HELLESDON PARISH COUNCIL
The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of the Full Council meeting held on Tuesday 14 April 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Hellesdon.

Present: Cllr David Maidstone (Chairman)
Cllr David Britcher
Cllr Sue Holland
Cllr Robin Sear
Cllr Andrew Locke
Cllr Ian Duckett
Cllr Roy Forder
Cllr Mel Maidstone
Cllr Shelagh Gurney
Cllr Mike Hicks

In attendance
Rebecca Larke (Deputy Clerk)
David Marshall (Admin)

1. **Apologies and acceptance for absence**
Apologies were received from the following Councillors and **ACCEPTED**: Cllr Lacey Douglass, Cllr David Fahy, Cllr Bill Johnson, Cllr Nigel Barker

2. **Declarations of Interest and Dispensations**
None

3. **Minutes from Full Council meeting held 10 March 2026**
The minutes of the meeting held on 10 March 2026 had been previously circulated. It was **AGREED** to accept these minutes as a true and accurate record of the meeting.

4. **Co Options**

a) After three rounds of voting the following applicants were **ELECTED** to the Parish Council:

John Knowles and Gemma Diffey

Cllr Gemma Diffey was not present. Cllr John Knowles signed his Office of Acceptance and joined the meeting. The Chairman thanked the unsuccessful candidate for their interest in the position.

5. **Appointments to Committees and Panels**
It was **AGREED** that Cllr John Knowles be appointed to both the Staffing Committee and the Community Centre and Café Committee plus act as a substitute for the Disciplinary Panel. It was **AGREED** that Cllr Gemma Diffey be appointed to both the Events Committee and the Community Centre and Café Committee plus to act as a substitute for the Grievance Panel.

6. **Public Participation**
No public present at the meeting.

Approved…….....
Cllr David Maidstone
Chairman of Hellesdon Parish Council

Date.....

7. **Council Reports**

a) **To receive a report from the Clerk**

Report was previously circulated to Council members. The Deputy Clerk added that the Annual Parish Meeting has been provisionally booked for Wednesday 27th May 2026. The Clerk is waiting for confirmation that the CEO of Broadland District Council, Mr. Trevor Holden, can attend. Cllr David Maidstone, Cllr Mel Maidstone and Cllr Sue Holland all advised they were unable to attend on that date. The report was noted.

b) **To receive reports from County and District Councillors.**

Cllr Shelagh Gurney advised she had met with County Council officers in respect of the parking issues in Middleton's Lane adjacent to the Jet Garage and officers were looking to put permanent parking restrictions within that area. It appears some vehicles have been present in that area for extended periods and used for airport parking.

It was noted that the temporary traffic lights on Holt Road are not sequencing correctly and are not communicating with each other, which is causing traffic issues. At present, the lights are being manually operated.

It was noted that a reduction in the speed limit on Drayton High Road from 40mph to 30mph had been suggested. It was further noted that Kier would be responsible for addressing the reported potholes.

Cllr Shelagh Gurney confirmed that the two Oak trees on Holt Road near the allotment site would be remaining and those to be felled are near The Nest facility site although there has been no consultation as yet. The report was noted.

c) **Report from the Chairman**

Cllr David Maidstone and Cllr David Britcher updated those present that they had met with the Clerk to discuss how best to support him and the staff moving forward. The Chairman referred to a bullet point list of notes which could be circulated to fellow Councillors after this was agreed with the Clerk. It was suggested that members should drop the Clerk an email before calling to avoid unnecessary disruption. The report was noted.

7. **Financial Matters**

Items a to d.

The Deputy Clerk in the absence of the RFO advised that financial reports were unable to be produced. However reassurance was provided that the bank reconciliation has been completed for February and March 2026. There are a few queries remaining that need to be processed and resolved prior to the reports being produced. Richard Bishop will be returning this Thursday to resolve any outstanding issues.

e) **Bank Mandate signatories**.

The Council **RESOLVED** to add Cllr Mel Maidstone and Cllr Mike Hicks to the bank mandate.

8. **Reports from Committees**

Events Committee

Connie Ackers was commended for her work with the Events Committee in organising the Summer Fayre. Further details regarding the event will be published on the Parish Council website in due course. It was **AGREED** that the Christmas Carols on the Lawn event, including food and drink stalls, will take place on 19 December 2026.

Approved…….....

Cllr David Maidstone

Chairman of Hellesdon Parish Council

Date.....

a) Playing Fields Allotments and Amenities Committee
Cllr Mike Hicks provided a verbal report and it was noted that repairs to the Beehive Shed had now been completed. There were no updates available regarding the use of hosepipes or the repair of potholes at the allotments. It was further requested that progress on compost bins and the new keys for the padlock on the allotment entrance gate be followed up.

b) Staffing Committee
Cllr David Britcher advised that the Committee had engaged a professional HR consultancy for a five-year period to assist the Clerk. Additionally, subject to an amendment to the Council's Standing Orders, mandatory HR training would be requested for members of the Staffing Committee, although this training would be made available to all members who wished to attend. It was noted that the committee had asked for the disciplinary panel to convene.

c) Planning Committee
Cllr Roy Forder updated council following the Planning meeting held earlier in the evening and advised of the objections to the applications discussed.

It was noted no meetings have been held since previous Full Council meeting for Community Centre and Café Property Policy and Resources and Environment Committees.

9. **Other Business**
The Chairman suggested it would be beneficial for all councillors to attend training. Cllr Sue Holland agreed in principle but was mindful of only one year remaining before Parish Council elections and suggested an amendment to Standing Orders to this effect. The Council **RESOLVED** that all new councillors, whether they join by election or co-option should be offered and actively encouraged to undertake training. Costings of training providers would be sought by the Clerk. Cllr Ian Duckett requested if the Clerk could obtain any details of any environmental training.

10. **Next Meeting**
The next full Parish Council meeting will be on 12 May 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB. Members were advised to note this will be the Annual Parish Council Meeting.

Meeting closed at 20.29

Approved…….....
Cllr David Maidstone
Chairman of Hellesdon Parish Council

Date.....