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 July 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.

AGENDA

Welcome by the Chair

1. Apologies and acceptance for absence

To receive and accept valid apologies for absence as previously notified to the 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 9 June 2026 and Extra Ordinary meeting held 23 June 2026

To agree the minutes of the meetings held on 9 June 2026 and 23 June 2026 as a true and accurate record.

4. 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).

5. Other Council's Reports

a) To receive a report from the County Councillor and to note.
b) To receive reports from the District Councillors and to note.

6. Parish reports

a) To receive a report from the Clerk and to note.
b) To receive any updates from the Chair and to note.

7. Financial Matters

a) Approval of Payments and Receipts to 30 June 2026
b) Earmarked Reserves Summary to 30 June 2026
c) Detailed Income and Expenditure to 30 June 2026
d) To receive Bank reconciliation to 30 June 2026

A Civility & Respect Pledge Council

8. Committees

To receive reports from Chairs of Committees and to note.

a) Committee Centre & Café Committee
No meeting held since last Full Council meeting.

b) Environment Committee.
No meeting held. Next meeting 11 August 2026

c) Events Committee
To receive and note approved minutes of meeting held on 10 June 2026 and draft minutes of meeting held 7 July 2026.

d) Planning Committee.
Meeting held 14 July 2026.

e) Playing Fields, Allotments & Amenities
No Meeting held since last Full Council meeting.
i.)To consider the appointment of Chair to the committee following the resignation of Cllr Hicks.

f) Property, Policy & Resources.
To receive draft minutes of the meeting dated 29 June 2026 and to consider the following recommendations:

i. To approve the changes to the terms of reference.

ii. To close the Barclays deposit accounts and to transfer the balance of monies in to Unity Trusts' 12 month fixed term deposit at a rate of 4.06%pa
(£437,741 into Unity Trust 12 month fixed term deposit at 4.06%)

iii. To transfer £300,000 from Unity Trust's instant access deposit current rate (1.95%) into CCLA Public Sector Deposit Fund 3.7507% (net of fees) . To nominate the Council's current account number 20548209 (608301) as the transactional account.
(£300,000 into CCLA PSDF at 3.7507%)

Table of proposed investments

Bank	Account	Access	Amount	Yield*
Unity Trust	Instant Deposit	Instant	£354,807	1.95%
Unity Trust	12 month fixed	12 months	£437,741	4.06%
CCLA	Public Sector Deposit Fund	Same day if requested before 11.30am	£300,000	3.7507%**
Total			£1,092,548	

*Yields are gross figures ** Yield net of management fees

g) Staffing
To receive draft minutes of meeting 11 June 2026.

Other Business

9. 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.

10. 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

Jonathan Hall

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

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Minutes of Full Council meeting held on Tuesday 9 June 2026 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon.

Present:

Cllr David Maidstone (Chair)
Cllr David Britcher
Cllr Nigel Barker
Cllr Robin Sear
Cllr Andrew Locke
Cllr John Knowles
Cllr David Fahy
Cllr Roy Forder
Cllr Shelagh Gurney
Cllr Mel Maidstone
Cllr Lacey Douglass
Cllr Gemma Diffey
Cllr Ian Duckett

In attendance

Jonathan Hall (Parish Clerk & Responsible Financial Officer)
Rebecca Larke (Deputy Clerk)
Aoibheann Power (Work Experience Placement)
Cllr Nick Taylor (Norfolk County Councillor)
One member of the public

1. Apologies and acceptance for absence

Apologies were received and accepted from Cllrs Sue Holland, Bill Johnson and Mike Hicks.

2. Declarations of Interest and Dispensations

None.

3. Minutes from Full Council meeting held 12 May 2026

The minutes of the meeting held on 12 May 2026 were **agreed** as a true and accurate record.

4. Public Participation

A resident from Meadow Way raised concerns about clouds of dust and debris blowing from the building site for the new Firside School. The resident reported that this had prevented windows from being opened, washing from being hung outside and gardens from being enjoyed. Cllr Taylor, Norfolk County Councillor, was present at the meeting and agreed to look into the matter.

5. Other Council's Reports

a) County Councillor report.
Cllr Taylor reported that he had been busy with various issues raised by residents including rats being disturbed by the Highways work in Bernham Road, SEND placement demands and parking issues around Arden Grove School. The new administration at County Hall were opposed to the Local Government Review and had agreed to write to the Minister of State regarding the number of solar farms in Norfolk. A review of the policy on Net Zero initiatives was to be undertaken.

b) District Councillor reports.
Cllr Douglass (Hellesdon South East) reported that she was involved in several planning enforcements including unregistered Houses of Multiple Occupation (HMO).

Cllr Gurney (Hellesdon North West) reported that she too was involved in enforcement of unregistered HMOs and had requested that the Hellesdon Hospital site outline planning application is considered by the district's planning committee and not by officers. Cllr Gurney was concerned that the Parish Council had
only noted the application and felt that greater engagement with the planning authority was required to secure more for the community from the planning authority and the eventual developers.

6. Parish reports

a) Clerk's report
The Clerk's report had been circulated prior to the meeting and was noted. In addition the Clerk advised that following a visit from the Environmental Health Officer, the Community Café had been awarded 4 stars within the Food Hygiene ratings. The failure to achieve the maximum five stars was because of incomplete paperwork. The Clerk assured the meeting that the café was still a safe place to eat and drink and that the visit coincided when the Kitchen Manager was on annual leave. A robust and comprehensive action plan was already in place to address the issues raised and to ensure the relevant paperwork was completed. The Financial Wellbeing Event organised by Yorkshire Building Society had to be postponed. A new date would be found in line with the agreed resolution for the use of the foyer in the Community Centre.

b) Chair's report.
The Chair thanked Cllr Britcher for attending and chairing the Annual Parish Meeting held on 27 May 2026. The report was noted.

7. Financial Matters

a) Items a to d were not available due to delays in inputting data into the new accounting system. These reports would be provided at the next meeting.
e) It was **RESOLVED** to approve the continued use of Stephenson Smart Chartered Accountants as the Council's Payroll Provider.

8. Committees

To receive reports from Chairs of Committees and to note.

a) Committee Centre & Café Committee
No meeting had been held. A query was raised concerning First Aid kits being available to hirers of rooms within the Centre. The Clerk advised that this should be covered within the First Aid Needs Assessment and agreed to review what arrangements were in place.

b) Environment Committee.
The draft minutes of the meeting held on 12 May 2026 were noted. A delegation from the Committee had met with a project manager from the Mile Cross area to view a number of green projects being delivered within the local community.

c) Events Committee
No meeting had been held. Plans were well advanced for the Summer Fayre on 20 June 2026. Volunteers were still required to help out on the day. The next meeting of the committee was to be held at 7pm on 10 June 2026.

d) Planning Committee.
The minutes of the meeting dated 26 May 2026 were noted.

e) Playingfields, Allotments & Amenities
No Meeting had been held. The Allotment Laison Group had met and various issues were discussed. The notes of the meeting had been placed on the noticeboard at the allotment site.

f) Property, Policy & Resources.
It was noted that the next meeting would be held at 7pm on 29 June 2026.

g) Staffing
It was noted that the next meeting would be held at 7pm on 11 June 2026.

9. Annual Governance and Accountability Return (AGAR)

a) The AGAR forms were still awaited from the Internal Auditor. It was **RESOLVED** to hold an Extraordinary Full Council meeting on 23 June 2026 to sign off the AGAR before 30 June 2026 deadline.

10. Report from Aoibheann Power (Work Experience Placement).

Aoibheann Power presented her report that had been circulated to members prior to the meeting. Aoibheann had undertaken her placement from 11 May 2026 to 15 May 2026 and had fully engaged in all tasks and activities in her week. As part of her placement, Aoibheann was tasked with writing a report on how the Parish Council could better engage with the younger people of Hellesdon. The report was enlightening and covered a number of proposals including holding regular sports activities, a hang out space for older teenagers as well as setting up a local youth council.

Members were very impressed with the report and thanked Aoibheann for her presentation with a round of applause. It was agreed that provision for younger residents and families needed to be enhanced in Hellesdon and it was **RESOLVED** to set up a working group to establish how matters could be progressed.

11. AGM of Norfolk County Association of Local Councils (NorALC) held on 14 May 2026.

Cllr Gurney attended the meeting, which was held at Great Massingham Village Hall. A range of speakers gave presentations on topics including climate change and parish council websites. NorALC had recently been restructured following the loss of grant funding from Norfolk County Council and had converted to limited company status. Justin Greggs, Deputy CEO of NALC, advised that the national association was campaigning to ensure the voice of the sector was heard during Local Government Reform discussions. A new officer role would be recruited to support the sector during the transition of assets from the principal authorities to Town and Parish councils.

12. Norfolk County Council Highways consultation on A140 Holt Road Variable Message Sign Scheme.

The Parish Council **RESOLVED** to ask Highways to consider the location of the signage and the closeness in relation to pedestrian use of the footpath.

13. Annual Parish Meeting held 27 May 2026

The meeting attracted just 12 residents. Presentations were heard from the Police and Trevor Holden CEO of Broadland and South Norfolk District Councils regarding Local Government Reform. During the open section of the meeting, a request was made to for the Parish Council to try and resolve the parking issues around the The Bull Roundabout. Both the Pharmacy and the Pub had installed monitoring cameras in their carparks to prevent non patrons from parking.
It was **RESOLVED** to form a working group to try and bring all vendors together to see if an agreement could be reached. It was agreed to inform Stonegate Group of the meeting.

14. To confirm time, date and location of the next Full Parish Council meeting.
It was confirmed that the next Full Council meeting would be held on 14 July 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB

15. It was **RESOLVED** under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the meeting remaining in view of the confidential nature of the business to be transacted.

16. To consider advice from NP Law regarding comments made on Social Media.
The Clerk had met with NP Law and updated the Council on the advice received.

Meeting ended 9.12pm

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Minutes of an Extra Ordinary meeting held on Tuesday 23 June 2026 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon Norwich NR6 5QB

Present:
Cllr David Maidstone (Chair)
Cllr David Britcher
Cllr Nigel Barker
Cllr Ian Duckett
Cllr Roy Forder
Cllr Sue Holland
Cllr John Knowles
Cllr Mel Maidstone

In attendance
Jonathan Hall (Parish Clerk & Responsible Financial Officer)
Rebecca Larke (Deputy Clerk)

1. Apologies and acceptance for absence
Apologies were received and accepted from Cllrs Shelagh Gurney, David Fahy, Lacey Douglass, Andrew Locke, Gemma Diffey and Bill Johnson. Cllr Robin Sear's apology was noted.

2. Declarations of Interest and Dispensations
The Chair declared a non pecuniary interest as a member of the Chartered Institute of Management Accountants (CIMA). In that regard the Chair advised that for all major voting decisions within the agenda of the meeting he would request a recorded vote (see appendix A)

3. Public Participation
None

4. To receive a report from the Clerk and to note.
The Clerk's report was circulated prior to the meeting. There had been no further developments with regard to the staffing matter referenced in the report. The report was noted. The Chair wished to record a vote of thanks to the Deputy Clerk for her diligence in getting the financial data up to date within the new accounting software.

5. Annual Governance and Accountability Return

a) To Note Internal Auditor Statement on Annual Return
The Council received the Internal Auditor's statement on the annual return and discussed the contents. The statement had raised a large number of concerns and it was **RESOLVED** to set up a working group, to which all councillors were included to form an action plan. Although attendance at the working group was not mandatory, it was hoped as many councillors who felt sufficiently motivated to resolve the issues would attend.

It was further **RESOLVED** to work with the Internal Auditor Larking Gowen as part of the working group.

The Council **RESOLVED** to fully acknowledge the position stated by the Internal Auditor and to note the issues raised and fully accept the recommendations.

b) To Agree the Annual Governance Statement 2025/2026

The council received the statement with suggested answers to the ten questions from the Clerk. The Chair asked the Council each question in turn and voted accordingly. Given the statement made by the Internal Auditor the Council **RESOLVED** that it could only answer yes to questions 3, 6,7 and 8. Question 9 was not applicable as this related to Trusts. A breakdown of the voting is provided at appendix A of these minutes. The Clerk and Chair duly signed the statement for submission to the External Auditors.

c) To Agree the Accounting Statements for 2025/2026

The Council **RESOLVED** to agree the Accounting statements presented and was duly signed by the Responsible Financial Officer and the Chair for submission to the External Auditors.

6. Date and Time of Next Meeting

The Full Council meeting date and time was confirmed as 14 July 2026 at 7pm.

Appendix A to the minutes of the Extraordinary Full Council meeting held 23 June 2026.

Question 5a. To set up a working group to which all councillors are included to form an AGAR action plan. Although attendance at the working group was not mandatory, it is hoped as many councillors who felt sufficiently motivated to resolve the issues will attend.

Voting

Member	For	Against	Abstain
Cllr David Maidstone	For		
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

Question 5a To work with the Internal Auditor Larking Gowen as part of the working group. The Internal Auditor to form part of the working group.

Voting

Member	For	Against	Abstain
Cllr David Maidstone	For		
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

Question 5a The Council resolves to fully acknowledge the position stated by the Internal Auditor and to note the issues raised and fully accept the recommendations.

Voting

Member	For	Against	Abstain
Cllr David Maidstone	For		
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

Question 5b Annual Governance Statement 2025/6

Question 1

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Resolved to answer No.

Member	For	Against	Abstain
Cllr David Maidstone	For		
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

2.We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Resolved to answer No

Member	For	Against	Abstain
Cllr David Maidstone	For		
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

3.We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. Resolved to answer Yes.

Member	For	Against	Abstain
Cllr David Maidstone		Against	
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett			Abstain
Cllr Mel Maidstone	For		

4.We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Resolved to answer No.

Member	For	Against	Abstain
Cllr David Maidstone	For		
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

5.We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Resolved to answer No.

Member	For	Against	Abstain
Cllr David Maidstone	For		
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

6.We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Resolved to answer Yes.

Member	For	Against	Abstain
Cllr David Maidstone	For		
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

7.We took appropriate action on all matters raised in reports from internal and external audit. Resolved to answer Yes.

Member	For	Against	Abstain
Cllr David Maidstone	For		
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. Resolved to answer Yes.

Member	For	Against	Abstain
Cllr David Maidstone	For		
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

9.(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Question not applicable the Parish Council has no trustee responsibilities. No vote.

10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. Resolved to answer No.

Member	For	Against	Abstain
Cllr David Maidstone	For		
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

Question 5c. To Agree the Accounting Statements for 2025/2026
The Council resolves to agree the Accounting statements presented and that these should be duly signed by the Responsible Financial Officer and the Chair for submission to the External Auditors. Resolved to answer Yes.

Member	For	Against	Abstain
Cllr David Maidstone			Abstain
Cllr Nigel Barker	For		
Cllr Roy Forder	For		
Cllr John Knowles	For		
Cllr David Britcher	For		
Cllr Sue Holland	For		
Cllr Ian Duckett	For		
Cllr Mel Maidstone	For		

HELLESDON PARISH COUNCIL

ITEM NO: 6a

Report for : Full Council

Date: 14 July 2026

Item Title: To receive Clerk's report and to note.

Since the Extra Ordinary Full Council meeting on 23 June 2026 the Annual Governance and Accounting statement has been submitted within the deadline of 30 June 2026. The External Auditors have acknowledged receipt of the Return and will respond accordingly. Returns are dealt with on a strict first come first served basis, so it is anticipated that we shall hear from them towards mid September 2026.

<u>Scribe Accounts</u>

Scribe Accounts is beginning to bed down within our systems, however we still have some data to transfer to the Booking system. Once completed we should be able to start integrating the online booking from our website, together with online payments.

<u>Café</u>

The kitchen manager and his team have been busy completing online courses and documents to ensure that all the paperwork issues raised by the inspection from Environmental health Officer have been resolved.

<u>Summer Fayre 2026</u>

The summer fayre was an enormous success and I know the Chair of the Events committee wishes to thank all those that got involved and volunteered to help out and make the day so memorable. Planning for the Fayre in 2027 has already began with suggestions and ideas being discussed at the meeting on 7 July 2026.

<u>Staffing</u>

The long term absentee is making good progress and hopefully will return to their duties shortly, albeit on a phased returned with light duties. As we have been in peak holiday season the whole Council team have been super flexible and accommodating to ensure the Council's activities and services have been delivered, especially at a time were we have had to cover for caretaking shifts. The Committee will meet in late July to approve the way forward.

<u>PP&R</u>

The committee met in late June and proposed a number of items on tonight's agenda including the investment of monies that could be held for a longer period. The work funded by the 25/26 Norfolk County Council Parish Partnership scheme has been undertaken and a new bus shelter seat has been installed in the shelter opposite Hellesdon Hospital on Drayton High Road (southbound) pictured below.

Above. New seating in Bus Shelter Drayton High Road

Norfolk County Council has also awarded the Parish Council with 80% funding of a new bus shelter for the Meadow Way / Reepham Road junction to replace the current shelter which is in need of replacement. Repairs have been hard to achieve for this shelter as the original manufactures of the shelter have gone out of business and parts and spares are very hard to source. The new shelter should be installed later in 2026. This funding is from the Norfolk County Council Bus Shelter Grant scheme for 26/27.

Playing Fields Allotments and Amenities

Hellesdon Allotment Holders Association held their annual BBQ on the allotment site on 27 June 2026 in which Cllr Gurney was invited to judge the Scarecrow Competition.

A dead tree on the perimeter of the car park of the Community Centre site had to be removed as it had started shedding limbs more quickly than was anticipated. A full tree survey quotes are being arranged of all trees on Parish Council land and will be discussed by the committee for a decision in due course.

The dry weather has meant that grass cutting requirements have slowed down but the hot weather has also made working conditions challenging. Grounds staff have been supplied with the necessary PPE, including hats and sun screen and also organising their duties to keep out of the sun if possible during the hottest part of the day.

Clerk

4 July 2026

Hellesdon Parish Council
Reserves Balance
2026 - 2027

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Earmarked					
AV in DJL	2,500.00				2,500.00
Biodiversity Duty	5,000.00	-5,000.00			0.00
Burial Ground Land	10,000.00	2,000.00			12,000.00
Bus Shelters	3,000.00				3,000.00
Car Park Soak Away	10,000.00	-10,000.00			0.00
Car Park/Paths at HCC	5,000.00	-5,000.00			0.00
CCTV	22,000.00	-22,000.00			0.00
CIL 23/24 CC Ext 28/29	62,242.78				62,242.78
CIL 24/25 CC Ext 29/30	8,784.04				8,784.04
Community Centre Contingency	6,212.68	-6,212.68			0.00
Community Centre Extension	100,000.00	82,401.84			182,401.84
Community Engagement Fund	2,350.00	2,650.00			5,000.00
Community Fridge	1,686.68	-1,686.68			0.00
DJL Control Panel	2,500.00				2,500.00
Driveway Sinkage	5,000.00	-5,000.00			0.00
Elections	6,500.00				6,500.00
Emergency Tree Work		4,000.00			4,000.00
Events	2,500.00	-2,500.00			0.00
Good Causes in Hellesdon	4,609.76	390.24			5,000.00
Green Grid	5,140.00	-5,140.00			0.00
Grit Bins	1,000.00				1,000.00
Hard Surfaces at Hellesdon Cor		20,000.00			20,000.00
IT Reserve	10,000.00				10,000.00
Land Acquisition Account	59,752.17	-9,752.17			50,000.00
Land Contingency	53,127.24	46,872.76			100,000.00
Machinery	7,293.00	-2,269.00			5,024.00
Machinery	7,293.00	-7,293.00			0.00
Mountfield ParK	35,462.99				35,462.99
Neighbourhood Plan	10,000.00	-10,000.00			0.00
Parish Poll Provision	6,000.00				6,000.00
PF Ownership signs	1,508.45				1,508.45
Play Equipment	20,000.00	39,000.00			59,000.00
Play equipment	20,000.00	-20,000.00			0.00
Premises/Furnishing	1,900.00	-1,900.00			0.00
Rainwater Harvester	10,000.00	-10,000.00			0.00
Rainwater Harvester 2	15,000.00	-15,000.00			0.00

Hellesdon Parish Council
Reserves Balance
2026 - 2027

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Earmarked					
Refurb WestWood WC's	20,000.00				20,000.00
Site Fencing	1,000.00				1,000.00
Site Fencing	1,000.00	-1,000.00			0.00
Staff contingency payments	10,000.00				10,000.00
Tennis / Netball Courts surface	64,380.00				64,380.00
War Memorial	4,500.00				4,500.00
Total Earmarked	**624,242.79**	**57,561.31**			**681,804.10**
TOTAL RESERVE	**624,242.79**	**57,561.31**			**681,804.10**
GENERAL FUND					468,531.94
TOTAL FUNDS					1,122,043.25

HELLESDON PARISH COUNCIL

ITEM NO: 8e i

Report for : Full Council meeting

Date: 14 July 2026

Item Title: Committees: Playing Fields, Allotments & Amenities
No Meeting held since last Full Council meeting.

i.) To consider the appointment of Chair to the committee following the resignation of Cllr Hicks.

Cllr Hicks has resigned from the position of Chair of the Playfields, Amenities and Allotments Committee for personal reasons.

The appointment of Chairs to committees is a Full Council decision.

Below are the others members of the Committee:

Playingfields, Allotments & Amenities Committee (7)	
Chairman	**Vacant**
Vice Chairman	**David Fahy**
Members	Nigel Barker
	Shelagh Gurney
	David Maidstone
	Mel Maidstone
	Gemma Diffey

The Chair of the committee will by default also become a member of the Property, Policy and Resources committee.

Clerk

3 July 2026

m HPC 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 Monday 10th June 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
Cllr Gemma Diffey

Also, in attendance
Jonathan Hall – Clerk
Dave Marshall - Admin Officer
Kevin Sage – Facilities Manager
Chris Fisher- Deputy 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 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 Monday 11th May 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**
One member of the public in attendance.

5. **Items 5 6 and 7 on the agenda had no updates. It was agreed by all members of the council to move onto item8.**

8. **Summer Fayre update on current progress.**

<u>Rides and Stalls</u>
There are 51 paid stalls, with 11 food and drink stalls with a mix of trailers and gazebos this totals to 67 stalls including entertainment. Waiting to hear back from SOS with dimensions (Connie to chase up. The circus will be arriving in a van and will be allocated a space at the top of the arena. Food stall holders will be parked in an arc on the recreation ground on a first come basis.

Arena's

The singer has been confirmed as Jack Stephenson and will do a set of 45 mins at 11am. Circus have confirmed that their area will need be 30ft x 30ft for their workshop and they will perform at 2pm for their show in the main arena. The Dog show will have its own tent and arena near the tennis courts. There will be sign-posts to remind people to sign up for various categories. Prizes will be awarded in the main arena. Dog bowls will be provided by the office. Punch and Judy show to take place in the community gardens; there will be two shows during the day, at 12.30pm and 2.30pm. Stubbs Farms have now confirmed their booking; The farm animals will be in the office gardens from 11am -2.30pm.

Beer Tent

The committee is awaiting a response from Norfolk Raiders regarding their TENS licence and for this to be produced before the event (Connie to chase up), They will require a gazebo 3m x 3m.

Administration

Public liability forms will be chased up by Connie Ackers. Terms and conditions forms have been sent out to all stall holders. Connie Ackers to give out parking permits on the day, max of 2 per stall holder. Air Cadets to be contacted to offer help on the day as volunteers. They would need to provide a safeguarding person to ensure regulations are met. Health and safety briefing to take place at 8.15am at the main arena tent. Kevin Sage to provide Hi Vis for everyone.

Other Business

Walkie talkies will need to be supplied to staff and volunteers. The Bull pub has agreed to have our banner advertising our Summer Fayre on their fence. It was agreed to buy more tubs of sweets and lollipops including diabetic and vegan options. Office required to order 4 food bins from Briffa this was **proposed by Cllr David Britcher and 2nd by Cllr Roy Forder, all agreed.**

9. Date of next meeting.

Wednesday 7th July 2026

Meeting closed at 8.52pm.

Approved………………………………………………………..…

Date………………………………………

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

Notice of Events Committee meeting to be held on Tuesday 7th July 2026, 7pm in the Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB

Committee Members are summoned to attend for the purpose of transacting the following 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. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request.

AGENDA

1. Apologies and acceptance for absence

2. Declarations of Interest and Dispensations

In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda.**
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence ***– Please contact the office should any item need clarification)***
Clerk to report any written requests for dispensation in respect of items on this agenda.

3. Public Participation
Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

4. To approve the minutes of the meeting held on 10th June 2026 as a true and accurate record.

5. Summer Fayre review, evaluate and identify key learnings.
a) Review of event outcomes and attendance
b) Reflections of what worked well.
c) Identification of areas for improvement.
d) Considerations for future event planning.

6. Review of 2026/2027 Events Calendar
a) Senior Christmas Party
b) Christmas Carols and Market /Stall Event
c) Community Hearts Awards.

7. To agree the date time and venue of the next meeting

Jonathan Hall
Parish Clerk & Responsible Financial Officer **Dated 01/07/2026**

HELLESDON PARISH COUNCIL

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

Minutes of the meeting of the Planning Committee meeting held on Tuesday 09 June 2026 at 6:15 pm at the Council Chambers, Diamond Jubilee Lodge, Wood View Road, Hellesdon

PRESENT:
Cllr Roy Forder (Chair), Cllr Robin Sear, Cllr Mel Maidstone, Cllr David Maidstone

IN ATTENDANCE:
Jonathan Hall (Clerk)
Rebecca Larke (Deputy Clerk)

The Chair opened the meeting at 6.15pm

1. Apologies and acceptance for absence
Apologies were received and accepted from Cllr Mike Hicks and Cllr Sue Holland

2. Declarations of Interest and Dispensations
No declarations of interest made.

3. To approve minutes of the committee meeting held on 26 May 2026.
The minutes of 26 May 2026 had previously been circulated and the committee **RESOLVED** to agree these as a true and accurate record of the meeting.

4. Public Participation
None.

5. Planning Applications for Consideration

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Application	Response to consultation
2026/1462 Proposal: Proposed side extension and associated works Location: 35A Middletons Lane Hellesdon Norfolk NR6 5NQ Application Type: Householder	The Committee **RESOLVED** to object to this application due to over development of the site.

6. Date, time and place of the next meeting.

The next meeting was scheduled to be held on 23rd June 2026 at 6.15pm in the Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon Norwich NR6 5QB.

Meeting closed at 6.27pm

Approved...

Date..

HELLESDON PARISH COUNCIL

Minutes of the meeting of the Property, Policy & Resources Committee held on 29 June 2026 at 7pm at Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon

Present:
Cllr Shelagh Gurney (Chair)
Cllr David Britcher
Cllr Ian Duckett
Cllr Roy Forder
Cllr Sue Holland
Cllr John Knowles

Also in Attendance:
Jonathan Hall (Clerk and Responsible Financial Officer)

1. **Apologies and reasons for absence**
Apologies were received and accepted from Cllrs David Maidstone and Cllr Mel Maidstone. Cllrs Sue Holland and Cllrs John Knowles substituted respectively. The committee noted that Cllr Mike Hicks had resigned as Chair of the Playing Fields, Allotments and Amenities committee.

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

3. **To Approve the Minutes of committee meeting held 26 February 2026**
The minutes of the meeting held on 26 February 2026 were **approved** as a true and accurate record of the meeting and were duly signed by the Chair.

4. **Public Participation**
None.

5. **To consider and agree a policy establishing criteria for the promotion of events on the Parish Council's noticeboards and social media channels**.
The Clerk had circulated prior to the meeting a draft version of a proposed policy. This policy reflected the feedback received from community groups and residents, since the decision made in December 2025, to allow only Parish Council notices on noticeboards and social media channels.
The Committee **RESOLVED** to trial the proposed policy for a period of six months and then return the item to the committee for further consideration.

6. **To consider the Committee's Terms of Reference.**
The Clerk had circulated prior to the meeting some suggested changes. The committee felt it was important to have a separate budget setting meeting within the terms of the committee. No designated party substitutes had worked well for the meeting and it was agreed to remove the party for party agreement within the terms.

Approved…………………………………………………..….

Date…………………………………….

It was **RESOLVED to recommend** to Full Council the changes to the committee's terms of reference. This would be considered at the next Full Council meeting on 14 July 2026.

7. To receive and note budget monitoring and earmarked reserves reports.
The earmarked reserves and budget monitoring reports were duly noted.

8. To consider report on reserves and recommendations for cash investments.
The Committee received the Clerk's report. It was noted that the reserve funds held in the Barclays Bank accounts had remained untouched for many months. The Committee therefore agreed that it was reasonable to assume that these funds would not be required for projects within the next 12 months.

Access to funds was an important consideration and the same day access provided by the CCLA Public Sector Deposit Fund was attractive given the higher rate provided against other Bank's instant access accounts.

It was **RESOLVED** to recommend to Full Council the following:

- To close the Barclays deposit accounts and to transfer the balance of monies in to Unity Trusts' 12 month fixed term deposit at a rate of 4.06%pa
(£437,741 into Unity Trust 12 month fixed term deposit at 4.06%)

- To transfer £300,000 from Unity Trust's instant access deposit current rate (1.95%) into CCLA Public Sector Deposit Fund 3.7507% (net of fees) . To nominate the Council's current account number 20548209 (608301) as the transactional account.
(£300,000 into CCLA PSDF at 3.7507%)

Table of proposed investments

Bank	Account	Access	Amount	Yield*
Unity Trust	Instant Deposit	Instant	£354,807	1.95%
Unity Trust	12 month fixed	12 months	£437,741	4.06%
CCLA	Public Sector Deposit Fund	Same day if requested before 11.30am	£300,000	3.7507%**
Total			£1,092,548	

*Yields are gross figures ** Yield net of management fees

9. To receive and agree quote for installation of fire doors and shutters within the Community Centre.
The report outlined the work still be undertaken to achieve full compliance with Fire Regulations. It was noted that quotes for the roller shutters in both the Majorie Lewis Hall and the main kitchen had not yet been received. Give the value of the contract the committee did not consider the works to be specialist or an extension to the contract of the previous fire door work.

It was **RESOLVED** to request two other quotes to the same specification and when received the decision should be referred to the Full Council.

Approved...

Date...

10. To consider application to Norfolk County Council's Bus Shelter Grant Scheme 2026/2027.
The Committee **RESOLVED** to replace the bus shelter at the junction of Reepham Road / Meadow Way subject to the County Council awarding a grant that would cover up to 80% of the total cost of the project.

11. To consider resident's request for new bench in the vicinity of The Bull Roundabout.
It was **RESOLVED** to place a bench on the grass verge outside the Co-op on Reepham Road. The bench selected should be made of recyclable material to reduce maintenance. The Clerk will approach the Co-op to see if a grant could be obtained from their Community Fund.

12. To consider grant application to the Council's Good Causes Fund from SOS Junior Badminton Club.
The committee **RESOLVED** to award £287.94 from the fund for the purchase of six lightweight Yonex rackets to lend to children who can not afford to purchase their own.

13. To consider report on damaged milestone located on Drayton High Road opposite Persimmon development.
The report was noted and would be referred to Norfolk County Council Highways for consideration.

14. To consider the date and time for the next committee meeting. Suggest Monday 28 September 2026 at 7pm.
The date and time of the next meeting was confirmed as 28 September 2026 at 7pm.

Meeting ended 8.45pm

Approved……………………………………………………..…

Date……………………………………

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

TERMS OF REFERENCE

PROPERTY, POLICY & RESOURCES COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling the committee annual budget
- To present and obtain approval for the committee annual budget from Full Council
- To monitor committee functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which the committee is responsible
- To set dates for ordinary meetings
- ~~If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the full council for decision following presentation of the Committee draft minutes.~~

Responsibilities specific to this committee:

Authority
The Property, Policy & Resources Committee is constituted as a standing committee of Hellesdon Parish Council. It is appointed by and is solely responsible to the Council to make decisions in respect of council owned property held within Hellesdon and the parish and on non parish council owned land ~~(on H/Way land - grit bins etc)~~ subject to budget and expenditure limits.

~~1 To deal with financial policies~~
~~2~~1 To advise and recommend to full council in respect of all Council Policies
~~3~~2 To determine and deal with the general financial resources of the Council
~~4~~3 The Committee duties are defined and agreed by the full council which may resolve, at any time, to modify the Committee's powers.
~~5~~4 Responsibility for approving Section 106 and CIL payments for projects and assets with ~~recommedations~~recommendations to go to the Full Parish Council.
~~6~~5 To review the replacement and upgrade of all IT equipment

Membership
The committee will be made up of 7 members of the council, the committee will be made up of 7 members of the council. These will include the Chairman of all committees, plus other appointed members to bring to membership to 7.

All other councillors can~~will~~ be substitutes for this committee.~~, and will be called upon on a party basis by the member who cannot attend.~~

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

Quorum
The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. A further meeting ~~will~~ will be held ~~in December of~~ each financial year to consider, for recommendation to Full Council, the budget and precept for the next financial year. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken by the Clerk to the Council to record the Committee's decisions and any recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers
1. To consider and put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
2. To lead on and approve quotes for all aspects of maintenance and replacement works the responsibility of the committee in accordance with adopted financial regulations
3. To consider all committees proposed annual budgets, concurrent funding and precept requirements and to prepare the annual budget for recommendation to the full council
4. To regularly monitor income and expenditure and to make any recommendations to the full council
5. To consider financial policies
6. To consider the Internal Control of the Council and to make recommendations to the full council
7. To deal with and control the general revenue financial resources ~~as listed in Cost Centre 6~~ of the annual budget
8. To review and determine the Council's Insurance arrangements

9. To guide and advise on the Council's banking arrangements
10. To guide and advise the full council generally in respect of all Policies
11. To secure the implementation of any measures agreed by full council following the external auditor report
12. To ensure the proper management of all property owned by Hellesdon Parish Council
    - On parish council owned land
    - on non parish council owned land

    and to be responsible for the strategic and routine maintenance of such property
13. To be responsible for the Council's Financial Reserves Management
14. To consider and determine donations to organisations in line with the Council's donation policy
15. To consider and determine all grant applications to organisations in line with the Council grants policy
16. To lead on Council projects relating to Hellesdon Parish Council owned property and approve works relating. ~~to this~~

Standing Items for Ordinary Meetings

First meeting –

- to set dates of committee ordinary meetings
- to consider the financial statement summarising the council's receipts and payments for the final (Jan – March) financial quarter and the year to date

Second meeting –

- to consider the financial statement summarising the council's receipts and payments for the first (April – June) financial quarter
- to consider previous financial year's budget allocations with actual amounts
- to address capital projects as identified in the budget the responsibility of the committee.

Third meeting –

- to consider the financial statement summarising the council's receipts and payments for the second (July – September) financial quarter
- to consider the committee budget for recommendation to the Full Council for approval

Budget meeting –

- to consider, for recommendation to Full Council, the budget and precept for the next financial year
- to review the Financial Reserve Management of the council for recommendation to the Full Council.

Fourth meeting –

- to consider the financial statement summarising the council's receipts and payments for the third (October – December) financial quarter
- to consider the Statement of Internal Control and review of its effectiveness for recommendation to the Full Council

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HELLESDON PARISH COUNCIL

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

Minutes of a Staffing Committee Meeting 11 June 2026 at 6.30pm

In the Council Chamber, Diamond Jubilee Lodge, Woodview Road, Hellesdon NR6 5QB

Present: Cllr David Britcher – Chair of the Committee
Cllr Roy Forder
Cllr Shelagh Gurney
Cllr David Maidstone
Cllr Andrew Lock

In attendance:
Jonathan Hall (Clerk)

1. **Apologies and acceptance for absence**
   Apologies had been received from Cllr Bill Johnson. These were accepted.

2. ***Declarations of Interest and Dispensations***
   No declarations were made or dispensations applied for.

3. **Public Participation**
   There were no public present.

4. **To receive and consider minutes of meetings held on 14 April 2026.**
   The minutes of 14 April 2026 were **AGREED** by the Committee as a true record and signed by the Chairman.

5. It was **RESOLVED** 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 and personal nature of the business to be transacted.

The meeting was closed to the press and public at 6.37pm

6. **To consider outcome of recent disciplinary hearing.**
   The committee received a report from the disciplinary hearing and **RESOLVED** to accept the recommendation to dismiss the employee for gross misconduct.

   It was **RESOLVED** to give the employee four weeks paid notice in line with their employment contract, subject to any adjustments for holiday or Time Off in Lieu (TOIL).

Meeting closed at 8.03pm

Approved…………………………………………………..

Date……………………………………

HELLESDON PARISH COUNCIL

ITEM NO: 9

Report for : Full Council meeting

Date: 14 July 2026

Item Title: 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.

Background and Context

Daria Imshenetska, the Recycling And Partnership Officer at Broadland District Council (BDC) has emailed the following:

Good afternoon Jonathan.

I hope this email finds you well.

I'm writing on behalf of South Norfolk and Broadland District Councils' Recycling Team to ask if you might be able to support our Summer School Uniform Swap, running from 20 July to 3 September 2026.

The scheme gives families the opportunity to donate and pick up good-quality school uniform free of charge, helping to reduce costs over the summer holidays while encouraging reuse.

We'd love to host a simple clothing rail with signage at Hellesdon, ideally in a reception area or similar space, if available. Our team would regularly check and manage the rail, and any remaining items at the end of the scheme would be responsibly donated or recycled. The rail can be removed immediately if any issues arise.

As well as supporting local families, the project helps promote sustainability and community engagement. It was very successful last year in South Norfolk leisure centres and at Acle Memorial Hall and we'll be promoting it again through local schools and social media.

We'd really appreciate your support and would be happy to discuss this further.

Question from Clerk: I assume this suggestion is being made because the School is closed between these dates?

Response:

Yes, that's right.

We're running the Uniform Swap over the summer holidays to support families as they get ready for the new school year in September. We know that many children outgrow their uniform over the summer and with the ongoing cost of living pressures, the scheme can make a real difference.

It also gives families a chance to pass on good-quality uniform they no longer need, helping to reduce waste and encourage reuse.

We'd really appreciate your support in helping us make the scheme available to as many local families as possible.

Recommendation

Given the safeguards that BDC propose to in place and assuming the necessary risk assessments can be completed and approved it would feel appropriate to allow BDC to undertake this initiative to help support Hellesdon families and to encourage recycling and reduce waste to landfill.

Clerk

July 4 2026