A Civility & Respect Pledge Council

HELLESDON PARISH COUNCIL

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

MEETING OF THE FULL COUNCIL

Notice of meeting to be held on Tuesday 14 April 2026 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 council 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 10 March 2026

To agree the minutes of the meeting held on 10 March 2026 as a true and accurate record.

4. Co Options

a) To consider co option to the Parish Council to fill the two vacant councillor positions.
b) To agree committee representations of co opted councillors

5. 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)

6. Council Reports

a) To receive a report from the Clerk and to note.
b) To receive verbal reports from District and County Councillors and to note.
c) To receive any updates from the Chairman and to note together with new management meeting feedback.

7. Financial Matters

a) Approval of Payments – to 31 March 2026
b) Earmarked Reserves Summary- to 31 March 2026
c) Approval of Receipts – to 31 March 2026
d) Detailed Income and Expenditure to 31 March 2026
e) To confirm councillors to be added to the bank mandate for Unity Trust Bank.

8. Committees

a) To receive verbal report from Chair of Events committee and to note draft minutes of meeting held 18 March 2026 and to note any decisions made.
b) To receive verbal update from the Chair of Playing Fields Allotments and amenities committee and to note draft minutes of meeting held 19 March 2026 and any decisions made.
c) To receive verbal report from Chair of Staffing committee regarding meeting held 14 April 2026.
d) To receive verbal update from the Chair of Planning committee and to note.
e) To note no meetings have been held since previous Full Council meeting for Community Centre and Café, Property Policy and Resources and Environment committees.

Other Business

9. To consider training courses for all new /all councillors.

10. To confirm time, date and location of the next Full Parish Council meeting as 12 May 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB. Please note this will be the Annual Parish Council Meeting.

11. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 12 in view of the confidential nature of the business to be transacted.

12. To consider any member questions arising from the verbal report from the Chair of the Staffing committee relating to the meeting held 14 April 2026 that are of a confidential nature.

Jonathan Hall

Clerk of the Council **Dated 8 April 2026**

HELLESDON PARISH COUNCIL

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Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Minutes of the Full Council meeting held on Tuesday 10 March 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Hellesdon.

Present:

Cllr David Maidstone (Chairman)
Cllr David Britcher
Cllr Nigel Barker
Cllr Robin Sear
Cllr Andrew Locke
Cllr Sue Holland
Cllr Roy Forder
Cllr Shelagh Gurney
Cllr Mike Hicks
Cllr Mel Maidstone
Cllr David Fahy (from 7.03pm)

In attendance
Jonathan Hall (Parish Clerk & Responsible Financial Officer)
Eight members of the public

1. **Apologies and acceptance for absence**
Apologies were received from the following Councillors and Accepted: Cllr Lacey Douglass, Cllr Ian Duckett, Cllr Bill Johnson and Cllr David Fahy.

2. **Declarations of Interest and Dispensations**
Cllr David Maidstone and Cllr Mel Maidstone declared an non pecuniary interest as a resident of Middleton's Lane in respect of agenda item 11.

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

4. **Public Participation**
Residents of Middletons Lane whose properties run along side the Jet garage raised concerns about the proposed Traffic Regulation Order (TRO) that extends the no waiting restriction further along Middletons Lane outside the new entrance for Firside School. Parents dropping off children have blocked driveways and created access issues and have been aggressive in their response when approached. The residents were hopeful that the County Council would take their concerns into account. Cllr Gurney, the County Councillor for Hellesdon, agreed to speak to officers at County Hall with a view to visiting the site.

5. **Council Reports**

a) To receive a report from the Clerk and to note
Report was previously circulated to Council members. The Clerk added that the Help Hub van from Broadland District Council would be on site on 14 April 2026. The report was noted.

b) To note verbal reports from District and County Councillors
Cllr Shelagh Gurney advised that the consultation on the Yellow Pedal Way on Holt Road had been withdrawn by County Council officers until after 7 May 2026. Cllrs Gurney and Adams (Drayton, Norfolk County Council) will meet with officers on site to discuss options. There are concerns that two large oak trees are destined to be felled.

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

Date.....

DRAFT

A resident tripped on the parcel delivery lockers installed adjacent to the convenience store on Meadows Way. The installation of the lockers was being investigated.

The modular build of Firside School will mean that 63 modules will require access to Middletons Lane and the school site. These will be transported by a low loader with rear steering.

Reports from District and County Councillors were noted.

c) To Receive any Updates from the Chairman

The Chairman thanked former councillors Greg Britton and Sarah Smith for their hard work and dedication in relation to their time on the Council. Greg Britton's expertise in planning matters and Sarah Smith's organisational skills in relation to Council events will be sorely missed. The Chairman thanked those councillors who had picked up extra duties due to the resignations.

The Chairman also requested that the Clerk produces a policy in relation to how the Parish Council should react when the Council becomes aware of any residents celebrating their 100th Birthday and/or Golden Wedding Anniversaries.

The update was noted.

6. **Financial Matters**

Items a to d. The Clerk had produced a report relating to this reports which was accepted by the Council.

e)The Council **RESOLVED** to agree the recommendation from Property, Policy and Resources Committee to accept proposed 2026/7 budget.

f) The Council **RESOLVED** to agree the recommendation from Property, Policy and Resources Committee to accept earmarked reserves items and amounts for 2026/7.

7. **Committees**

a) To receive verbal report from Chair of Staffing committee and to note approved minutes from the meeting held on 23 January 2026, and draft minutes from 3 March 2026 and to note any decisions made.

Cllr Britcher advised that the recruitment of a Deputy Clerk had concluded and Rebecca Larke has been appointed to the role. Rebecca was due to start work on 16 March 2026. The minutes of 23 January 2026 and 3 March 2026 were noted.

b) To receive verbal report from Chair of Property, Policy and Resources committee and to note draft minutes of the meeting held 23 February 2026 and to note any decisions made.

The budget and earmarked reserves had been approved at items 6e and 6f. Future meetings will included policy reviews.

c) To receive verbal report from Vice Chair of Events committee and to note draft minutes of meeting held 18 February 2026 and to note any decisions made.

Matters were proceeding with the Summer Fayre. The draft minutes of 18 February 2026 needed to correctly record the decision that the circus act had been booked at a cost of £600.

d) To receive verbal update from the Chair of Playing Fields Allotments and amenities committee and to note.

A meeting of the Allotment Liaison Group had taken place. The communal compost bins require constructing on the allotment site.

Approved…….....

Cllr David Maidstone
Chairman of Hellesdon Parish Council

Date.....

DRAFT

e) To receive verbal update from the Vice Chair of Planning committee and to note.
The Chair reported that a member of the public had attended the last meeting which had proved to be very beneficial in gaining valuable insight as to the reasons for the application and proposals.

f) To receive verbal update from the Chair of Community Centre and Cafe committee and to note.
The Chair advised that various maintenance issues and projects will be picked up in the new financial year including replacing fire doors, roller shutter for the kitchen and new barriers for the automatic doors at the front of the building. The CCTV was now operational and Tuesday Tots and the Dancing School had been advised of the arrangements. Names of volunteers for the café should be forwarded to Kevin Sage, the facilities manager, for processing. The Council had previously agreed to pay for their hygiene certification training at £28 per volunteer. The emergency lighting will be repaired very shortly.

g) To consider appointing Chairs, Vice Chairs, members and substitute positions following the resignations of Cllrs Smith and Britton.
The Council **RESOLVED** to approve the following appointments:
Chair of Planning Committee
Cllr Roy Forder
Vice Chair of Planning Committee
Cllr Robin Sear
Chair of Events Committee
Cllr Mel Maidstone
Vice Chair of Events Committee
Cllr Roy Forder
Vice Chair of Community Centre and Café Committee
Cllr Nigel Barker
Member of Staffing Committee
Vacancy
Member of Planning Committee
Cllr Mel Maidstone
Member of Community Centre and Café Committee
Vacancy
Substitute to Disciplinary Panel
Left to discretion of Clerk to find attendee if required until Annual Parish Council meeting in May 2026
Substitute to Grievance Panel
Left to discretion of Clerk to find attendee if required until Annual Parish Council meeting in May 2026

It was also **agreed** to run with a vacancy of the Events committee until co options to the Council are confirmed.

Other Business

8. **To receive findings letter and report from the Internal Auditor and to note recommendations.**
The report was received and noted. The Council was disappointed to see the number of recommendations but these reflected the position the Council faced over the past year, during which staff shortages had been experienced, especially the position of Clerk and RFO. The Clerk would produce a plan to tackle the recommendations and provide the Council with updates.

9. **To consider nominating The Bull Public House as an Asset of Community Value.**
It was **RESOLVED** to nominate The Bull Public House as an Asset of Community Value.

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

Date.....

DRAFT

10. **To consider proposal to hold a Financial Wellbeing Event in the foyer of the Community Centre.**
    It was **RESOLVED** to hold a Financial Wellbeing Event in conjunction with Yorkshire Building Society for a trial period.

11. **To note and consider response for proposed waiting restrictions (Traffic Regulation Order) on Middletons Lane**
    The Parish Council noted the concerns of nearby residents concerning the proposals and the possibility of more parents dropping children off creating access issues, especially for those properties that run adjacent to the Jet Garage. Cllr Gurney was to meet Highways on site to view the issue and consider possible options.

12. **To note review of the Greater Norwich Local Plan - Call for Sites period ends 23 March 2026.**
    The period end of 23 March 2026 was noted.

13. **To note request from developer to accept the naming of new development off Hawthorn Avenue as Gallant Close.**
    It was **RESOLVED** to support the request.

14. **To request the Clerk prepares a report of the earmarked reserve reasoning for holding monies in anticipation of acquiring burial land.**
    The Council **RESOLVED** to ask the Clerk to prepare a report in due course.

15. **To consider request for all committee meeting agendas to be email to all members.**
    The Council **RESOLVED** that all committee agendas will be emailed to all members.

16. The next Full Parish Council meeting will be held on 14 April 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB. Cllr Nigel Barker offered his apologies for this meeting.

Meeting closed 9.06pm

DRAFT

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

Date.....

HELLESDON PARISH COUNCIL

ITEM NO: 4

Report for : Full Council

Date: 14 April 2026

Item Title: Co options. To consider co options to the Parish Council to fill the two vacant councillor positions

Since the advert went live on the website, social media and the notice boards we have had three applications for the two vacant positions.

These applicants are:

John Knowles

Gemma Diffey

Trevor Kirk

I have checked and can confirm that all three qualify to serve as Parish Councillors.

The application form asked (in no more than 100 words) why each candidate wished to be considered to be co opted as a Parish Councillor:

John Knowles

I wish to apply for co-option to the Parish Council to contribute further to the enhancement of my local community.

I am currently part of the organising teams that manage the Hellesdon Community Choir and the Hellesdon Gardening Club and Horticultural Association, two long-running community activities, and I wish to be involved further in discussions, decisions, and the development of community life, facilities, and activities.

I understand the main duties and responsibilities of the parish councillor role as outlined here and am committed to honouring them. I would bring a sense of personal and community responsibility, probity and a lifetime of experience in public service.

Gemma Diffey

I would be honoured to serve again as a parish councillor because I care deeply about Hellesdon and its residents. Having lived here most of my life and now working part-time, I can commit fully to the role.

I bring skills in operations management, HR, finance. I am a good listener, so I can represent diverse views and make practical decisions. I've seen how small actions create real impact and want to work with fellow councillors to ensure residents' voices are heard. My goal is a sustainable, thriving community for current and future generations.

If appointed, I'd like to join the Events and Community Centre Committee.

Trevor Kirk

As a 15-year resident and local professional, I am deeply invested in Hellesdon's future. My commitment was shown last year when I actively helped oppose the Persimmon development to protect our local character.

Professionally, I work in the automotive sector, specializing in Health & Safety, Training, and workflow/app development. I hope to bring this technical expertise to the Council to improve operational efficiency and safety.

My primary goal is to ensure our parish offers high-quality amenities and a thriving environment for my family and all residents through dedicated, practical representation.

All three candidates will be invited to the Full Parish Council meeting inline with the co option policy where members will be invited to ask questions and to hear more from the candidates.

Voting will take place in line with the co option policy as per paragraph 6:

6. Voting

Only councillors present at the meeting may vote. The successful candidate must receive an absolute majority of those present and voting. If there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again. The process is to be repeated until an absolute majority is obtained. All voting must be by a show of hands and the Chairman will be entitled to a casting vote.

This often creates confusion so I have produced a simple explanation:

Situation

- **3 candidates**
- **2 vacancies**
- Councillors vote **by show of hands**
- Only councillors **present and voting** count
- Each successful candidate must receive an **absolute majority**
- Voting is done **one vacancy at a time**

Key points from the policy

Even though there are **two vacancies**, the process is **not** "vote for two people at once".

- **Each vacancy is filled separately**, using the same majority and elimination process each time.
- An absolute majority means more than 50% of the votes cast**. Abstentions don't count toward the total.**

How it works step by step

Step 1: Fill the first vacancy

1. All councillors present vote between **all 3 candidates**
2. Votes are counted

Outcome A – someone gets an absolute majority

- That candidate is **appointed**
- They are removed from the pool
- Move on to filling the **second vacancy**

Outcome B – no one gets an absolute majority

- The candidate with the **fewest votes is eliminated**
- Councillors vote again between the **remaining candidates**
- This repeats until **one candidate has an absolute majority**
- That candidate is appointed

Step 2: Fill the second vacancy

1. Now there are **2 candidates left**
2. Councillors vote again by show of hands
3. The candidate with an **absolute majority wins**

- If there is a **tie**, the **Chairman uses a casting vote**

Simple worked example

Assume:

- 16 councillors present and voting
- Absolute majority = **9 votes**

First vacancy – round 1

Votes:

- Candidate A – 7
- Candidate B – 6
- Candidate C – 3

No one has 9 → **Candidate C (lowest votes) is eliminated**

First vacancy – round 2

Votes:

- Candidate A – 9
- Candidate B – 7

Candidate A is appointed Candidate A is removed.

Second vacancy

Remaining candidates:

- Candidate B
- Candidate C

Vote:

- Candidate B – 9
- Candidate C – 7

Candidate B is appointed

Candidate C is **not appointed**.

Summary

With 3 candidates and 2 vacancies, councillors vote to appoint **one councillor at a time**, eliminating the lowest-scoring candidate if necessary, until each vacancy is filled by someone who has the support of **more than half of the councillors present and voting**.

Clerk

Date: 7 April 2026

HELLESDON PARISH COUNCIL

ITEM NO: 4b

Report for : Full Council

Date: 14 April 2026

Item Title: To agree committee representations of co opted councillors

The Parish Council has the following vacancies:

- Member of Staffing committee
- Member of Community Centre and Café committee
- Member of Events committee

- Substitute for Disciplinary Panel
- Substitute for Grievance Panel

(members of the disciplinary or grievance panel can not serve on the staffing committee)

Current members of the Staffing Committee

Staffing Committee	
Chairman	**David Britcher**
Vice Chairman	***Shelagh Gurney***
Members	Bill Johnson
	Roy Forder
	Andrew Lock
	David Maidstone
	Mike Hicks
	Vacancy

Current members of Community Centre & Café Committee

Hellesdon Community Centre& Cafe Committee	
Chairman	**Roy Forder**
Vice Chairman	***Nigel Barker***
Members	Shelagh Gurney
	David Maidstsone
	Mel Maidstone
	Mike Hicks
	Lacey Douglass
	Vacancy

Current members of Events Committee

Events Committee	
Chairman	**Mel Maidstone**
Vice Chairman	***Roy Forder***
Members	Bill Johnson
	David Britcher
	Lacey Douglass
	Vacancy

Disciplinary Panel Members

Cllr Mel Maidstone, Cllr Mike Hicks, and Cllr Nigel Barker

Grievance Panel Members

Cllr Mel Maidstone, Cllr Mike Hicks, and Cllr Nigel Barker

For information

Panel of Appeals Members

Cllr Sue Holland, Cllr Ian Duckett, Cllr Robin Sear.
Cllr David Fahy & Cllr Lacey Douglass are substitutes.

Clerk

Date 6 April 2026

HELLESDON PARISH COUNCIL

ITEM NO: 6

Clerk's report for Full Council meeting 14 April 2026

Period 10 March 2026 to 8 April 2026

It has once again been exceptional busy period for me and the rest of the office team. As we approached the end of the financial year I have been getting all grants outstanding completed and purchases undertaken where at all possible. The relatively lower credit amount of the Council's Barclaycard has once again proved to be a hurdle and this is something the Council will need to look at in the near future.

An update on some matters below:

Deputy Clerk

Rebecca Larke started on 16th March 2026 and has had an immediate impact using her skills and experience from management operational roles in the NHS. Rebecca has been leading on the Scribe project ensuring training has been undertaken and actioned within her team, as well as organising website training for all the office staff.

Rialtas accounts backlog

We are tantalisingly close to completing the exercise of reconstructing the accounts from 31 December 2025 with Rialtas. However, as we get closer we are experiencing some difficulties with the Rialtas software which has required assistance. In addition, a number of queries have been building up which we need to work through. Richard Bishop is back with us on 9th April to hopefully complete all the necessary processes so that we can move the "balances" data across to Scribe we can start using the new software.

Scribe Software

Rebecca has been doing a fantastic job of leading on the training and set up of the new software. This has been perhaps more involved than was first anticipated. Once Rialtas data has been completed to year end (25/26) then 3 years of data can be moved across to Scribe. This work is being undertaken by Scribe themselves as this specialist work. However, we are unable to move across the bookings data from Rialtas, so 2000+ bookings from April 2026 will have to inputted manually. However, Rebecca has a plan of how we can achieve this in the quickest and most efficient way.

Whilst allotment data can also not be transferred across automatically, as we have just over 130 allotments this task is not as time consuming.

Once the system is up and running we shall definitely see the benefits of moving across to a new platform that coordinates with each other and reduces administrative processes.

Committees

This has been a busy period for committees with Playing Fields, Environment, Events, Planning and Staffing all meeting – some of them twice! Meetings do generate a lot of work both before and after a meeting, and given the general backlog we have, prioritising our work will be essential as we deal with year end, AGAR and Internal Audit visit due in May 2026.

Clerk

5 March 2026

HELLESDON PARISH COUNCIL

ITEM NO: 7e

Report for : Full Council

Date: 14 April 2026

Item Title: To confirm councillors to be added to the Bank Mandate for Unity Trust Bank.

When the council switched its banking provider to Unity Trust there was only two councillors on the bank mandate namely Cllrs Lacey Douglass and Cllr Bill Johnson.

However in November 2025 Cllrs Mike Hicks and David Maidstone were added to the mandate with Barclays. However, Barclays never actioned this mandate despite being chased several times.

Currently the Unity Trust Bank mandate has Jonathan Hall (Clerk and RFO) and Cllr Lacey Douglass and Cllr Bill Johnson. Any authorisation payment requires two signatories to action.

It would be prudent to have a few more councillors on the mandate who are able to authorise payments and act as signatories on the account. The process of authorisation of payments is very easy once you are logged in to the Unity Trust website.

The council needs to decide what additional councillors should be added to the bank mandate. The process is very easy and only requires one signature. The process once started should take just a matter of days.

Clerk

Date 7th April 2026

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: contact@hellesdon-pc.gov.uk

Minutes of the Meeting of Hellesdon Events Committee held on Wednesday 18 March 2026 at 7pm in the Council Chamber, Diamond Jubilee Lodge, Wood view Road, Hellesdon Norwich NR6 5QB

Present at the Meeting
Cllr Mel Maidstone (Chair)
Cllr Roy Forder
Cllr David Britcher

Also, in attendance
David Marshall - Admin Officer
Kevin Sage - Facilities Manager
Connie Ackers – Best of Norfolk

The Chairman welcomed all attendees, and opened the meeting at 7pm

1. Apologies and acceptance for absence
Apologies were received from Cllr Bill Johnson and Cllr Lacey Douglass. These were accepted.

2. Declarations of Interest and Dispensations
No declarations were made or dispensations requested.

3. Approval of the Minutes Held on Wednesday 18th February 2026
The minutes were **APPROVED** and signed as a true and accurate record of the meeting and were signed by the Chairman.

4. Public Participation
No members of the public in attendance.

5. Summer Fayre update on current progress

Stall Holders & Bookings

- It was reported that 55 acceptances had been received to date, with 2 stallholders having paid.
- Members discussed whether a further promotional push should be undertaken, with a target of 70 stalls considered desirable.
- The cider vendor previously referenced was confirmed as Norfolk Raiders and the Office will make contact to see if they can attend this year.

Attractions & Activities

- The SOS Bus has confirmed attendance; the size of the bus will need to be clarified for site planning purposes, Connie to confirm.
- Further confirmation is required regarding the fairground rides (Mr Green), including whether agreement has been finalised, Connie to confirm.
- Circus workshops will be present on site and perform in the main ring; clarification on the plot size required is to be obtained.
- Office to contact Bert's Amazing Creatures to see if they can attend on the day.
- Enquiries will be made with the Norwich City Band regarding performing in the arena. Connie to make contact with them.

Approved…….....

Date.....

- Members agreed to reach out to singers, and more information is needed on the Creation Station offer.
- Additional arena activities were discussed, including young dancers and a dog show, and it was agreed that bunting should be placed around the main arena.

Vendors & Services

- Clarification will be needed from Fire & Rescue, Police and St John Ambulance regarding event attendance. Connie to Confirm
- It was noted that the alcohol licence would be arranged by the relevant vendor.
- A Risk Assessment for the event was identified as required and will be prepared accordingly.

Event Management

- Cllr Britcher proposed an additional service fee to provide extended management of the Fayre. The amount of £200 plus VAT was proposed by Cllr Britcher, seconded by Cllr Forder, and unanimously agreed. This constitutes an additional purchase of service and therefore requires a new agreement as a variation to the existing order.

Logistics

- The Office will contact Hellesdon High School regarding the availability of car parking spaces, with two vehicles per stall being the working assumption.

Communications

- Minor amendments are to be made to the event poster prior to formal approval.
- Jack (Surname??) is to be invited to the next meeting and contacted regarding acting as compère for the event.

6. Senior Christmas Party update on current progress

Committee requested for Annie Threadkell to provide entertainment for the event scheduled for 12th December 2026. **Proposed by Cllr Mel Maidstone, seconded by Cllr Roy Forder and unanimously agreed.**

7. Halloween party update on current progress and consider change of date.

The Committee considered dates for the 2027 Halloween Event. It was agreed to provisionally book Friday 30th October 2027. **Proposed by Cllr David Britcher, seconded by Cllr Mel Maidstone and all agreed.**

Availability for a pre-Halloween event on 24th October is to be checked. If the date is available, it is to be provisionally booked, and enquiries made regarding DJ/bar staff and purchase of new decorations. **Proposed by Cllr Mel Maidstone**, **seconded by Cllr Roy Forder**, **al**l **agreed**.

The Office will also check availability for 31st October during the day and notify Councillors once confirmation has been received.

8. It was agreed to confirm the date of the Community Hearts Awards as Friday, 6th February 2027.Members requested that the date be kept free and that Councillors be notified accordingly. **Proposed was by Cllr Mel Maidstone, seconded by Cllr David Britcher, all agreed.**

9. The Committee considered a proposal, under Standing Order 7a, to reverse the decisions made at the meeting held on 18th February 2026 regarding the 2026 Christmas events. Members discussed possible dates, including holding the Family Christmas Party on 11th December and Christmas Carols with a food and drink market on 19th December**.**

It was agreed that availability of all rooms should be checked, and that the matter should be referred to Full Council for consideration and confirmation of final arrangements. The inclusion of food and drink stalls with live entertainment was supported and **proposed by Cllr Mel Maidstone**, **seconded by Cllr David Britcher**, **al**l **agreed**.

Approved…….....

Date.....

The meeting closed at 21.17pm

Next meeting: Monday 20 April 2026 at 7pm.

DRAFT

Approved…….....

Date.....

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: contact@hellesdon-pc.gov.uk

Minutes of the Meeting of the Playing Fields, Allotments and Amenities Committee held on Thursday 19 March 2026 at 7pm at Diamond Jubilee Lodge, Woodview Road Hellesdon, Norwich NR6 5QB

Present: Cllr Mike Hicks (Chairman)
Cllr David Maidstone
Cllr Mel Maidstone
Cllr Shelagh Gurney
Cllr Nigel Barker

Also in Attendance:
Jonathan Hall (Parish Clerk)

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence
Apologies were received and accepted from Cllr David Fahy.

2. Declarations of Interest and Dispensations
No Declared interests or dispensations.

3. Approval of the Minutes from 15 December 2025
The draft minutes had been omitted from the agenda pack and will be considered at the next meeting.

4. Public Participation
(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
No members of the public were in attendance.

5. Clerk's report on committee matters
The report was circulated to members prior to the meeting and was noted.

6. Tree Surveys
The committee **RESOLVED** to obtain quotes from Treecare, A T Coombes and Richard Ravencroft using the specification detailed in the report.

7. Use of hosepipes at Allotment site
After much discussion the Committee **RESOLVED** to leave the existing rule regarding hosepipes unchanged.

8. Speed signage on main throughfare of the allotment site
The committee **RESOLVED** to purchase and erect 2 x 600mm x 900mm RA1 Reflective 3mm Aluminium Composite 5 mph signs at a cost of £157.50.

9. To consider the date, time and venue of the next meeting
The Clerk would consider dates with the Chairman when the next meeting should take place in June 2026 and advise members in due course.

10. The Committee RESOLVED to agree a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the remainder of the meeting in view of the confidential nature of the business to be transacted.

11. To consider request from Hellesdon Allotment Holders Association
The request from Hellesdon Allotment Holders Association was considered and **AGREED**. Officers to determine why plot 56 is unable to be let.

12. To consider tennis provision at Hellesdon Recreational Ground on Sundays
The Committee **RESOLVED** to place a combination lock on the tennis court gate on a Sunday to allow pre booked sessions to take place. Players who have pre booked sessions by the previous Friday will be advised of the combination code that will be changed as required.

Meeting Closed at 7.51pm

DRAFT

HELLESDON PARISH COUNCIL

ITEM NO: 9

Report for : Full Council

Date: 14 April 2026

Item Title: To consider training courses for new / all councillors

Norfolk Parish Training and Support (NPTS) have a wide selection of courses available for Officers, Clerks and Councillors. You can view more information by clicking here

Induction courses for Councillors provide a good grounding of the roles and responsibilities of a Councillor as well as governance and council procedures.

Most courses are online via Zoom, however face to face training is also available. **The next induction course (online) for councillors is Wednesday 15th April at 7pm to 9pm.** Please let me know if you would like to attend. This training is also relevant if you have been a councillor for a while and have not had training or you require a fresher as an experienced councillor. **The next face to face induction course training for councillors is on Wednesday 6 May 2026 10am to 3.30pm at the Costessey Centre, Longwater Lane, Costessey.**

There is specific refresher training for Councillors as well. This is relevant for councillors who have received training in the past but would like a reminder and bring themselves up to date with legislative changes. **The next refresher course (online) for councillors is Monday 15 June 2026 at 7pm to 9pm.** Again please let me know if you would wish to attend.

If numbers permit, NPTS would be able to do face to face training at the Parish Council offices for the induction course. This may also work out cheaper than everyone attending online, especially if you have nine or more councillors requiring the same training course. This possibility also allows the course content to be tweaked to the Council's requirements. All day sessions (10am to 3pm) are priced at £550, with evening sessions (typically 7pm to 9pm) cost £295. The full induction course for councillors for example includes 11 topics and would cover 2 sessions or all day, depending on what suited.

Clerk

Date 2026