	<b>500.00</b>	
Site Fencing renewals fund	0.00	0.00	0.00	
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

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Areas signage - new/replacement	100.00	900.00	600.00	
	<b>100.00</b>		<b>900.00</b>	<b>600.00</b>
Floodlights maintenance/repair	1000.00	500.00	1000.00	
	<b>1000.00</b>		<b>500.00</b>	<b>1000.00</b>
Surface protection repair (Perfo matting)	150.00	150.00	150.00	
	<b>150.00</b>		<b>150.00</b>	<b>150.00</b>

### Trees

Tree inspection (due Nov)	200.00	200.00	200.00	
Tree work following inspection	300.00	300.00	300.00	
Tree work emergency	300.00	300.00	300.00	
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	<b>800.00</b>		<b>800.00</b>	<b>800.00</b>

Green waste removal	750.00	1500.00	750.00	
	<b>750.00</b>		<b>1500.00</b>	<b>750.00</b>

Shrub/tree/hedge addnl & renewal to include The Bull roundabout	400.00	400.00	600.00	
	<b>400.00</b>		<b>400.00</b>	<b>600.00</b>

Fuel – tractor & machinery	1000.00	1000.00	1000.00	
	<b>1000.00</b>		<b>1000.00</b>	<b>1000.00</b>

### Grounds

#### Machinery – ex vehicles

Servicing (Nov-March)	2950.00	2950.00	2500.00	
Parts/Consumables-for repair/replace/spare	800.00	800.00	800.00	
Hire of machinery/contractor needed	750.00	750.00	800.00	
<i>Machinery Renewals Fund</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	
New/replacement Equipment/Tools – items under £200.00	400.00	400.00	550.00	
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	<b>4900.00</b>		<b>4900.00</b>	<b>4650.00</b>

### Materials

#### Fields/Gardens/Rndabout/Allot }

-Universal all areas - Fertilisers/ weedkiller/moskiller etc }	3400.00	3400.00	3400.00	
	<b>3400.00</b>		<b>3400.00</b>	<b>3400.00</b>
Contractor spray – Summer even years	900.00	0.00	900.00 (in place of 2014)	
	<b>900.00</b>		<b>0.00</b>	<b>900.00</b>

### RECREATION GROUND

#### Play provision &

##### U16 & U9 Play Areas

Equipment repairs/maintenance	500.00	500.00	500.00	
	<b>500.00</b>		<b>500.00</b>	<b>500.00</b>

#### Skate park

Equipment repair/maintenance	0.00	0.00	0.00	
Repair wooden shuttering	100.00	0.00	100.00	
Repair/maintain wooden fence	0.00	0.00	350.00	
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	<b>100.00</b>		<b>0.00</b>	<b>450.00</b>

#### Games (ball wall) area

Equipment repair/maintenance	0.00	0.00	0.00	
Repair wooden shuttering	100.00	0.00	100.00	
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	<b>100.00</b>		<b>0.00</b>	<b>100.00</b>

#### Hard Surface

Surface repair }	0.00	0.00	500.00	
Surface moss killer }	270.00	270.00	300.00	
Surface power wash }	0.00	0.00	0.00	

*DJS 2/12/14*

Surface repaint/remark } 0.00	0.00	0.00	0.00
Refurbish Hard Surface Fund	4000.00	4000.00	4000.00
Repair wooden shuttering	100.00	100.00	100.00
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	<b>4370.00</b>	<b>4370.00</b>	<b>4900.00</b>
<b><u>Bowling Green</u></b>			
Materials specific to area	1900.00	1600.00	1900.00
Repair wooden shuttering/guttering	200.00	200.00	150.00
Repair pathways	80.00	80.00	80.00
Gulley matting	200.00	200.00	260.00
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	<b>2380.00</b>	<b>2080.00</b>	<b>2390.00</b>
<b><u>Memorial Garden</u></b>			
Resident Rose/Plaque – purchase	120.00	120.00	120.00
Rose Renewal	30.00	0.00	30.00
Plinths maintenance	150.00	0.00	100.00
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	<b>300.00</b>	<b>120.00</b>	<b>250.00</b>
<b><u>Diamond Jubilee Garden</u></b>			
(Conservation Area)			
Replacements (bird/bat boxes & Flora)	50.00	50.00	50.00
Bark top up	500.00	500.00	500.00
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	<b>550.00</b>	<b>550.00</b>	<b>550.00</b>
<b><u>Hire Facility</u></b>			
Sundries (goal posts/nets/paint)	100.00	100.00	100.00
Refund of goal post deposit(s)	150.00	0.00	150.00
Initial hire pegs & bolts purchase	50.00	20.00	50.00
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	<b>300.00</b>	<b>120.00</b>	<b>300.00</b>
<b><u>MEADOW WAY</u></b>			
<b><u>Play Provision</u></b>			
Equipment repairs/maintenance	500.00	430.00	500.00
	<b>500.00</b>	<b>430.00</b>	<b>500.00</b>
<b><u>HEL2 open space allocation</u></b>			
Landowner rent (2/3rds) (Nov ml)	650.00	650.00	650.00
	<b>650.00</b>	<b>650.00</b>	<b>650.00</b>

**2x COMMUTED SUM £62330.88 - INCOME & EXPENDITURE NOT INCLUDED IN BUDGET**  
(20071683 – (Ethel Tipple) £18263.04 + 20081728 – (Ethel Tipple) £44067.84) IDENTIFIED FOR SKATE PARK REFURBISHMENT  
**£52763.31 REIMBURSED NOV2014 + £274.75 to Claim.                      £ 9292.82 REMAINING**

**REVENUE EXPENDITURE                      27470.00                      27600.00                      31760.00**

**EXPENDITURE – CAPITAL**

**PROJECTS**

Purchase machinery - ex vehicles			
Hayter mower	1050.00	830.00	0.00
Long arm hedge cutter	470.00	440.00	0.00
Leaf shredder	550.00	170.00	0.00
Rotavator	0.00	0.00	2500.00
Replace tree soil Bull R/About	90.00	90.00	0.00
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	<b>2160.00</b>	<b>1530.00</b>	<b>2500.00</b>

*[Handwritten signature]* 2/12/14

## Recreation Ground

Perimeter fence (N.Close & perimeter)	3000.00	3000.00 (hold)	7000.00
Privet Hedge in driveway	2500.00	2500.00 (hold)	3500.00
Memorial Garden			
Renew all roses	200.00	200.00	0.00
Additional plinths	1500.00	0.00	0.00
Replace goal posts	2200.00	2690.00	0.00
Fencing compound for goal posts	500.00	500.00	0.00
5/6 trees RHS btwn benches	180.00	180.00	0.00
3/5 trees RHS on bumpy ground	0.00	0.00	160.00
Shrubs near brickweave	200.00	200.00	0.00
Ownership signs (commencement of)	1000.00	1000.00 (hold)	1000.00
Replace roses in driveway	0.00	0.00	900.00
New tennis stands & nets x3	0.00	0.00	3820.00
Replace/tidy hedge in car park behind chain link – phase 1	0.00	0.00	2000.00
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	<b>11280.00</b>	<b>10270.00</b>	<b>18380.00</b>

## Meadow Way

Landscape project fourth phase			
Trees/shrubs			
benches	700.00	700.00	0.00
2 bay cradle swing replacement	2000.00	2000.00	0.00
Landscape project fifth phase			
Trees/shrubs			
Picnic table	0.00	0.00	800.00
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	<b>2700.00</b>	<b>2700.00</b>	<b>800.00</b>

**CAPITAL EXPENDITURE**                      **16140.00**                      **14500.00**                      **21680.00**

**TOTAL EXPENDITURE**                      **43610.00**                      **42100.00**                      **53440.00**

**TOTAL NET EXPENDITURE**                      **36830.00**                      **36370.00**                      **48290.00**

## FUNDS

	as at April 2014 £	as at y/e March 2015 £	as at April 2015 £
(established July 2008)			
Play equipment Fund	5700.00	5700.00	9700.00
Site Fencing Fund	3370.00	3370.00	3370.00
Machinery Fund (items over £200) ex vehicles	16400.00	16400.00	16400.00
(established April 2009)			
Refurbish Hard Surface Fund	10000.00	10000.00	14000.00

## HELD MONEY

Ownership signage                      500.00                      1500.00                      2500.00

**Held money expenditure**  
NIL

*DJB* 2/12/14