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: clerk@hellesdon-pc.gov.uk

Minutes of the meeting of the Full Council held on Tuesday 8th April 2025 at 7pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present: Cllr Bill Johnson – Chair of the Committee
Cllr David Britcher
Cllr Shelagh Gurney
Cllr Mel Maidstone
Cllr Andrew Lock
Cllr Roy Forder
Cllr Nigel Barker
Cllr Robin Sear
Cllr Ian Duckett
Cllr Greg Britton
Cllr Sue Holland
Cllr David Maidstone

Also in Attendance: Mr Harry Clark- Deputy Clerk
The Chairman welcomed members and opened the meeting at 7pm.

1. **Apologies and acceptance for absence**
Apologies were received from the following Councillors and **AGREED.**
Cllr Lacey Douglas
Cllr Mike Hicks
Cllr David Fahy
Cllr Sarah Smith

2. **Declarations of Interest and Dispensations**
There were none.

3. **Approval of minutes of the meeting held on 11th March 2025**
Minutes of the meeting of 11th March 2025 had been circulated. It was **RESOLVED** to **ACCEPT** these minutes following a proposal from Cllr Robin Sear and seconded by Cllr Greg Britton as a true and accurate record of the meeting. They were then duly were signed by the Chairman.

4. **Public Participation**
Members of the public present did not wish to speak.

5. **Council Reports.**

   (a) **Clerks Report.** No report was presented due to capacity issues.
   (b) **Reports from District and County Councillors.** There were no reports from District Councillors. Cllr Shelagh Gurney drew the councils' attention to reports that she had previously circulated via email in relation to an annual County Council report. She also highlighted a report that she had sent out regarding the installation of a Base Station in the grounds of the Hellesdon Hospital site. A number of highways projects were commencing including resurfacing the remaining part of Bernham Road pavements and new kerbstones. A number of City Fibre activities and gas installations were also planned.

DRAFT

Approved……

Date……

(c) **Report from Cllr Roy Forder on "Illuminate Norfolk" event.** Cllr Roy Forder and Cllr Sarah Smith had attended an event at the Norfolk Showground on the 12th March which had been organised by Norfolk Community Foundation. The evening consisted of an interactive showcase bringing together those who have shaped and will continue to shape Norfolk's inspiring story in relation to the work of the foundation. It was an event to demonstrate the collaboration work between voluntary organisations, business and communities illustrating that "Together Norfolk Shines". Further information about the projects was available on the Norfolk Community Foundation website.

(d) **To receive and update from the Chairman of the Council.** Cllr Bill Johnson read out a pre-prepared statement which detail a number of issues and matters with his preceding months as the Chairman of the Council and advised Councillors that he did not wish re-seek election to this position, but wished to return to the "back-bench" after the AGM in May. An enquiry was made to the Chairman about a date for the Annual Parish Meeting, and assurance was given that this would be called before the Annual General Meeting of the Parish Council.

6. Financial Reports and Matters.

(a) **Bank Reconciliation – 31st March 2025.** Reports were noted and AGREED.

(b) **Earmarked Reserves Summary – 31st March 2025.** Details were noted by the Council and AGREED.

(c) **Approval of payments – March 2025.** Were noted and AGREED.

(d) **Approval of Receipts – March 2025.** Were noted and AGREED.

(e) **Details of income and expenditure – 1st March – 31st March 2025.** Were noted and AGREED.

7. Planning Committee meetings.

Cllr Greg Britton advised on the outcomes of the planning meetings held on the 11th and 25th March. These were noted.

8. Norfolk Association of Local Councils.

(a) The Council noted the **Devolution Consultation** and agreed that Councillors should respond on an individual basis.

(b) **Norfolk ALC Board nominations**. None were none forthcoming for submission; however, Cllr Shelagh Gurney was currently Hellesdon Parish Councils representative on the NALC members committee and wished to be re-nominated for this position at the May AGM of the Council.

(c) **Renewal of the membership of the Norfolk ALC**. After much discussion including consideration of alternatives, it was **AGREED** to re-new the membership in accordance with the fee statement for the financial year 25/26.

Based on the number of electorate number of 9040 the membership fee would be:-
Norfolk ALC - £738.79
National ALC - £753.94
Total fee - £1492.73

This was **AGREED** by majority with one abstention. Proposed by Cllr Shelagh Gurney and Seconded by Cllr Ian Duckett.

9. To consider the format of Minutes in Council meetings.

Cllr David Britcher had requested this item to be placed on the agenda. He explained that he would like the council to consider adding first names to councillor salutations on formal minutes of the council as this was more appropriate. After much discussion Councillors **AGREED** that this should now be the case for all minutes of the council.

Approved……

Date……

DRAFT

10. **To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 11 to 12 in view of the confidential and personal nature of the business to be transacted.**
    After the resolution was read out by the Chairman of the Council this was **AGREED** by Councillors.

The Meeting was Closed to the Press and Public

11. **Staffing Matters.**
    The minutes of Staffing Committee meeting held on 17th March were noted.

At this point the Deputy Clerk left the room at 19.40 hrs.

Cllr Britcher Proposed Cllr Shelagh Gurney should be appointed to take minutes, 2nd by Cllr Ian Duckett. All **AGREED.**

12. **Item of Urgent Business**
    Item of urgent business was proposed in relation to a staffing matter. This was regarding correspondence which had been received by all members of the council. After debate and discussion and consideration of legal advice, it was **AGREED** to acknowledge receipt of the communication, with the Chairman of the Council being instructed to deal with the matter. Any forthcoming response should be reported to the next full council meeting.

    Clerk recruitment was ongoing with an interview panel appointed and interviews to take place on the 14th April 2025.

The Deputy Clerk returned to room at 20.15 hrs.

    The deputy Clerk reported that the temporary Administrator had settled in well in the office.

13. **Items for the next agenda**
    There were none

14. **To Confirm Date, Time and Venue of Next Meeting**
    Next meetings to be held on 13th May 2025 at 19:00.

    Meeting closed at 20.38 hrs.

Approved……

Date……

DRAFT