HELLESDON PARISH COUNCIL
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ANNUAL MEETING OF THE FULL COUNCIL

Minutes of the Annual Council meeting held on Tuesday 12 May 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 Ian Duckett
Cllr Gemma Diffey
Cllr Bill Johnson
Cllr Roy Forder
Cllr Shelagh Gurney
Cllr Mike Hicks
Cllr Mel Maidstone
Cllr John Knowles

In attendance
Jonathan Hall (Parish Clerk & Responsible Financial Officer)
Rebecca Larke (Deputy Clerk)
Three members of the public

The meeting was opened at 7pm.

1. **Election of Chairman of the Council and Declaration of Acceptance of Office**

It was **RESOLVED** to re-elect Cllr David Maidstone as Chairman of Hellesdon Parish Council. Cllr David Maidstone signed the Declaration of Acceptance of Office.

2. **Election of Vice Chairman of the Council**

Cllr David Britcher was elected as Vice Chairman of Hellesdon Parish Council.

3. **Apologies and acceptance for absence**

Apologies were received from the following Councillors and accepted: Cllr Lacey Douglass, Cllr David Fahy and Cllr Sue Holland.

4. **Declarations of Interest and Dispensations**

None.

5. **To agree Minutes as a True and Accurate Record of Full Council meeting held 14 April 2026**

The minutes of the meeting held on 14 April 2026 had been previously circulated. It was **RESOLVED** to accept these minutes as a true and accurate record of the meeting.

6. **Public Participation**

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

Date……

A parishioner raised concerns about a development at the rear of their property. They were advised to contact the planning compliance department at Broadland District Council.

7. **Council Reports**

a) To receive a report from the Clerk and note

The Clerk advised the old village sign has been taken away and a new sign is being made.

The Clerk informed everyone about a consultation taking place at Hellesdon High School on 19 May 2026 from 3pm to 5pm concerning a three class specialist resource space for which planning permission will be sought. Information will be forwarded to Councillors. Cllr Shelagh Gurney provided further detail on the proposed building project which is being undertaken in conjunction with the Cullum Family Trust.

Further to recent posts on Facebook, the Clerk is in contact with NP Law. The Clerk will circulate the Press and Social Media Policy to all Councillors to remind them of their responsibilities when posting comments on Facebook regarding Parish Council matters

b) To receive a report from the District and County Councillors and note

The Chairman formally thanked the outgoing County Councillor Cllr Shelagh Gurney for all her hard work during her time served as Hellesdon's County Councillor.

Cllr Shelagh Gurney confirmed that the cul-de-sac area of Middletons Lane will now be subject to timed waiting bays and double yellow lines in certain sections. Cllr Shelagh Gurney will continue her work with Hellesdon High School in her capacity as District Councillor.

Cllr Lacey Douglass had provided a written report and advised that both applications for the development of the former Jarrolds site on Heath Crescent are to be considered by the district's planning committee. Planning breaches in the parish will continue to be monitored.

Cllr Nick Taylor, the recently elected Norfolk County Councillor for Hellesdon ward had given his apologies and provided a written report which was read out by the Chairman.

(Include as an appendix to the minutes)

c) To receive a report from the Chairman and note

The Chairman gave a verbal report and advised that a number of matters had been raised with the Clerk during their usual monthly meeting with the Chairman of Staffing.

8. Financial Matters

a) Bank Reconciliation

b) Earmarked Reserves Summary – 31 March 2026

c) Approval of Payments – 31 March 2026

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

Date.....

d) Approval of Receipts – 31 March 2026

e) Detailed Income and Expenditure – 31 March 2026

It was RESOLVED to approve the financial reports from items a to d

9. Committees

a) To Appoint Members to the Planning Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** that Cllr Roy Forder would continue as Chairman and Cllr Robin Sear would continue as Vice Chairman. Other members remain unchanged.

b) To Appoint Members to the Community Centre & Cafe Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** that Cllr Roy Forder would continue as Chairman and Cllr Nigel Barker would continue as Vice Chairman. Cllr David Maidstone and Cllr Mike Hicks have stood down from this committee.

c) To Appoint Members to the Events Committee (7), Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** that Cllr Mel Maidstone would continue a Chairman and Cllr Roy Forder would continue as Vice Chairman. Other members remain unchanged.

d) To Appoint Members to the Playing Fields, Allotments and Amenities Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** the Cllr Mike Hicks would continue as Chairman and Cllr David Fahy would continue as Vice Chairman. Other members of the committee will continue and Cllr Gemma Diffey will join.

e) To Appoint Members to the Staffing Committee (7), Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** that Cllr David Britcher would continue as Chairman and Cllr Shelagh Gurney would continue as Vice Chairman. Other committee members to remain unchanged.

f) To Appoint Members of an Environment Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** the Cllr Ian Duckett would continue as Chairman and Cllr Mel Maidstone would continue as Vice Chairman. Other members of the committee remain unchnaged and Cllr John Knowles will join.

g) To Agree the Policy, Property and Resource Committee to be made up of Committee Chairman for all of the above and Appoint other Member(s) so Membership Equates to 7. To Appoint Chairman and Vice Chairman and Review Terms of Reference

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

Date……

It was **RESOLVED** the Cllr Shelagh Gurney would continue as Chairman and Cllr David Maidstone would continue as Vice Chairman. Other members of the committee will remain unchanged and Cllr Mel Maidstone will join.

h) To Appoint Member to be the Parish Council Internal Scrutineer (as required by Financial Regulations)

The Parish Council Chairman cannot be the Internal Scrutineer so it was **RESOLVED** that Cllr Nigel Barker would take on this role replacing Cllr David Maidstone.

10. Local Bodies and Groups

a. To Appoint Member(s) to the Norwich Airport Consultative Committee

It was **RESOLVED** that Cllr Robin Sear would step down and be replaced by Cllr Shelagh Gurney representing Hellesdon. Mike Hicks to continue as substitute.

b. Appoint Members(s) to the Safer Neighbourhood Action Panel

It was **RESOLVED** that Cllr Roy Forder and Cllr Mel Maidstone (substitute) would continue as members of the Safer Neighbourhood Action Panel.

c. To Appoint/Note Member to represent the council at meetings of Norfolk ALC

It was **RESOLVED** that Cllr Shelagh Gurney would continue in this role and Cllr David Britcher would be the substitute.

d. To Appoint Armed Forces Representative

It was **RESOLVED** that Cllr Nigel Barker would continue in this role and Cllr Mike Hicks would be the substitute.

e. To receive report from (outgoing) Member(s) of the Norwich Airport Consultative Committee meeting held 22nd April 2026.

The Head of Regional City Airports was present at the last meeting. Norwich Airport is now picking up post covid mainly through Ryanair flights. Four members of committee are carrying out a customer satisfaction survey in the airport. The number of noise complaints is down quite considerably. Jersey flights are back on the timetable.

11. Committees

To receive reports from the (outgoing) Chairs of Committees and note:

a) Events Committee

Cllr Mel Maidstone confirmed the committee had met on 11 May 2026.. The main focus is the Summer Fayre and things are progressing well. Cllr Mel Maidstone asked all members to consider volunteering at the event. Once the Summer Fayre is over, the committee will progress to dealing with the Senior Christmas Party and the Community Hearts Award Presentation evening.

b) Planning Committee

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

Date.....

Cllr Roy Forder confirmed the committee continue to look and planning applications and review them before sending comments to Broadland District Council. The Clerk had received a response from the development company concerning the size of the car park for the proposed care home on the former Jarrold site on Heath Crescent The Clerk will circulate this to members.

c) Staffing Committee

Cllr David Britcher will request committee members to attend HR training and this will be agreed at the next staffing committee meeting. The Clerk confirmed that HR Governance and Support consultancy are able to attend staffing meetings virtually.

d) Environment Committee

Cllr Ian Duckett confirmed the committee had met earlier that day and were provided with detailed plans for the woodland planting project. The grant money has been received and the project must be completed by the end of December 2026. An update to residents will be communicated via the Just Hellesdon magazine.

e) Playing fields, Allotments and Amenities Committee

There have been no meetings since the last Full Parish Council meeting.

Cllr Mike Hicks queried issues around keys being delivered to allotment holders, the compost bin, beehive roof and hosepipe use. Pot holes on the site will be repaired in time along with installing speed limit signs.

The Clerk is still trying to agree a suitable meeting date with the LTA.

f) Community Centre & Café Committee

There have been no meetings since the last Full Parish Council meeting.

12. To Review the Following Primary Policies

a) Standing Order

The Clerk had forwarded proposed changes to Standing Orders prior to the meeting, including the requirement for staffing committee members to undertake professional HR training within three months of theor appointment to the committee. The terms Chairman and Vice Chairman to be replaced by Chair and Vice Chair to become gender neutral. The request to speak will continue by the raising of the hand.

b) Financial Regulations

The Clerk had circulated proposed changes to the Financial Regulations prior to the meetin. The changes were proposed to ensure these mirrored standing orders and the scheme of delegation. However, it was acknowledged that there was more work to do once officers had fully embedded in the Council's new accounting software Scribe to reflect the more open and transparent processes for financial reporting and new bank mandates which were yet to be completed.

c) Members' Code of Conduct

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

Date.....

This is unchanged as the document is issued by the Local Government Association.

d) Scheme of Delegation

The Clerk circulated proposed changes prior to the meeting to bring the document inline with Standing Orders and Financial Regualtions.The document may need to be revisited once fully conversant in Scribe.

e) Statement of Internal Controls

No proposed changes were made to this document

f) Financial Reserves Management

No proposed changes were made to this document

It was **RESOLVED** to accept these.

13. To consider request from YMCA Norwich to hold an event in the foyer of the Community Centre.

After an amendment to the recommendation it was **RESOLVED** to allow the event to take place on a Monday only.

14. To consider requesting permission for Gateway Vineyard Church to hold an event on Hellesdon Recreational Ground on Sunday 16 August 2026.

After a lengthy discussion it was **RESOLVED** to decline the event., six members had abstained from voting.

15. Time and Venue of next Council meeting to be confirmed as:
Tuesday 9 June 2026, commencing at 7pm at Diamond Jubilee Lodge

Meeting closed 8.42pm

DRAFT

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

Date.....

HELLESDON PARISH COUNCIL

ITEM NO: 7.2

Report for : Full Council

Date: 12 May 2026

Item Title: Report from County & District Councillors

Cllr Lacey Douglass

For my district report it has been busier than usual.

"I have called in both planning applications for the former Jarrolds site due to the level of public interest when the site was previously brought forward. Planning breaches continue to require reporting and follow up and these continue to be monitored. There have also been queries over surveillance equipment placed on the Persimmon site which has been confirmed by Persimmon to be for environmental surveys ahead of any new planning applications for the remaining phases.

Despite requests by the planning officer, the agent for Wetherspoon has not engaged with me on the conditions applied to their grant of planning in regard to on-street parking improvements. The agents contact details have been shared with me and I will follow this up directly. "

Cllr Lacey Douglass

Report from the (incoming) County Councillor – Cllr Nick Taylor

I am delighted and honoured to have been elected as Norfolk county councillor for Hellesdon.

I have already spoken with some of you and I look forward to meeting the whole committee. Hellesdon is very fortunate to have such an active and well organised parish council and I am looking forward to working with you all for the benefit of Hellesdon residents regardless as to how they voted in the local elections. Electioneering is very political but thankfully actually being a county councillor is not about politics, it is about public service which I am greatly looking forward to.

Kind Regards

Nick Taylor