ITEM 3

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Minutes of the Full Council meeting held on Tuesday 13th January 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Hellesdon.

Present:

Cllr Shelagh Gurney	
Cllr David Britcher	Cllr Roy Forder
Cllr Nigel Barker	Cllr Greg Britton
Cllr Shelagh Gurney	Cllr Ian Duckett
Cllr Robin Sear	Cllr Lacey Douglass
Cllr Andrew Locke	Cllr David Fahy

Also, present Mr Richard Bishop (Locum Clerk), Mr Harry Clark (Deputy Clerk), Mr Jonathan Hall (Parish Clerk), PC Sam Hales. Members of public and press present.

The Clerk addressed the council and informed them that in the absence of the Chair and Vice Chair of the Council, there would be a vote to decide whom will chair the meeting. Cllr Greg Britton proposed Cllr Shelagh Gurney to chair the meeting, seconded by Cllr Robin Sear and was **CARRIED**.

1. **Apologies and acceptance for absence**
Apologies were received from the following Councillors and Accepted: Cllr Bill Johnson, Cllr Sarah Smith, Cllr Mel Maidstone, Cllr David Maidstone, Cllr Sue Holland, Cllr Mike Hicks.

2. **Declarations of Interest and Dispensations**
Cllr David Britcher informed the council a declaration for living in Hellesdon as a dispensation. 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. **Minutes from Full Council meeting held 9th December 2025**
The minutes of the meeting held on 9th December 2025 had been previously circulated. It was **RESOLVED** to accept these minutes as a true and accurate record of the meeting.

4. **Public Participation**
PC Hales gave a verbal report, informing the council that recently has been a busy period in general however nothing out of ordinary to report. Cllr Shelagh Gurney had queries with regards to the road traffic orders within the area; she mentioned some residents are ignoring these orders. PC Hales informed the council to report these to the police.

PC Hales leaves at 19:21

5. **Council Reports**

a) To Receive clerk report
Report was previously circulated to Council.

b) To Note verbal reports from District and County Councillors
Cllr Shelagh Gurney inform the Council that she was able to award a match grant for environment committee with the aid of Cllr David Maidstone who completed the application and the Council had been awarded £5,000.

Approved…….....

Date.....

c) To Receive any Updates from the Chairman
Nothing to report.

6. **Financial Matters**

a) Approval of Payments – 1 October 2025 to 31 December 2025.
b) b) Earmarked Reserves Summary- 1 October to 31 December 2025.
c) Approval of Payments – 1 October 2025 to 31 December 2025.
d) Approval of Receipts – 1 October 2025 to 31 December 2025.
e) Detailed Income and Expenditure 1 October 2025 to 31 December 2025.
Proposed by Cllr Nigel Barker to approve all financial documents, seconded by Cllr Greg Britton and **ACCEPTED**.

f) To agree budget, in full or part, for 2026-27 following recommendation from Property, Policy and Resources Committee.
Proposed by Cllr Lacey Douglass to accept recommendations from Property, Policy and Resources Committee, seconded by Cllr Robin Sear and **ACCEPTED**.

g) To agree 2026-27 Parish Precept following recommendation from Property, Policy and Resources Committee.
Proposed by Cllr Lacey Douglass to agree Parish Precept recommendations from Property, Policy and Resources Committee, seconded by Cllr Robin Sear and **ACCEPTED**.

7. **Committees**

a) To receive Events committee report.
Cllr Roy Forder gave an update on senior citizen party and that it was well attended with praised given for councillors helping at the event and the committee was looking at events for 2026. Cllr Roy Forder informed council that there would be no Community Hearts Awards this year (2026) and instead will be held every other year.

b) To receive Playing Fields, Allotments and Amenities committee report and to note any decisions made.
Cllr Shelagh Gurney informed council that during the last meeting councillors reviewed the budget and house keeping issues in relation to the allotments. Cllr Shelagh Gurney informed the council regarding the current verges/grass hedges contract and whether to give the responsibility back to Norfolk County Council or to keep it with Hellesdon Parish Council. Proposed by Cllr Lacey Douglass to keep the responsibility with Hellesdon Parish Council, seconded by Cllr Robin Sear and **ACCEPTED**. Cllr David Britcher propose for the handling of alley ways, save the two to be given back to Norfolk County Council seconded by Cllr Robin Sear and **ACCEPTED**.
It was proposed by Cllr David Britcher for the Clerk to get the contact information from Norfolk County Council for who deals with footpaths and for this to be added to the Hellesdon Parish Council website seconded by Cllr Ian Duckett and **ACCEPTED.**

c) To receive Environment committee report.
Nothing to report as no meeting since last full council.

d) To receive Planning committee report and to note any decisions made.
No decisions made at meeting on 23/12/25 as was not quorate, however Cllr Britton update the meeting on the decisions made on 13/01/2025.

e) To receive Staffing committee report.
Cllr David Britcher informed the council that the committee have not meet since the last Full Council meeting. Cllr David Britcher wanted to give thanks to the Deputy Clerk for his work with the council and wished them well in their new employment. Cllr David Britcher advised that the next staffing meeting will be held on 14/01/2025.

Approved…….....

Date.....

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

Cllr Roy Forder presented the report and provided an update on Community Centre Rate increase, which had only seen one hirer cancel their bookings.

Council were provided with an update for quotes for utilities. The Clerk received had them on 13 January 2026 and suggested that council delegated this issue to the Clerk. It was proposed Cllr Greg Britton to delegate the Clerk to arrange utilities suppliers and seconded by Cllr Nigel Barker and **ACCEPTED**.

8. **Projects/ Other Matters**

a) To consider switching bank account provider to Unity Trust Bank from Barclays Bank.

The Clerk informed the council that switching to Unity Trust Bank would serve the council better because Unity were designed to help not for profit organisations. It was proposed by Cllr Lacey Douglass to move the current account to Unity Trust Bank seconded by Cllr Ian Duckett and **ACCEPTED**. It was proposed by Cllr David Britcher for the Clerk to produce financial report to show best organisations for investment options for council seconded by Cllr Lacey Douglass and **CARRIED**.

b) To consider submission of the latest version of the Neighbourhood Plan to Broadland District Council and any modifications and adjustments.

The Council discussed the latest version of the Neighbourhood Plan. No further modifications or alterations had been received. Cllr Shelagh Gurney will review the land at Coronation Hall to consider adding a suggestion to the plan of a desirable use. It was agreed that Cllr Gurney and the Clerk would work together to update the plan for submission to Broadland District Council.

c) To consider report from Cllr Gurney concerning the replacement of the village sign previously situated outside Parish Hall on Low Road.

It was proposed by Cllr David Britcher for a new hard wood sign to be erected on The Bull roundabout and to have additional lighting to illuminate the sign. This was seconded by Cllr Ian Duckett and **ACCEPTED**. Proposed by Cllr Shelagh Gurney to offer existing sign on The Bull roundabout to the Parish Hall site. This was seconded by Cllr Robin Sear and **ACCEPTED**. Cllr Shelagh Gurney asked the council to allow the Clerk and Cllr Shelagh Gurney to get in contact with the sign makers and **ACCEPTED**.

d) To consider match funding from Cllr Gurney for recycling bins for Community Centre. (Cllr Gurney).

Cllr Shelagh Gurney informed the Council that in her capacity as a District Councillor she can offer match fund a grant for new bins in the Community Centre. Cllr Roy Forder suggested three bins for the Centre. Cllr Shelagh Gurney advised the Council that she would be able to offer £1000 for match funding. The proposal was seconded and **ACCEPTED** by Council.

e) To consider switching suppliers of accounting software from RBS Rialtas to Scribe.

It was proposed by Cllr David Britcher to accept the recommendations of the report to switch from RBS Rialtas to Scribe and seconded by Lacey Douglass and **ACCEPTED.**

f) To consider temporary use of payroll provider in response to reduce staffing levels.

Proposed by Cllr Shelagh Gurney to use Stephenson Smart Chartered Accountants for the next six months as a temporary payroll provider and to be reviewed at month five mark. This was seconded by Cllr David Britcher and **CARRIED**.

9. **Matters for the Next Agenda – Full Council 10th February 2026**

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

Approved…….....

Date.....

It was proposed by Cllr Shelagh Gurney that 'Matters for the next Agenda' to be removed from future agendas and meetings and to only note date, time and venue for the next meeting. This was seconded by Cllr Greg Britton and **ACCEPTED**.

Meeting closed at 21:16pm

Approved…….....

Date.....