

HP HELLEDON PARISH COUNCIL

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

MEETING OF THE FULL COUNCIL

Notice of meeting to be held on Tuesday 8 September 2026 at 7pm in the Council Chamber, Diamond Jubilee Lodge Wood View Road, Helledon Norwich Norfolk NR6 5QB

Councillors are summoned to attend for the purpose of transacting the following council business:

The Openness of Local Government Bodies Regulations 2014 permit attendance by members of the public and media for the purpose of reporting, filming, photographing or audio recording public meetings. Anyone wishing to record proceedings is requested, as a courtesy, to notify the Chairman or Clerk before the meeting commences. Any recording must not be disruptive to the conduct of the meeting.

AGENDA

1. Apologies and acceptance for absence

To receive and accept valid apologies for absence as 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 11 August 2026

To agree the minutes of the Full Council meeting held on 11 August 2026.

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) To receive list of payments and receipts 1 August 2026 to 31 August 2026.

b) Earmarked Reserves Summary to 31 August 2026.

c) To receive Bank reconciliation to 31 August 2026.

8. Committees

To receive reports from Chairs of Committees and to note.

- a) Committee Centre & Café Committee
No meeting held.
- b) Environment Committee.
No meeting held.
- c) Events Committee
To note draft minutes of the meeting held 18 August 2026.
To consider and approve recommendations from the meeting:
 - i. To recommended to Full Council to continue using the Terms of Reference for the Committee which had been agreed on 14 May 2024, subject to the removal of the paragraph headed 'Record of Proceedings' which was no longer relevant as the clause related to a period when the committee was only a working group.
 - ii. To recommend to Full Council that an additional £8000.00 for the remainder of the 26/27 financial year should be added to the Committee's budget taken from general reserves.
- d) Planning Committee.
Meeting held 8 September 2026.
- e) Playing Fields, Allotments & Amenities
Next committee meeting due 10 September 2026
To note Allotment Liaison Group meeting on 28 August 2026
- f) Property, Policy & Resources.
Next meeting due 28 September 2026
- g) Staffing
No meeting held.

Other Business

- 9. To receive a five minute presentation from Heidi Waters, Local Area Co Ordinator from Broadland District Council and to consider a way forward in support.
- 10. To receive details and to note Greater Norwich Local Plan 2045 Scoping Consultation.
- 11. To receive a verbal report from the Car Parking around The Bull Roundabout working group following meeting with business owners on 2 September 2026.
- 12. Planning Appeal Planning Appeal for Planning application 2024/3511 The Norwich Golf Club, Drayton High Road, Norwich Norfolk NR6 5AH
 - a) To receive verbal report from Cllr David Maidstone following virtual pre case meeting held 2 September for the Planning Appeal.

- b) To consider professional services requirements for support and guidance for the Planning Appeal for Planning application 2024/3511 The Norwich Golf Club, Drayton High Road, Norwich Norfolk NR6 5AH
- 13. To confirm time, date and location of the next Full Parish Council meeting as 13 October 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB
- 14. **To consider a resolution 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.**
- 15. To note successful completion of probation period for the Clerk.

Jonathan Hall

Clerk of the Council

2 September 2026

HP HELLEDON 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

Minutes of Full Council meeting held on Tuesday 11 August 2026 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon Norwich Norfolk NR6 5BQ

Present:

Cllr David Maidstone (Chair)
Cllr Roy Forder
Cllr Robin Sear
Cllr Andrew Locke
Cllr David Britcher
Cllr Bill Johnson

Cllr Shelagh Gurney
Cllr Mel Maidstone
Cllr Lacey Douglass
Cllr Ian Duckett
Cllr Nigel Barker

In attendance:

Jonathan Hall (Clerk & RFO)
Cllr Nick Taylor (Norfolk County Councillor)
One member of the public.

The Chair opened the meeting and with member's approval agreed items 14 and 15 of the agenda would be brought forward and discussed after item 4.

1. Apologies and acceptance for absence

Apologies were received and accepted from Cllrs Sue Holland, John Knowles, David Fahy, Gemma Diffey and Mike Hicks.

2. Declarations of Interest and Dispensations

None.

3. Minutes from Full Council meeting held 14 July 2026

The minutes of the meeting held on 14 July 2026 were **agreed** as a true and accurate record.

4. Public Participation

None.

5. Other Council's Reports

a) County Councillor report.

Cllr Taylor had provided a written report which had been circulated to members before the meeting. The report is attached to these minutes at appendix A.

Approved.....

b) District Councillor reports.

Cllr Gurney (Hellesdon North West) advised that she had been dealing with various planning matters including HMOs (House in Multiple Occupation)

Cllr Douglass (Hellesdon South East) reported that she was working with planning enforcement regarding a number of potential HMOs without planning permission.

Cllr Johnson (Hellesdon North West) advised a number of the committee's on which he sits had meetings cancelled.

6. Parish reports

a) Clerk's report.

The Clerk's report had been circulated prior to the meeting and was noted.

b) Chair's report.

The Chair reported he had received a letter from the Chair of Hellesdon Parish Hall regarding the Hellesdon village sign which was in the process of being replaced. The original sign, which had been located in front of the Parish Hall had deteriorated and was removed as it was dangerous. The replacement sign once completed would be positioned in the middle of The Bull roundabout. The Clerk would contact the Chair of the Parish Hall to advise of the position and discuss whether a duplicate of the replacement sign could be produced.

7. Financial Matters

It was **RESOLVED** to approve:

a) The list of payments and receipts from 1 June 2026 to 31 July 2026.

b) Earmarked Reserves Summary to June 31 July 2026.

c) The Bank reconciliation to 31 July 2026.

d) It was **RESOLVED** to agree the standing orders and financial regulations amendments as highlighted in the interim auditors letter dated 10 February 2026 under recommendation 12.

e) To consider appointment of Internal Auditor for 26/27 financial year.

It was **RESOLVED** to appoint Larking Gowen as the Council's Internal Auditor for 2026/2027

f) To consider appointment of further bank signatories.

It was **RESOLVED** to appoint Cllr Gurney and Cllr Barker as bank signatories.

g) To receive report from Annual Governance & Accountability Return (AGAR) working group meeting held on 5 August 2026.

The Chair of the Working Group, Cllr David Maidstone provided an update. An action plan had been drafted and agreed at the meeting. It was **RESOLVED** to accept this plan. The plan would be forwarded to the External Auditors and published on the Council's website.

Approved.....

8. Committees

To receive reports from Chairs of Committees and to note.

a) **Committee Centre & Café Committee**

The draft minutes of the meeting held 4 August 2026 had been circulated prior to the meeting.

b) **Environment Committee.**

A meeting of the committee had been held prior to the Full Council meeting at 5.30pm. The Chair advised the committee had discussed the recent visit to Mile Cross to view their green spaces projects, received an update on the tree planting project, consider grant funding from RHS for community growing projects and noted Norse had been asked to stop cutting grass verges in Hellesdon until substantial amounts of rain have fallen.

c) **Events Committee**

It was noted that the next meeting date was 18 August 2026.

d) **Planning Committee**

No report.

e) **Playingfields, Allotments & Amenities**

The Clerk advised that the next meeting had been booked for 10 September 2026 at 7pm.

f) **Property, Policy & Resources.**

The next meeting is scheduled for 28 September 2026.

g) **Staffing**

- I. The minutes of the meeting held on 30 July 2026 had been circulated prior to the meeting and were noted.
- II. It was **RESOLVED** to accept the amended terms of reference for the committee.
- III. It was **RESOLVED** to commission Council HR and Governance Support Ltd to undertake a HR Governance review.

The Clerk confirmed HR training has been organised for 20 August 2026 at 2pm. Cllr David Maidstone would be unable to attend and it was **RESOLVED** to allow him to view the training recording afterwards to meet the necessary requirements of the Committee's membership.

Other Business

9. **To appoint the Clerk as the Council's Data Protection Officer.**

It was **RESOLVED** to appoint the Clerk as the Data Protection Officer for Hellesdon Parish Council.

10. **To receive report from the Airport Consultative Committee meeting held 22 July 2026.**

Cllr Gurney gave a verbal report on the meeting which had been held at Norwich Airport. The AGM had been held and Cllr Gurney was reappointed as the Chair of the Committee. Airport traffic had increased by 7% with new destinations being added to the schedule. Drop off and Pick up charges have created issues in nearby roads and locations, as had long term parking to avoid parking fees.

Approved.....

11. To receive a verbal update from Youth Project Working Group

The Clerk gave a verbal update. A date for an inaugural meeting was being arranged, however it is likely there would be little movement until the schools start the autumn term. An article has appeared in Just Hellesdon promoting the initiative.

12. To receive a verbal update from the Car Parking Working Group.

The Clerk gave a verbal update and advised that contact had been made with all businesses located within The Bull Roundabout vicinity. Several responses had been received already although the new management at The Bull Pub had only started the previous day. A date would be circulated to the working group shortly.

13. To appoint member(s) to the St Paul's Church Working Group for the purposes of holding an informal meeting at a convenient time and venue to discuss the building project to replace St Paul's Church and to agree the needs of facilities for the community.

A letter from St Paul's had been circulated prior to the meeting outlining the purpose of the working group. It was **RESOLVED** to appoint Cllrs Britcher, Gurney and Maidstone to the working group.

14. To receive and agree response to s106 requirements for Hellesdon Hospital site for future discussions with developers/ planners.

Cllr Gurney provided some background and context for members, following her meeting with Broadland District Council's planning department, at which Cllr Douglass had also been present. The increased burden on patient numbers at the GP surgery was discussed as new developments would impact on medical services. The small parcels of land which had been allocated as recreational space on the indicative plan of the site, were thought to be inconsequential to the recreational need for the Parish and a larger whole piece of land was required. The Facilities Manager and Cllr Duckett as Environment Committee Chair were asked to visit the meadow area beyond the field area to obtain a view of the potential pitfalls of maintenance. The Council **RESOLVED** to:

- Appoint Cllrs Gurney and Douglass to a working group to produce a document setting out the Council's preferred options for provisions to be provided under a section 106 agreement.
- Request that Broadland District Council consider placing a Woodland Tree Preservation Order on the whole site.

15. To agree statement of case for submission prior to Planning Appeal for Planning application 2024/3511 The Norwich Golf Club, Drayton High Road, Norwich Norfolk NR6 5AH

The Chair advised that planning applications for phases 3,4,5 and 6 of the Persimmon development was going to an appeal inquiry. The Parish Council had registered to speak at the inquiry. After discussion it was **RESOLVED** to:

- Appoint Cllr David Maidstone as the Council's Case Conference representative with Cllr Gurney as substitute. The conference would be held on Teams on August 25 2026.
- Appoint Cllrs Douglass, Gurney, Johnson and David Maidstone to a working group to produce a Statement of Case to be submitted to the planning inspectorate no later than 26 August 2026.

16. The next meeting of Full Council was confirmed as 8 September 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB

Approved.....

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

Meeting was closed to the Press and Public at 9.26pm

18. **To receive an update on the advice from NP Law regarding comments made on Social Media.**

The Clerk provided members with an update of the advice received from the solicitors at NP Law.

19. **To answer questions (if any) arising from confidential staffing matters.**

No questions were raised.

Meeting ended 9.29pm

Approved.....

5. Other Council's Reports

- a) To receive a report from the County Councillor and to note.
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Hellesdon County Councillor Update

Hellesdon Parish Council meeting August 11th 2026

Here's a brief update on some of the key issues and activity from the past month.

Norfolk County Council will soon have a new CEO

Since the departure of Tom McCabe Norfolk County Council has been undergoing a process to find a new CEO. There have been 47 applications for the role and following a comprehensive sifting process, four candidates were interviewed by a panel last week and a preferred candidate was selected. A special full council meeting on August 14th will confirm Dennis Bacon as the new CEO.

Local Issues

I have continued to work on a range of local issues raised by residents. I met with one of the District councillors for Hellesdon and a group of concerned residents at City View Road to discuss the proposed plans to mitigate the parking issues caused by the Whiffler Public House on July 27th. The proposals from Highways include double yellow lines on both sides of the road between the junctions with Boundary Road and Hercules Road and around the junctions, re-seeding of the verges and timber bollards.

Holiday makers parking in residential streets in Hellesdon near the Airport continues to be a problem. I have been out to look at issues in Heath Crescent and Middletons Lane and will have Highways implement mitigation works. We do need a longer-term solution to alleviate this problem. Whilst we should all want the airport to thrive and contribute to the local economy; the parking issues cannot keep impacting local residents in Hellesdon. I have asked my cabinet colleague, Kabeer Kher, who sits on the Airport Consultative Committee to take the issue up with the airport management. I have also put forward the idea that we could somehow use the council's underutilised park and ride site as part of a longer-term solution.

Robin Hunter-Clarke, Deputy Leader of the council, has written to all town and parish councils in Norfolk about the Parish Partnership Scheme which is a matched funding scheme for local projects. This scheme has been in place for some time, but some councils aren't taking full advantage of it. I would like Robin to meet the Clerk and members of the parish council to discuss how the scheme could be used to fund a project for Hellesdon.

I have received requests from residents asking for an additional request stop on Reepham Road for the 602 bus that is used by families to get their children to Reepham

High School. At present children have to travel to Horseford before catching the 602. I am in dialogue with Sanders Coaches who seem willing to help alleviate the problem.

The recycling of fridges and freezers has become an increasing problem due to the capacity at national level to deal with the volume of fridges and freezers being disposed of. Norfolk residents may find it increasingly difficult to dispose of these items at our recycling centres. I will report back when we know more about plans to increase capacity.

If you have an issue you would like me to look into, please don't hesitate to get in touch. Residents are encouraged to report Highways issues online at highways@norfolk.gov.uk.

Council Business

The Cabinet meeting on August 3rd signed off on the financial report moving forward that will result in a balanced budget. The council remains under significant financial pressure due to the rate of increase for adult social care and SEND services. Balancing the budget will require savings to be made in other areas and for additional revenues to be generated from the council's assets.

Community Engagement

I will be starting monthly surgeries in the library on the first Thursday of each month at 10am commencing September 3rd. I have asked the parish clerk and the library to promote these events.

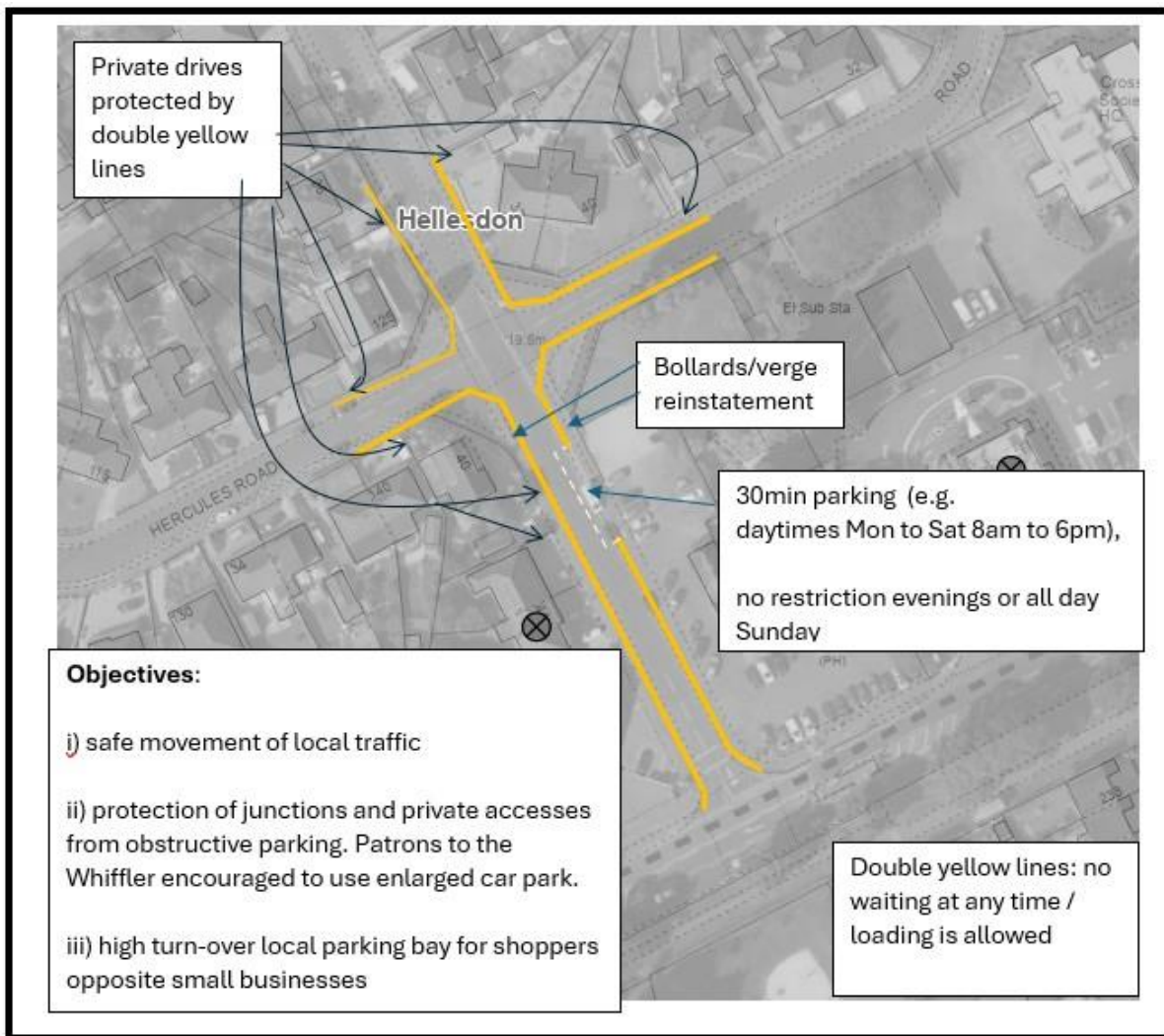
Keeping in Touch

If you have any questions, concerns or suggestions, please feel free to contact me. Your feedback is always welcome, and I remain committed to representing the interests of everyone in our community.

Kind Regards

Cllr Nick Taylor
Hellesdon Division

Email: nick.taylor.cllr@norfolk.gov.uk Phone: 07881 962917



Report for : Full Council

Date: 8 September 2026

Item Title: To receive a report from the Clerk and to note

An update on some matters not on the agenda elsewhere since the August 2026 Full Parish Council meeting.

- Scribe update – Work for data transfer from Rialtas bookings to Scribe bookings I am pleased to say has been finally completed. This has been a mammoth task and involved inputting over 4000 bookings, each one needed checking and simplifying before being placed into Scribe. Work has begun on the data transfer of three years of accounts 23/24 24/25 25/26 by Scribe's internal team. This is expected to be completed within the next few weeks.
- Staffing – I am pleased to report that the Kitchen Manager is back from a period of illness. A call for volunteers for the Café will be published in the September edition of Just Hellesdon and on Facebook. If any councillor knows of anyone who would be interested in volunteering, please do contact the Parish Council office. Food hygiene certification is required by volunteers, however full training will be provided if individuals do not already have the required qualification.
- Highways - As advised to councillors via email earlier last month, Norfolk County Council's Infrastructure Department is currently installing new electronic messaging signs that provide information to road users on journey times and events happening that may affect their travel. This scheme is being delivered as part of the Bus Service Improvement Plan funding and the location on Holt Road, adjacent to the new Trott rentals site, will provide a suitable point on the network to provide information to network users. The civil works in preparation for final sign installation are due to start on 5th October 2026 and will take 5 days to complete.
The original sign location was moved due to objections raised by the Parish Council and others.

The Highways Officer has also asked me to highlight the following points after concerns were raised:

- *I just wanted to reassure you that the proposed Variable Messaging Signs are based on well-established and proven technology that is already used extensively across the road network throughout the country. The design and operation of these signs follow the same principles adopted by*

National Highways on the trunk road network, ensuring that messages are presented in a clear, consistent, and safe manner.

- *The signs are primarily designed to support the park and ride service rather than city centre car parking.*
- *The signs do not display scrolling messages. Any information shown is presented as a static display, allowing drivers to read and understand the message quickly without unnecessary distraction. In addition, the VMS LED's have a 30° visibility angle, meaning the display can only be viewed from specific approach angles and is not visible over a wide area.*
- Pay Award - The Local Government Association (LGA), acting on behalf of the National Joint Council (NJC) for Local Government Services, has announced that agreement has been reached on the 2026 pay award for local government employees. The settlement provides for a 3.3% increase in pay rates and allowances with effect from 1 April 2026. The agreed pay award covers the period from 1 April 2026 to 31 March 2027. I am working closely with our payroll providers to ensure the backdated pay from 1 April 2026 is paid within the September 2026 payroll.
- Training - The annual Scribifest is taking place on Thursday 17th September 2026 from 9:30am to 4:00pm. This is a free online event covering a wide range of topics including Digital AGAR, VAT compliance reviews, data breaches, employment law updates, and handling vexatious requests. If you would like to join any of the sessions or even all day, please let me know and I will forward to you the link.
- Allotments - A meeting of the Allotment Liaison Group was held on Friday 28 August 2026 at the Parish Council officers. Cllrs David and Mel Maidstone were in attendance with myself and Deputy Clerk Rebecca Larke. A number of topics were discussed and it was a useful meeting with only minor issues to resolve. The Allotment Holders wished to express their thanks to the Parish Council for installing the communal compost bins on the site. These have been put to good use already for the production of onsite compost.
- IT - I arranged a visit from Osiris IT our IT supplier on 28 August 2026 to investigate an issue a councillor was having with their computer and the use of Outlook. I know the Councillor in question found this to be a very productive session and the issue was resolved. Whilst on site the technician looked at one or two other minor issues we had been experiencing with hardware in the Parish Council office. If councillors do experienced any issue with their home IT which prevents them from undertaking their councillor duties do please let me know and we can arrange a visit for a technician to call into the Parish Council offices to hopefully resolve any issue.

Clerk

1 September 2026

Hellesdon Parish Council

Payments and Receipts List 1st August - 31st August 2026

Voucher	Date	Description	Received from / Paid to	Receipts	Payments
250	03/08/2026	Receipt - Community Centre Room Hire	Zumba and Pilates	120.92	
251	03/08/2026	Receipt - Community Centre Room Hire	Zumba and Pilates	181.28	
252	03/08/2026	Receipt - Community Centre Room Hire	National Tennis Association	20.00	
253	03/08/2026	Receipt - Community Centre Room Hire	National Tennis Association	160.00	
254	03/08/2026	Receipt - Community Centre Room Hire	National Tennis Association	180.00	
255	03/08/2026	Receipt - Community Centre Room Hire	Tuesday Tots	240.60	
256	03/08/2026	Receipt - Community Centre Room Hire	Just Friends	222.36	
257	03/08/2026	Receipt - Community Centre Room Hire	Just Friends	41.98	
258	04/08/2026	Receipt - cafe cash income	Community Centre Cafe	360.06	
259	04/08/2026	Receipt - Damage Deposit Refund	Hirer		-200.00
267	07/08/2026	Receipt - Tennis Court Hire	Hirer	5.00	
268	07/08/2026	Receipt - Community Centre Room Hire	Regular Hirer	169.90	
269	04/08/2026	Receipt - Community Centre Room Hire	Hirer	332.16	
270	04/08/2026	Receipt - Community Centre Room Hire	Hirer	141.53	
271	10/08/2026	Receipt - Community Centre Room Hire	Hirer	360.76	
272	11/08/2026	Receipt - Damage Deposit Refund	Hirer		-200.00
273	11/08/2026	Receipt - Community Centre Room Hire	Smallburgh Rifle and Pistol Club	28.34	
274	11/08/2026	Receipt - Community Centre Room Hire	Womens Institute	49.30	
275	11/08/2026	Receipt - cafe cash income	Community Centre Cafe	275.40	
276	07/08/2026	Receipt - Community Centre Room Hire	Liaise Care	143.97	
277	07/08/2026	Receipt - Community Centre Room Hire	Liaise Care	463.44	
278	13/08/2026	Receipt - Tennis Court Hire	Hirer	5.00	
279	14/08/2026	Receipt - Community Centre Room Hire	Hirer	113.35	
280	14/08/2026	Receipt - Football Pitch/Training Hire	Hirer	25.18	
281	14/08/2026	Receipt - Community Centre Room Hire	Sequence Ballroom Dancing	358.24	
282	12/08/2026	Receipt - VAT reclaimed	HMRC	5,312.40	

285	14/08/2026	Receipt - Tennis Court Hire	Regular Hirer	10.00
286	17/08/2026	Receipt - Community Centre Room Hire	Norwich Keyboard Lounge	171.57
287	17/08/2026	Receipt - Community Centre Room Hire	Hellesdon Cribbage Club	211.50
288	17/08/2026	Receipt - Tennis Court Hire	National Tennis Association	170.00
289	17/08/2026	Receipt - Tennis Court Hire	National Tennis Association	155.00
290	17/08/2026	Receipt - Tennis Court Hire	National Tennis Association	127.50
291	17/08/2026	Receipt - Community Centre Room Hire	Hellesdon Horticultural	318.20
292	17/08/2026	Receipt - Community Centre Room Hire	YOGA (Monday)	90.64
293	17/08/2026	Receipt - Football Pitch/Training Hire	Jess Newton Football	25.18
294	17/08/2026	Receipt - Community Centre Room Hire	ATP Health and Fitness Norwich Ltd	544.14
295	17/08/2026	Receipt - Community Centre Room Hire	ATP Health and Fitness Norwich Ltd	22.66
296	18/08/2026	Receipt - Community Centre Room Hire	Regular Hirer	169.28
297	18/08/2026	Receipt - Community Centre Room Hire	Regular Hirer	169.28
298	18/08/2026	Receipt - Community Centre Room Hire	Regular Hirer	169.28
299	18/08/2026	Receipt - Community Centre Room Hire	North & Broadland Locality Healthy Child	1,322.20
300	18/08/2026	Receipt - Community Centre Room Hire	Short Mat Bowls	279.96
301	19/08/2026	Receipt - Community Centre Room Hire	Friday Friends	51.36
302	19/08/2026	Receipt - Community Centre Room Hire	ART Group	181.30
303	19/08/2026	Receipt - cafe cash income	Community Centre Cafe	433.75
304	19/08/2026	Receipt - Community Centre Room Hire	Norwich PHAB Club	231.56
305	20/08/2026	Receipt - Community Centre Room Hire	Tuesday Tots	104.64
306	21/08/2026	Receipt - Community Centre Room Hire	Just Friends	41.98
307	19/08/2026	Receipt - Tennis Court Hire	Hirer	5.00
308	19/08/2026	Receipt - Tennis Court Hire	Hirer	5.00
309	19/08/2026	Receipt - Community Centre Room Hire	United School of Dance	256.78
310	19/08/2026	Receipt - Community Centre Room Hire	Hirer	384.27
311	19/08/2026	Receipt - Community Centre Room Hire	Hirer	96.19
312	19/08/2026	Receipt - Community Centre Room Hire	Multiple Sclerosis Society Norwich	61.24
313	18/08/2026	Receipt - Community Centre Room Hire	Hirer	5.00
314	21/08/2026	Receipt - Community Centre Room Hire	Hirer	108.82
315	21/08/2026	Receipt - Community Centre Room Hire	Hirer	166.17
316	24/08/2026	Receipt - Community Centre Room Hire	Hellesdon Community Choir	302.85
317	24/08/2026	Receipt - Community Centre Room Hire	Trefoil Guild	90.67

318	24/08/2026	Receipt - Football Pitch/Training Hire	Frettenham Football Club	179.18	
319	26/08/2026	Receipt - Community Centre Room Hire	The Antiques Collective Ltd	175.47	
320	26/08/2026	Receipt - Community Centre Room Hire	Hirer	98.19	
321	26/08/2026	Receipt - Community Centre Room Hire	Slimming World	271.92	
322	26/08/2026	Receipt - Community Centre Room Hire	Slimming World	339.90	
323	26/08/2026	Receipt - Community Centre Room Hire	Slimming World	271.92	
324	26/08/2026	Receipt - Community Centre Room Hire	Slimming World	339.90	
325	27/08/2026	Receipt - Community Centre Room Hire DD	Hirer	200.00	
326	27/08/2026	Receipt - cafe cash income	Community Centre Cafe	249.75	
327	27/08/2026	Receipt - Community Centre Room Hire	XYLA	45.32	
328	28/08/2026	Receipt - Community Centre Room Hire	Broadland District Council	126.42	
329	28/08/2026	Receipt - Neighbourhood Plan Grant	Broadland District Council (Neighbourhood Plan Grant)	2,250.00	
330	28/08/2026	Receipt - Community Centre Room Hire	Evergreen Line Dance	317.40	
331	24/08/2026	Receipt - CT Airtime	O2	162.00	
380	03/08/2026	Payment - Employers Pension Contributions	Norfolk Pension Scheme		-2,454.47
442	04/08/2026	Payment - agency personnel	Norfolk Parish Training and Support		-226.32
443	04/08/2026	Payment - Monthly Support Charge	Osiris		-725.51
444	04/08/2026	Payment - Monthly Publication	Just Regional		-252.00
445	04/08/2026	Payment - Employers Liabilities	HMRC		-8,636.74
446	04/08/2026	Payment - Kitchen bulb	Amazon Business EU SARL		-21.18
447	04/08/2026	Payment - coffee capsules	Calypso Coffee		-81.20
448	04/08/2026	Payment - Kitchenette dishwasher repair	Lawrence Gas & Catering Installations Ltd		-216.00
449	04/08/2026	Payment - Cafe items purchase food and non food	Anglia Culinary Suppliers Ltd		-189.11
450	04/08/2026	Payment - Cafe items purchase food and non food	Anglia Culinary Suppliers Ltd		-160.28
451	04/08/2026	Payment - Cafe Items - Food	Anglia Culinary Suppliers Ltd		-20.99
452	04/08/2026	Payment - Cafe items purchase food and non food	Anglia Culinary Suppliers Ltd		-92.26
453	04/08/2026	Payment - Cafe Items - Food	Anglia Culinary Suppliers Ltd		-13.42
454	04/08/2026	Payment - Cafe items purchase food and non food	Anglia Culinary Suppliers Ltd		-196.19
455	04/08/2026	Payment - 2.5 litres hammerite	HuwsGrayGroup		-65.39
456	04/08/2026	Payment - Goal post paint	HuwsGrayGroup		-77.25
457	04/08/2026	Payment - Locks and patrols for parks	Norse		-249.60
460	03/08/2026	Payment - Accounts Subscription	Scribe		-282.00
461	03/08/2026	Payment - Business Rates	Broadland District Council		-403.00

462	03/08/2026	Payment - Business Rates	Broadland District Council	-193.00
463	03/08/2026	Payment - Business Rates	Broadland District Council	-1,136.00
465	05/08/2026	Payment - Fuel	UK Fuels (radius)	-145.52
468	10/08/2026	Payment - Ice packs First Aid	Amazon Business EU SARL	-13.39
469	10/08/2026	Payment - Fault - external toilet automatic flush	Excel Electrical Services Ltd	-150.00
470	10/08/2026	Payment - Staff Training FILCA	Society of Local Council Clerks	-168.00
472	11/08/2026	Payment - Fuel cost reimbursement	A & F Motors	-85.57
473	11/08/2026	Payment - Stationery	Staples	-236.54
474	11/08/2026	Payment - Stationery	Staples	-4.66
475	11/08/2026	Payment - Stationery	Staples	-13.00
476	11/08/2026	Payment - Stationery	Staples	-4.44
477	20/08/2026	Payment - Salaries Adjustment	Hellesdon Parish Council	-68.07
479	11/08/2026	Payment - PPE	DD Health and Safety Supplies Limited	-39.34
480	11/08/2026	Payment - Telecommunications	O2	-405.00
482	13/08/2026	Payment - Hydraulic Oil	Ernest Doe	-143.99
483	13/08/2026	Payment - agency personnel	Select	-419.16
484	13/08/2026	Payment - Window Cleaning	Dazzle	-60.00
485	13/08/2026	Payment - Window Cleaning	Dazzle	-20.00
490	14/08/2026	Payment Badminton Club (Grant)	HHS Badminton Club	-299.92
491	14/08/2026	Payment - Cafe Items - Food	Easters Norwich	-67.98
492	20/08/2026	Payment - Salaries	Hellesdon Parish Council	-22,179.87
493	14/08/2026	Payment - Cafe Items - Food	Easters Norwich	-104.03
494	14/08/2026	Payment - Cafe Items - Food	Easters Norwich	-42.84
495	14/08/2026	Payment - Cafe Items - Food	Easters Norwich	-5.80
496	14/08/2026	Payment - Cafe Items - Food	Easters Norwich	-50.06
497	14/08/2026	Payment - Cafe Items - Food	Easters Norwich	-2.64
498	14/08/2026	Payment - cafe items credit note	Easters Norwich	4.35
499	18/08/2026	Payment - Cafe Items - Food	Toombs	-206.87
500	18/08/2026	Payment - Fridge Freezer Servicing	JML Refrigeration Ltd	-268.80
501	18/08/2026	Payment - Cleaning Materials	Hugh Crane (Cleaning Equipment) Ltd	-407.82
502	18/08/2026	Payment - Playground wet pour	Online Playgrounds	-529.34
503	20/08/2026	Payment - Agency personnel for café	Select	-1,077.84
504	21/08/2026	Payment - Tree Surgeon	M J Tree Services Ltd	-504.00

505	21/08/2026	Payment - Cafe Items - Food	Hellesdon Parish Council - Clerk	-23.28
510	26/08/2026	Payment - Replacement Keys	A C Leigh	-59.40
511	26/08/2026	Payment - HR Training for Councillors	Council HR and Governance Support	-414.00
512	26/08/2026	Payment Service - Shredder	Leonards	-84.00
513	26/08/2026	Payment - Staff Uniform Caretakers	DD Health and Safety Supplies Limited	-119.28
514	26/08/2026	Payment - Boiler fault investigation	P J Plumbing	-96.00
515	26/08/2026	Payment - Cleaning Supplies	Amazon Business EU SARL	-37.99
517	27/08/2026	Payment - Food Labels for cafe	Amazon Business EU SARL	-22.21
518	27/08/2026	Payment - IRIS Software Subscription	IRIS	-179.44
519	24/08/2026	Payment - General Waste	Biffa Waste Services Limited	-97.87
520	24/08/2026	Payment - General Waste	Biffa Waste Services Limited	-166.85
521	27/08/2026	Payment - Agency personnel café	Select	-583.84
522	28/08/2026	Payment - Food Waste	Veolia	-69.00
523	28/08/2026	Payment - cafe coffee capsules	Calypso Coffee	-76.40
524	28/08/2026	Payment - cafe coffee capsules	Calypso Coffee	-81.20
525	28/08/2026	Payment - Cafe Coffee Machine fault and repair	Calypso Coffee	-137.04
526	28/08/2026	Payment - Purchase of Milk for Café	Co-Op	-5.85
527	25/08/2026	Payment - Business Rates	Broadland District Council	-570.00
528	18/08/2026	Payment - Electricity	EDF	-195.51
529	24/08/2026	Payment - Electricity	EDF	-43.13
530	24/08/2026	Payment - Electricity	EDF	-739.43
531	14/08/2026	Payment - Utilities - Water	Everflow	-708.01
532	14/08/2026	Payment - Utilities - Water	Everflow	-2,163.82
533	31/08/2026	Payment - Bank service charge	Unity Trust Bank	-28.75
Created 02 September 2026 (2026 - 2027)			Total	20,825.86 -50,518.70

Hellesdon Parish Council Reserves & Earmarked Reserves 2026/2027

Statement date 31 August 2026

<u>Earmarked Reserve Name</u>	<u>CurrentBalance</u>
AV in DJL	2,500.00
Burial Ground Land	12,000.00
Bus Shelters	3,000.00
CIL 23/24 CC Ext 28/29	62,242.78
CIL 24/25 CC Ext 29/30	8,784.04
Community Centre Extension	182,401.84
Community Engagement Fund	5,000.00
DJL Control Panel	2,500.00
Elections	6,500.00
Emergency Tree Work	3,580.00
Good Causes in Hellesdon	5,000.00
Grit Bins	1,000.00
Hard Surfaces at Hellesdon Community Centre	20,000.00
IT Reserve	10,000.00
Land Acquisition Account	50,000.00
Land Contingency	100,000.00
Machinery	5,024.00
Mountfield Park	35,462.99
Parish Poll Provision	6,000.00
PF Ownership signs	1,508.45
Play Equipment	59,000.00
Refurb WestWood WC's	20,000.00
Site Fencing	1,000.00
Staff contingency payments	10,000.00
Tennis / Netball Courts surface	64,380.00
War Memorial	4,500.00
Total	681,384.10
	681,384.10
General Reserve	376,768.12
Total	1,029,859.43

Hellesdon Parish Council

Prepared by: Rebecca Larke Deputy Clerk Date: 1.9.26
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/08/2026			
	Cash in Hand 01/04/2026		968,851.92
	ADD Receipts 01/04/2026 - 31/08/2026		441,325.57
			1,410,177.49
	SUBTRACT Payments 01/04/2026 - 31/08/2026		368,364.46
A	Cash in Hand 31/08/2026 (per Cash Book)		1,041,813.03
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2026	14.99	
	Unity Trust Current 31/08/2026	27,370.59	
	Unity Trust Instant Access 31/08/2026	577,936.76	
	Barclays Deposit 31/08/2026	352,749.88	
	Barclays Deposit 2 31/08/2026	84,992.83	
	Cafe Float 31/07/2026	100.00	
	Barclay Card 31/07/2026	0.00	
	TradePoint 31/07/2026	0.00	
	Sum Up 31/07/2026	0.00	
	Barclays 05/08/2026	1,337.68	
			1,044,502.73
	Less unrepresented payments		2,689.70
			1,041,813.03
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,041,813.03
A = B Checks out OK			

Petty Cash as at 1.9.26

Date	SCRIBE Voucher	Description	Amount	Cum. Total
14/8/26	487	Biscuits - LIDL for Cafe looking	1.95	48.29
22/8/26		Part Baked Rolls for Cafe - ALDI	3.40	44.89
23/8/26		Food for Cafe - LIDL	16.90	27.99
25/8/26		Food for Cafe - LIDL	7.51	20.48
26/8/26		Food for Cafe - Co. Op	2.84	17.64
27/8/26		Greaseproof Paper for Cafe	2.65	14.99
		CASH COUNTED		
		01/09/26 £14.99		

[Skip to transactions](#)



Mr Jonathan Hall
Hellesdon Parish Council
Diamond Jubilee Lodge
Wood View Road
Hellesdon
NR6 5QB

✉ Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

🌐 Visit **www.unity.co.uk**

Account Statement

01 August 2026 to 31 August 2026

Account Name: Hellesdon Parish Council
Sort Code: 608301
Account Number: 20548209
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£13,580.94	£48,771.78	£62,561.43	£27,370.59

Your arranged overdraft limit is £0.00



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Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.

**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

[Skip to transactions](#)



Mr Jonathan Hall
Hellesdon Parish Council
Diamond Jubilee Lodge
Wood View Road
Hellesdon
NR6 5QB

✉ Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

🌐 Visit **www.unity.co.uk**

Account Statement

01 August 2026 to 31 August 2026

Account Name: Hellesdon Parish Council
Sort Code: 608301
Account Number: 20548212
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£617,936.76	£40,000.00	£0.00	£577,936.76



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**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Today: 01 Sep 2026



HELLEDON PARISH COUNCIL

Transactions

Business Premium ME

20-62-68 13017702

Available balance **£352,749.88**

Last night's balance **£352,749.88**

Overdraft limit **n/a**

Showing **No** transactions between and from 01/08/2026 to 31/08/2026

Date	Description	Money in	Money out	Balance
No Transaction Found				

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

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Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

Today: 01 Sep 2026



HELLEDON PARISH COUNCIL

Transactions

Business Premium ME

20-62-68 73554503

Available balance	£84,992.83
Last night's balance	£84,992.83
Overdraft limit	n/a

Showing **No** transactions between and from 01/08/2026 to 31/08/2026

Date	Description	Money in	Money out	Balance
No Transaction Found				

Need to view older transactions?

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Cafe Float Reconciliation

Hellesdon Community Centre - Café Reconciliation Sheet

Date

01.09.26

Reconciled By (must be 2 people)

Rebecca

&

Maurcen

£50	—
£20	—
£10	50 - 00
£5	—
£2	4 - 00
£1	21 - 00
50p	7 - 50
20p	8 - 60
10p	1 - 10
5p -	7.35
Bronze	0.45

TOTAL CASH	100.60
------------	--------

2

Office Use Only:

Today: 01 Sep 2026



HELLEDON PARISH COUNCIL

Transactions

Business Premium ME

20-62-68 03124401

Available balance	£1,337.68
Last night's balance	£1,337.68
Overdraft limit	n/a

Showing **No** transactions between and from 01/08/2026 to 31/08/2026

Date	Description	Money in	Money out	Balance
No Transaction Found				

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
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**Minutes of the Meeting of Hellesdon Events Committee held on
Tuesday 18 August 2026, 7pm in the Council Chamber,
Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB**

Present at the Meeting

Cllr Mel Maidstone (Chair)
Cllr David Britcher
Cllr Gemma Diffey
Cllr David Maidstone (ex officio)
Cllr John Knowles

In Attendance

Rebecca Larke (Deputy Clerk)
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 and accepted from Cllrs Johnson, Douglass and Forder.

Cllr Knowles was the substitute for Cllr Johnson.

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. To approve the minutes of the meeting held on 7 July 2026 as a true and accurate record.

The minutes were **APPROVED** and signed as a true and accurate record of the meeting and were signed by the Chair.

4. Public Participation

No members of the public were present.

Approved.....

Date.....

5. To review Terms Of Reference for the Committee for recommendation for agreement at Full Council.

The Clerk had provided a report for the meeting and an updated Terms of Reference for the Events Committee. Cllr Britcher raised concerns about the new Terms of Reference as it appeared the Committee would have no control of the budgets per se other than setting them. The Chair, Cllr Mel Maidstone felt if setting the budget the Committee should also authorise any expenditure.

It was **AGREED** to recommended to Full Council to continue using the Terms of Reference for the Committee which had been agreed on 14 May 2024, subject to the removal of the paragraph headed 'Record of Proceedings' which was no longer relevant as the clause related to a period when the committee was only a working group.

6. Budget Monitoring

- 1) To receive budget monitoring report and to note.

The Clerk had provided a copy of the 26/27 budget to the Committee in advance of the meeting which was received and noted.

Cllr Mel Maidstone informed the Committee there was around £1200 left in the budget for the remaining scheduled events up to end of March 2027 and that the total budget for Events is very small. This issue may need reverting back to full council for discussion. Cllr David Maidstone observed that the previous year's budget had been considered when setting the current year.

- 2) To consider overall feasibility of remaining events for 26/27 including Awards evening.

Cllr David Maidstone commented that no awards ceremony was held the previous year so it is likely the committee cannot deliver on all proposed events as the budget stands.

Cllr Mel Maidstone stated that the Committee should be asking Helledon residents what events they want the Committee to deliver. After discussion on how best to reach people including using Facebook, Just Helledon and Community Centre notices. It was **RESOLVED** to have a round robin email sent to all Councillors and Officers to define parameters for a survey to Helledon residents.

It was **RESOLVED** that for the remainder of the financial year, the Senior Christmas Party, Christmas on the Lawn and the Awards Ceremony would be held.

In order to deliver these events, the Chair will request a budget increase for the Events Committee budget to be added as an agenda item at the next full council meetings. It was **agreed** to recommend to Full Council that an additional £8000.00 for the remainder of the 26/27 financial year should be added to the Committee's budget taken from general reserves.

Cllr Knowles thought that any decisions being made are only short term in light of Parish Council elections due in May 2027. Cllr Britcher suggested that if the Full Council decline additional funding then Cllr Knowles was correct. However, approval of any additional funding by Full Council could be rolled forward into the 27/28 budget.

Approved.....

Date.....

Connie Ackers (Best of Norfolk) was asked to provide provisional costings and provide a quote to Cllr Mel Maidstone by the end of the week to have full responsibility to deliver the Community Hearts Awards. The quote can then be considered by Full Council.

It was **RESOLVED** to move the date of the Community Hearts Awards to 17 April 2027, due to the complexity and preparation time required.

- 3) To consider use of an events management consultancy on an ongoing basis.

Connie Ackers (Best of Norfolk) was asked to review the contract she had in place for delivering the Summer Fayre 2026, to assess if any changes would be required if her consultancy was chosen to deliver events for the Parish Council by her consultancy. The Committee also requested that a quote should be produced for the Committee's consideration.

7. Senior Christmas Party

- 1) Review and agree entertainment options.

Connie Ackers advised she had sourced Nick Stephenson as the singer for the Christmas Senior Party. Playlists were discussed and confirmed as music from 50s and 60s alongside Christmas Classics.

- 2) Evaluate and approve catering plans and menu concepts.

It was agreed to follow the same format as last year and be delegated to two individuals. It was **RESOLVED** to accept Cllr Mel Maidstone and Cllr Diffey to undertake the task.

- 3) To consider rescheduling 2027 event date to secure Annie Threadkell as the featured entertainment.

It was **RESOLVED** in order to secure the services of Annie Threadkell for 2027, to move the Senior Christmas Party to 18 December 2027.

8. Christmas on the Lawn

- 1) To consider a proposal from Rev Susan Mann to supply a choir from St Mary's Church.

The Deputy Clerk was asked to contact Reverend Mann to seek an update on numbers.

- 2) To review the current status report on confirmed stalls and vendor participation and to note

The meeting was advised:

- There should be a snow machine and Cllr Diffey is sourcing a Christmas Tree.
- Connie Ackers (Best of Norfolk) confirmed there are three hot food vendors lined up: Zacket Potatoes, Hot Desserts and Gourmet Burger Van.
- There will be a bar selling mulled wine and a couple of indoor stalls.
- It was suggested that the event should also provide plant based foods.

Approved.....

Date.....

3) To review final decision, and agreement on the official promotional poster for social media.

Connie Ackers (Best of Norfolk) will produce another poster for approval by the Committee.

It was **RESOLVED** to change the name of the event to Hellesdon at Christmas.

Officers were requested to contact Hellesdon High School to see if we can use their car park for visitors to this event. It was agreed to notify any day or evening hirers of the community centre that there would be a possibility of reduced parking due to the Parish Council event. Officers were also requested to cancel to any football matches scheduled on that day.

Cllr Mel Maidstone asked the Office to provide confirmation of events and booked rooms within the Community Centre for 2027.

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

It was agreed that the next meeting of the committee would be Tuesday 15th September 2026 at 7pm

Meeting closed at 9:08 pm

Approved.....

Date.....

TERMS OF REFERENCE

EVENTS COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it 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 as appropriate.

Authority

The Events Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to arrange events as agreed by Full Council

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership

- Membership of the group should consist of seven parish councillors. All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.
- Members of the public may be appointed in an advisory non-voting capacity on an 'event by event' basis
- A Quorum of the group's meeting will consist of no fewer than three councillors.

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.

Frequency of Meetings

To meet as required to arrange events as determined by the Parish Council

Record of Proceedings

A report will be provided of decisions and recommendations made by the working group to the next Full Council meeting.

Roles & Responsibilities

Role

To arrange events, and the full detail of events as dictated by full council and under the budgetary constraints as dictated by full council.

Responsibilities

1. To ensure the relevant risk assessments are in place for events.
2. To ensure the correct licenses and insurances are in place for events.
3. If required, to create a proposed site plan for the event.
4. If require, arrange for external first aid provision for the event.
5. If appropriate, to create a running order for the day.
6. To book appropriate entertainments for the event and ensure that they have the correct insurances and licenses in place. This should be kept within the correct budget for the event.
7. If appropriate, arrange for Broadland Council to be notified of the event, providing the authority with any information they so require.
8. If appropriate, arrange for the emergency services to be notified of the event, providing them with any information they so require.
9. To liaise with and book stall holders, ensuring that they have the appropriate licenses and insurances in place.
10. To agree the fees charged to stall holders for the relevant event.
11. To allocate roles for each event, advising full council of the staffing requirements for set up, during the event, and clearing away.
12. To arrange for marketing and promotion of the event, as the committee sees fit.

Report for : Full Council

Date: 8 September 2026

Item Title: To receive details and to note Greater Norwich Local Plan 2045 Scoping Consultation.

Background and Purpose

The email below has been received from The Greater Norwich Local Plan Review Team. Please note that this consultation is about the questioning and information required by stakeholders to make a decision on the Norwich Local Plan 2045. The call for sites have yet to be reviewed and are not part of the this consultation (see highlighted areas).

If you wish to comment as an individual you can do so by following the links in the email.

Conclusion

The consultation document is online and is very lengthy. Some questions are technical based about the way in which information is submitted and shown. It is probably beyond the majority of Parish Councils to spend sufficient time to provide a collaborative response to each question.

Recommendation

The consultation should be noted. If individual councillors feel they wish to participate they can so as an individual following the links in the email below. The consultation ends on 28 September 2026 at 5pm.

Dear Clerk

17 August 2026

The Greater Norwich authorities (Broadland District Council, Norwich City Council and South Norfolk Council, working with Norfolk County Council) are now preparing a new Local Plan.

This process is prompted by national planning reform and the government's new method for calculating housing need. In addition, the government has introduced a new plan-making system, which changes the way local plans are prepared.

Following the new guidance, we are opening our [Scoping Consultation](#) in accordance with Regulation 20 of the Town and County Planning (Local Planning) (England) Regulations 2026. Whilst this is primarily intended for stakeholders to respond to, comments from anyone with an interest in the Greater Norwich plan area are also welcome.

The Scoping Consultation is open from the 17th August – 28th September 2026 (closing at 5pm).

The Scoping Consultation is an opportunity to tell us what matters most for the future of Greater Norwich. To inform these conversations, the Scoping Consultation includes questions on baseline data gathered to inform the preparation of the Plan, the emerging Vision and Objectives which will help to shape the content of the Plan and a proposed Engagement Strategy that suggests an approach to future engagement through the plan-making process. Further details can be found here: <https://gnlp.oc2.uk>

*Earlier this year, the Greater Norwich authorities hosted a Call for Sites for people to submit sites to be considered for allocation in the GNLP 2045. **These submissions are currently being reviewed and therefore do not form part of this consultation.** Basic details of all the sites received can be found [here](#) and **there will be an opportunity to comment on these at a later stage.** (Please note we are aware of an issue with the interactive map on this page which we are working hard to fix. In the meantime, the submitted sites can still be viewed by using the relevant district buttons).*

To support preparation of the new Local Plan, we have launched our [new website](#). The timetable for preparation of the new Plan is available on our website, and further information about the next stages of the process will be provided in due course.

The Greater Norwich Local Plan Review Team

Clerk

17 August 2026

Report for : Full Council

Date: 3 September 2026

Item Title: To consider professional services requirements for support and guidance for the Planning Appeal for Planning application 2024/3511 The Norwich Golf Club, Drayton High Road, Norwich Norfolk NR6 5AH

Background and Purpose

The Parish Council received advice via Sarah Everad at Broadland District Council to register the Parish Council as a rule 6 participant for the planning inquiry. This registration was accepted by the planning inspectorate.

What does rule 6 rule status mean?

Rule 6 status means that the Parish Council has been accepted by the Planning Inspectorate as a formal participant in the planning inquiry. This allows the Council to take an active role in the inquiry process, including submitting evidence, presenting its case, attending the inquiry and, where permitted questioning evidence submitted by other parties. It also means the Council can call witnesses to enhance and support their case. It also places procedural responsibilities on the Council, including complying with deadlines and inquiry requirements.

Rule 6 status gives the Parish Council a stronger voice in the appeal, but also means the Council must be properly prepared and may need professional planning support.

What happens if the Council relinquishes its rule 6 status?

If the Council relinquishes its Rule 6 status, it would no longer participate in the inquiry as a formal party. This is likely to reduce the Council's ability to present evidence, call witnesses, question other parties' evidence and play an active role in the inquiry proceedings. The Council will still be able to make representations, but its involvement would be more limited. Relinquishing Rule 6 status may reduce the administrative burden and potential professional costs, but it would also reduce the Council's ability to influence the appeal process and ensure that local concerns are fully presented to the Inspector.

In relinquishing Rule 6 status the Council will save time and money, but it weakens the Council's formal role and influence in the inquiry. The Council would revert to an interested party/person.

What do the Council need to do if they continue as a Rule 6 participant?

If the Council continues with Rule 6 status this gives the Council the strongest voice at the inquiry, but it also means the Council must be properly prepared, resourced and able to meet the inquiry deadlines. This would include:

- Confirm the main issues the Council wants to raise in the appeal. (already completed)
- Prepare and submit formal evidence by the deadlines set by the Planning Inspectorate. (22 September 2026)
- Prepare a Statement of Case and/or proofs of evidence, depending on the inquiry timetable. (already completed but may need review)
- Decide whether witnesses are needed to support evidence provided.
- Attend the inquiry and be prepared to present the Council's position (if not legally represented)
- Question the evidence of other parties, where allowed by the Inspector.
- Answer questions, when asked by the inspector, from the appellant's barrister
- Manage the administrative workload, including correspondence, deadlines, document bundles and inquiry arrangements.

If the Parish Council continues with rule 6 status given the expertise and time required, professional support would be required. This could either be through a Barrister/ Solicitor or Town and Country Planner.

What does the Parish Council need to do as an interested party?

If the Parish Council participates as an interested party/person, rather than as Rule 6 status the role would be more limited. The Council would still be able to submit written representations to the Planning Inspectorate and may be able to speak at the inquiry if invited or permitted to do so by the Inspector. However, the Council would not have the same ability to present formal evidence, call witnesses, cross examine other parties or take a full part in the inquiry proceedings.

As an interested party, the Council would need to ensure that any representations are submitted by the required deadline, clearly set out the Council's planning concerns, and focus on material planning considerations. The Council may also wish to attend the inquiry to observe proceedings and, if allowed, make a short statement to the Inspector. This option would reduce the administrative burden and potential professional costs, but would also reduce the Council's influence over how its concerns are tested and presented during the inquiry.

As an interested party the Council would need to :

- Submit clear written representations,
- Meet any deadlines,
- Focus on planning matters (refusals) but could consider submitting wider points.
- Decide whether to attend the inquiry, but it would have a less active role than under Rule 6 status.

It is also possible that as an interested party, before deadline submissions, the Council could obtain a professional view of the documents and evidence from either a Barrister / Solicitor or a Town and Country Planner.

Conclusion

Given the very short period of time between the Full Council meeting (8 September 2026) and the date for submissions to the inspectorate (22 September 2026) it is unlikely that any legal professional representations would be value for money, as the planning considerations are complex and legally nuanced. However, the Council's evidence is reasonable straight forward and considered.

Rule 6 status does give rise to the possibility of costs being waged against the Council. However this would only happen if the Council:

- missed deadlines
- failed to engage properly with the inquiry process
- made points with no evidential basis
- changed positions or arguments late without good reason
- caused unnecessary adjournments or wasted time
- refused to agree a Statement of Common Ground in a timely way where one is appropriate

If the Inspectorate rules in favour of the appellant this does not automatically give rise to costs being awarded against the other parties. However, currently both sides (appellant and BDC) have reserved considerations to costs. This is standard practice at this stage of proceedings.

Continuing with Rule 6 status without representation is risky although not unachievable. The appellant is being represented by Mr John Litton KC and Broadland District Council have a junior barrister from 39 Essex Chambers Mr Jake Thorold.

Within submitted papers so far, the appellant has said that it intends to reach a statement of common ground with the Parish Council on two issues. Given that our concern is the loss of open space, it may well be that a consensus is reached before the Inquiry starts. However, because the Council's major concern is the loss of open space, the planning balance would likely involve asking whether the appellant can show that the benefits of the scheme are strong enough to outweigh that loss and any related policy objections.

Financial Considerations

I am endeavouring to obtain quotes for legal representation as a rule 6 participant and as an interested party with a view to reviewing the submission documentation. I hope to be able to update members at the meeting.

However in broadbrush terms, costs are as follows: (fees advised by clerks&counsel.co.uk)

Rule 6 status

Junior Barrister

- Preparation and advice: £5,000 to £15,000
- Inquiry attendance (8 days): £24,000 to £64,000 assuming roughly £3,000 to £8,000 per day
- Total: £30,000 to £75,000 plus VAT and any disbursements.

King's Counsel (KC)

- Preparation and opinion: £10,000 to £25,000+
- Inquiry attendance (8 days): £80,000 to £200,000+ at typical KC day rates
- Total: often £100,000+ and potentially substantially more.

Chartered Town and Country Planner (fees advice RTPI)

- Preparation and advice: £5,000 to £15,000
- Inquiry attendance (8 days): £4,000 to £12,000
- Total: approximately £10,000 to £25,000 plus VAT

If the Council feels it already has a strong case and mainly needs planning expertise and representation at Inquiry, a good RTPI Chartered Planner with inquiry experience may offer much better value than a barrister acting alone.

Interested Party Status

Chartered Town and Country Planner (fees advice RTPI)

- Preparation and advice: £5,000 to £15,000

Junior Barrister

- Preparation and advice: from £15,000

King's Counsel (KC)

- Preparation and advice: from £25,000

The cost of engaging legal services through a barrister is considerable although maybe reduced if a statement of common ground clearly highlights the differences between the appellant and the Council's objectives. In addition, a barrister would only have less than two weeks to prepare and submit all evidence and witnesses and because of this a premium of the fee payable is very probable. The availability of a barrister with planning expertise may also be an issue, as appeal levels currently across the country are relatively high.

Actions required

The Council is asked to consider:

1. whether it wishes to continue with its rule 6 status and if so, whether it would seek representation from a barrister or town and country planner.
2. whether it wishes to consider obtaining a professional view of submission documents if status is downgraded to an interested party only.

Clerk

3 September 2026