HELLESDON PARISH COUNCIL

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Minutes of the meeting of Hellesdon Parish Council held on Tuesday 14th October 2025 at 7pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon.

Present: Cllr David Maidstone – Chair of the Council
Cllr David Britcher
Cllr Mel Maidstone
Cllr Sarah Smith
Cllr Greg Britton
Cllr Roy Forder
Cllr Mike Hicks
Cllr Nigel Barker

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

1. **Apologies and acceptance for absence**

Apologies were received from the following Councillors and **Accepted**.
Cllr David Fahy, Cllr Lacey Douglas, Cllr Ian Duckett, Cllr Sue Holland, Cllr Bill Johnson, Cllr Andrew Lock, Cllr Robin Sears

2. **Declarations of Interest and Dispensations**

No declarations were made or dispensations applied for.

3. **Minutes from Full Council meeting held 9th September 2025**

The minutes of the meeting held on 9th September 2025 had been previously circulated. It was RESOLVED TO ACCEPT these minutes as a true and accurate record of the meeting.

4. **Public Participation**

a) To receive questions from the public.

There were no issues raised by the member of public present.

5. **Council Reports**

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

b) To Note verbal reports from District and County Councillors
Cllr Sheila Gurney raised the issue of concerns being raised by members of the public regarding the forthcoming unitary authority and the potential loss of local services.

Approved…….....

Date.....

Cllr Sheila Gurney also raised the issue of the pot hole filling programme, stating that Norfolk compared favourably to other counties, in that they are moving forward at pace with their maintenance programme.

Cllr Sheila Gurney notified the Council that District Council funding would be coming on stream in approximately 6 months, which would require match funding, relating to the Community Centre. Cllr Gurney is also looking into a Biffa funding scheme.

c) To Receive any Updates from the Chairman

Cllr David Maidstone had nothing to report.

6. **Financial Matters**

a) Bank Reconciliation – 30th September 2025 – details were noted by the Council and **AGREED**.

b) Earmarked Reserves Summary- 30th September 2025 – details were noted by the Council and **AGREED**.

c) Approval of Payments – 30th September 2025 – were noted by the Council and **AGREED**.

It was requested by Cllr Sheila Gurney that a copy of the Councils Financial Regulations should be circulated to all councillors for information, particular notice should be given to spending limits – this was **AGREED**.

d) Approval of Receipts – 30th September 2025 – were noted by the Council and **AGREED**.

e) Detailed Income and Expenditure 30th September 2025 – were noted by the Council and **AGREED**.

f) To Receive External Auditors Report and Certificate

Following a brief discussion it was proposed by Cllr David Maidston, seconded by Cllr Mike Hicks and **ACCEPTED** unanimously.

g) To agree two additional Bank signatories

Cllr David Maidstone and Cllr Mike Hicks were proposed as the two additional signatories, with the mandate changed to enable two councillors out of four to sign/sanction payments at the bank. Proposed by Cllr Mel Maidstone, seconded by Cllr Nigel Barker and **AGREED** unanimously.

7. **New Community Centre & Café Committee**

a) To Agree terms of reference for the new Community Centre & Café Committee.

Subject to an amendment to keep a newly amalgamated Committee to 9 Councillors until the next Annual Meeting, the draft terms of reference was proposed by Cllr Roy Forder, seconded by Cllr Mike Hicks and **ACCEPTED** unanimously.

b) To ratify Chair and Vice Chair of the Community Centre & Café Committee.

The Committee had recommended Cllr Roy Forder as Chair and Cllr Sarah smith as Vice Chair of the newly amalgamated Community Centre & Café Committee, ratification was proposed by Cllr David Britcher, seconded by Cllr David Maidstone and **ACCEPTED** unanimously.

8. **Committees.**

a) To receive Events committee report and to note any decisions made.

An update on the Halloween event: 55 tickets had been sold, there is still a need to sell more tickets. The Committee recommended to donate 20 free tickets to the Family Hub/Break – **ACCEPTED**.

The Bar, Decorations and Music is all booked, the Committee feel there is a need to help with the marketing of future events, possibly training – **AGREED** to look at this in the future.

Ideas of free events for parents to go shopping without children had been discussed.

Cllr David Britcher raised the issue of councillor packs that need reviewing before sending out or submission. The Locum Clerk responded by saying that of course this would ideally happen in every case, but with the administration being short staffed at the present time, often the situation is dictated to by time and urgent unchecked circulation comes out of necessity and consequence, otherwise deadlines would be missed.

b) To receive Playing Fields, Allotments and Amenities report and to note any decisions made.

It was reported by Cllr Mike Hicks that the Committee had decided to take back the booking of Tennis Courts back in house, by not renewing the agreement with the National Tennis Association.

Cllr Mike Hicks also reported that an allotment gate would have fixed keypad, to improve security. It was also reported that a number of red letters had been sent regarding condition of allotment plots, therefore putting allotment holders under notice. It is expected that there may be some appeals to deal with as a result.

c) To receive Environment committee report and to note any decisions made.

The Chair was not present and therefore no report was available to consider.

d) To receive Planning committee report and to note any decisions made.

Cllr Greg Britton reported that the Planning Committee met earlier and had commented on the latest plans circulated for consultation.

e) To receive Staffing committee report and to note any decisions made.

The Chair Cllr David Maidstone stated that no information could be reported on this item above the line, only in the closed session.

f) To receive Community Centre & Cafe Committee report and to note any decisions made.

Cllr Roy Forder stated that there was an item below the line at 11. b regarding CCTV.

There was a recommendation from the Committee that the Community Centre shuts on a Sunday from 1st January 2026 and further discussion would be required on the issue of agreeing the criteria for a community rate and what percentage (if any) would be allowed.

It was proposed by Cllr David Britcher seconded by Cllr David Maidstone, that the matter of the Sunday closure and all matters relating to the community rate, criteria/percentage etc, were referred back to the Committee to resolve and bring back to the 11th November Full Council meeting for approval **AGREED**.

9. **Projects**

a) To Discuss and make decisions on Parish Partnership Scheme.

The Deputy Clerk reported that he needs to go back to the County Council with more quotes, as the prices have increased since the grant was awarded.

b) To receive update on Community Fridge.

The Chair Cllr David Maidstone reported that there would be a re-submission to the January meeting where it is expected that the community fridge would be closed.

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 in view of the confidential nature of the business to be transacted**

It was proposed by Cllr David Maidstone, seconded by Cllr David Britcher and **AGREED** unanimously to exclude the public and press to go into the closed session.

11. **Contracts**

a) To consider quotes for Internal Audit 2025/2026

Three quotes had been received and circulated to members. It was proposed by Cllr Sheila Gurney, seconded by Cllr Greg Britton and **AGREED** to appoint Larking Gowen as Internal Auditors for the year 2025-26 and to subsequently accept their quote and arrange the interim audit following the half-year to 30th September 2025. Cllr David Maidstone abstained from voting.

b) To receive recommendation on CCTV Quote.

Recommended by the Community Centre & café Committee, following a brief discussion it was proposed by Cllr Sheila Gurney, seconded by Cllr Roy Forder to accept Contract 2, **ACCEPTED** unanimously.

12. **To receive update of passwords of councillor's emails.**

The Deputy Clerk updated Councillors on the additional cost of having the ability to change their own email passwords. On receipt of this information Councillors **AGREED** that the cost was prohibitive and therefore withdrew the request.

13. **To receive update on Clerk position**

The Locum Clerk stated that the Staffing Committee had met yesterday afternoon to shortlist four experienced candidates for the position of Parish Clerk. Interviews were scheduled for next Monday 20th October, it is hoped that a suitable candidate can be appointed and at the next meeting the Council would have a firm date for the successful candidate to start work.

14. **To receive update on staffing matters.**

The Locum Clerk updated the Council on the vacancy for Groundsperson & Deputy Facilities Manager, three applicants had been shortlisted and would be interviewed on Wednesday 22nd October. The Chairman Cllr David Maidstone stated that during the shortlisting process it was subsequently agreed that this position is a senior member of staff, therefore two further Councillors who are not Staffing Committee members are required to serve on the interviewing panel. Cllrs Sarah Smith and Mike Hicks were available on this date and it was AGREED that they both serve on the interviewing panel.

15. **To receive update on independent investigation.**

The Chairman Cllr David Maidstone stated that a HR adviser is required to assist Cllr David Fahy with this matter.

16. **Matters for the Next Agenda**

Matters raised are for information only and items to be considered for future agendas

Cllr Sheila Gurney offered 27th October as a date for the Neighbourhood Plan consultant to come and meet the group and to sign off on the final draft before referendum in arranged, this was **AGREED**.

Meeting closed at 20.40.

Approved…….....

Date.....