HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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MEETING OF THE FULL COUNCIL

Notice of meeting to be held on Tuesday 9th December 2025 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon. Councillors are summoned to attend for the purpose of transacting the following business.

The Openness of Local Government Bodies Regulations 2014
Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting.

AGENDA

Welcome by the Chairman

1. **Apologies and acceptance for absence**

To receive and accept valid apologies for absence as previously notified to the Parish Clerk.

2. **Declarations of Interest and Dispensations**

To receive Members' Declarations of Interest in Agenda Items and to note the Granting of any Requests for dispensations.

3. **Minutes from Full Council meeting held 11th November 2025**

To agree the minutes of the meeting held on 11th November 2025 as a true and accurate record

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).

5. **Council Reports**

a) To Receive clerk report
b) To Note verbal reports from District and County Councillors
c) To Receive any Updates from the Chairman

6. **Financial Matters**

Items 6a) to 6e) are still in progress following staff sickness and will be available if complete

a) Approval of Payments – 30th November 2025
b) Earmarked Reserves Summary- 30th November 2025
c) Approval of Payments – 30th November 2025
d) Approval of Receipts – 30th November 2025
e) Detailed Income and Expenditure 30th November 2025

f) To receive and consider VAT late submission penalty notice of one point.

g) To receive and consider CIL annual return for 2024-25.
h) To receive and consider CIL payment of £7,852.63 and proposal to allocate to Earmarked Reserves under Community Centre Extension.
i) To receive and consider quotation for Grass Verges for the 2026 season.
j) To receive and consider quotations for utility bills/contracts for 2026/27.

7. **Committees**

a) To receive Events committee report and to note any decisions made.
b) To receive Playing Fields, Allotments and Amenities committee 3 report and to note any decisions made.
c) To receive Environment committee report and to note any decisions made.
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.
e) To receive Staffing committee report and to note any decisions made – to appoint Chairman following resignation of Cllr David Maidstone.
f) To receive Community Centre & Cafe Committee report and to note any decisions made (including consideration for Radio Mics in the Sylvia Watling Room)
g) To receive minutes of Neighbourhood Plan Working Group meeting on 27th October 2025 and consideration of the latest version of the Neighbourhood Plan at the Pre-Submission Stage.

8. **Projects/other matters**

a) To consider the issue of Car Parking at the Community Centre following the introduction of customer only car parking at The Bull Public House. The knock-on effect caused by shoppers using the Chemist.
b) To consider Norfolk County Council consultation on a single unitary proposal for the county and the implications a Greater Norwich Unitary has for Hellesdon as a Parish.
c) To consider request from the NHS – Lung Cancer Screening Programme in Norfolk and Waveney – to site a mobile unit in the Community Centre Car Park for their next scanning site mid-late April 2026.
d) To consider allowing the newly appointed Parish Clerk Jonathan Hall permission to stay for items 10 and 11 below for the purpose of continuity; N.B. a non disclosure agreement has been signed.

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 and 11 in view of the confidential nature of the business to be transacted.**

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

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

12. **Matters for the Next Agenda – Full Council 13th January 2026**

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

Richard Bishop **Locum Clerk to the Council** **Dated** *4th December 2025*