

Minutes of the Full Council meeting held on Tuesday 11th November 2025 at 7pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon.

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

Also present Mr. Richard Bishop (Locum Clerk), PC Sam Hales, the newly appointed Parish Clerk Mr. Jonathan Hall was present as a member of the public, welcomed by the Chairman, due to start work on 5th January 2026.

1. Apologies and acceptance for absence

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

2. Declarations of Interest and Dispensations

No declarations were made or dispensations applied for.

3. Minutes from Full Council meeting held 14th October 2025

The minutes of the meeting held on 14th October 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.

(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

There were no questions from members of the public.

PC Sam Hales reported that there were a few issues relating to Saturday evening in respect of bonfires and fireworks, but in the main, things were operating normally. There were a few concerns regarding e-bikes and speed, also general speed checks in progress. Cllrs reported a residential premises being used for business premises, which Pc Hales stated the police were aware.

5. Council Reports

a) To Receive clerk report

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The Locum Clerks report detailed issues which would relate to various items on the agenda – these would be detailed as the meeting progressed.

- b) To Note verbal reports from District and County Councillors
Cllr Shelagh Gurney reported that the new traffic lights and roadworks have been completed on the Holt Road adjacent to the airport. These were completed and opened at 2am earlier this morning 11th November. Cllr Gurney reported that she had already received 35 complaints regarding the current sequencing.
- c) To Receive any Updates from the Chairman
The chairman reported that he had been speaking against the persimmon homes application at Horizon House, this was in line with what the Council had agreed previously.

The chairman also stated that he laid a wreath at the memorial at the service.

6. Financial Matters

- a) Approval of Payments – 30th September 2025
The Locum Clerk had produced a list of payments, which were APPROVED.

7. Committees

- a) To receive Events committee report and to note any decisions made.
Cllr Sarah Smith reported that the recent Halloween event was successful with 80+ tickets being sold; thanks to all concerned and plans are underway for the Christmas Party on 13th December.
- b) To receive Playing Fields, Allotments and Amenities committee report and to note any decisions made.
Cllr Mike Hicks reported that he and Cllr David Maidstone had agreed to meet with the National Tennis Association and the Lawn Tennis Association, regarding the agreement which was previously in place and the usage of the courts at Hellesdon.

The red letters to allotment holders had been sent out and only 3 appeals had been received. Some of the allotments had already been re-cultivated, which was the aim of the committee. Updates were given in respect of the keypad – which would not be taken forward and a bowls keypad also not agreed. The parish sign in low road is in safe keeping. It was reported that the rebuild could be approximately £7,000.

- c) To receive Environment committee report and to note any decisions made.
Cllr Ian Duckett stated that the Committee had not met, but would be meeting very soon. It was stated that Hellesdon Community Action have been sent a holding email. The Council have been invited to make a bid for an Environmental Project, it was suggested that the deadline was not too far away.
- d) To receive Planning committee report and to note any decisions made by the Committee Chair Cllr Greg Britton; to include updates on both Persimmon Homes and Hospital site by Cllr David Maidstone.
Cllr Greg Britton stated that the Committee had not met since the day of the last Full Council meeting, as there had not been any planning applications to consider. However, two applications had been received today, a meeting would be called in two weeks time to discuss/comment on these plans.

Approved.....

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Cllr David Maidstone had reported earlier in the meeting regarding his attendance of a recent planning committee meeting at the district council offices.

- e) To receive Staffing committee report and to note any decisions made – to appoint Chairman following resignation of Cllr David Maidstone.

It was proposed by Cllr David Maidstone, seconded by Cllr Sue Holland that Cllr David Britcher be the new Chair of the Staffing Committee. AGREED.

Cllr David Maidstone returned to the recent recruitment process, which had successfully recruited two new members of staff. Addressing the new Parish Clerk Jonathan Hall, who was formally introduced to councillors and he responded by stating that he is looking forward to joining the staff and starting work in the new-year, on Monday 5th January 2026. It was also reported that Mr. Chris Fisher would be commencing work for Hellesdon Parish Council on Monday 24th November, as the new Groundsperson & Deputy Facilities Manager.

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

Cllr Roy Forder reported that part of the Community Centre & Café report would be given below the line in the confidential part of the meeting.

The main issues to put before the Full Council were two draft letters that had been circulated to councillors prior to the meeting. One to the Pentecostal Church and the other to all current users of the Community Centre. The letters would confirm recommendations that the Committee have made to the Council in respect of closing the Centre on a Sunday, with the exception of an extraordinary special event, which could be approved in advance by the committee. It would also confirm a new reduced community/charity discount of 20%, replacing the previous discount of 50%. A draft application form to receive the reduced rate, that would be available in the reception at the time of booking. All applications would be referred to the committee. The new rates and changes in operation would come into force on 1st January 2026. There followed a lengthy debate, where minor amendments were considered, but this concluded by placing the draft letters and draft form, as presented to the council. It was proposed by Cllr David Maidstone, seconded by Cllr Mel Maidstone and RESOLVED to APPROVE all three drafts as presented. By this approval, this confirmed all of the recommendations contained in the letter content put forward by the committee.

8. Projects

- a) To receive an update on Parish Partnership Scheme 2025-26 and consider projects for 2026-27.

A decision had been made previously to proceed with the two projects put forward in the current year which had resulted in a slight shortfall of some £400, as costs had increased since the original bid had been made. This means that the Parish Council will have to put an additional £400 into the projects, in addition to the 50% that had previously been committed. It was AGREED to proceed with both projects.

It was subsequently AGREED to put an additional Bus Shelter into the current years submission to the Parish Partnership Scheme, the Parish Council committing themselves to a 50% contribution.

- b) To receive update on Community Fridge.

Cllr David Maidstone summarised where the Council and Community Centre are in respect of the Community Fridge. No volunteers had been forthcoming to take on the management of the fridge and the last committee debate agreed that the fridge should stop, if there was no alternative way forward. It was proposed by Cllr David Maidstone, seconded by Cllr Shelagh gurney to stop the fridge at 31st December 2025 and to re-use the equipment as storage for the café – AGREED unanimously. It was subsequently AGREED to ensure that there

Approved.....

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was signage to that effect placed at the entrance of the Community Centre and it features on the Council's social media.

9. 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 10, 11, and 12 in view of the confidential nature of the business to be transacted

It was RESOLVED to exclude the press and public.

7.f Community Centre & Café Committee – part of this item had been placed below the line because of the confidential nature of the subject to discuss.

It was reported that the Community Centre would be closed for essential works i.e. replacement doors on Thursday and Friday of this week. There followed a lengthy discussion on whether to use the Wednesday to prepare for other essential works and preparation for the replacement of the doors. The Centre and Café are not due to re-open until Tuesday next week. There was a whole raft of issues discussed and the Locum Clerk was instructed to inform the Facilities Manager and the Café Manager at the earliest opportunity, i.e. first thing in the morning, following any decisions taken this evening. It was proposed by Cllr Roy Forder, seconded by Cllr Robin Sear to close the Community Centre and Café with immediate effect from early tomorrow morning; AGREED unanimously. The Locum Clerk was given guidance regarding notices at the Community Centre entrance, on social media and on the Council's website. To inform the Facilities Manager and to talk through an inspection process, necessary prior to re-opening on Tuesday. To also go through things with the Café Manager, as he and his staff would have different duties in the three remaining days this week, and Monday of next week. Cllr Sarah Smith and Cllr Mel Maidstone would put in place a support plan on behalf of the Committee, which could have input from the Café Manager, this would include regular inspections, to keep the facility to a high standard of cleanliness.

10. To receive update on Clerk position

A new Parish Clerk has been appointed by the Interviewing Panel, following recent interviews held towards the end of October, Jonathan Hall will commence work on Monday 5th January 2026, as he is currently serving two months notice with his current employer. One satisfactory reference has been received, the other is awaited. The Staffing Committee have agreed a starting salary at point SCP 37, moving to SCP 38 after a successful probationary period. The Locum Clerk is in the process of discussing and agreeing with the incoming Clerk potential training events and conferences, also joining the Clerk as a member of the Society of Local Council Clerks. Regular contact will be maintained in order to complete a smooth handover, by 14th January.

11. To receive update on staffing matters.

A new Groundsperson and Deputy Facilities Manager has been appointed by the interviewing panel, following recent interviews held towards the end of October, Chris Fisher will commence work on Monday 24th November 2025. The Staffing Committee have agreed a starting salary at point SCP 13 moving to SCP 14 after a successful probationary period.

12. To receive update on independent investigation.

The Staffing Committee have agreed that an HR specialist is taken on to advise the Council on this particular issue.

Approved.....

Date.....

13. Matters for the Next Agenda – Full Council 9th December 2025

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

Meeting closed at 8.55pm

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