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

Present:

Cllr David Maidstone (Chair)
Cllr Roy Forder
Cllr Robin Sear
Cllr Andrew Locke
Cllr John Knowles
Cllr Shelagh Gurney
Cllr Mel Maidstone
Cllr Lacey Douglass
Cllr David Fahy

In attendance

Rebecca Larke (Deputy Clerk)
Dave Marshall (Admin)

1. Apologies and acceptance for absence

Apologies were received and accepted from Cllrs Sue Holland, Bill Johnson, David Britcher, Ian Duckett, Gemma Diffey, Nigel Barker and Mike Hicks.

On behalf of the Parish Council, the Chair extended his good wishes and hopes for a speedy recovery to Cllr Mike Hicks.

2. Declarations of Interest and Dispensations

None.

3. Minutes from Full Council meeting held 9 June 2026 and Extra Ordinary meeting held 23 June 2026

The minutes of the meeting held on 9 June 2026 and 23 June 2026 were **agreed** as a true and accurate record.

4. Public Participation

No members of the public were present.

5. Other Council's Reports

a) County Councillor report.

Cllr Taylor had provided a written report since he was unable to attend the meeting. Report attached to these minutes as an appendix.

Cllr Gurney made a few comments on previous progress on some items.

b) District Councillor reports.

Cllr Gurney (Hellesdon North West) reported that following the last meeting she had met with Chris Raine (Broadland and South Norfolk District Council) in connection with the Hellesdon Hospital site outline planning application. Cllr Gurney explained her view that the application will set the 106 agreement and her concerns about not having sufficient recreational space. In addition Cllr Gurney advised she has requested TPOs for some of the trees on the site. The Chair agreed for this matter to be added to the agenda for the next full council meeting. Cllr Gurney agreed to make the letter from Chris Raine available to all Councillors. There has also been an appeal from Permisson in connection with the Sec 106 variation and Cllr Gurney will forward the letter to the Parish Council office for distribution to Councillors. Cllr Gurney also confirmed a new shed had been purchased for Heather Avenue Infant School using grant money from Broadland and South Norfolk District Council.

Cllr Douglass (Hellesdon South East) reported on particular planning enforcements she had been involved with.

Cllr Johnson (Hellesdon North West) provided an update on what he had been involved with, notably complaints around overdevelopment, and highway issues.

6. Parish reports

a) Clerk's report

The Clerk's report had been circulated prior to the meeting and was noted. The Chair provided further explanation concerning the judging of the Scarecrow competition to avoid any misunderstanding.

b) Chair's report.

The Chair advised that there had been a few matters missed off the agenda which would need to be discussed at the next full council meeting. There was a pressing matter of the working group for youth and the Chair asked present Councillors who would like to be involved in this. Councillors Douglass, Gurney, Lock and Diffey to be involved along with hopefully a representative from Wensum Trust and Aiobheann Power who recently did work experience in the Council office.

The Chair proposed a resolution to set up a working group consisting of Parish Councillors, Aoibheann Power, Wensum Trust representatives and office staff. This was seconded by Cllr Forder. All present **agreed**.

7. Financial Matters

The Chair offered a formal thanks to the Deputy Clerk for ensuring the financial records are now up to date. It was recognised that there has been a lot of pressure in moving from one system to a new one. There is a pressing need to call a working group to deal with the AGAR which was recently submitted. The working group will need to approve the wording for the website. The Chair wishes the Clerk to deal with this as a priority when he returns from leave and also contact the Internal Auditors so they can have input at the working group meeting.

Cllr Douglass raised with the Chair her concerns around previous correspondence in respect of the use of the Parish Council Barclaycards. The Chair offered his apologies to Cllr Douglass for any upset and agreed to recirculate the exchange of emails to all Councillors.

a) The Chair proposed a resolution to approve Payments and Receipts to June 30th 2026, seconded by Cllr Gurney. All **agreed**
b) Cllr Gurney proposed a resolution to approve Earmarked Reserves Summary to June 30th 2026, seconded by Cllr Forder. All **agreed**
c) Detailed reports were available however could not be approved at this meeting as there was insufficient time to look through the detailed reports. The detailed reports are available in the Council office if any Councillor wishes to look at them
d) The Chair proposed a resolution to approve the Bank Reconciliation to June 30th 2026, seconded by Cllr M Maidstone. All **agreed**

Committees

To receive reports from Chairs of Committees and to note.

a) Committee Centre & Café Committee

The next meeting will be held on Tuesday 4th August at 7pm. The Agenda is currently being discussed.

b) Environment Committee.

Cllr Maidstone reported back on behalf of Cllr Duckett. Daniel Thrower from the Wensum Trust has confirmed Wensum Trust will be delighted to be involved in the Miyawaki Tree Planting Project.

c) Events Committee

Cllr Maidstone confirmed the Committee had last met on the 7th July to talk through and debrief the Summer Fayre. A huge thank you was proffered to all those who helped/volunteered with this event. A letter is being finalised to thank non-council volunteers. There has been good feedback for this event and the Committee is now looking forwards to forthcoming events, namely the Senior Citizens Christmas Party, Christmas on the Lawn and the February 2027 Awards Ceremony.

d) Planning Committee

Cllr Forder confirmed the Committee had met earlier that evening where three applications were discussed.

e) Playingfields, Allotments & Amenities

The Chair confirmed that Cllr Hicks would be standing down from this committee resulting in the need for a new Chair. Cllr Fahy was asked to call the next meeting to try and find a new Chair, in liaison with the Clerk.

f) Property, Policy & Resources.

Cllr Gurney reported back from the last PP&R meeting. The committee had proposed to have a policy (written by the Clerk) adopted in connection with the Parish noticeboards. Cllr Gurney has asked the council office to report back on any noticeboards where the glass is no longer clear. The Clerk was asked to distribute this policy to all Councillors.

Cllr Gurney resolved to recommend the Terms of Reference Changes. This was seconded by Cllr Forder. All **agreed**.

Cllr Gurney resolved to recommend accepting both financial proposals as per the minutes from the PP&R meeting. This was seconded by Cllr Forder. All **agreed**.

g) Staffing

The next meeting will be held on 30th July 2026 predominantly to discuss six month probationary assessments both the Clerk and the Deputy Facilities Manager. Also to discuss interim probationary assessment for the Deputy Clerk.

Draft minutes from the meeting held on 11 June 2026 have been accepted.

Other Business

8. To consider request from Broadland District Council's recycling team to locate a clothing rail for the Summer School Uniform Swap, running from 20 July 2026 to 3 September 2026.

Following a discussion, the Chair proposed to accept the request and place the rail in the Parish Council office where it could be accessed during the office opening times. Cllr Douglass seconded and all **agreed.**

9. To confirm time, date and location of the next Full Parish Council meeting as 11 August 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB

The Chair asked for the following items to be on the agenda for the next meeting

A report back from the AGAR Action Plan Working Group
A report back from the Youth Project Working Group
A meeting to be called for the Car Parking Working Group: group membership has already been agreed.
Hellesdon Hospital Planning Application

The next meeting was confirmed for Tuesday 11 August 2026 at 7pm.

Meeting ended 8.41pm