HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of the Annual meeting of the Full Council held on Tuesday 13th May 2025 at 7pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present: Cllr Bill Johnson – Chair of the Committee

Cllr David Britcher	Cllr Robin Sear
Cllr Shelagh Gurney	Cllr Ian Duckett
Cllr Mel Maidstone	Cllr Greg Britton
Cllr Andrew Lock	Cllr Sue Holland(19:42)
Cllr Roy Forder	Cllr David Maidstone
Cllr Nigel Barker	

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

1. **Election of Chairman of the council and declaration of Acceptance of Office.**
   Cllr Greg Britton proposed that Cllr David Maidstone should be Chairman of Hellesdon Parish Council for the forthcoming year and was seconded by Cllr Bill Johnson. There was a Nominations for Cllr Shelagh Gurney however Cllr Shelagh Gurney respectful declined the nomination, and the proposal was **CARRIED** by majority**.** The Deputy Clerk had the declaration of acceptance of office and was signed by Cllr David Maidstone.

2. Cllr David Maidstone proposed that Cllr Bill Johnson should be Vice Chairman of Hellesdon Parish Council for the forthcoming year and was seconded by Cllr Greg Britton There were no further nominations, and the motion was **CARRIED** by majority**.**

3. **Apologies and Acceptance for Absence**
   No apologies were given.

4. **Declarations of interest and dispensations**.
   No declarations were made or dispensations applied for.

5. **Committees**

a) **To Appoint Members to the Planning Committee, Appoint Chairman, Vice Chairman and Review Terms of Reference.**
   It was **AGREED** that the Planning Committee should consist of Cllr Greg Britton (Chairman), Cllr Roy Forder (Vice Chairman), Cllr Sue Holland, Cllr David Maidstone, Cllr Robin Sear and Cllr Mike Hicks. The Terms of Reference were reviewed and **AGREED.**

b) **To Appoint Members to the Community Centre Committee, Appoint Chairman, Vice Chairman and Review Terms of Reference.**
   It was **AGREED** that the Community Centre Committee should consist of Cllr Roy Forder (Chairman) Cllr Sarah Smith (Vice Chairman), Cllr Shelagh Gurney, Cllr Nigel Barker, Cllr Lacey Douglass, and Cllr Melaine Maidstone. The Terms of Reference were reviewed and **AGREED.**

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c) To Appoint Members to the Events Committee, Appoint Chairman, Vice Chairman and Review Terms of Reference.

It was **AGREED** that the Events committee should consist of Cllr Sarah Smith (Chairman) Cllr Melanie Maidstone (Vice Chairman), Cllr Roy Forder, Cllr Bill Johnson, Cllr David Britcher, Cllr Lacey Douglass. The Terms of Reference were reviewed and **AGREED.**

d) To Appoint members to the Playing Fields, Allotments and Amenities Committee, Appoint Chairman , Vice Chairman and Review Terms of Reference.

It was **AGREED** that the Playing Fields, Allotments and Amenities Committee should consist of Cllr Mike Hicks (Chairman), Cllr David Fahy (Vice Chairman), Cllr Nigel Barker, Cllr Shelagh Gurney, Cllr Melanie Maidstone, Cllr David Maidstone. The Terms of Reference were reviewed and **AGREED.**

e) To Appoint members to the Staffing Committee, Appoint Chairman, Vice Chairman and Review Terms of Reference.

It was **AGREED** that the staffing committee should consist of Cllr David Maidstone (Chairman), Cllr Shelagh Gurney (Vice Chairman), Cllr David Britcher, Cllr Greg Britton, Cllr Andrew Locke, and Cllr Roy Forder. The Terms of Reference were reviewed and **AGREED.**

f) To Appoint members to the Cafe Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference.

It was **AGREED** that the café committee should consist of Cllr Sarah Smith (Chairman), Cllr Roy Forder (Vice Chairman), Cllr Mike Hicks, Cllr Lacey Douglass, Cllr Shelagh Gurney, Cllr Bill Johnson and Cllr Melanie Maidstone. The Terms of Reference were reviewed and **AGREED.**

g) To Appoint members to the Environment Committee, Appoint Chairman, Vice Chairman and Review Terms of Reference.

It was **AGREED** that the Environment committee should consist of Cllr Ian Duckett (Chairman), Cllr Melanie Maidstone (Vice Chairman), Cllr David Britcher, Cllr Andrew Locke, and Cllr David Maidstone. The Terms of Reference were reviewed and **AGREED.**

h) To Appoint members to the Property, Policy and Resources Committee, Appoint Chairman, Vice Chairman and Review Terms of Reference.

It was **AGREED** that the Property, Policy and Resources committee should consist of Cllr Shelagh Gurney (Chairman), Cllr David Maidstone (Vice Chairman), Cllr David Britcher, Cllr Roy Forder, Cllr Greg Britton, Cllr Mike Hicks, Cllr Sarah Smith, and Cllr Ian Duckett. The Terms of Reference were reviewed and **AGREED.**

i) To Appoint Member to be the Parish Council Internal Scrutineer (as required by Financial Regulations)

It was **AGREED** that the Parish Council Internal Scrutineer should be Cllr David Maidstone. Cllr Bill Johnson and Cllr Lacey Douglass are to be the Bank Signatories.

The Neighbourhood Plan working group is to remain as Cllr Shelagh Gurney (Chairman), Cllr Nigel barker, Cllr Roy Forder, Cllr Bill Johnson, Cllr Robin Sear, Cllr Lacey Douglass, Mrs B Knowles, and Mrs K Hicks.

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6. Local Bodies and Groups

a) To Appoint Member(s) to the Norwich Airport Consultative Committee

It was **AGREED** that the member appointed to the Norwich Airport Consultative Committee should be Cllr Robin Sear, with Cllr Mike Hicks as a substitute.

b) To Appoint Member(s) to the Safer Neighbourhood Action Panel

It was **AGREED** that the member appointed to the Safer Neighbourhood Action Panel should be Cllr Roy Forder, with Cllr Melanie Maidstone as a substitute

c) To Appoint Member(s) to the Western Link Project

It was AGREED that the member appointed to the Western Link Project should be Cllr David Britcher, with Cllr Ian Duckett as a substitute.

d) To Appoint Member to Represent Hellesdon Parish Council at Norfolk ALC

It was **AGREED** that the member appointed to represent Hellesdon Parish Council at Norfolk ALC should be Cllr Shelagh Gurney.

e) To Appoint Armed Forces Representative

It was **AGREED** that the armed forces representative for the Parish Council should be Cllr Nigel Barker.

7. Review current Policies.

a) A motion was made that the Council is to review the councils standing orders for section 9 item (f) for suitability as it currently allows for blocking of a motion with its current set of words without the reason being notified to council, even if it passes the legal tests. Proposed Cllr David Britcher and Seconded Cllr David Maidstone. **ALL AGREED**.

b) The Financial Regulations was review and **AGREED.**

c) The members' code of Conduct was reviewed and **AGREED**.

d) The scheme of delegation was reviewed and **AGREED**.

e) The statement of internal controls was reviewed and **AGREED**.

f) The financial reserves management document was reviewed and **AGREED**.

g) The councillor/officer protocol was reviewed and **AGREED.**

8. Approval of minutes of the meeting held on 8th April 2025

Minutes of the meeting of 8th April 2025 had been circulated. It was **RESOLVED** to **ACCEPT** these minutes as a true and accurate record of the meeting**.**

9. Public Participation

Members of the public present did not wish to speak.

10. Councillor reports

a) No clerks report due to capacity to produce clerks report

A Verbal report was given by Cllr Shelagh Gurney regarding the pavement renewal scheme on part of Bernham Road, Drayton Road. Cllr Shelagh Gurney continued that the construction of Firside

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Middle School is proceeding ahead as Planning Permission has now finally been granted by Broadland DC. Cllr Lacey Douglass informed the council of the current position and update on the Persimmon and Jarrold Development sites.

11. Financial matters

Cllr Britcher thanks deputy clerk sorting out the payment of councils Insurance Policy in a timely manner.

a) Bank Reconciliation - 30th April 2025

The bank reconciliation for 30th April 2025 was **ACCEPTED.**

b) Earmarked reserves summary – April 2025

The earmarked reserves summary for 30th April 2025 was **ACCEPTED.**

c) Approval of Payments – April 2025

The payments for 30th April 2025 was **ACCEPTED.**

d) Receipts – April 2025

The receipts for 30th April 2025 **was ACCEPTED.**

e) Detailed Income and Expenditure 1st April 2025- 30th April 2025

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

12. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the items 13, 14, 15 in view of the confidential nature of the business to be transacted

This was **AGREED**.

The Meeting was Closed to the Press and Public

13. Verbal update and note decisions made on 13th May 2025 by Staffing Committee.

Cllr Lacey Douglass updated councillors with regard to the minutes of meeting held 2nd April 2025 and a correction of the minutes, for Deputy Clerks probation to end at the beginning of July 2025 not June 2025 as stated. Cllr Lacey Douglass continued to say the successful candidate from the Clerk interviews would be contacted tomorrow (14/05/25)and offered the position subject to the usual conditions and salary banding. The Temporary administrator will be offered a permanent position within the detail of the original advertisement and the Deputy Clerk will be in contact with the staffing agency to sort out the required arrangements for a smooth transition.

14. To note and make decisions regarding correspondence received on 25th April

Cllr Lacey Douglass informed the council that an email communication had been received from ACAS. They were duly contacted and HPC was given an extended period to respond. There was much discussion about the contents of the email and it was AGREED to:-

1. Seek legal advice on the matter in the first instance(as suggested by Cllr David Britcher) and
2. Respond accordingly to ACAS after the above had been sought.
3. The Monitoring Officer at Broadland to be contact in relation to the correspondence for clarity.

The above in total was then proposed by Cllr Sue Holland and seconded by Cllr Ian Duckett.
It was AREED that this be the way forward with one Councillor abstaining.

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The newly appointed Chairman of the Staffing Committee would receive an update from the outgoing Chairman to bring them up to speed on the matter. He was asked to make expedient contact with the legal advisor.

15. To note and make decisions regarding correspondence from 30th April 2025

A response had been received in relation to a recent communication between the author and the parish council. After much discussion it was AGREED unanimously to pursue this matter further with the assistance of an Independent Investigator who would need to be appointed by the council. The Chairman of the Staffing Committee was requested to seek this service as a matter of expedience.

16. Matter for next agenda.

To have 'matters for next agenda' to be placed above members of Public and Press being excluded.

17. Time and Venue of Next Council Meeting.
Tuesday 10th June 2025, 7pm at Diamond Jubilee Lodge.
The meeting closed at 20:45

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