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**Minutes of the meeting of the Property, Policy & Resources Committee held on  
Thursday 8 January 2026 at 6pm at  
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

**Present:**

- Cllr Shelagh Gurney (Chairman)
- Cllr David Britcher
- Cllr Greg Britton
- Cllr David Maidstone
- Cllr Mel Maidstone
- Cllr Roy Forder

**Also in Attendance:**

- J Hall (Clerk and Responsible Financial Officer)

The Chairman welcomed everyone and opened the meeting at 6pm.

**1. Apologies and acceptance for absence**

Apologies were received from Cllr Duckett and Cllr Smith. These were **ACCEPTED**. Cllr Mel Maidstone was substituting for Cllr Sarah Smith..

**2. Declarations of Interest and Dispensations**

No interests were declared. Under Section 33 of the Localism Act 2011, the Council delegated authority to the Proper Officer (Clerk) to grant dispensations to members who have a Disclosable Pecuniary Interest in the discussion and setting of the Parish Precept, otherwise the meeting would not be quorate. This is an automatic dispensation for members as council tax payers of the Parish.

**3. To Approve the Minutes of the Meeting Held on 12 December 2024**

Minutes had been circulated from the meeting held on 12 December 2024. These were **AGREED** as a true and accurate record of the meeting after a proposal from Cllr Gurney and seconded from Cllr Maidstone.

**4. Public Participation**

No public present at the meeting.

Approved.....

Date.....

## 5. Budget for 2026 / 2027

The Chairman explained that due to staffing pressures and the absence of a permanent Clerk for an extended period, the normal budget setting process had been difficult. Ordinarily, this process would require each committee to meet and submit their proposed budget to the committee for review. Having reviewed each committee budget, the committee would then make a recommendation to Full Council for approval of all committee budgets and subsequent precept level. Whilst some committees had started this process, other committees had not.

It was acknowledged that General Reserves and Earmarked Reserves did also require a review to ensure more effective allocation. The committee discussed the need to identify the requirements for the Earmarked Reserves so that longer term funds could be considered for investment ensuring better returns are obtained, than holding these as cash deposits.

The level of General Reserves at the current time was considered as being high, however this reflected the circumstances in which the Parish Council had operated within for the majority of 2025. The committee discussed the possibility of retaining more than 3 months operating costs as a contingency reserve. During Covid, payments from district authorities had been delayed, and the suggestion of keeping more than 3 months was now being considered as best practice. This policy would be reviewed at the next meeting of the committee.

The Clerk was tasked with producing budgets for all committees for discussion at the next meeting of the committee for recommendation to Full Council. It was noted that some committees had already started the process of budget setting.

## 6. Precept for 2026/27

The committee had received a letter from Broadland District Council that outlined the position of the tax base for 2026/27. It was noted that the tax base for 2026/27 was going to reduce from 3975 to 3969.

After much discussion following a proposal from Cllr Gurney and seconded by Cllr David Maidstone, the committee **agreed** to propose to Full Council a precept of £655,675.10, which represents an increase of 4.99%. A Band D property would see an increase of £7.96 to £167.47 per annum.

The Full Council will consider this proposal on 13 January 2026.

## 7. Future PP&R Committee Agenda Items

It was **agreed** to include the following items on a future agenda of the committee:

- a) To review and agree Risk Assessments.
- b) To review and agree Council Policies
- c) To review and agree Committee Terms of Reference
- d) To review and agree Working Group Terms of Reference.

Approved.....

Date.....

**8. To confirm the dates for four meetings in 2026**

It was acknowledged that a committee schedule for 2026 was required to be completed and agreed. The next meeting of the committee was agreed as Thursday 26 February 2026.

The meeting closed at 7.30pm.



Approved.....

Date.....