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 10 March 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Hellesdon.

Present:

Cllr David Maidstone (Chairman)	
Cllr David Britcher	Cllr Roy Forder
Cllr Nigel Barker	Cllr Shelagh Gurney
Cllr Robin Sear	Cllr Mike Hicks
Cllr Andrew Locke	Cllr Mel Maidstone
Cllr Sue Holland	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Cllr Shelagh Gurney advised that the consultation on the Yellow Pedal Way on Holt Road had been withdrawn by County Council officers until after 7 May 2026.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.....

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.....

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.....

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

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

Date.....