HELLESDON PARISH COUNCIL

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Minutes of the Full Council meeting held on Tuesday 9th December 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 Ian Duckett	Cllr Robin Sear
Cllr Mel Maidstone	Cllr Lacey Douglass

Also present Mr. Richard Bishop (Locum Clerk), Mr. H Clark (Deputy Clerk) 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 Bill Johnson, Cllr Andrew Locke, and Cllr David Fahy

2. Declarations of Interest and Dispensations

No declarations were made or dispensations applied for.

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

The minutes of the meeting held on 11th November 2025 had been previously circulated. It was RESOLVED TO ACCEPT these minutes as a true and accurate record of the meeting with the changes of “parish council” to be change to “PC” for PC Sam Hales, and Cllr Shelagh Gurney to be change from “Shelia” to “Shelagh”.

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.

5. Council Reports

a) To Receive clerk report

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 Lacey Douglass reported that they have been addressing the S106 application before the meeting, The application relating to the Whiffler had gone through however stated “Their feet will be held to the

fire". Cllr Shelagh Gurney expanded from Cllr Lacey Douglass in relation to the Whiffler application, Cllr Gurney added that Mayoral Elections are postponed for 2 years and that residents she has spoken to are requesting drop curbs.

c) To Receive any Updates from the Chairman
Nothing to add

6. **Financial Matters a-e**

a) 30th November 2025 Financial Reports is still being produced with the Deputy Clerks absence, all financial reports shall be available on Full Council Meeting of 13/01/2025.

f) To receive and consider VAT late submission and penalty notice of one point.
Noted and accepted by council.

g) To receive and consider CIL Annual Return for 2024-25
Deputy Clerk informed the council that the CIL Annual Return 2024-25 has been submitted. The council noted the submission.

h) To receive and conder CIL payment of £7852.63 and proposal to allocate to Earmarjed Reserves under community Centre Extension.
Cllr David Maidstone informed the council that the CIL payment cannot be used for the extension, and proposed that the CIL money be move to an Earmarked Reverse named "CIL 2025/26", 2nd by Cllr Lacey Douglass and ACCEPTED.

i) To receive and consider quotation for Grass Verges for 2026 season.
It was proposed by Cllr David Maidstone to get at least two more quotes for grass verges to be cut, 2nd by Cllr Shelagh Gurney and ACCEPTED.

j) To receive and consider quotation for utility bills/contracts for 2026/27
The council were informed that the quotes are still being compiled and not currently available. Item deferred to January full council meeting.

7. **Committees**

a) To receive Events committee report and to note any decisions made.
Cllr Sarah Smith reported that the Senior Citizens Christmas party is to be held on the 13th of December 2025, and that the Community Centre is booked on the 19th of December 2025 for Christmas Carol Concert. Summer Fayre 2026 planning is starting and is in talks with "Norfolk Best".

b) To receive Playing Fields, Allotments and Amenities committee report and to note any decisions made.
Cllr Mike Hicks reported that the next meeting is to be held on 15/12/25 and will report back after that meeting. Cllr Shelagh Gurney informed the council of the "Hellesdon" sign on the Low Road. She has spoken to the facilities manager and sated that she will try and source grant money for the repairs. Cllr Shelagh Gurney continues that she has access to £10,000 of community funds and is able to use this if Hellesdon Parish Council can match fund at Approximately £2500 towards the sign. Cllr Greg Britton stated regarding signs location outside Hellesdon Parish Hall and the sign should remain where it is. Cllr Roy Forder stated that the sign should be fully replaced and not repaired.

Approved…….....

Date.....

c) To receive Environment committee report and to note any decisions made.
Cllr Ian Duckett stated that he is to put in a bid to Broadland district council and is awaiting reply from Broadland.

d) To receive Planning committee report and to note any decisions made
Cllr Greg Britton has nothing to report.

e) To receive Staffing committee report and to note any decisions made.
Cllr David Britcher stated to council that if staff has issues and approach councillors, the staff needs to be directed to their line managers. Cllr David Britcher had nothing further to add.

f) To receive Community Centre & Cafe Committee report and to note any decisions made.
Cllr Roy Forder reported that a meeting occurred on 3/11/25 and referred to staffing committee for agency staff. The café was cleaned and fire doors have now been installed. The community rate letters have been sent out and applications for the community rate will be reviewed at the next Community Centre and Café meeting. After this would be shown at the next full council meeting. Cllr Roy Forder informed the council for consideration for purchasing of sound equipment for the Sylvia Watling Room that needed to be installed as part of the renovations to the centre. It was proposed by Cllr Roy Forder to purchase the equipment and 2nd by Cllr Sue Holland and ACCEPTED.

g) To receive minutes of Neighbourhood Plan workings group meeting on 27th October 2025 and consideration of the latest version of the neighbourhood Plan at the Pre-submission stage.
Cllr Shelagh Gurney had reviewed the draft and stated it will go to referendum. She advised the council to review over Christmas period and to be discussed at the next Full Council Meeting.

8. **Projects**

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.

Cllr Shelagh Gurney suggested to write to The Bull to open car park and continue as it had prior to the change. Cllr David Britcher Proposed that a letter is to be written to The Bull to reconsider customer only parking, 2nd by Cllr Robin sear and ACCEPTED.

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.
The council discussed and noted the unitary proposal.

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.
The Council discussed the programmed and due to the size of the mobile unit, the car park is not a suitable location.

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.
Cllr David Maidstone Proposed for Jonathan Hall to remain for items 10 and 11 for the purpose of continuity, 2nd by Cllr Greg Britton. 12 for, 1 opposed and CARRIED.

Approved…….....

Date.....

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**
   It was RESOLVED to exclude the press and public.

10. **To receive update on Staffing Matters**
    Staff had been given feedback, which was received positively, Inspections of the café was complete and any issues were addressed. A report will be shared with the staffing committee. Spot checks will be conducted by facilities manager and has been delegated to staffing committee going forward.

    Cllr Shelagh Gurney raised concern over staff setting up tree at The Bull Public House. The council was informed that a risk assessment was complete by facilities manager and will be passed over to staffing committee at next meeting.

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

The council discussed that Cllr David Fahy shall conduct investigation and facilities manager will give summary on staff members performance.

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
Utility contracts
Neighbourhood Plan.

Meeting closed at 8:33pm

Approved…….....

Date.....