HELLESDON PARISH COUNCIL

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Minutes of the Meeting of Hellesdon Parish Council held on Tuesday 9th September 2025 at 7pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present:

Cllr David Maidstone – Chair of the Committee
Cllr David Britcher
Cllr David Fahy
Cllr Mel Maidstone
Cllr Sue Holland
Cllr Sarah Smith
Cllr Greg Britton
Cllr Ian Duckett
Cllr Roy Forder
Cllr Bill Johnson
Cllr Andrew Lock
Cllr Mike Hicks
Cllr Nigel Barker
Cllr Robin Sear

Also, present Mr. R Bishop (Locum Clerk), Mr. H Clark (Deputy Clerk), A member of the public and PC Hales

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

1. Apologies and Acceptance for Absence

Apologies were received from the following Councillors and **Accepted.**
Cllr Lacey Douglass, and Cllr Shelagh Gurney.

2. Declarations of interest and dispensations

No declarations were made or dispensations applied for.

3. Approval of minutes of the meetings held on 8th July 2025

Minutes of the meeting of 8th July 2025 had been circulated had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

A member of the public raised concerns about a 'halfway house' in Reepham Road, there was a lot of activity to and from this property at all hours of the day and the middle of the night. There were reports of anti-social behaviour and emergency services being called on a regular basis. PC Hales commented that the police were aware of the situation and were keeping a close eye on any perceived unlawful activity. For obvious reasons Parish Council Hales was unable to go into any detail.

Approved……

Date……

PC Hales informed the council that him and his colleague has been on a period of leave and not been able to attend council meetings as often. PC Hales continued to say that there have no issues of note that has arisen. Cllr Mike Hicks informed PC Hales that there has been an increased about of traffic going down Meadow way due to Road works on Cromer Road, which raised concerns for the councillor and if possible, for anything can be done. PC Hales will investigate options such as a "Traffic Enforcement" day and will get information back to the Council when they are able.

Member of Public left room at 7:24pm

5 Council Reports

a) The report from the **Locum Clerk** to be discussed at different points during the meeting.

b) **Reports from District and County Councillors**
Nothing to report from District or County Councillors.

c) **To receive any update from The Chairman**
Cllr David Maidstone had nothing to report.

6. Financial Reports and Matters.

a) Bank Reconciliation – 31st July & 31st August 2025. Details were noted by the Council and **AGREED**.
b) Earmarked Reserves Summary – 31st July & 31st August 2025 **AGREED** by the Council.
c) Approval of Payments – 31st July & 31st August 2025. Were noted and **AGREED.**
d) Approval of Receipts – 31st July & 31st August 2025. Were noted and **AGREED.**
e) Details of Income and Expenditure – 31st July & 31st August 2025. Were noted and **AGREED.**

N.B. The Locum Clerk raised the issue of additional signatories on the accounts, recommending four Councillors, instead of two as there were at present. It was **AGREED** to place this on the agenda for the next meeting.

7. Committees

a) **To receive Events committee report**

Cllr Sarah Smith reported that on 1st November 2025 Hellesdon Community Centre shall be holding its Halloween Party for the community. The Councillor continued that they were waiting to hear back on licenses and those to cater for the event and that she has started looking into starting the online survey for nominations for the Hellesdon Community Heart Awards.

b) **To receive Playing fields, Allotments and Amenities report**

Cllr Mike Hicks and Cllr David Maidstone informed the council that the council that the CCTV at the Allotments is now operational, it is confirmed as compliant and there are visual signs to inform those using the allotments. They continued that Anglia Water is survey on 10/09/25 to assess water leaks.

c) **To receive Environment committee report**

Cllr Ian Duckett said that the committee has been established, and that Broadland District Council was holding classes/sessions of projects for involving planting wildflowers and more. Cllr Ian Duckett was seeking means to involve the community such as competition with environmental elements.

d) **To receive Planning committee report**

The council were updated regarding applications to The Norwich Golf Club Site, and The Land north of Carrowbreak House, Cllr David Maidstone informed the council that on 10/09/2025 Broadland Planning Committee are having their meeting to discuss the applications. Cllr David Maidstone asked the council if it would be possible for him to attend the meeting and speak on the council's behalf on the applications. Proposed by Cllr Greg for Cllr David Maidstone to represent Hellesdon Parish Council at the Broadland Planning meeting on 10/09/2025, 2nd by Cllr Mike Hicks and **ACCEPTED.**

Cllr David Maidstone informed the council that he has been approached by members of the community regarding the area of unfenced land near the Carrowbreak Close. He has been informed that the Local residents have started a group to turn the area into an asset of community value, as it is used by members of the community for dog walking and leisure. Proposed by Cllr David Maidstone to support the area being an asset of community value, 2nd by Cllr Mike Hicks and **ACCEPTED**.

e) **To receive Staffing Committee Report**
All matters discussed in section 14.

f) **To receive Community Centre Committee Report**
The council were informed that the new sign on the community centre is now installed on the building, and there are that 3 fire doors are to be installed in the community centre (2 on the café, 1 on the caretaker's office). The council were informed that the café will be closed while the doors are being installed. Cllr David Britcher requested that the metal sheet by the entrance of the community centre looks that it is need of replacing as requested this be looked in to.

g) **To receive Café Committee Report**
Cllr Sarah Smith informed the council that there were concerns regarding a cleanliness issue within the café, this was addressed and will be monitored by Cllr Sarah Smith, staff shortage is to be addressed by staffing committee.

h) **To discuss and make decision of merging Café and Community Centre Committees.**
It was proposed by Cllr Sarah Smith that the Café Committee and Community Centre Committee to merge as one committee, 2nd by Cllr Roy Forder and **ACCEPTED.** The Locum & Deputy Clerk were asked to look at terms of reference for the merged committee then bring it back to the next full council meeting along with a new chair and vice chair of the committee.

i) **To appointment of panels (grievance, disciplinary, appeals and complaints)**
The council have pointed councillors to the below panels

Panels of Grievance: Cllr Mel Maidstone, Cllr Mike Hicks, and Cllr Nigel Barker with Cllr Sarah Smith as a substitute.

Panels of Disciplinary: Cllr Nigel Barker, Cllr Mike Hicks, and Cllr Mel Maidstone with Cllr Sarah Smith as a substitute.

Panels of Appeals: Cllr Sue Holland, Cllr Ian Duckett, Cllr Robin Sear and Cllr David Fahy & Cllr Lacey Douglass as substitutes.

Panels of Complaints: Cllr Andrew Locke, Cllr David Fahy, Cllr David Britcher and Cllr Robin Sear as substitute.
Proposed by Cllr David Maidstone and 2nd by Cllr Bill Johnson and **ACCEPTED**.

8. Projects

a) The council were informed of two parish partnership projects being undertaken between Hellesdon Parish Council and Norfolk County council. The project for a new village gateway and a bench seat for bus shelter. Cllr Sue Holland proposed the projects to go ahead, 2nd by Cllr Ian Duckett and **ACCECPTED**.

b) The council were informed of a request for a site visit to Hellesdon Community Centre car park from Perry Willams LTD on behalf of their client Cornerstone. The request stated that the car park has been identified as a possible location for a new telecoms site and request a visit to the site to perform an MSV. It was proposed that Perry Williams LTD can have a no obligations site visit, proposed by Cllr Sue Holland and 2nd by Cllr Roy Forder and **ACCEPTED.**

c) This item was discussed under report from Planning Committee.

d) **To receive update on Community Fridge.**
Cllr David Maidstone informed the council that he and the deputy clerk had a meeting with volunteers looking to manage the community fridge. It was proposed by Cllr David Maidstone that the council will assist to up a team of volunteers and to be monitored for a 6-month trial period, 2nd by Cllr Sarah Smith and **ACCEPTED**. This was delegated to the deputy clerk to oversee.

9. To consider sale of Baby Grand Piano in Community Centre.
The council discussed the use of the Baby grand piano; Cllr Roy Forder informed the council that he had attempted to contact organisation locally to promote use of the piano however had not received any replies from these organisations. It was proposed by Cllr Mel Maidstone that the council explore donating the piano to a local community organisation or look to sell the piano and then donate the funds from the sale to the local organisation, 2nd by Cllr Sarah Smith and **ACCEPTED.**

PC Hales left the room

10. 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 11, 12, 13, 14, 15, 16 in view of the confidential nature of the business to be transacted.

The meeting was closed to the Press and Public

11. To request the abilities to change of passwords of councillor's emails.
Following a brief discussion, Cllr David Britcher proposed that that councillors are give the functionality to change their own passwords in relation to their parish email accounts, 2nd by Cllr Andrew Locke and **ACCEPTED**

12. **To discuss and make decision on the hiring rates of the Community Centre Facilities.**
    The council were informed of the Community Centre Committee meeting held on 30th July 2025, and the information pertaining to the community rate and a list of those that receive it. It was commented by Cllr Sue Holland that the criteria and the discounted rate are to be addressed by the Community Centre Community. It was proposed by Cllr David Britcher this item be referred back to the Community Centre Community to decide the criteria of the community rate, its amount and those who are eligible and to come back to full council on 14th of October 2025, 2nd by Cllr Ian Duckett and **ACCEPTED**

    *It was **AGREED** to waive Standing Order 3x To Extend the Meeting Beyond 2.5 Hours*

13. **To Receive update on Clerk Position.**
    The council were informed that the resignation of the incoming clerk was received, and the resignation was accepted. It was proposed by Cllr Bill Johnson that we should start advertising for the now vacant clerk role, 2nd by Cllr Robin Sear and **ACCEPTED.** A draft advert, job description and person specification had been circulated, and these documents were also duly **ACCEPTED** in order to move matters forward. The Chairman stated that there had been an additional £206.55 legal expenses incurred whilst bringing matters to a conclusion with the incoming clerk, it was **ACCEPTED** to pay these costs.

14. **To receive update on staffing matters.**
    The council were informed of a current vacancy for Grounds person & Deputy Facilities Manager is to be advertised.

    An investigator is also required to investigate possible staff disciplinary issue. HR Support is potentially involved, It was proposed by Cllr Robin Sear that Cllr David Fahy is to investigate and for Cllr Shelagh Gurney to act as note taker, Cllr Mel Maidstone to be substitute in the event Cllr Shelagh Gurney is unavailable. This was 2nd by Cllr Mike Hicks and **ACCEPTED.**

15. **To receive update on independent investigation.**
    The council received update from Cllr David Maidstone in relation to previous staff and their grievance to previous clerk, which is now resolved. Cllr David Maidstone continued saying that there were lessons to be learned and policies had gone awry. Cllr David Maidstone continued to inform the council that he shall be standing down as chair of the Staffing committee once the new clerk is in post.

16. **To receive an update on legal advice**
    Item was covered in item 15.

17. **Matters for the Next Agenda.**
    Chair of Staffing.

    Meeting closed at 21:34.

Approved……

Date……